

FAMILY WELCOME GUIDE



TOT SPOT
Infant & Toddler Care

TOT SPOT
Three Year Old Program

TOT SPOT
Four Year Old Program

FRIENDSHIP CENTERS
& Bullpup Club

SUMMER
Friendship Center &
Bullpup Club Childcare



TOT SPOT

850 Spencer Road | Brighton, MI 48116 | 810-299-3819



Partially funded through a grant provided by the Michigan Department of Education, MiLEAP Department



Welcome!

Dear Parents,

Welcome to Brighton's Early Childhood and Before/After School programs. We provide quality programs and offer a variety of options to meet the needs of families of young children in the Brighton area. Our services meet the needs of both working and non-working families in our community while supporting the growth and development of future Bulldogs.

Tot Spot's Childcare, Preschool Programs, Friendship Centers, and Bullpup Club are committed to excellence. Our highly trained and dedicated staff provide children opportunities to grow in all areas through developmentally appropriate and fun learning experiences.

Brighton's Early Childhood and Before/After School programs are self-supporting and administered by Brighton Community Education. In addition, we are partnering with Livingston ESA to bring free or reduced cost preschool experiences funded by the Michigan Department of Education's GSRP program. This handbook has been designed to provide you with answers to the most frequently asked questions and to familiarize you with the program options available.

If you still have questions or concerns after reading our handbook, please ask your teacher or someone on our leadership team. If you are still not satisfied, please call the Tot Spot office 810-299-3819. We welcome your input and are excited to be working together with you to provide the best environment for your child and family.

Respectfully,

Janice Ramirez

Tot Spot Director





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GENERAL INFORMATION

Our Goals

Our goal at Tot Spot is to create a place where children can grow in every way – socially, physically, emotionally, and intellectually. As they grow, we aim to support their interests and abilities by helping them make friends, learn from caring teachers, and play with the right toys.

Safety is our number one priority! We provide a safe environment while keeping things friendly and organized so that your child feels secure and happy. Our hope is for all children to become curious learners who aren't afraid to ask questions, solve problems, think up new ideas, and try new things. We want children to feel confident and capable every step of the way.

Tot Spot Early Childhood Center is licensed to provide care for children 6 weeks to 6 years of age and is designed to accommodate several different types of scheduling needs. The center serves as a full day care for children whose parents are working as well as providing preschool experiences for three and four year olds. Experiences are designed to include opportunities for social, emotional, physical, cognitive, and language development.

Tot Spot is located in the Miller Intergenerational Learning Center at 850 Spencer Road and is licensed to care for children 6 weeks to 6 years old

Friendship Centers are located at: Hawkins, Hilton, Hornung, and Spencer Elementaries. Each is licensed to provide before and after care to children in grades JK-4.

Bullpup Club is located at Maltby Intermediate School and is licensed to provide before and after school care for grades 5 and 6

Programs Offered/Admission and Enrollment

All children are admitted according to space availability. We encourage parents to bring children for a visit before they are scheduled to begin attending regularly.

Tot Spot Infant/Toddler Programs - ages 6 weeks to 2 years

Tot Spot 3 Year Old Programs - children who turn 3 by October 1 and are potty trained

Tot Spot 4 year Preschool - children who turn 4 by December 1st

Friendship Centers before and After Care Programs - grades JK-4

Bullpup Club Before and After School Programs - grades 5 and 6

Friendship Center and Bullpup Summer Program - grades JK-6





Our Programs are committed to providing an environment where each child receives a very personal experience. We work with parents as necessary to develop plans for their individual child. This may include a specific plan to ensure success.

Pre-registration is necessary for all programs. All registration forms, emergency cards, immunization records, etc., must be completed prior to a child's attendance. These forms can be obtained at the Tot Spot Office. Parents interested in applying for Universal PreK funded through GSRP can go to startfreepreschool.org and apply online. Parents should check the specific registration requirements for the type of program that fits their needs.

Fee and Payment Policies

Registration Fee

A non-refundable fee is required when you register. Registration is to be paid online in your account or in the Tot Spot Office.

Fee Schedule

You will receive a fee schedule when you register. Payment is due by the 1st of every month, beginning in September and continuing through May. Payments received after the 1st of the month will incur a \$20 late fee. Monthly tuition payments can be paid on-line or in the Tot Spot Office.

Enrollment Process

Once your child is accepted, you will receive a confirmation, and your child will be enrolled.

Payment Details

- Fees must be paid one week in advance.
- The amount depends on the number of days you schedule.
- If you pay for a day, that time is reserved, and there are no refunds for missed days.
- Your child must start within two weeks of registration unless other arrangements are made.

Weekly Payments

- Fees are due the week before care is needed.
- Fees depend on the days, half-days, or before/after care you schedule.
- A minimum fee applies every week if there are three or more school days, even if your child doesn't attend.

Late Fees

- A \$10 late fee per child is charged if the schedule isn't received by Thursday evening of the previous week.

Overdue Payments

If payments are more than two weeks late, your child cannot attend until the balance is paid.

Fee Changes

Any fee changes will be announced at least two weeks in advance.

Absences

Inform your child's teacher or the Tot Spot office of planned absences as early as possible so we are able to adjust staffing.

Minimum Attendance

Parents must pay the minimum fee if their child attends fewer days than required by the program.

Late Pick-Up Fee

- A \$25 fee per half hour is charged for pick-ups after 6:00 p.m.
- Repeated late pick-ups may lead to exclusion from the program.





Our Staff

Tot Spot is under the direction of Brighton Community Education. Janice Ramirez, Tot Spot Director, oversees all of the Early Childhood programs offered through Brighton Area Schools. Kelly Ernst and Christine Gaunt are part of the Tot Spot Leadership Team and support families and children while helping things to run smoothly every day. Each classroom has a lead teacher and one or more assistants. Most lead teachers possess an associates or bachelor's degree. Staff members engage in regular professional learning to further their knowledge of early childhood. Lead staff members are CPR and First-Aid certified.

Daily Hours/Calendar

Tot Spot is open year round from 7:00 a.m. until 6:00 p.m. Monday through Friday. Ten hours per day is the preferred maximum time a child may be left at the center. We are typically closed on Good Friday, Memorial Day, Independence Day, Labor Day, the day before Thanksgiving, Thanksgiving and the day after, and up to two weeks between Christmas and New Year's Day.. Please see the Calendar of Operations located in the Appendix for specific. We generally remain open during spring break, depending on the needs of those families enrolled. Families will be informed in advance should we close during Brighton Area Schools spring break.

Scheduling

All children must be scheduled and pre-paid according to the specific program requirements (see program section in the handbook). If parents find it necessary to change their child's schedule, they must first consult the Tot Spot office to assure availability. We do NOT trade a scheduled day for another day, however, parents may request an added day as long as we have an opening available on the requested add day.

School Closings

Tot Spot programs (childcare, preschool, friendship centers) are CLOSED if Brighton Area Schools are closed due to inclement weather. However, if Brighton Area Schools are CLOSED due to cold temperatures the Friendship Centers will be closed as well, but Tot Spot at Miller will remain open. Please note: Snow days/cold days are NOT credited back unless we exceed 5 days.

Arrival/Departure

When you drop off or pick up your child, you must come into the center to ensure staff knows you have arrived or are departing. This means children are never "dropped off at the curb" or "called to" from the car. This is a safety practice and allows families to connect with staff at the beginning and end of the day. Children may not be picked up by persons under 16 years of age. Any departure after 6:00 p.m. will initiate a late fee of \$25.00 per half hour. Repeated late pick-ups may result in exclusion from the program.

Sign In and Out

In compliance with DHS licensing regulations and to ensure the safety and supervision of your child, you MUST sign your child in and out each day. The sign in/out sheets are located outside the door of your child's classroom. Please connect visually and verbally with a member of the teaching staff in the classroom before leaving your child. Children may not be left in any space unattended at any time. The adult responsible for taking the child from Tot Spot must be on the child's Emergency Card authorized list. A government issued photo ID is required to be shown by anyone picking up a child; please have it ready to show the staff on duty as requested. The authorized person must visually and verbally connect with the staff member on duty, check the cubby, and sign the child out, with the accurate time and date they are being picked up.

If the parents arrange for an alternate person to pick up the child, prior arrangements must be made and identification must be available to the caregiver/teacher before the child will be released. We must be informed, in writing, regarding any changes in the person picking up your child. Children will not be released to unauthorized persons or persons who are not listed on the emergency card, both paper and electronic.





Security protocols are in place in all Brighton School buildings. Parents/Guardians must follow all safety and security rules. Upon completion of all registration paperwork, parents/guardians will have their fingerprint taken to gain access to the Miller-Tot Spot building. Please note: your fingerprint is only used to gain entry into the building, this is a closed circuit system. Only two family members who pick up/drop off most often will be fingerprinted, anyone else will have to go through the office. If you arrive after 6:00pm, you will need to call the office to have someone meet you at the main entrance door as the doors will automatically lock at 6:00pm.

Your child's Emergency Card is very important!

The Tot Spot office must be informed of any of the following changes:

Address and/or phone numbers

E-mail address

Parent/Guardian employment

Health/immunizations up-dates

Other pertinent information related to your child

Non-Joint Custody

At The Tot Spot, we want to make sure we have the necessary documents for every child in our care. This includes any custody papers if applicable. Until we have these documents on file, both parents or guardians are allowed to pick up the child and make changes to emergency contact information.

If custody is shared, both parents can have their names listed on our forms. It's important to note that we can't prevent either parent from picking up the child unless there's a court order saying otherwise, which we would need a copy of.

If you'd like newsletters and school updates to be sent to both parents, just let the teacher and office know, and we'll make sure everything is sent out accordingly.

Family Engagement

- Classroom Visits
- Parents are encouraged to visit the center whenever possible. While advance notice would be appreciated, it is not required.

Conferences

A scheduled conference is a good time for families and teachers to discuss the child's progress, set goals together and develop plans to connect activities between home and school that support a child's growth.

Communication Board

Each classroom has a Family Communication Board located outside of the classroom. These boards are a valuable means of communication between Tot Spot staff and families; please check it daily. They contain specific information regarding the room's daily activities.





Clothing

Children should wear washable play clothes to school. Tot Spot will supply smocks for painting and water play. We ask that you bring an extra set of play clothes, which can stay at the center during the year; underpants, socks, t-shirts/sweatshirt, and pants/shorts. All clothes must be marked with the child's name.

During the winter months, children's boots should also be labeled since it is impossible to prevent mix-ups. Boots should not be worn all day. We do take children outside in the winter, providing the temperature is above 10 degrees Fahrenheit and it is not raining. Children generally enjoy being outdoors and seem to have fewer colds and respiratory ailments when they are frequently exposed to cold weather. Please bring adequate cold weather clothing for your child. During the summer months, please provide a bathing suit, towel, and appropriate sunscreen labeled with your child's name

Withdrawal/Dismissal

When it is necessary to withdraw your child from the childcare center, a two-week notice is required. Accounts must be paid in full before withdrawing; including your child's tuition for that two-week period. If it becomes necessary for the center to exclude a child from attending, we will give a two week notice whenever it is possible, so that the parent can arrange suitable alternative child care. Tot Spot reserves the right to cancel enrollment of a child at its discretion for the following reasons:

- Non-payment or excessive late payments of tuition and fees. Parents/guardians will be notified that care will be terminated two weeks after the notification, if the fee has not been paid in full or other arrangements have been made.
- Not observing the rules of the center as outlined in the parent agreement which is signed at registration.
- If, after partnering with parents to create a plan(s) to support the child's success, it may be determined that a different setting is more appropriate.
- Physical and/or verbal abuse of staff or children by parent or child.
- Failure to comply with state licensing regulations as stated in LARA licensing rules for child care centers. Noncompliance includes, but is not limited to, providing required paperwork for file (e.g., current health appraisals and updates to emergency contact information).
- Failure to comply with Tot Spot Childhood Center policies as stated in the Parent Handbook and the registration forms which are provided to parents when they enroll.



HEALTH & SAFETY GUIDELINES

Mandated Reporting

Brighton Area Schools and Tot Spot are mandated by Michigan Law, Act No. 238, governing all schools and child care programs to report any suspected abuse or neglect of children in their care. The staff are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to sizing, cleanliness, season.
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for a child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept home until symptoms subside





HEALTH REQUIREMENTS

Physical Examination

According to Michigan law governing child care centers, every child must have a health statement on file no later than 30 days after the child is enrolled. The physical must have been completed within the 12 months preceding enrollment and thereafter every year until your child is three years old. Any information about health problems should be on this physical examination form.

A child whose parents object to a physical examination, immunizations or medical treatment based on religious or personal reasons may be admitted to Tot Spot if the parent provides a waiver statement certified and stamped by the Livingston County Department of Public Health. It is important that you understand that even with a waiver, your child will be excluded from school during a disease outbreak.

Immunizations

Diseases that can be prevented by immunization are an unnecessary hazard to the health of children in the classroom, center, to families and others in the community. On the first day of attendance, parents must provide immunization records showing that their children are up to date on all immunizations. Children must continue to receive immunizations during this school or center year until the following are completed:

- 4 DPT
- 1 Rubella
- 3 Polio
- 1 Mumps
- 1 Measles
- 3 Hep B
- HIB – Complete Series
- 1 Varicella (Chicken Pox)

Illness

Deciding when to keep your child home from school/childcare can be difficult. When a child is sick and needs to stay home, it is important to contact Tot Spot and describe the illness and symptoms. If a medical provider makes a specific diagnosis, please let staff know!

If your child does not feel well enough to participate comfortably in normal activities, requires more care than staff is able to provide without affecting health/safety of other children, if the illness is on the list of symptoms/illness for which exclusion is recommended, then your child should be kept home and not attend Tot Spot until illness/symptoms are improved. If your child is absent due to illness for 3 or more consecutive days, a doctor's note is needed in order to receive credit for the scheduled days (no refunds can be given).

During the course of the day's activities, teachers will take note of any change in the appearance or behavior of children. The Center will contact you about coming to pick up your child if any of these symptoms appear while s/he is in our care.

If your child contracts a contagious disease (mumps, measles, etc.), please contact us immediately, as we are required to notify the Livingston County Health Department.

Generally, children play outside daily, except in inclement weather, so, if your child is not well enough to play outdoors (weather permitting), s/he is probably not well enough to attend. If the group is going outside, all children will be required to do so.

Tot Spot health policies may differ from your child's pediatricians' opinion. In all situations, Tot Spot's policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations.



According to the Health Department, children must be kept home if they have any of the following symptoms and no history of allergies:

ILLNESS OR SYMPTOM	IS EXCLUSION NECESSARY
Chicken Pox	Yes - Until blisters have dried and crusted (usually 6 days)
Conjunctivitis (pink eye) Pink or red eyes with thick mucus or pus draining from the eye	Yes - May return after treatment begins and drainage from eyes has cleared
Coughing <ul style="list-style-type: none"> • severe, uncontrolled coughing • wheezing • rapid or difficulty in breathing 	Yes - Medical attention may be necessary. Note: Children with asthma may be cared for in school/childcare with a written health care plan and authorization for medication/treatment.
Coxsackie Virus (hand,foot,and mouth disease)	Yes - Exclude until no new sore and other symptoms (fever, sore throat, drooling) are resolved
Diarrhea	Yes - If a child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school
Fever with Behavior Change or Illness	Yes - When fever is elevated above 100.4 degrees and is accompanied by behavior changes or other symptoms of illness, such as fatigue, rash, sore throat, vomiting, diarrhea, etc. The child should not return to school until 24 hours of no fever, without the use of fever reducing medications
Fifth's Disease	No - Child is no longer contagious once rash illness appears
Head Lice	Yes - May return after treatment and removal of all live lice and nits from hair
Impetigo/Staph/MRSA	Yes - May return 24 hours after treatment starts. Wound must be covered with dressing taped on all 4 sides
Body Rash with Fever	Yes - Seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated. May return to school when the medical provider determines that illness is not communicable
Mild Cold Symptoms: <ul style="list-style-type: none"> • stuffy nose with clear drainage • sneezing • mild cough 	No - May attend if well enough to participate in school activities
Upper Respiratory Complications: <ul style="list-style-type: none"> • large amount of thick nasal discharge • extreme sleepiness • ear pain • fever (above 100 degrees) 	Yes - Seek medical advice. May return 24 hours after symptoms are improved
Ringworm	Yes - May return after treatment begins if not contagious. Avoid swimming and contact sports until lesions clear. Cover the area at school/childcare for the first 48 hours of treatment
Strep Throat	Yes - May return after 24 hours of antibiotic treatment and no fever for 24 hours
Vomiting 2 or more episodes in the past 24 hours	Yes - Until vomiting resolves for 24 hours or the health care provider determines that the cause is not communicable



Medications and Allergies

By law we can only give medication, apply special medical procedures, or give dietary substitutes/supplements with prior written permission from parents. All medications must be in the original container, stored according to instructions and clearly labeled for a named child. If it is prescription medication, it must have the pharmacy label indicating the physician's name, child's name, instructions, and name/strength of the medicine. Tot Spot staff will only give, or apply, any prescription or nonprescription medication according to the directions on the original container unless authorized by a written order of the child's physician. The first dose of medicine cannot be given by center staff due to the possibility of an allergic reaction.

Generally, when a child is in need of medicine, s/he is too ill to come to school. If your child takes regularly prescribed medicine for seizures, diabetes, allergy control, etc., s/he may participate in Tot Spot's program once the medical information has been shared with Tot Spot and the appropriate forms and permissions are on file.

If your child has an allergy to food or something in the environment, we will ask that you give us a list of these foods or substances (e.g. chocolate, eggs, nuts, ragweed, dust, etc.). If your child is acutely allergic to a specific substance (e.g. peanut butter, bee sting), please make us aware of it and provide us with the appropriate antidotes or Epi-Pen.

Serious Accident or Injury

If a child has a serious accident or injury while at school, the child receives immediate attention and the people on the emergency contact card will be called. The order of contact would be:

1. Parents
2. Designated friend/relative on the Child's Emergency Card
3. Family Physician

If contact cannot be made with any of these people and/or it is necessary to use ambulance services, the Center will utilize the nearest hospital.

Safety Guidelines

Severe Weather Plan

If there is a tornado warning, which means a tornado has actually been sighted, we will take the children to an appropriate pre-designated place in the building. Tornado drills are carried out on a regular basis. These procedures are posted in the office.

Fire Plan

In the event of a fire, children will be evacuated outside as quickly as possible. Fire drills are carried out on a regular basis during the school year. Staff and children are always pre-informed of their responsibilities in the event of an emergency.

Lockdown/Shelter In Place

In the event of a lockdown or shelter in place, all exterior doors will be locked and the classrooms will follow our pre-designated safety procedures for these events. Lockdown drills are carried out on a regular basis.

Diagrams of the evacuation procedures are posted by the door in each room and emergency numbers are posted by the phone. Multiple fire drills, severe weather drills, and lockdown drills are done annually.





Behavior Support and Discipline

In compliance with the Michigan Licensing Rules for childcare centers, our staff uses “positive methods of discipline”, which encourage self control, self-direction, self-esteem, and cooperation.” This is most easily done when support and discipline is consistent and instructive, rather than punitive and directed toward a child’s behavior and not toward his/her essential worth as a person. Please feel free to ask questions about our techniques.

Each staff member, just as each parent or teacher would, has set their own expectations, which are appropriate for their particular children and physical location. Most discipline challenges will be handled in a parent/teacher meeting/discussion.

Unfortunately, certain behaviors are unacceptable in any situation and must have a consequence. As determined by the director or staff member, any activity that endangers the safety of other children, or results in destruction of school or personal property, may result in disciplinary action. A progressive system of disciplinary actions are outlined as follows:

1st Offense: warning/meeting or call with parent

2nd Offense: suspension from the program for the following school day

3rd Offense: suspension from the program for the following 3-5 school days

4th Offense: suspension with possible exclusion from the program, pending meeting with the parent(s) and director.

No time frame is mandated by this series of actions. If deemed appropriate, immediate exclusion from participation in the program may result from dangerous actions. Any suspended days are **NOT** refundable nor transferable.





OUR PROGRAMS

Tot Spot Infant and Toddler Care

Tot Spot Infant and Toddler Care is licensed to provide care for infants and toddlers 6 weeks to 30 months of age and is designed to accommodate several different types of scheduling needs.

Staffing/Class Size

Tot Spot Infant/Toddler classes have one lead teacher and at least two/three assistants. There are 12 children per class.

Clothing and Supplies

- Parents must supply diapers and wipes.
- Label all items with your child's first name and the first letter of the last name. This includes clothes, diaper bags, diapers, pacifiers, etc.
- Closed toe shoes must be provided for mobile infants/toddlers to go outside and play.
- Several changes of clothes (including a cap) must be provided for when the children's clothes become soiled and/or the weather changes.
- In order to maintain a healthy environment for the staff and children, soiled clothes will not be leaned as the center.
- Do not bring valuable or sentimental items to the classroom.

Food

- All formula and food must be provided (in the original container) by the parent for infants twelve months or younger.
- Breast milk should be labeled in the same manner with the date the milk was pumped and the number of ounces must appear on the container as well.
- Formula is to be pre-made in bottles by the parents and labeled with the child's first name and the first letter of the last name. All parts of the bottle need to be labeled including caps.
- Until a child is twelve months old and able to eat table food, the parent must bring in food and formula, and review and update the feeding instructions with the classroom teacher every thirty days.
- Young infants starting a new food for the first time, must try the food at home for at least three days before we can introduce that food at the center.





Snacks

An important part of your child's day is snack time/lunch time, not only because children like to eat, but also because nutrition affects mental functioning and physical well-being. Children feel better when they eat nutritious food! They are also developing good nutritional habits and attitudes toward eating with your/our help during these early years. Part of children's learning experience is being exposed to a variety of foods including foods from other cultures. In addition, we do some cooking and snack preparation with the children. Snacks are planned for their nutritional value and may consist of fresh fruit, vegetables, crackers, cheese, etc. Children also receive milk or water with snacks. Tuition covers the cost of snacks. We offer children two healthy snacks each day, one in the morning and one in the afternoon.

Lunch

Parents supply a packed lunch for children attending a full day in the Infant/Toddler Program. We all want to be sure that children will have a good lunch and that there will be enough of it. You know how much your child is likely to eat, so do not feel that you need to add extras. Lunch should include a protein, a fruit or vegetable, a grain, and a drink (milk, fruit juice, or water, please). Please limit sugar-filled food items to very small amounts. No child needs more than one dessert!

Birthdays are special to all children! We do not share gifts, but we do attempt to make the day special. If you wish to bring a healthy birthday snack for the occasion, you are welcome to do so. Check with staff a few days before.

State Licensing/Infant Program Guidelines

- Infants must never walk around with or sleep in their crib with a bottle.
- All infants not yet able to turn over on their own must be placed in a face-up sleeping position, unless the child's parent presents written documentation from a health care professional stating that a different sleeping position is allowed or will not harm the infant.
- Any parent using the diaper changing tables at Tot Spot must follow the state licensing procedures for proper sanitization.
- Infant's fingernails and toenails need to be trimmed at all times.
- The center provides a daily written report to the child's parent when the child is picked up from the classroom.
- Mobile infants have daily opportunities for outdoor play as weather permits.

Daily Schedule

Infants: eating and sleeping is on-demand, based on the individual needs of each child.

Toddlers: each classroom has its own specific schedule, each of those schedules have some common features:

- Snacks
- Lunch
- Rest-time

All of the schedules incorporate alternating quiet/active time as well as provided outdoor time. A daily schedule is posted in each classroom.





Tot Spot Three Year Old Program

The Tot Spot 3 Year Old Program is a developmental program for 3 year old children offering both child care and preschool experiences. The program offers flexible scheduling to meet the needs of families. Children are given an opportunity to interact socially with children their own age and to grow in independence and confidence through a variety of experiences. These experiences include interacting with books, singing songs, engaging in finger plays and puppet shows, painting, water play, using scissors, playdough, and engaging in large/small motor play. Children are exposed to the alphabet, numbers, shapes, and colors, through play and other developmentally appropriate activities.

The objectives of the Tot Spot 3 Year Old Program are to:

- Encourage children to become self-directed, independent, and comfortable in a learning environment through practice and repetition;
- Provide opportunities for the children to build social skills and a level of confidence in themselves, to function independently both within and outside the classroom; Expose the children to a wide variety of experiences through “hands-on” activities, stories, songs, rhymes, field trips, guest speakers, and other enrichment experiences.

Staffing/Class Size

The Tot Spot 3 Year Old Program is under the direction of Brighton Community Education and is supervised by the Director of Tot Spot. Three Year Old classes are taught by a degreed teacher and assisted by a qualified assistant. There are 14-16 children per class and about a 7:1 ratio of child to teacher.

Hours/Calendar

The Tot Spot 3 Year Old Programs offer Child Care and Preschool for three year olds. The program will cover science, social studies, language arts, mathematics, art, and physical development. It is a general guideline and some younger children may not accomplish everything within the guideline, while older children may develop beyond the guidelines.

Enrollment

Children must be 3 by October 1st or 4 years old by December 1st to be enrolled and must be completely toilet trained.

Snacks

An important part of your child's day is snack time/lunch time, not only because children like to eat, but also because nutrition affects mental functioning and physical well-being. Children feel better when they eat nutritious food! They are also developing good nutritional habits and attitudes toward eating with your/our help during these early years. Part of children's learning experience is being exposed to a variety of foods including foods from other cultures. In addition, we do some cooking and snack preparation with the children. Snacks are planned for their nutritional value and may consist of fresh fruit, vegetables, crackers, cheese, etc. Children also receive milk or water with snacks. Tuition covers the cost of snacks. We offer children two healthy snacks each day, one in the morning and one in the afternoon.



Lunch

Parents supply a packed lunch for children attending a full day in the 3 Year Old Program. We all want to be sure that children will have a good lunch and that there will be enough of it. You know how much your child is likely to eat, so do not feel that you need to add extras. Lunch should include a protein, a fruit or vegetable, a grain, and a drink (milk, fruit juice, or water, please). Please limit sugar-filled food items to very small amounts. No child needs more than one dessert.

Birthdays are special to all children! We do not share gifts, but we do attempt to make the day special. If you wish to bring a healthy birthday snack for the occasion, you are welcome to do so. Check with staff a few days before.

Tot Spot Four Year Old Programs

The Tot Spot Four Year Old program options include tuition based half day as well as free state funded, full day or half day preschool with the option of tuition based before and/or after care. Children who turn 4 by December 1st are eligible to apply.

Tuition Based Preschool

Tuition based four year old preschool meets for half day (3 hour) sessions in the morning or afternoon. The half day tuition based 4 year old preschool options follow the Creative Curriculum which is the same evidence based curriculum as the state funded four year old preschool option.

Universal Preschool funded through GSRP

Tot Spot's Universal Preschool classrooms are free tuition. The Universal Preschool classrooms are funded through Michigan's Great Start To Readiness Program (GSRP) and follow all of the guidelines and expectations that have made Michigan's GSRP program one of the top ten, state funded preschool programs, in the nation. Michigan's GSRP is nationally known as a high-quality PreK model and is one of only five state PreK programs that meets all 10 PreK Quality Standards Benchmarks set by the National Institute of Early Education Research (NIEER). In order to receive GSRP funding, programs must meet, or be working towards, standards that define teacher credentials, curriculum, ratios, support services, and other critical program characteristics.




Staffing/Class Size

Each of our four year old PreK classrooms are staffed with a highly qualified lead teacher, an associate teacher and is assigned a preschool aide to lend support throughout the day. Classrooms are capped at 18 or 20 children.

Attendance

Regular attendance helps children to develop strong routines and receive maximum benefit from their preschool experience. Universal PreK funded through GSRP requires an 85% daily attendance rate for all children participating in the program. When attendance is irregular, exceeds one day with no contact with parents, or falls below the expected 85% daily attendance rates, families will be contacted by the teacher so we can support you in developing an Attendance Action Plan to help improve attendance.

If your child will not be in attendance, parents are expected to call, or email, the child's teacher to report the absence. Please leave details regarding the absence. These might include transportation issues, illness, family issues, appointments, etc.



DID YOU KNOW?

Consistent attendance in preschool is crucial for your child's success now and in the future. Missing 10% of school (1-2 days a week) can:

- Hinder early reading skill development
- Delay readiness for kindergarten and first grade
- Establish poor attendance habits

High-quality preschool programs offer lasting benefits. The positive routines your child develops now will support their success throughout their school years.





Curriculum

Our teachers use Creative Curriculum to plan learning experiences in an environment where children have opportunities to learn and practice new skills. The Creative Curriculum is based on 38 objectives for development and learning, which are completely aligned with Michigan's early learning standards. It offers daily opportunities to individualize instruction, helping teachers meet the needs of every learner.

This curriculum addresses all the important areas of learning, from social-emotional and math to technology and the arts, and incorporates them throughout every part of the day. Creative Curriculum offers support for working with English and dual-language learners, including information that helps to build teachers' knowledge about best practices. The curriculum allows every child to bring particular interests, life experiences, and learning styles and

help teachers to make accommodations to service all learners.

Measuring Growth

In order to provide the most successful classroom experiences, teachers gather information from a brief developmental screening called the Early Screening Inventory (completed during the child's first home visit or first few weeks of school). In addition, the Ages and Stages: Social Emotional Questionnaire screening tool is filled out by the parent to provide a brief look into the social emotional development of the preschool child.

Teaching Strategies GOLD is the measurement tool used with Creative Curriculum. It is an organized tool used to observe and document student's growth and development over the course of the school year. GOLD assists teachers in: individualizing instruction, measuring progress, guiding planning and instruction, and communicating with families.

See Appendix A for Kindergarten Readiness Indicators

Child Guidance/Discipline

Our four year old preschool program uses an approach to discipline and guidance that emphasizes respect for each child, age appropriate expectations of children's behavior and the use of positive discipline and guidance strategies. Staff members strive to create a relaxed, positive environment that enables children to explore and experiment while remaining safe and feeling well-supported.

Through positive guidance strategies and modeling social skills, staff help children learn pro-social behaviors, build confidence and self esteem and develop greater respect for others' rights and feelings as well as a sense that they are themselves respected.

Discipline concerns are handled by staff in ways that encourage children to solve problems and develop an inner sense of self control. Children are given choices and opportunities to be an active part of decision making in their environment. This helps foster a sense of personal responsibility. Staff help children understand the need for rules and limits and to help children feel good about the choices they make.

Our staff will use a variety of strategies for positive discipline and guidance in the classroom which are age appropriate including the following:

- Plan ahead in order to anticipate potential problems
- Limit expectations to what is realistic for the developmental level of each child (and make these expectations clear to children)
- Create a "yes" environment rather than telling children what they can not do, give them choices of the things they can do
- Talk about children's positive behavior: "thank you for giving the truck to Daniel when you were finished with it"





- Set a few clear and simple rules focused around health and well-being, safety, respect for property and respect for others
- State rules positively rather than negatively, e.g., please walk rather than don't run
- Offer reasons for rules, e.g., "please use your walking feet when you are inside, I don't want you to slip and fall"
- Model behaviors that you wish children to use, such as always being courteous and attentive. Give children clear directions and supportive positive reminders
- Pay close attention to children in order to prevent and/or intervene in challenging behaviors
- Redirect children from unacceptable to acceptable behavior, e.g., "I am going to help you stop kicking. We'll find something else for you to do."
- Help children deal with frustration and anger through words or pretend play. Focusing on the behavior, not on the child's value as a person

Mental Health and Disabilities Services

Disabilities Services

Enrollment opportunities are available to children with special needs in our four year old preschool programs. Livingston ESA Mental Health and Disabilities Coordinator, Jennifer Lange, helps to coordinate services for children with special needs by facilitating communication between families and special education service providers. Parents/caregivers are encouraged to contact Jennifer Lange with any worries or concerns about their child. As an added support, Livingston ESA ancillary staff provide direct or consultative services to all four year old preschool classrooms.

Mental Health Services

One of the primary roles of the Livingston ESA Mental Health and Disabilities Coordinator is to ensure the classroom environments support social emotional growth, which is the child's ability to:

- Express feelings in healthy ways (without hurting self or others)
- Develop close relationships with others
- Explore his/her surroundings and learn

These abilities help the child to focus, follow directions, share, solve problems, care about other people and experience more success in school.

Through social-emotional screenings, curriculum activities and general classroom observations we ensure that our classroom environments are supportive, responsive and focused on meeting children's needs. In addition, parents complete the Ages and Stages: Social Emotional Screening tool. This screening tool is used to provide a brief look at the social emotional development of your child. If concerns are noted on the screening a staff member will contact parents to discuss and provide any additional supports.



At times, a teacher or parent may feel a child is experiencing difficulties or showing challenging behaviors in the classroom or at home and the family may decide to seek additional support. These behaviors may include, but are not limited to:

- Extremely active
- Sleeping or exacting concerns
- Rarely seeks or makes eye contact
- Fearful and withdrawn
- Extreme mood swings
- Shows no fear of strangers
- Lacks interest in other people or playthings
- Has extreme and frequent tantrums
- Often appears sad
- Sudden behavior changes

Mental health staff members are available to meet with the teaching staff and/or family to discuss concerns and formulate an individual plan, which may include providing support in the classroom or providing the family with community referrals. Staff maintain strict confidentiality with all screening results and child records. Information is never shared without parent permission. It is important for staff and parents to use a consistent approach to supporting the child at home and in school. If behaviors continue to escalate and cause danger to the child or others a plan to modify the child's day, or program may be developed.

If you have concerns or worries about your child, please contact his/her teacher.

Lunch and Snacks

Our full day, four year old preschool program serves food three times during the day. Breakfast, lunch and an afternoon snack for those attending after care. All meals are in alignment with requirements of the Child and Adult Care Food Program (CACFP). Tot Spot complies with CACFP rule 400.8330(3) which ensures children with special dietary needs receive meals/snacks in accordance with their needs. Monthly menus will be provided to families. Menus with food substitutions will be posted on the communication boards outside of classrooms.

Meltime is considered a n opportunity for learning experiences. Children help set up, serve and clean up after each meal and all meals are served and eaten family style. Staff create connections to math (e.g., how many people are at our table) the community (e.g., people help to grow our food) nutrition (e.g., what foods help your body to grow) science (e.g., changes in the food as it is prepared or cooked) and every meal is rich with language which builds a strong foundation for all literacy skills. A relaxed atmosphere is promoted through these conversations. Food is never used as a punishment or a reward for any reason. New foods are introduced with cooking activities and children are encouraged to try all of their "creations"

Allergies

If a physician has diagnosed your child with a specific food allergy, please notify the Tot Spot office staff or your child's teacher. They will notify the Livingston ESA Health Coordinator who will review the written note from the doctor and work with the food service department to arrange for substitutions and ensure extra precautions are taken to avoid any cross contamination.





Milk With Every Meal

The USDA Child Care Food Program requires all children be encouraged to drink milk at breakfast and lunch. A milk substitute will be available for those children who have a diagnosed milk or dairy allergy once we have the documentation on file. Please contact the Tot Spot office to receive the required form.

Family Engagement

Research shows parent engagement supports a child's success in school. We believe that you, as a parent, are the most important influence in your child's educational journey. There will be multiple opportunities to be engaged while your child is attending four year old preschool. We love to have parents, especially dads) and grandparents volunteer in the classroom. Let your teacher know if you are interested in spending time with us. You can:

- Actively engage with children during free choice time or outdoor time
- Assist during transitions such as washing hands, lining up, snack or lunch
- Read a book at story time

Parents also have the opportunity to serve on several committees that help to inform decisions related to the state funded four year old preschool program. These committees include Livingston ESA Policy Council, the School Readiness Advisory Committee/Curriculum Committee and the Health and Family Services Advisory Committee. Parents are also encouraged to become involved in the Great Start Livingston Family Coalition. Information regarding the committees' purposes and functions will be sent home through newsletters and flyers. We welcome all parents and guardians to become involved in any of these opportunities.

Birthdays

Birthdays can be celebrated in the classrooms. Teachers have different ways of acknowledging each child's special day, although we discourage families from sending sweet snacks into the classroom. Some ways to celebrate may include:

- Have the child share a family photo during large group time
- Make a special birthday symbol in class for the child to wear on his/her special day
- Have a family member volunteer in the classroom
- Sing happy birthday
- Make the child a special helper for the day
- Please see your child's teacher for more ideas.



Friendship Centers/Bullpup Club

The Friendship Centers and Bullpup Club offer a warm, safe, and supervised environment before and after school. Our goals are to meet the needs of working parents and provide a high quality program for school age children. We hope to make your day a little easier, knowing your child is our care. The Friendship Centers are located in each of the Brighton Elementary Schools and Maltby Middle School.

Staffing/Class Size

The Friendship Centers and Bullpup programs are staffed by at least two or three adults; one supervisor and one or two assistants. There are usually about 35 children per session.

Calendar/Daily Schedule

Friendship Center Programs are open 7:00–9:00 a.m. and 3:30-6:00 p.m. Monday through Friday. These hours were established to conform with state child care licensing regulations. The program must close at 6:00 p.m. All children must be picked up no later than 6:00 p.m. We also provide care for children on days when school is scheduled to be released early or school is closed for conference/in-services. We will not be open on snow days or most holidays, but will be open on most “no school” days. We do not credit back for snow days.

We will provide a daily schedule which allows a quiet period for homework, a craft, an outdoor time (when possible), a nutritious snack, and games for free time. Occasionally, special events are planned, walks taken, or movies shown.

Fees

Fees are determined by the number of sessions scheduled by the parent. Children must be scheduled the minimum number of sessions required per week. Scheduling must be completed by Thursday before care is needed. When a parent schedules and pays for a certain day, that time is reserved for his/her child. Therefore, there will be no refunds for days scheduled, but not attended. This is also true in the case of suspension for disciplinary reasons.

Please note that additional fees may be incurred:

- A late fee of \$10 per child is charged when schedules are not received by the end of the day Thursday of the preceding week of attendance.
- Any departure after 6:00 p.m. will initiate a late fee of \$25.00 per half hour. Repeated late pick-ups may result in exclusion from the program.
- A Safety Fee of \$15 per child if the child does not arrive at the Friendship Center/Bullpup Club when they are expected to do so. The Friendship Center and Bullpup Club must be notified directly when your child will not be attending a scheduled session. We need to know if your child is absent, has been picked up from school early, or will not be attending as expected. Contacting the child’s teacher or school is not acceptable for communicating your child’s absence from the Friendship Center/Bullpup Club.





Behavior Support and Discipline

In compliance with the Michigan Licensing Rules for childcare centers our staff uses “positive methods of discipline which encourage self control, self-direction, self-esteem, and cooperation.” This is most easily done when discipline is consistent and instructive, rather than punitive and directed toward the child’s behavior and not toward his/her essential worth as a person. Please feel free to ask questions about our techniques.

Each staff member, just as each parent or teacher would, has set their own rules, which are appropriate for their particular children and physical location. Most discipline problems will be handled in parent/teacher conferences.

1st Offense: warning/conference or call to parent

2nd Offense: suspension from the program for the following school day

3rd Offense: suspension from the program for the following 3 school days

4th Offense: suspension from the program the following school week

5th Offense: exclusion from the program

No time frame is mandated by this series of actions. If deemed appropriate, immediate exclusion from participation in the program may result from dangerous actions. Suspended days will not be refunded nor transferred.

Summer Friendship Center and Summer Bullpup Program

The Summer Friendship Center is childcare for school-aged children who have completed 1st through 6th grade and is located at 125 South Church Street, The BECC building. The Summer Friendship Center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Parents should consult the Summer Calendar for details.

Bullpup Club is preteen care for school age children who are 10, 11, and 12 years of age. Any child who attends Brighton Schools and is 10 years of age on or before August 1st of the current year and does not turn 13 prior to the start of the summer program is eligible.

Staffing and Class Size

Summer Friendship Center and Summer Bullpup operates under the supervision of head caregivers and assistant caregivers. The staff to student ratio is approximately one to ten.

Schedule

A typical day at Summer Friendship Center/Bullpup Program would include indoor and outdoor games, crafts, and two snacks. The children go on field trips and enjoy special entertainment weekly. A complete schedule of summer activities is available upon registration.

Since we schedule buses and purchase tickets in advance for field trips, it is imperative the children are pre-scheduled and pre-paid. Entertainers will often bring supplies for specific numbers of children. Therefore, advance scheduling is required or we cannot guarantee participation in field trips and activities.

Enrollment/Other Registration

Any child who attends Brighton Schools and has completed JK through 6th grade is eligible. Registration is initially open to current attendees. Enrollment is according to space availability. Registration is in the spring at any Friendships Center/Bullpup as well as the Tot Spot Office. A summer program fee is charged at registration and included in this are field trips, entertainer fees, registration fees, and bus fees. Classrooms will go on walking field trips throughout the summer, which will be an additional fee. There is no drop-in care available. Parents must always be aware of field trip times when scheduling.



Appendix A

Tot Spot 2024-2025 Calendar

Month	Date	Day	Important Information
September	3 to 6	Tues - Fri	Universal PreK Home Visits Teachers contact families to schedule
September	3	Tuesday	First day for Infant, Toddler, Three Year old Programs and Friendship Centers and Bullpup Club Programs
September	9	Monday	First day for children Universal PreK
September	27	Friday	No Universal PreK classes 4 year old PreK staff - Professional Learning
October	14	Monday	No students for BAS and No Universal PreK classes 4 year old PreK staff - Professional Learning Friendship Centers and Bullpup Club open
October	16	Wednesday	Open House for Infant, Toddler and 3 Year Old Programs 6-7:30 pm
November	5	Tuesday	No students for BAS Friendship Centers and Bullpup Club open
November	27-29	Wed - Fri	Tot Spot and BAS Closed for Thanksgiving Break
December	2	Monday	No Students for BAS Friendship Centers and Bullpup Club open
December	Dec 23		Tot Spot and BAS Closed for Christmas Break
January	- Jan 3		BAS and Tot Spot Resume Monday, January 6, 2025
January	20	Monday	Tot Spot, Friendship Centers and Bullpup Club CLOSED
January	27	Monday	No students for BAS Friendship Centers and Bullpup Club Open
February	24	Monday	No students for BAS and No Universal PreK Child Care Open Friendship Center and Bullpup Club Open
March	17	Monday	No students for BAS Friendship Center and Bullpup Club Open
March	24-28	M-F	BAS Spring Break and No Universal PreK TOT Spot open for Child Care Friendship Center Open located at Hilton Elementary
April	7	Monday	BAS Closed Friendship Center and Bullpup Club Open
April	18	Friday	BAS, Tot Spot, Friendship Centers and Bullpup Club CLOSED
April	25	Friday	No Universal PreK
May	26	Monday	BAS, Tot Spot, Friendship Centers and Bullpup Club CLOSED
June	5	Thursday	Last day of 4 day Universal PreK
June	12	Thursday	Last day of school for BAS and 5 day Universal PreK
June	13	Friday	Last Day for Fall Child Care Programs
June	16	Monday	Summer Programs begin





Appendix B

Great Start Livingston Kindergarten Readiness Indicators

Perceptual, Motor and Physical Development

- Developing age appropriate fine motor skills (ex. developing the ability to work with pencils and scissors).
- Growing in hand-eye coordination in building with blocks, putting together puzzles, reproducing shapes and patterns, stringing beads and using scissors.
- Demonstrating a growing independence in self-care when eating, dressing, washing hands and toileting (ex. able to put on a coat and zip it).

Social and Emotional Development

- Often or very often exhibits positive social behaviors when interacting with others.
- Developing ability to self-regulate and manage strong feelings.
- Able to follow simple rules and routines and manage transitions.
- Displaying a growing awareness of where his/her body is in relation to others and the consequences of his/her movements and actions.

Approaches to Learning

- Approaching tasks with initiative and curiosity (or is willing and eager to try new things). Displaying a growing capacity to maintain concentration and attention.
- Developing ability to transition from one task to another.
- Developing an ability to follow directions for individual, small- and large-group activities.

Language and Literacy

- Showing progress in expressing feelings, needs and opinions in a range of situations including conflicts with others.
- Using expanded vocabulary and language for a variety of purposes.
- Progressing in abilities to initiate and respond appropriately in conversations and discussions with peers and adults.

Cognition

- Beginning to understand the relationship between numbers, letters, sounds and words. Experimenting with a variety of writing tools and materials, such as crayons, pencils and computers.
- Developing a growing understanding of the different functions of forms of print such as books, signs, letters, newspapers, lists, messages and menus.

Developed by the Kindergarten Readiness Ad Hoc Committee (Great Start Collaborative – Livingston) August, 2009.

Resources: Head Start Outcomes Framework, Work Sampling, ESI – R, Getting Ready – Findings from the National School Readiness Indicators.





Appendix C

Components of the Daily Schedules and Rest Time Information

Infant/sToddlers

- Group time
- Free choice
- Snack
- Lunch
- Nap/rest time

Three Year Old Preschool

- Large group time
- Free choice time
- Snack
- Outside time or Large Motor time
- Lunch (if attending full day)
- Rest time (if attending full day)

Four Year Old Preschool

- Small Group time (individualized instruction)
- Large Group time (whole group instruction)
- Free Choice time (exploration)
- Rest/Nap Time
- Large Motor/Outdoor time
- Family Style meals (breakfast, lunch, snacks depending on the length of day)

Rest Time

Rest and nap time are crucial components of a child's daily routine, especially during their formative years in an Early Childhood Center. For infants, these moments provide vital opportunities for physical growth and brain development, aiding in the establishment of healthy sleep patterns. Toddlers benefit from rest and nap time as it allows them to recharge their energy levels, enhancing their ability to engage in learning and play throughout the day. Preschoolers, amidst their exploratory adventures, still require these periods of rest to consolidate new information and experiences, fostering cognitive development and emotional well-being. At our center, we prioritize these moments as essential for your child's overall growth and happiness, ensuring they have the necessary time to rest and rejuvenate for their continued learning journey.

Infants and Toddlers

Infants and Toddlers will need a small blanket or sheet and/or small crib-type pillow for their comfort. As with everything else, these should be clearly labeled with your child's name and items must be laundered weekly. You may also provide a small stuffed animal for nap/rest time. These will remain in children's baskets until nap/rest time.

3's and 4's

Children may bring a small stuffed animal for use at rest time. Children are not required to sleep, but must rest quietly on their cots/mats during rest time.

Discrimination Disclaimer

It is the policy of Tot Spot and Brighton Area Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity to which it is responsible. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business. These policies and the grievance procedures may be found in each district media center. Inquiries concerning the application of, or grievance procedures for Titles VI, VII, and IX of the Civil Rights Act of 1964 as amended or Section 504 should be addressed to Assistant Superintendent for Human Resources, Brighton Area Schools, 125 South Church Street, Brighton, Michigan, 48116- 2403 or call 810.299.4090.



TOT SPOT

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Partially funded through a grant provided by the Michigan Department of Education, MiLEAP Department