

Parent/Guardian Handbook



OLIVE BRANCH DAY CARE

Genesis the Church

309 N. MAIN ST.

ROYAL OAK, MI 48067

248.543.7456

Updated 2025

The ministry of Olive Branch Day Care is a part of Genesis the Church and is beholden to the Session consisting of the Elders, the Senior Pastor, and other pastoral staff as determined by the Senior Pastor and Elders.

All families of the day care are required to follow the full Policy Manual of the day care as well as any requirements made by the church. This handbook covers the most applicable parts of the manual. The full Policy Manual can be viewed upon request in the administrative office.



7. Program

The Day Care is licensed by the State of Michigan Department of Human Services and must follow its guidelines. The Day Care will do those things necessary to maintain this license while being consistent with the bylaws, policies and procedures of Genesis the Church.

7.1 Room and Staffing Requirements:

The State of Michigan limits the number of children that may be under the supervision of caregivers. To enhance the quality of our program, the Olive Branch Day Care will strive to maintain teacher to child ratio maximums lower than the state levels as follows:

Room	Age	Maximum children per room
Young Infant Room	8 Weeks to 12 months	8
Older Infant Room	8 Weeks to 12-18 months	8
Toddlers	15-18 Months to 2.5 years	12
Preschool	2.5 to 3.5 years	16
Pre-Kindergarten	3.5 to 5 years	24

Class	State Ratio	Olive Branch Preferred Ratio
Infant	1:4	1:3 (may staff up to 1:4 for Older Infant class)
Toddler	1:4	1:4
Preschool	1:10 (3-4year) 1:8 (2.5-3year)	1:8 all
Pre-Kindergarten	1:10 (3.5-4year) 1:12 (4+year)	1:10 all

The Day Care is licensed up to the age of 12 years. The Day Care is licensed for 84 children per day.

Staff Screening: Staff screening is done through comprehensive fingerprint background checks through the State of Michigan.

Staff Training: All lead teachers are certified with either a bachelors, associates or CDA credential. Staff is given CPR and First Aid certification every two years and undergoes health and safety training topics in a schedule based on requirements from the State of Michigan. SIDS & Infant Safe Sleep and Bloodborne Pathogen training are given upon hiring. Other training opportunities are offered on things such as teaching skills and planning, child development, etc. Training is also available to staff at conferences and workshops outside the Day Care. All regular staff are required to have 24 hours of training annually.

7.2 PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parent/guardians for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

7.3 Curriculum:

Olive Branch Day Care (OBDC) offers a Christian-oriented childcare program for children ages two (2) months through Pre-Kindergarten in our tuition-based program. We are committed to providing quality care for children, in a home-like environment. We strive to develop the total child: emotionally, intellectually, physically, socially, and spiritually at their individual level.

Our tuition-based program is designed to include a balance of activities like content literature, Bible stories and songs, prayer, indoor/outdoor activities, small and large group activities, music and art and other creative expression, children's choice and teacher-directed activities, academic content, social skills, etc. Any state-funded programming will meet the curriculum and content requirements set forth by the State of Michigan.

Curriculum is the range of studies offered in the Day Care. The curriculum consists mainly of subjects studied in the classroom, plus organized playground activities, field trips, invited visitors, etc. A planned curriculum gives each subject and activity an appropriate place alongside the others.

7.3.1 Lesson Plans:

Lesson plans will reflect the curriculum, including activities, songs, toys, books, etc. The room setting will also reflect areas used for different skills. Lesson plans should be self-explanatory, to ensure easy understanding by any substitute caregivers.

7.3.2 Curriculum for the Day Care:

The curriculum shall be developmentally appropriate for the given age levels and shall include all areas specified by Department of Human Services. In addition, a Christian emphasis shall be placed on all learning activities in the tuition-based program.

7.3.3 Program Audit:

The Day Care can designate a person to audit the daycare programming and classrooms as an accountability factor. The person or persons may review the lesson plans, classrooms and interactions of teachers with each other and the children.

7.4 Cultural Competence Plan

7.4.1 Definition

"The word culture is used because it implies the integrated pattern of human behavior that includes thoughts, communications, actions, customs, beliefs, values and institutions of a racial, ethnic, religious or social group. The word competence is used because it implies having the capacity to function effectively."

7.4.2 Eight guiding concepts that provide the foundation are:

1. Children are nested in families.
2. Identify shared goals among families and staff.
3. Authentically incorporate cultural traditions and history in the classroom.
4. Acknowledge child development as a culturally-driven, ongoing process that should be supported across contexts in a child's life (e.g., school and home).
5. Individuals and institutions' practices are embedded in culture.
6. Ensure decisions and policies embrace home languages and dialects.
7. Ensure policies and practices embrace and respect families' cultural values, attitudes, and beliefs toward learning.
8. Equalize balances of power and counter stereotyping and bias through intentional teaching.

7.4.3 Verses

The following verses from the Bible express Olive Branch Day Care's philosophy on how to provide a culturally competent early childhood program:

"For God so loved the world that He gave his one and only Son, that whoever believes in Him, shall not perish but have eternal life." John 3:16

"This is the message you heard from the beginning: We should love one another."
1 John 3:11

"...but have not love, I am nothing. If I give all that I possess to the poor and surrender my body to the flames, but have not love, I gain nothing. Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is

not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always hopes, always perseveres..." 1 Corinthians 13:2b – 7

7.4.4 Olive Branch Day Care provides this cultural competence by:

- Partnering with families to provide a culturally rich learning experience for children
- Recognizing that parent/guardians are their child's first and most important teacher
- Having loving, skilled and effective teachers and caregivers
- Respecting the home culture of all families
- Promoting and encouraging the active involvement and support of all families, including extended and nontraditional family units
- Incorporating aspects of children's cultural and linguistic backgrounds in the program's curriculum

7.4.5 This physically visible in our program through:

- Books, posters, toys and educational materials that reflect multi-generations, ethnicities, abilities and cultures
- Parent/guardian Survey completed for feedback and to modify practices/environment as appropriate
- Multiple annual events for all families and extended family to encourage two-way communication with families
- Professional Development of staff to include cultural competency training and reflection time for staff of intentional culturally competent teaching
- Encouragement of parent/guardians to be involved in their child's education
- Daily verbal/written communications with families about their child
- Photos of children
- Lessons with information from child's teacher about topics the children are investigating
- Parent/guardian(s) on the Olive Branch Day Care Team to ensure families have input in the program and are part of the advising for policies and practices

7.5 Discipline

According to the State of Michigan guidelines, we will use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation. Teaching children language and skills that help regulate emotions and handle them responsibly will be the forefront of our practices.

We **DO NOT** use corporal punishment. We will talk to the child and redirect. For children in Pre-School and Pre-Kindergarten after talking and redirecting, if needed, we use the "time out" or the "thinking chair". Discussion by and with the teacher who put the child in "time out" or "thinking chair" will support the child's learning to handle their emotions and actions responsibly.

Only in cases where a child poses a threat to themselves, a care person, or another child, will physical restraint be used. In the event that this does occur, the parent/guardian of the individual will be contacted immediately. The employee in charge of the care of the child will do a written report of the incident and give the report to the Director prior to leaving the premise for the day. If a child poses a consistent concern regarding a behavior which threatens physical and/or emotional harm to the other children and/or staff, we will do the following:

- Examine examples of behavior.
- Seek parental insight by call, email or meeting.
- Create a plan to support the child and correct the behavior.
- Parent/guardian may need to seek professional guidance with written feedback for the Day Care Staff, with guidelines/suggestions on how to handle the situation.

If, after the above guidelines have been tried, there is still unacceptable behavior, the enrollment agreement will be null and void, and you must remove your child from the program. The above procedures are necessary for the health and safety of all the children and staff.

7.6 Accident Policy (Staff/Children):

1. Observe the staff's/child's physical appearance and follow first aid procedures for appropriate care.
2. The Director, or the staff person left in charge when the Director is not on the premises, will be responsible for the emergency care.
3. Accident reporting procedure:
 - a. On the day the accident occurred, write up an "Ouch Report" provided by Olive Branch Day Care. A completed copy is sent home with child/children involved and copy is kept on file in the Director's office for one year.
 - b. If the accident involved another child/children, a note is written to the parent/guardians of the child/children involved and a copy of this note(s) is attached to the accident report given to the Director. All notes sent to parent/guardians only list the name of their child and respect the confidentiality of others.
 - c. When the parent/guardian(s) arrive to pick up the child, the caregiver should inform them of the accident and how it happened in general terms. Do not use the names of other children involved to respect confidentiality.
4. For more serious injury, comply with insurance policies, as provided by Genesis the Church, with regard to completing Incident Reports and other pertinent matters.

7.7 Field trips:

Field trips may be taken. We will provide notification to each parent/guardian prior to each field trip. Permission slips will be sent home indicating where, when, and how. Parent/guardians will need to sign and return these forms or the child will not be allowed to participate. No child will be permitted to go on a field trip if the Day Care does not receive a permission slip signed by a parent or legal guardian. For all chaperones and volunteers attending the field trip, a background check is required on file and up to date. It may be the responsibility of the

individual to secure or pay for any background checks needed or provide any necessary paperwork (i.e. driver's license, proof of insurance, etc.).

If transporting children in vehicles, parent/guardians need to provide car seats (labeled with child's name) for their child. The Day Care will comply with all State of Michigan car seat safety laws and transportation requirements.

We may take walks with the children. Infant, Toddler and Pre-School children, using a walking rope, walking bracelets, or strollers. Pre-Kindergarten uses the buddy system. All care ratios are maintained or increased during walks and no major streets are crossed without field trip permission steps listed above.

7.8 Day Care Closings:

The Day Care observes several holidays throughout the year by closing and reserves the right to close, with notice, for reasons that may prevent the safety of the children and staff. The Day Care is closed on Saturdays and Sundays.

7.8.1 Holidays

The Day Care is not open on the following special days. Please note those marked with an asterisk (*) are paid by the families if their child(ren) are normally scheduled on the holiday or the day it is observed since these dates are paid to staff.

- Good Friday
- Memorial Day *
- Juneteenth (June 19) * (In the event this holiday falls on a weekend, we will be closed either Friday or Monday and employees will be paid for that day. If on Tuesday or Thursday, Day Care will also be closed on Monday and Tuesday or Thursday and Friday)
- Independence Day (July 4th) * (In the event this holiday falls on a weekend, we will be closed either Friday or Monday and employees will be paid for that day. If on Tuesday or Thursday, Day Care will also be closed on Monday and Tuesday or Thursday and Friday)
- Labor Day *
- Thanksgiving Day *
- Day after Thanksgiving
- Christmas Eve through January 1 (depending on budgeting allowances this full period may be free of charge for families; if needed to pay staff, the individual holiday dates themselves may be charged)

7.8.2 Severe Weather Closing Policy

In the event of severe weather, the Day Care director will monitor the weather via news broadcasts and personal observation during times of heavy snow/ice/dangerous weather. They will be looking at how the weather affects the safety of our families and staff traveling to and from the day care. Amount of snowfall or ice, wind, visibility, safety of driving conditions, etc. will be taken into consideration.

If it is felt that a closing is necessary, a decision will be made and families will be alerted no later than 6:30 a.m. Local TV stations will be contacted, and we will make our best effort to send a broadcast email about closings. Any subsequent days will be notified in the same manner, otherwise parent/guardians should assume the center is open.

If the day care is closed due to weather, this will be credited as an unpaid day to all families and staff regularly scheduled for that day.

7.9 Rest Time:

Licensing rules state that a center shall provide each child in attendance for 5 or more continuous hours a day with an opportunity to rest.

The Center provides crib sheets in the Infant Rooms. Parent/guardians must provide nap supplies for rest time for Toddler, Preschool, and Pre-Kindergarten. **LABEL EVERYTHING** with your child's name. Blankets are to be taken home for washing at the end of each week.

If one of the Center's blankets is loaned to your child, **YOU** are responsible for laundering and returning it by the following Monday.

7.10 Health Forms:

A health/physical examination is required for each child. The health form (furnished by the center) and immunization record must be completed by the child's Doctor and returned 30 days after admittance. A new physical and form is required every year for Infants and Young Toddlers (up to 29 months) and every 2 years for Older Toddlers (30 months and older), Preschool and Pre-Kindergarten. All children must have the required immunizations or waiver obtained from a physician for medical reasons and from the Health Department for personal reasons, or services may be terminated. Additional shots and/or boosters must be reported in writing by the parent/guardians to the Day Care.

It is important that you inform us in writing, and in advance of enrollment, of any unusual health problems your child may have. Forms for health conditions, allergies, etc. may be required by the center and a plan will be put in place to accommodate the needs of the child and family.

7.11 Emergency Card:

An emergency card must be filled out before the child can be admitted to the Day Care. This form will also include the names of people that can pick up the child. The parent/guardian(s) are required to keep all information up to date; job, doctor, emergency person, etc. If a person's name is not on the information card, the child **WILL NOT** be released to that person.

7.12 Illness:

The Day Care must be notified if it is known or suspected that a child or staff member has been exposed to or contracted any communicable diseases. The Day Care will notify parent/guardians of any exposure to communicable diseases confirmed within the center.

Children and staff should stay home and parent/guardians will be called to pick up their child if:

- Their temperature reaches 100° F or higher taken internally (ex: ear or mouth) or 99°F or higher externally (ex: under the arm or forehead).
- They have two (2) episodes of diarrhea (defined as loose or watery stool).
- They have vomited.
- They have a rash with fever
- They have an unidentified rash
- They have a sore throat with fever and swollen glands

- They have a cough that is bad enough to make the child red or blue in the face or a cough that is followed by whooping sounds and/or wheezing
- They have mucus or pus draining from the eye (may indicate pink eye)
- They have yellow skin or eyes
- The child is continuously crying or has extreme irritability
- The child too sick to take part in all the Day Care activities or needs more care than the staff can provide within normal programming

If called, a parent/guardian or emergency contact **MUST** pick up the child within one (1) hour of notification. If child is not picked up within the hour, regular late fees apply (see section 8.3). Children must stay home until they are symptom free of vomiting, diarrhea or fever without taking medication for at least 24 hours and one full day at home. If on antibiotics, they must have consistently taken them for 24 hours before returning. If there is a rash, they can return when the rash is gone or when a physician's note clears them as not contagious. Other contagious diseases will follow timelines for exclusion from the CDC and health department. Notices will be given by the center with this information.

If a child is to be given medication while at the Day Care:

- A medical form must be filled out before any medication will be dispensed and all state licensing rules will be followed for updating these forms as well as storing and dispensing medication.
- Over the counter medication, topical or ingested, must be in its original container with the manufacturer's or doctor's instructions and the child's first and last name on it.
- Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.
- Medication cannot be added to a bottle or food unless specifically noted in the instructions for prescriptions. Parent/guardians should not send food or bottles with any added medication to be served at the center.

Other Health Concerns: Be sure we know all allergies and the symptoms that describe it. If your child has any food or environmental allergies, we will do our best to create a safe environment and provide accommodations. The center may ask for a form to be filled out to provide more details regarding the allergy and steps to take in an emergency. If your child has allergies that keep them indoors, we request a physician's statement to validate the child's health condition. Plans to accommodate any allergy will be made on a case-by-case basis.

7.13 Environmental Health

We seek to maintain a healthy and safe learning environment for all staff and children. Cleaning and sanitizing procedures are established and maintained on a regular basis to promote the health and well-being of all. Further steps for cleaning are taken if we are responding to an illness in the center.

Pest Management Plan: We hope the need does not arise to use the “Pest Management Plan”, but a plan has been established just in case: Every effort is made to implement non-chemical pest management options first. If chemical pesticides are found necessary, you will be notified by posting at Olive Branch and a note will be sent home in advance about pesticide application, including the target pest or purpose, approximate location, date, contact information at the center and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

8. Parents, Guardians and Families

8.1 Attendance

We operate on an attendance year based from September 1st through August 31st, with the following requirements:

- Attend a minimum of two (2) days per week.
- Vacation – Two (2) times the schedule days (see section 8.4)

Two full weeks’ **written** notice is required to withdraw your child from the program (See **Withdrawal from Program, in section 8.5**).

- Any last-minute absences (i.e., illnesses, etc.) should be called or emailed into the center no later than 9a.m. the day of the absence.

8.2 Emergency Procedure

In cases of emergency requiring immediate treatment, the procedure is as follows:

- Contact parent/guardian(s) immediately.
- Contact emergency care person as indicated on the information card in parent/guardian’s absence.
- In the event of life-threatening emergency, 911 will be called.
- The director or person in charge may take the child, via ambulance, to closest emergency center if the above persons cannot be reached and emergency treatment is needed.

8.3 Payment and Fees

Payment is made by electronic payment via ACH transfer or credit/debit card and is processed Monday of each week.

If you owe for two weeks or more, your child and/or children may be refused care until your account is current.

Other charges, credits and discounts:

- \$150.00 Commitment Deposit is due at the time original enrollment is signed. Refundable only at the end of enrollment, provided two full weeks’ written notice of withdrawal is given and account is in good standing.
- \$75.00 per Family (*First Time Registration*)

- \$15.00 per Family (*Annual Renewal*)
- Sibling Discount: 10% discount to the eldest child's rate, for overlapping days, when multiple children are enrolled.
- Employee Discount: 50% discount on rates for the first child of employees and 25% off for all subsequent children of the employee
- Flex Hour: For half-day schedules which are specified four-hour blocks, a fifth hour can be prearranged with the Director (*See Rate chart for current year*).
- Late Pickup Charges: \$15 late charge per child up to 15 minutes and a dollar per minute per child after that for arrivals past the *scheduled pick-up time*. Pickup means that you have your child in your care and are leaving the building.
- Returned Payments: You will be charged our bank's current rate for all returned checks or electronic payments for tuition or other fees.
- Holidays: See Day Care Closings in section 7.8.
- Illness/Absence: Any days off notified less than two full weeks in advance are still charged to families because of staffing scheduled in advance for classes. If requesting the use of a vacation day credit for an illness, please see section 8.4 for details.

8.4 Vacation Days

Child must attend year-round to be eligible for vacation days. The schedule is effective for children enrolled for twelve (12) months, from September 1 through August 31. Late enrollees (*children enrolling in the program after the beginning of the term*) will have adjustments made accordingly. Vacation days will be reduced if schedule is reduced.

There will be a credit applied to your account for vacation days up to the number granted in the list below, as long as **written notice on the request form provided by the Day Care or via email** is received two (2) **full** weeks prior to the Monday of the week of the requested vacation.

Vacation day allowances are as follow:

<u>Child's Attendance Schedule</u>	<u>Number of Vacation Days Allowed</u>
5 days per week	10 days
4 days per week	8 days
3 days per week	6 days
2 days per week	4 days

Vacation days **cannot** be carried over from one enrollment period to the next and must be used as full days. Half of the number of a child's vacation days can be used as call-in sick days. The request for credit must come at the time of the call in and can be requested verbally via phone call or via email. To request a sick day credit from your vacation days, the request must come no later than 9a.m. on the day you are requesting.

8.5 Withdrawal from Program

Two (2) full weeks, **WRITTEN NOTICE**, must be given for withdrawal from the program; otherwise, payment will be required for those two weeks and commitment deposit will not be refunded.

Parent/guardians can request a leave of absence from the center if needed. Removing their children for a leave of absence does not guarantee continued enrollment. If we have an applicant wishing a vacant spot, the family of the student who is not currently in attendance will be given “***right of first refusal***”. If the family chooses to hold the position, **FULL TUITION** must be paid from that time on. The center will make efforts to maintain the spot of the child while tuition is paid. However, the day care reserves the right to end services during extended absences if they deem the need from waiting families takes precedence regardless of payment. They family not currently in attendance would need to return to care or the spot will be offered to a waiting family.

8.6 Arrival and Pick-Up

NO CHILD WILL BE ACCEPTED BEFORE 7:15 A.M. AND MUST BE PICKED UP PRIOR TO 6 P.M. (or your scheduled time for half-day children) or late charges will apply (see Payment and Fees section 8.3).

Because security is very important to our Day Care, your child’s in and out times will be recorded. Allow yourself sufficient time to take care of your child’s needs (i.e.: Your child putting away play items, talking to the teacher, collecting art projects, etc.) and still leave the building by your scheduled departure time. Our safe staffing of the Center depends on this.

No child will be released to the custody of anyone other than the parent or guardian without WRITTEN authorization from the custodial parent or guardian. New or unknown adults picking up children should have their photo ID checked against the child’s emergency card for authorization.

If you will not be available at your regular telephone number, you must notify the Director/Teacher where you can be reached.

You may not bring your child at an unscheduled time, unless prior permission has been obtained from the Director. It is then recorded on the daily schedule.

8.7 Clothing

Parent/guardians are responsible for sending their child to Day Care in clothing that is comfortable for play and suitable for indoor and outdoor activity. Clothing should include hat, gloves/mittens, boots, snow pants, etc. for outdoor activity in cold weather. A swimsuit and towel may be requested in the summer for water play. Your child may not be allowed to go in

the sprinkler without a swimsuit. Children should be prepared to go outside, weather permitting, when the real feel temperature falls between 20°F and 95°F.

Tennis shoes are preferable. Sandals that buckle and cover the toes are acceptable. Sandals made of stretch material and flip-flops are **NOT** allowed. You may be asked to take your child home or access to play equipment may be limited if proper footwear or clothing is not worn.

Anything sent in should be marked with the child's first and last name. This includes coat, hat, scarf, boots, bag, blanket, swimsuit & towel, baby bottles, etc.

Please send a complete change of clothes. If you forget to send in clothes, your child may use some of the Center's. You will be responsible for laundering and returning the items the following day.

8.8 Toilet Training and Diapers

Toilet training will be prompted by the parent/guardian, but is not recommended for children under 2.5 years. It is required for transition or enrollment in the Pre-Kindergarten class only but will be evaluated on a case-by-case basis.

Once prompted by the parent/guardian, staff will encourage, but never force, toilet use in the classroom. Children should wear loose fitting clothing, which is easy to remove during toilet training. Diapers or pull-ups must be worn by children who are toilet training until consistent use of the toilet for both urination and bowel movements is successful. Advice from staff is available upon request by the parent/guardians.

Good self-image and celebration are very important to children during this time. We strive to make this experience a positive and successful one for children and families.

The parent/guardian will provide disposable diapers that have removable tabs. It is your responsibility to check your child's supply and keep it well in stock. There will be a charge of \$1.00 per diaper if the Center has to supply diapers. This charge will be added to your account.

8.9 Toys/Books

All toys, books and supplies necessary for play and learning are provided by the center. Children can bring toys/books from home at the discretion of the caregivers. Toys/books associated with violence (i.e.: guns, abuse, etc.) are **NOT** allowed. Toys/books brought in from home are your child's responsibility. When you pick your child up, if their item is missing, you are more than welcome to look for the missing item, but the teacher's responsibility is to supervise the children, not to look for missing toys. Also, keep in mind that any toys/books that are brought in to the Day Care may be shared with all children. If your child will have a problem with this, they should keep toys/books at home or quickly return them to their cubby or backpack after they show their class.

8.10 Food

Lunch for every child in our tuition-based program should be provided from home. Details of center-provided food for each age group is listed below. Nutritious foods are eaten first. If child does not eat enough nutritional food, sweets will be sent home.

Please notify us of any food allergies. Notations must be made on the child's Information Card and the center may request a Food Allergy Plan in case of reaction.

Children under 1 year: All infant formula and/or milk must be provided in single serving containers, and labeled by the parent/guardian with first and last name of the child. Food sent for children under a year old must be in puree form or not larger than ¼ inch diced. Unserved food, milk or formula must be sent home each day and bottles not fully drunk after one hour of the child beginning must be discarded per licensing requirements. Heating is available for infant food and formula ONLY. A written feeding schedule for your infant is required. This should be reviewed monthly. It is your responsibility to update your child's schedule as changes occur.

Children 1 year and older: Breakfast for children must be eaten before arriving at the Center. Parent/guardians are responsible for providing lunches for their child. Please send familiar foods, ready to be eaten, from a variety of food groups. Food prepared for children 1-2 years old should be no larger than ½ inch diced. Food for children three and older should be sent in a form that the child can eat without choking and without further preparation from the staff. Parent/guardians who want their older child to have a hot lunch must use a thermos and we will keep these at room temperature prior to serving. Uneaten portions may be offered to your child multiple times during lunch, leftover drinks and food items served to children will be discarded per licensing requirements. Four ounces of water and nutritional snacks are provided by the Center in the morning and afternoon. The child will receive four ounces of milk at lunchtime from the center. If parent/guardians wish to send milk, drink boxes or other beverages in sippy cups or thermos bottles, this is permissible.

8.11 Fundraisers

Being a non-profit organization, we will at various times throughout the year, have fundraisers. It is to your child's benefit that you participate in these fundraisers, as the proceeds will be used to improve the environment in which your child spends their day. Participation is not mandatory.

8.12 Babysitting

We understand that finding high quality, safe child care providers can be a challenge. Therefore, families are allowed to reach out to day care staff to request personal babysitting, provided that certain criteria are maintained. Violation of these criteria may result in corrective action up to refusal of care and removal from the center.

- All responsibility for care outside of scheduled day care time will be assumed by the family and the individual. Olive Branch Day Care and Genesis the Church will NOT be held liable by any party for incidents that happen as a result of personal child care services
- The center will never provide contact information for any staff or family to another party related to babysitting or other child care services; all communication is between the individual parties involved
- Contact between the staff and family about babysitting must be done outside of hours that the children are in attendance and when the staff member is not working
- Communication about any center-specific information related to programming, care or development of the child will only be done through proper communication channels like emailing or calling the center; NO personal contact to staff regarding center care will be allowed regardless of whether the family has their personal contact information
- The family promises NOT to allow their personal care to supersede the needs of the center; for example, asking for staffing schedules to be adjusted for babysitting or recruiting a staff member to be a personal nanny will be prohibited

8.13 Parent/guardian and family resources and Community Organizations

Olive Branch Day Care suggests that families partner with community organizations to access appropriate and comprehensive services. Contact information for some resources are below:

Corewell Health William Beaumont Hospital	
Main Hospital in Royal Oak	248-898-5000
Find a children's doctor	855-480-KIDS (5437)
After hours pediatric clinic	248-551-0222
Parenting Program	248-898-3230
Social Work	248-898-7595
Child Protective Services	855-444-3911
Common Ground Crisis Center	
Office	248-456-8150
Helpline	800-231-1127
Early On – Oakland County	248-209-2084
Great Start Collaborative – Oakland	844-456-5437
Great Start to Quality	877-614-7328
Oakland County Health – Southfield	248-262-6400
Oakland County Health – Pontiac	248-858-1280
Poison Control	800-222-1222