

# **Victorious Kids 2 Childcare Service**

22487 Gratiot Ave  
Eastpointe, MI 48021  
(313) 282-9050

Email: [live\\_victorious@yahoo.com](mailto:live_victorious@yahoo.com)

Website: [www.victoriouskidslatchkey.com](http://www.victoriouskidslatchkey.com)



**Parent Handbook**  
**Policies and Procedures**  
**2022 – 2023**

***Welcome and thank you for choosing Victorious 2 Childcare Center!***

We are pleased that you have chosen *Victorious Kids 2* to provide childcare services for your child. We are dedicated to partnering with you in the care and development of your child. The daily activities in this childcare center are designed to provide children with an opportunity to gain experience and learn in a safe, loving, and nurturing environment. We engage children in various multisensory activities to support their diverse development.

This handbook is an overview of our program, philosophy, policies, procedures, and all aspects needed to make each day as happy, positive, and successful as possible. The content of this manual was prepared to familiarize parents with important information about the center and guidance on the rules and regulations governing the employees of *Victorious Kids 2*. The guidelines presented in this handbook are not intended to substitute sound management, judgment, and discretion.

Because it is impossible to foresee every situation that may arise or answer every possible question, the policies and procedures described in this manual are applied at the discretion of *Victorious Kids 2* and may be modified, changed, deleted, and/or expanded at any time with or without notice.

No business is free from day-to-day problems, but *Victorious Kids 2* believe the described policies and practices will help resolve such issues. The staff at *Victorious Kids 2* and parents must work together to create a safe, healthy, and productive environment that promotes genuine concern and respect for all employees and parents. Please carefully read this handbook and keep it for future reference. If any statement in this handbook is unclear, please contact the company president or designated representative for clarification. This handbook supersedes any and all prior policies, procedures, and handbooks provided by *Victorious Kids 2*.

**Mission Statement**

*Victorious Kids 2* is committed to providing a safe and healthy learning environment for every child. We offer an innovative program that promotes social, emotional, physical, and cognitive development with a combination of teacher-guided and child-centered activities that foster creativity, diversity, and mutual respect for every learner, based on abilities, not disabilities. We

strive to implement everyday life skills and ensure that every child develops a love for learning, and in turn, give back to their community, their family, and society as a whole.

### **Our Philosophy**

- Nurture each child's unique qualities and potential
- Support families through strong partnerships
- Collaborate with specialists in the field to aid in the development and growth of the child and family
- Create a work environment that encourages professionalism, growth, and diversity.

*Victorious Kids 2* is driven to taking a leadership role in childcare services, educational enrichment, community service, and cultural diversity. Our program, curriculum, and extracurricular activities are designed to strengthen and develop the whole child and their family. Through partnerships with community organizations, local businesses, and education facilities, we can address the needs of the children and families in our care.

### **Staff Education and Training**

All new employees, substitutes, and regularly scheduled volunteers shall complete our orientation program within their first week at *Victorious Kids 2*. To embark on the orientation program, all new employees, substitutes, and volunteers must provide proof of negative tuberculosis or T.B. test, criminal background check, and fingerprinting (for lead staff), Department of Human Services Child Abuse Clearance, and have a pre-work physical. The orientation program covers all of the following:

1. Review of center policies.
2. Review of all licensing rules and state handbook as related in rule 251.05(2)(a)1 which explains state orientation.
3. Training in emergency procedures, including crisis management.
4. First aid procedures (for those not certified in First Aid/CPR).
5. Job responsibilities in relation to the job description.
6. Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling body fluids.
7. Schedule of *Victorious Kid's 2* daily activities.
8. Review of child abuse and neglect laws and reporting procedures.
9. The procedure for ensuring that all *Victorious Kids 2* employees know the children assigned to their care and their whereabouts at all times.

10. Child management techniques.
11. The integration of children with disabilities into the program.
12. Confidentiality policies.
13. Training for the proper lifting and carrying of children and materials weighing over 5 pounds.
14. Bloodborne pathogens.

**Rule 400.8131 Professional development requirements**

(1) *Victorious Kids 2* staff will provide an orientation about the center's policies and practices and these administrative rules for all personnel hired after the effective date of these rules and before unsupervised contact with children.

(2) *Victorious Kids 2* staff members will have training that includes information about prevention of sudden infant death syndrome and use of safe sleep practices before caring for infants and toddlers.

(3) Before caring for children, all *Victorious Kids 2* staff members and unsupervised volunteers who work directly with children will be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

(4) Before unsupervised contact with children, all *Victorious Kids 2* staff members who work directly with children will complete prevention and control of infectious disease training, including immunizations.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all *Victorious Kids 2* staff members and unsupervised volunteers who work directly with children will complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

(6) All *Victorious Kids 2* staff members who work directly with children will complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- |   |   |
|---|---|
| (a) Child development and learning.     | (e) Teaching and learning.                                |
| (b) Health, safety, and nutrition.      | (f) Observation, documentation, and assessment.           |
| (c) Family and community collaboration. | (g) Interactions and guidance.                            |
| (d) Program management.                 | (h) <i>Victorious Kids 2</i> center administrative rules. |

### **Staffing Plan**

The staff is planning a systematic process to ensure that an organization has the right number of people with the right skills to provide adequate care for our children. *Victorious Kids 2* is dedicated to providing your child with the most effective and safe care possible. Children will be supervised at all times and staffing ratios will be 18:1 for daily onsite activities, and 18:2 for offsite field trips.

### **Child Abuse/Neglect Detection and Reporting**

*Victorious Kids 2* is a mandatory reporter on child abuse and child neglect. As such, all employees and volunteers of *Victorious Kids 2* who come into contact with the children at *Victorious Kids 2* must be trained in all of the following:

- Child abuse and neglect law
- How to identify children who have been abused or neglected
- The process for reporting known or suspected cases of child abuse or neglect

### **Medical Logbook (R400.8152)**

A medical log will be kept at all times by the director, with entries made as a necessary by the staff, recording any injuries that any children display, whether or not they occur on *Victorious Kids 2* premises. The director will review the medical logbook with the staff every six months, and it will be documented in the book that this has taken place. The medical log consists of a sewn, ruled book, with entries made with no skipped lines and no erasures. All entries will be dated and signed, and the log will be reviewed monthly by the director.

All medications will be labeled indicating physicians name, child's name, instructions, and strength of medication. Medications will be given according to the instructions provided by the physician ONLY. All medications will be locked away in a secure box and placed out of the reach of children.

**Rule 400.8152 Medication; administrative procedures**

(1) Medication, prescription or nonprescription, will be given to a child by a *Victorious Kids 2* staff member only.

(2) A *Victorious Kids 2* staff member will give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

(3) All medication will be in its original container, stored according to instructions, and clearly labeled for the named child, including all nonprescription topical medications described in subrule (8) of this rule.

(4) Prescription medication will have the pharmacy label indicating the physician's name, the child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

(5) A *Victorious Kids 2* staff member will keep all medication out of the reach of children and will return it to the child's parent or destroy it when the parent determines it is no longer needed or has expired.

(6) A *Victorious Kids 2* staff member will give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.

(7) A *Victorious Kids 2* staff member will not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.

(8) Topical nonprescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.

(9) A *Victorious Kids 2* staff member will maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the *Victorious Kids 2* staff member administering the medication will be included.

## **Admission and Withdrawal Policies**

### **Admission:**

There is a non-refundable registration fee of \$50 per child to be paid upon enrollment. Children must be enrolled by a legal parent or guardian upon the completion of the forms listed below.

1. Child Information Record (State of MI Department of Health and Human Services- Bureau of Children and Adult Licensing).
2. Parent Notification of the Licensing Notebook
3. *Victorious Kids 2* Receipt of Parent Handbook
4. ACD Centers Participant Enrollment Form
5. Household income eligibility state – childcare institutions
6. Presentation of Birth Certificate, Immunization Records, and Identification card of parent or legal guardian.
7. Child green Health Appraisal Form
8. Legal custodial agreement (if Applicable)

### **Withdrawal:**

Please notify *Victorious Kids 2* of the intended withdrawal date to withdraw a child. After two consecutive weeks of no-call-no-show, *Victorious Kids 2* reserves the right to automatically withdraw your child from the program. Failure to pick up your child on time will also be cause for dismissal.

*Victorious Kids 2* also reserves the right to refuse payment, and services for any child with 24 hours' notice and written dismissal for violent or aggressive behavior that endangers the physical health of staff or children.

### **Prices and Fees:**

Please Note: All payments are due on Mondays and late fees are applied and due by Wednesday of the week of service. Late fees are \$10.00 per child. Children must be enrolled for childcare services for a minimum of 3 days per week. Children must be picked up by their scheduled exit time, or the late fee will be applied after the first ten minutes and an additional \$1.00 for each minute afterward.

**The following prices are a flat rate and do not roll over from week to week**

Infant/Toddler care \$250

Toddler (potty trained) \$200

Drop-in \$50 per day (*parent or guardian must provide a 24-hour notice to ensure availability*)

Siblings of (3) or more will receive a 25% discount on the third child for childcare services.

## **Fee Change Policy**

It is your responsibility to report when your child reaches a milestone that would result in reduced fees. For example, when your child turns 3 years old and/or when he/she is potty trained, you must alert *Victorious 2* staff to update your fee schedule. *Victorious Kids 2* is **not** responsible for tracking when fee reductions are appropriate. Parents **must** inform *Victorious 2* when changes occur. Only then you will receive a fee reduction.

## **Absences**

***Illness:*** If your child is ill and unable to attend childcare for the day, please contact *Victorious Kids 2* as soon as possible. Advise a staff member of the nature of the illness and the anticipated number of days your child will be absent. If your child has a fever with illness, he/she cannot return to *Victorious Kids 2* until his/her body temperature has reduced to less than 100 degrees for a 24-hour period. If your child is vomiting or has diarrhea, he/she must be free of illness for a 24-hour period before returning to *Victorious Kids 2*.

***Vacation:*** *Victorious Kids 2*'s fiscal year runs from September through August. Because *Victorious Kids 2* reserves a spot for your child, we must charge for vacations and any time your child is absent.

A minimum one-week notice is needed before taking a vacation. This will allow our staff to adjust during your child's absence.

## **Hours of Operation**

*Victorious Kids 2* is open from 6:00 am to 12:00 am. If your student is registered for morning services, your child must be in by 10:00 am. If your student is registered for evening services, your child must be in by 5:00 pm. We are open for half a day and early dismissals. We also provide summer childcare at selected locations. In the event of unplanned conditions such as inclement weather that may force a student's schedule to change at the last minute, please contact the *Victorious Kids 2* or call the office directly. Childcare services are available for nine hours per day. We are closed on the following holidays:

- **New Year's Eve**
- **New Year's Day**
- **Good Friday**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Eve**
- **Thanksgiving Day**
- **Christmas Eve**
- **Christmas Day**



There is *no charge* for the listed holidays.

### **Attendance**

Children must attend during their scheduled hours of care unless previously arranged with *Victorious Kids 2* staff. Please note: all payments must be completed in full for scheduled children. Parents are also responsible for notifying *Victorious Kids 2* that the child will be absent or other arrangements for pickup have been made.

### **Confidentiality**

All employees and volunteers of *Victorious Kids 2* will always keep confidentiality with all matters of the center, (i.e. parents and children, staff, etc.).

### **Evacuation and Emergency Procedures**

In-service training will be conducted by the fire department during one of our required monthly staff meetings. This will include training in the use of the fire extinguisher. Fire, tornado, and crisis management training of staff and children will occur throughout the year under the rules and regulations of Michigan Department of Human Services, Bureau of Child and Adult Licensing.

During emergency evacuations, children and staff will exit to the nearest door and retreat across the street on the east side of the building on Gratiot. Any child needing assistance, or with a known cognitive delay/disability will be paired with a member of the staff prior to evacuating the building.

### **First Aid Procedures**

Minor cuts and abrasions suffered while at *Victorious Kids 2* will receive proper care, specifically; they will be washed with soap and warm water and properly bandaged. Treatment will be logged, and the parent will be notified when the injury occurs. *Victorious Kids 2* is required to log any injuries observed on your child that may have occurred outside of the childcare center. If a medical emergency arises, a parent will be notified before an emergency treatment takes place unless doing so endangers the child's life. In such a case, necessary steps will be taken, putting the child first (calling the hospital, doctor, poison control, and so forth). If a parent is unable to be reached via telephone, the alternate responsible adults listed on the child's Emergency Card will be contacted. Alternative Emergency contacts will be utilized after

three consecutive unsuccessful attempts to reach the parent and after a five-minute grace period to return calls.

### **Recognition of Childhood Illnesses and Health**

In-service training sessions will be conducted by the health department or other agencies during one of our required monthly staff meetings. *Victorious Kids 2* will also cover the Health Policy of the Center for staff and children.

*Victorious Kids 2* children, staff, and directors are subject to generally the same wellness guidelines as are its children. Children may not participate in *Victorious Kids 2* activities if they display any of the following symptoms:

- **Fever over 101°**
- **Flu**
- **Unusual rash**
- **Severe cough**
- **Rapid or labored breathing**
- **Severe cold**
- **Vomiting**
- **Yellowish skin or eyes**
- **Diarrhea**
- **Head lice**
- **Contagious illness**
- **Pink eye**
- **Hand, foot, mouth**
- **Scabies**

*Victorious Kids 2* requires that children who attend are deemed in general good health. Children who are running a fever, vomiting, or experiencing shortness of breath due to viral infection are not permitted to attend until they have stopped experiencing symptoms for at least 24 hours. If the child has contracted a disease such as chicken pox, mumps, ringworm, or measles, we request a copy of a doctor's note/approval before returning to *Victorious Kids 2* facility.

### **Health Information**

#### **Health Appraisal and Immunization Status**

The Michigan Department of Health establishes the requirements for immunizations that children need to attend any child development centers in Michigan. The Health Department does routine checks to make sure all centers are in compliance with the law. **If your child has not met the minimum requirements for immunizations, he/she will be excluded from the childcare program until the requirements are met.**

By your child's first day of enrollment, you must provide the following documents to be kept on file by *Victorious Kids 2 Childcare Center*:

- **A completed and signed Child Information/Emergency Card which includes written permission to seek emergency care for your child, and a list of all individuals to whom *Victorious Kids 2* may release your child.**

- **Health Appraisal Form, completed by your child’s physician.**
- **Nutrition Policy completed and signed.**
- **Certificate of Immunization**

Your child’s Certificate of Immunization must show a minimum of at least one dose of each immunizing agent specified by the Health Department. This certificate will be kept on file at *Victorious Kids 2 Childcare Center*. If a child has been in attendance for four months, an updated certificate showing the completion of all additional immunization requirements, as specified by the Health Department, will be on file with *Victorious Kids 2 Childcare Center* unless there is a signed statement by a licensed physician or his/her designee stating immunizations are in progress.

Within 30 days of initial attendance, one of the following documents must be provided to *Victorious Kids 2* and kept on file (documents provided under this rule will be updated as needed, but not less than once per year):

- Parents or guardians of children from 4 months through 2 ½ years must provide a document signed by a licensed physician or his/her designee that a physical evaluation has been made **within the preceding 3 months** and updated annually. Activity restriction(s) will be notated.
- Parents or guardians of children aged 3 years through school age (5 years +) must provide a document signed by a licensed physician or his/her designee that a physical evaluation has been made **within the preceding 12 months** and updated annually. Activity restriction(s) will be notated.

### **Medication**

The Michigan Department of Health governs child development centers with certain policies regarding the administration of medication to children. We adhere to these policies by law and the safety of your child.

- If your child needs to take medication while in the care of *Victorious Kids 2*, you must fill out a Medication Permission release form. This form is available in the office of *Victorious Kids 2*. The medication **must be in its original container** marked with “prescription medication” and the pharmacy’s label. The label must include the date the medication was prescribed, child’s name, physician’s name, the name of the medication, instructions on the usage or dosage clearly printed on the label, medication expiration

date, and a telephone number for the prescribing physician. Also, please advise *Victorious Kids 2* of any side effects that may occur with your child's medication.

- Over-the-counter medication will be administered to your child **only** if you sign a **Medication Permission Release form**. This includes all dietary supplements, ointments, teething gels, powders, creams, etc.
- Only the child's primary caregiver, assistant caregiver, Victorious Kids 2 Director, or Owner/Operator will give all medication.
- If your child is taking a medication, we ask that you administer the medication to your child at least 24 hours prior to arriving at *Victorious Kids 2* center to provide ample time for you to observe any reaction(s) your child may experience from the medication.

### **Contagious Diseases**

There is a possibility that your child may be in contact with contagious diseases since your child will be in contact with many different children throughout the day. The list of possible diseases could include: Chicken Pox, COVID, Encephalitis, Hepatitis, Impetigo, Influenza, Lice, Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Ringworm, Rubella, Scabies, Scarlet Fever, Strep Throat, Whooping Cough, or others. If your child is ill with any contagious disease, please call *Victorious Kids 2* **AS SOON AS POSSIBLE**. A signed physician's note will be required stating your child is no longer contagious before he/she can return to *Victorious Kids 2*.

### **COVID-19 Policies and Procedures**

*Victorious Kids 2* has created policies and procedures to minimize the spread of COVID-19 and to ensure the safety of children, staff, and families. Social distancing with young children is a challenging effort. However, the policies set forth aim to keep children and adults safe and healthy, while ensuring children are in a nurturing and responsive environment. Our guidelines are based on the best available public health data at this time, and the practical realities of managing a childcare program; as new data and practices emerge, the policies may be updated. The goal of *Victorious Kids 2 Childcare Center* is to meet and exceed the standards whenever possible. We will also follow the universal safety precautions as outlined in the **healthcare and safety** section of this handbook.

### **Allergies**

You are responsible for advising *Victorious Kids 2* of any allergies your child may have, in writing, on the emergency card and enrollment forms. This includes allergies to medications,

foods, and/or the environment. *Victorious Kids 2* staff is better able to determine the difference between a sick child and one suffering from allergies if properly informed of your child's health status.

### **Illness and Health Policy**

We at *Victorious Kids 2* ask that children who are ill or have been exposed to any contagious diseases be kept home until the illness has passed. Please remember a sick child will recover faster. We need each parent or guardian's assistance in protecting other children from contagious diseases.

- If a child becomes ill while at the center (temperature over 99.9°, is vomiting or has reoccurring diarrhea) the child will be isolated from the group and his/her parent, or guardian will be notified. A *Victorious Kids 2* childcare provider will contact a parent or guardian when and if these measures are necessary. We will expect pick-up within an one-hour of notification.
- A *Victorious Kid 2* childcare provider will place a child who is too ill to remain in the group in a separate area where he/she may be comfortably cared for and supervised until a parent or guardian has picked him/her up. Items such as cots, bedding, utensils, and toys used by the child will be removed from the room. Toilets and lavatories used by the ill child will not be used by any other person until those facilities have been thoroughly cleaned.
- *Victorious Kids 2* is responsible for reporting any observed changes in the child's health or any accidents of which a child may have been involved to a parent or guardian. We will observe and make you aware of any unusual signs in your child's behavior or any of the following symptoms: pale or flushed skin color, unusual number of bowel movements, headaches, stomach aches, earaches, rashes, hives, bumps, runny nose, elevated temperature, wheezing coughs, vomiting, gagging, and a lack of energy during play or any sign of distress (such as excessive crying). Not all cases will lead to dismissal for the day but will be recorded for future reference.
- An ill child must remain at home until he/she is free of a temperature and/or symptoms associated with a contagious disease including vomiting and diarrhea for at least a 24-hour period.

Dear parents,

In the event of an emergency evacuation such as fire, flood etc., you will be immediately notified by Victorious kids staff and your child will be relocate to:

**East point High School  
15501 Cozens Ave  
East Point, MI 48021**

Due to the nature of the emergency you are expected to pick your child up immediately . please note Victorious Kids staff will not be able to release your child to anyone that is not on the emergency contact list . It is also important that you update phone numbers for yourself and emergency contact .

Thank you in advance for your corporation concerning this matter.

Sincerely ,

Charnita Black  
Program Director

## **Healthcare and Safety Plan**

### **Hand Washing**

The following procedures will be followed by *Victorious Kids 2* staff for hand washing:

- Single service towel usage
- Turn on water to a comfortable temperature between 60° and 80°
- Moisten hands with water and then apply soap
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds
- Rub areas between the fingers, around nail beds, under finer nails and jewelry, and backs of hands
- Rinse under running water until free of soap and dirt; leave water running while drying hands
- Dry hands with a clean, disposable paper towel or single-use cloth; use drying towel to turn off the water
- Hand sanitizers, water basins, and premoistened cleansing wipes are not approved substitutes for soap and running water.

### **Handling Bodily Fluids**

The staff will use precautions when handling bodily fluids as instructed in the blood-borne pathogen training. Steps will include:

- Staff will wear surgical gloves
- Clean bodily fluid during diaper change or other occasions when bodily fluid is present
- Wash diapering or similar surface with soap and water, rinse, and sanitize
- Wash hands of child
- Remove surgical gloves and wash hands

### **Cleaning and Sanitizing**

The following steps will be used for cleaning and sanitizing

- Wash areas/surface with warm water and soap or detergent
- Rinse area or surface with clean, warm water
- Submerge, wipe, or spray the area, surface, or article with sanitizing solution
- Allow the treated area, surface, or article to air-dry

### **Sanitizing Solution**

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon of water

- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacturer's instructions

### **Controlling Infections**

- See universal precautions above
- Toys that are mouthed will be removed and thoroughly washed, rinsed, and sanitized. Other toys and equipment will be washed immediately if dirty and/or daily
- Bedding will be stored so that it does not come in contact with other children's bedding. Cots will be washed daily if used by different children or weekly if used by one child
- Children who have any type of contagious diseases or conditions will be removed from childcare and may return only with a doctor's note
- Children who become ill will be isolated from the other children until they are picked up

### **Health Resources**

- For immunization information, contact your child's physician or your county health department
- Macomb County Health Department: (586) 469-5520
- WIC (Women, Infants, and Children): (586) 469-3750

### **Emergencies**

Should a child experience an injury at the childcare center, our policy is to notify the child's parent or guardian immediately. In the event that medical attention is needed and a parent or guardian cannot be reached, we will take the child to the nearest hospital or emergency room, as indicated on the **Child Information Card** which authorizes licensed physicians to administer medical treatment for minor children. This line **MUST** be filled in when completing this card.

### **Discipline**

#### **Disciplinary Policies**

**NO STAFF UNDER ANY CIRCUMSTANCES WILL PHYSICALLY DISCIPLINE ANY CHILD FOR ANY REASON. THIS IS NOT ACCEPTABLE AND WILL NOT BE ALLOWED OR ACCEPTABLE. NO FORM OF PHYSICAL, EMOTIONAL, OR VERBAL ABUSE WILL BE TOLERATED.**

1. Counseling/Verbal Warning: The director and staff will use counseling and verbal warning to explore with a student the source of any problem and to find constructive ways to overcome any problem.
2. Written Reprimand and Warning: The students and parents are given written warning that he or she has violated *Victorious Kids 2* rules, regulations, or procedures, or otherwise



exhibited unacceptable and/or inappropriate behavior, for extreme circumstances such as constant bullying, or use of weapons.

3. Expulsion: Any child who persistently violates the rules of *Victorious Kids 2* will be terminated from the program.

The director reserves the right to impose any of the disciplinary actions listed, but only after discussion with and concurrence of the executive director. Disciplinary actions are normally utilized in accordance with the severity of the infraction. Also, a three-step disciplinary system will be implemented as follows:

Step 1: Verbal Warning

Step 2: Written Warning

Step 3: Termination

### **Food Program and Nutrition Policy**

Cooking and food preparation facilities are fully approved by the Health Department. A nutritious mid-morning snack, hot lunch, and afternoon snack will be provided daily. Menus are planned in accordance with the recommended standards for preschool children. A menu is included in this handbook. If your child is allergic to any of the items on the menu, it is your responsibility to provide a replacement for that day/item.

### **Documents Required by First Day**

- Free Contract
- Health Appraisal Form
- Parental Cash Payment Contract Option
- Nutrition Policy
- Placement Contract
- Policy agreement

### **Items to Submit Prior to Start Date**

- Childcare Information Card
- Registration Fee
- Immunization Record

If needed, please provide diapers, formula, baby food, and pacifiers. Formula must be properly labeled with your child's name, date, and name of the formula.

A crib-sized blanket and pillow for rest time, if desired. Children in cribs will need a crib sheet (pack and play size). All blankets, pillows, and sheets must be taken home every Friday to be washed.

Please provide an extra set of clothing for possible accidents and a change of clothes is needed.

Please bring the extra clothes in a large zip lock bag with a clear label showing your child's name. The clothes will be stored in their storage box. Toys from home are discouraged as we

provide ample toys and activities here at the childcare center. If you have any questions or concerns about your child's day, please feel free to call *Victorious Kids 2* or stop by any time during hours of operations.

## Other Parental Responsibilities

Please Note: Children must be picked up by their scheduled exit time. There is a \$10.00 late fee after the first ten minutes and an additional \$10.00 for each ten minutes afterwards.

### ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have received the current company parent handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook, or its contents or position will be answered by the Director or his designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the company reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in this handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither this handbook nor its contents are an expressed or implied contract regarding my employment.

I further understand that all employees of the company, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or *Victorious Kids 2* at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of *Victorious Kids 2* has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained into policies, procedures, handbooks, or any other documents of *Victorious Kids 2* shall in any way create an expressed or implied contract of employment or an employment relationship other than one on an at-will basis.

#### **This handbook is the company property and must be returned upon separation.**

Please initial certifying that you are aware of the following:

- \_\_\_\_\_ I am aware of the location of the Licensing Notebook which contains all inspections and reports. (R400.8146)  
**(i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.**  
**(ii) The licensing notebook is available to parents during regular business hours.**  
**(iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's childcare licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). The website address must be in bold print.**
- \_\_\_\_\_ I affirm that my child is in good health with no activity restrictions. (R400.8143)
- \_\_\_\_\_ I affirm that my child's immunizations are up to date. (R400.8143)
- \_\_\_\_\_ I affirm that my child's immunization record or appropriate waiver is on file with my child's school. (R400.8143)
- \_\_\_\_\_ I am aware the *Victorious Kids 2* utilizes the playgrounds belonging to Great Oaks Charter and that this playground is NOT in compliance with the State Standard for childcare centers equipment and playgrounds. (R400.8170) (R400.8173)
- \_\_\_\_\_ I authorize *Victorious Kids 2* to use photo, video, and audio of my child to be published on their website, flyer, and/or social media. I understand that if my child's photo, video, and audio is ever used, I will be notified.
- \_\_\_\_\_ I understand that *Victorious Kids 2* is NOT responsible for lost, broken, or stolen cellphones that are NOT checked in during your child's schedule.
- \_\_\_\_\_ I understand that during emergency evacuations, students and staff will exit to the nearest door and retreat across the street on the east side of the building on Gratiot. (R400.8161)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_

## Victorious Kids Daily Schedule

6:00 am – 7:30 am	Arrival and quiet time
7:30 am – 8:30 am	Toileting / Hand washing / Breakfast
8:30 am – 9:00 am	Free play in or outdoors
9:30 am – 9:45 am	Sing Along
9:45 am – 10:15 am	Toileting / Hand washing / Am snack
10:15 am – 10:45 am	Circle Time
10:45 am – 11:30 am	Free play in or outdoors
11:30 am – 12:00 pm	Toileting / Hand washing / Lunch
12:00 pm – 2:30 pm	Quiet time / Nap time
2:30 pm – 3:00 pm	Toileting / Hand washing / Am snack
3:00 pm – 3:35 pm	Learning Through Play
3:35 pm – 4:10 pm	Free play in or outdoors
4:10 pm – 4:30 pm	Story time
4:30 pm – 5:30 pm	Wind down /Prepare for dismissal and second shift entrance
5:30 pm – 6:15 pm	Toileting / Hand washing / Pm snack
6:15 pm – 6:45 pm	Learn through play
6:45 pm – 7:15 pm	Free play in or outdoors
7:15 pm – 8:00 pm	Toileting / Hand washing / Dinner
8:00 pm – 8:30 pm	Story time / Free play
8:30 pm – 9:00 pm	Wind down / Movie
9:00 pm – 11:00 pm	Quiet time / Nap time / Dismissal



# Victorious Kids Latchkey Weekly Menu

**Please Note: Menu is Subject to Change Weekly**

**Center: Victorious Kids 2**  
**(313) 282-9050**

**Monthly Menu Plan (non-infant)**  
**Month of March 2020**

**Sponsor: Association for Child Development**  
**(517) 332-7200**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p><b>2</b></p> <p>B: Cheerios Multigrain (WG) Applesauce Fluid Milk</p> <hr/> <p>P: Yogurt Animal Crackers – Plain</p> <hr/> <p>D: American Cheese Wheat Bread, Carrots, Mixed Fruit, Fluid Milk</p>	<p><b>3</b></p> <p>B: Sausage - Beef Pancakes / Waffles Mixed Fruit / Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Mandarin Oranges</p> <hr/> <p>D: Beef Franks, Hot Dog Buns, Corn, Oranges, Fluid Milk</p>	<p><b>4</b></p> <p>B: Pancakes / Waffles, Strawberries Fluid Milk P:</p> <hr/> <p>String Cheese Wheat Crackers (WG) Fluid Milk</p> <hr/> <p>D: Beef Ground, Taco Chips Lettuce and Tomato Apple, Fluid Milk</p>	<p><b>5</b></p> <p>B: Other Cheese Bagel (WG) Mixed Fruit, Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Bananas</p> <hr/> <p>D: Pepperoni, Pizza Crust Tossed Salad, Tomatoes Other, Fluid Milk</p>	<p><b>6</b></p> <p>B: Kix (WG) Mandarin Oranges Fluid Milk</p> <hr/> <p>P: Cheese Crackers Apple Juice</p> <hr/> <p>D: Ham, Wheat Bread WG Pickles, Applesauce Fluid Milk</p>
<p><b>9</b></p> <p>B: Cheerios Multigrain (WG) Applesauce Fluid Milk</p> <hr/> <p>P: Yogurt Animal Crackers – Plain</p> <hr/> <p>D: American Cheese Wheat Bread, Carrots, Mixed Fruit, Fluid Milk</p>	<p><b>10</b></p> <p>B: Sausage - Beef Pancakes / Waffles Mixed Fruit / Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Mandarin Oranges</p> <hr/> <p>D: Beef Franks, Hot Dog Buns, Corn, Oranges, Fluid Milk</p>	<p><b>11</b></p> <p>B: Pancakes / Waffles, Strawberries Fluid Milk</p> <hr/> <p>P: String Cheese Wheat Crackers (WG) Fluid Milk</p> <hr/> <p>D: Beef Ground, Taco Chips Lettuce and Tomato Apple, Fluid Milk</p>	<p><b>12</b></p> <p>B: Other Cheese Bagel (WG) Mixed Fruit, Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Bananas</p> <hr/> <p>D: Pepperoni, Pizza Crust Tossed Salad, Tomatoes Other, Fluid Milk</p>	<p><b>13</b></p> <p>B Kix (WG) Mandarin Oranges Fluid Milk</p> <hr/> <p>P: Cheese Crackers Apple Juice</p> <hr/> <p>D: Ham, Wheat Bread WG Pickles, Applesauce Fluid Milk</p>
<p><b>16</b></p> <p>B: Cheerios Multigrain (WG) Applesauce Fluid Milk</p> <hr/> <p>P: Yogurt Animal Crackers – Plain</p> <hr/> <p>D: American Cheese Wheat Bread, Carrots, Mixed Fruit, Fluid Milk</p>	<p><b>17</b></p> <p>B: Sausage - Beef Pancakes / Waffles Mixed Fruit / Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Mandarin Oranges</p> <hr/> <p>D: Beef Franks, Hot Dog Buns, Corn, Oranges, Fluid Milk</p>	<p><b>18</b></p> <p>B: Pancakes / Waffles, Strawberries Fluid Milk</p> <hr/> <p>P: String Cheese Wheat Crackers (WG) Fluid Milk</p> <hr/> <p>D: Beef Ground, Taco Chips Lettuce and Tomato Apple, Fluid Milk</p>	<p><b>19</b></p> <p>B: Other Cheese Bagel (WG) Mixed Fruit, Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Bananas</p> <hr/> <p>D: Pepperoni, Pizza Crust Tossed Salad, Tomatoes Other, Fluid Milk</p>	<p><b>20</b></p> <p>B Kix (WG) Mandarin Oranges Fluid Milk</p> <hr/> <p>P: Cheese Crackers Apple Juice</p> <hr/> <p>D: Ham, Wheat Bread WG Pickles, Applesauce Fluid Milk</p>
<p><b>30</b></p> <p>B: Cheerios Multigrain (WG) Applesauce Fluid Milk</p> <hr/> <p>P: Yogurt Animal Crackers – Plain</p> <hr/> <p>D: American Cheese Wheat Bread, Carrots, Mixed Fruit, Fluid Milk</p>	<p><b>31</b></p> <p>B: Sausage - Beef Pancakes / Waffles Mixed Fruit / Fluid Milk</p> <hr/> <p>P: Goldfish Crackers (WG) Mandarin Oranges</p> <hr/> <p>D: Beef Franks, Hot Dog Buns, Corn, Oranges, Fluid Milk</p>			



**Victorious 2 Kids Childcare**