

Roosevelt High School Child Development Center



Welcome to the Roosevelt High School Child Development Center. We look forward to working together with you to support your child's success. As a member of the RHS CDC family, you are automatically a member of our parent association. We meet several times throughout the school year to share ideas. We hope that you will join us as we collaborate to provide a safe and healthy environment for our youngest learners.

We are a State of Michigan licensed child care facility with the capacity to serve 71 children per day. Our children range in age from 2 weeks through 5 years of age. Our staff members are CPR and First-aid certified. They attend professional training opportunities throughout the year to continue building upon their understanding of young children's development and to ensure that classroom experiences exemplify best practices identified by early childhood research. We have recently adopted *The Creative Curriculum*, and are working towards its full implementation.

Our Mission Statement:

The mission of the Roosevelt High School Child Development Center is to form a partnership with each family that is built on communication and respect. We aim to build relationships that will allow us to be seen as a valued resource in our community. It is our goal that children and their families feel safe and secure. We strive to create a developmentally appropriate curriculum that follows the interests of children while meeting the needs of *each* child.

The Roosevelt High School Child Development Center aspires to encourage children's self-confidence and promote skills that support each child in becoming a successful, productive member of our community.

Hours of Operation

The center follows the Wyandotte Public School District calendar. We are opened from 7:15-4:00. Late stay care is available until 4:30. If you need late stay care, you must sign up in advance.

Record Requirements

Children must have an up-to-date health appraisal form and emergency card on file prior to attendance. State of Michigan Child Care Licensing Regulations requires that all immunizations must be up-to-date at the time of enrollment.

Tuition

- **Infant Classroom**
 - \$190 weekly; 40-42.50 hours per week (8.5 hour day)
 - \$38 daily/\$4.75 hourly
- **Toddler Classroom**
 - \$185 weekly; 40-42.50 hours per week (8.5 hour day)
 - \$37 daily/\$4.63 hourly
- **Three-year-old Classroom**
 - \$180 weekly; 40-42.50 hours per week (8.5 hour day)
 - \$36 daily/\$4.50 hourly
- **Four-year-old Classroom**
 - \$175 weekly; 40-42.50 hours per week (8.5 hour day)
 - \$35 daily/\$4.38 hourly
- Less than 5 days per week time/charges (using infant cost as an example)
 - 1 day per week - 8-8.5 hours - \$38
 - 2 days per week - 16-17 hours - \$76
 - 3 days per week - 24-25.5 hours - \$114
 - 4 days per week - 32-34 hours - \$152
 - 5 days per week - 40-42.5 - \$190
- Less than 8-8.5 hrs. per day, hourly rate applies. For example:
 - 5 hours, infant room - $5 \times \$4.75 = \23.75
- Extend time (anything beyond full day, 8.5 hrs./full time, 42.50 hrs.) charged the prorated $\frac{1}{4}$ hourly amount. For example:
 - Infant classroom - 5 days per week - 42.75 hrs (1/4 hr. over); $\$190 + \$1.19 = \$191.19$ weekly charge
 - Infant classroom - 2 days per week - 17.75 hours (3/4 hr. over); $\$76 + \$3.57 = \$79.57$
- Multiple Children: Youngest child, full price; other child (children) 10% discount per additional child. For example:
 - 1st child - infant room, full time - \$190
 - 2nd child - 3 year old room, full time - \$180 - \$18 (10% discount) = \$162 weekly charge
 - Total: \$352 for both children
- \$10 snack fee is assessed monthly for the 2, 3, and 4 year-old classrooms. This fee will be prorated to reflect part-time attendance.
- Late fee beyond 4:30 p.m., \$5 for first 5 minutes, \$1 per minute there after using the clock at the CDC.

Procedural Policies

- Families will be required to provide the CDC with a schedule of their child's proposed attendance. Weekly tuition charges will be based on the schedules provided.
- Prior notice (previous Thursday) will be required in order for families to waiver from their schedule. This will allow the director to make appropriate staffing changes.
- Families will be allotted sick days (10 per year/one per month; and prorated for part-time attendance, non-accumulating). Once sick days have been exhausted, families will be charged according to the schedule submitted.
- Families who are not scheduled to attend on a specific day, but find that they are in need of care, will be required to call. We will accommodate requests to add time to the schedule only if current staffing allows for us to maintain an appropriate adult-to-child ratio.

Sick Policy

Child Care Licensing rules require the exclusion of sick children.

If your child has any of the following symptoms, please have them stay at home:

- Fever above 100 within the last 24 hours
- Vomiting within the last 24 hours
- Communicable or undiagnosed rash
- Diarrhea within the last 24 hours

The following symptoms are cause for concern. When these symptoms are present along with fever, vomiting, or diarrhea, please keep you child at home.

- Cough
- Productive cough
- Earache
- Drainage from the eyes or ears
- Nasal discharge

Keep your child home until he/she has been fever free for 24 hours *without medication*.

We ask that families notify the center when their child will be absent. We also ask to be notified when your child has been diagnosed with a communicable disease. Your notification will allow us to inform families and take measure to prevent further spread of the contagious disease.

Medication Policy

State of Michigan Child Care Licensing and the Wyandotte Public School policy requires that a permission form signed by a parent/guardian along with a medication form with your doctor's signature, be on file in order for a staff member to dispense any medication to your child. This includes prescription and over the counter medication.

YOU WILL NEED TO BRING:**Infant Room**

PLEASE LABEL ALL ITEMS

- Change of clothing
- Extra socks
- Bibs
- Extra bottle with powdered formula for emergency bag
- Diapers
- Wipes
- Diaper cream—if necessary (must have medication form completed)
- Bottles (brought daily—must be labeled and dated)
- Crib sheet
- Items that help your child to feel comfortable—blanket, pacifier, teddy bear

Toddler Room- The Explorers

PLEASE LABEL ALL ITEMS

- Change of clothing
- Sheet, pillow and blanket
- Breakfast and lunch if necessary

Three Year Old Room- The Adventurers

PLEASE LABEL ALL ITEMS

- Change of clothing according to the season
- Breakfast and lunch if necessary
- Sheet, pillow, and blanket

Four Year Old Room—The Voyagers

PLEASE LABEL ALL ITEMS

- Seasonal change of clothing
- Sheet, pillow, and blanket
- Breakfast and lunch if necessary

***Our learning is hands-on and sometimes messy.
Please send children to school in play clothing
that can get dirty.***

Daily Schedule

While each teacher maintains a daily schedule that best suits the needs of the children, you will find these components included in every schedule.

Self-initiated play Children have opportunities to choose and interact with classroom materials

Circle Time Children come together in a group to hear stories, share ideas, and learn about new concepts

Gross Motor Children have opportunities to move their muscles and get some exercise—this will take place outdoors when weather permits

Small Group Activities children learn in the midst of play math, literacy, science and socialization

Our three and four-year-old classrooms also take part in the *Phonics Soup Literacy Program* that has been adopted by the Wyandotte Public Schools.

The Creative Curriculum

The creative curriculum is a comprehensive program that organizes children's learning into the following areas:

- Social-emotional Learning
- Physical Development
- Cognitive Development
- Language Development

The Creative Curriculum® for Infants, Toddlers & Twos focuses on building relationships, collaborating with families, and providing responsive care. The curriculum centers on:

- creating a responsive environment
- establishing routines
- providing meaningful experiences
- individualizing care and learning for each child and
- guiding behavior

As children grow and develop, toddlers are introduced to the building blocks of learning that help to form the foundational understanding of math, literacy, language and science concepts.

The Creative Curriculum for Preschoolers is founded on scientific research and state and professional standards. It identifies the knowledge, skills, and concepts important for preschool children to acquire in each content area:

literacy, math, science, social studies, the arts, and technology. The key components of these content areas have been identified as:

Literacy: vocabulary and language, phonological awareness, letters, words, print, comprehension, books and other texts, and sources of enjoyment

Mathematics: numbers; patterns and relationships; geometry and spatial awareness; measurement; and data collection, organization, and representation

Science: physical science, life science, and earth and the environment

Social Studies: spaces and geography, people and how they live, people and the environment, and people and the past

The Arts: dance, music, drama, and the visual arts

Technology: awareness of technology, basic operations and concepts, technological tools, and people and technology

Children are given experiences that provide them with opportunities to learn in a developmentally appropriate manner that respects individual learning styles, interests, and rates of development.