

Schedule of Operations
6:15 am -6:00 pm

Nanny's is closed the following days:

New Year's Eve
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

Nanny's following days are sign up:

The day after Thanksgiving and Christmas,
Good Friday

You will not be charged for these days unless you
sign up

RATES

Wee Montessori

\$80 for two days

\$185 for full week

With 2 minimum attendance

Half Day Program

\$85 per week

\$110 with lunch

Morning 9:00AM-12:00PM

Afternoon 2:30PM-5:30PM

\$25 with added lunch

*Attendance that mixes full and half days are discounted to \$22 per half day

*Full day is up to 9 hours of care

\$5 per hour over 9 hours

If you use as needed drop in care \$50 per day

Tuition is due on the Friday prior to attendance.

Addition discounts are given for siblings and payments made monthly

Full Day Montessori Preschool

\$70 for two days

\$160 per full week

With a minimum of 2 days attendance

Half Day Montessori Preschool Program

\$75 per week

\$100 with lunch

Morning 9:00AM-12:00PM

Afternoon 2:30PM-5:30PM

\$25 with added lunch

*Attendance that mixes full and half days are discounted to \$18 per half day

*Full day is up to 9 hours of care
\$5 per hour over 9 hours

If you use as needed drop in care \$45 per day

Tuition is due on the Friday prior to attendance.

Addition discounts are given for siblings and payments made monthly

Nanny's Nursery Before and After School Latch-key

Taylor Exemplar Academy, McDowell, Randall, Taylor Parks, Moody

\$12 before school care

\$15 after school care

\$60 full week after school

\$35 half and full days

Kinyon Elementary

\$10 before school

\$12 after school

\$50 full week after school

\$35 half and full days

All tuition is due prior to your child attending.
All changes in your schedule must be made by 2 pm to
ensure your child is picked up

DROP-IN CARE*

If your child attends the Taylor Public Schools and does not attend on a regular basis, all days will be considered drop-in. The drop in charge is \$45 per day or half day.

Nanny's History

Nanny's Nursery was named after my grandmother whom I call "Nanny". She is now a great-great grandmother to my twin grandsons. All the grandchildren and great-grandchildren love spending time with Nanny and that is why I chose her as our namesake. Nannies are also portrayed as very loving towards children with a magical quality as in Mary Poppins.

Nanny's first location opened in a church building on July 9, 1979. We were only licensed for thirty children at that time, but our waiting list soon grew. In December of 1980 my daughter Nicole was born. After becoming a mother myself, I understood how important and difficult it can be to find excellent childcare. In 1980, I did not have an infant program so I was faced with a childcare decision of my own.

Our program was in demand because of our high standards for quality childcare. Our enrollment continued to grow. We operated with a waiting list for many years. In the summer of 1985, we broke ground for a new facility with a license capacity of ninety children. On December 11, 1985 Nanny's on Pardee opened for business. My son Joseph was born on the same day as the opening!

As our center continued to grow, we had numerous requests for infant and toddler care. In the fall of 1990 I came upon an opportunity to lease a building with a setting perfect for infants and toddlers in the Downriver Community Conference Center in Southgate. In January of 1991 Nanny's II opened with a license capacity of sixty children and has grown to a capacity of 122 children. Now, we have relocated our infant & toddler. Nanny's Infant and Toddler Center is located at 21085 Goddard.

I am very proud of our staff at Nanny's, and I hope to give the children at our program the magical childhood they deserve by having loving people care for them.

Sheryl A. Westerdale

Executive Director and Founder

Nanny's Philosophy

Program Philosophy

Nanny's Nursery is a play based program. Our philosophy is based on the knowledge that children grow and develop when given opportunities to explore, create and problem solve with materials that are appropriate for his or her age and development. We will provide opportunities for social, emotional, intellectual and physical growth. The role of the teacher is to facilitate children's growth and development by providing a curriculum that builds and constructs new knowledge with a clear understanding of each child's current development.

Mission Statement

Nanny's Nursery School's mission is to provide a quality, comprehensive early childhood environment for nurturing and facilitating the growth and development of young children.

Welcome

We are honored and privileged to accept the trust your family has placed in us to guide and enrich your child's early childhood experiences. The purpose of this handbook is to communicate what you can expect from Nanny's Nursery. It also provides information regarding our expectations of your family. After reading this handbook, if you have any questions, please contact the Director.



Nanny's Daily Montessori Schedule

6:15-7:00 early arrivals, television, table top toys, manipulative

7:00-7:30 breakfast

7:30-8:00 self-directed play, television

8:00-9:00 self-directed play in the classroom

9:00-9:15 clean-up time, bathroom break

9:15-9:30 morning snack

9:30-9:45 bathroom break, clean up snack

9:45-10:00 morning group time

10:00-11:00 learning centers open, teacher directed activities

11:00-11:15 gross motor activities indoors or outdoors

11:45-12:00 bathroom break, wash up for lunch

12:00-12:30 lunch

12:30-2:30 nap

2:30-2:45 bathroom break, children awake

2:45-3:00 afternoon snack

3:00-3:15 bathroom break, clean up snack

3:15-3:30 afternoon group time

3:30-4:30 learning centers open with teacher directed activities

4:30-5:00 gross motor activities indoors or outdoors

5:00-6:00 self-directed activities, television

Food Service

Nanny's provides breakfast at 7:00 am for early arrivals. A morning snack is served at 9:15 am. An afternoon snack is served at 3:00 pm. Lunch is served at 12:00 pm. We encourage the children to try different foods, but we never force the children to eat. Here are some examples of our meals:

Breakfast:

Hot or Cold cereal

Snacks:

Graham crackers, bagels, English muffins, fig bars, s'mores, rice krispie treats,
nachos & cheese, cheese & crackers, fruit

Lunch:

Pizza, green beans, peaches, milk

Blueberry pancakes, sausage, applesauce, milk

Macaroni & Cheese, mixed vegetables, fruit cocktail, milk

Chicken Nuggets, French fries, corn, applesauce, milk

Fish sticks, tator tots, peas, fruit cocktail, milk

Peanut butter & Jelly sandwich, corn chips, carrot & celery sticks, apple wedges,
milk

We follow the CACFP guidelines for children's nutrition

Nanny's Themes

September:

Self-concept, "ME" books, family and fall colors

October:

Five senses, Halloween

November:

Farm animals, harvest, Native Americans, Pilgrims

December:

Christmas, Hanukkah

January:

Winter, snow

February:

Shapes & Sizes, Valentine's Day, Presidents, Space

March:

Winds, Spring, Easter & Passover

April:

Community Workers, transportation, planting and growing things

May:

Zoo animals, Fairy Tales & Nursery Rhymes

June:

Summer safety, insects, and dinosaurs

July:

Patriotism, circus week, beach week, sea animals

August:

Western week, ethnic week, "crazy, lazy summer days"

Tuition

Enrollment

Enrollment at Nanny's Nursery School is open to children from 6 weeks of age to 13 years of age. Infant & Toddler care is available at 21085 Goddard. We have a brand new facility that was built specifically for infants & toddlers. At 9529 Pardee we have a traditional building with home like environment that was built specifically for children 33 months and older. Parents can apply for enrollment for their child by completing the Enrollment Agreement and paying the \$50 registration fee. Before your child begins our program the following is required; first week's tuition, completed and signed enrollment agreement, emergency information, immunization records and signed Parent Handbook receipt. A health appraisal with the health history information and physical must be signed by a physician.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. Nanny's Nursery reserves the right to dismiss any parent or child at any time for failure to adhere to policies set forth in the Parent Handbook. Continued enrollment at Nanny's is contingent upon the parent's and emergency contact persons' and child's adherence to the policies and procedures of Nanny's Nursery as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Sign-In-Sheets

When your child arrives please sign your child in and walk him or her to his or her classroom. Let a teacher know that they have arrived. We constantly take a head count to match our sign-in sheets and attendance records for evacuation purposes. In case of a disaster or an emergency, it is mandatory that your child is signed in each day.

Adjustment Period

Your child's first few weeks at Nanny's can be a difficult time for both you and your child. We do our best to make you and your child feel comfortable. If your child cries when you are leaving, we recommend that you say goodbye to your child and then leave promptly. Never just sneak out. You are welcome to call us when you reach your destination to check on your child. Most children stop crying by the time their parents pull out of the driveway. The adjustment period usually lasts a few weeks.

Payment Schedule

Tuition is due on Friday by 6:00 pm before the week of care to be provided. When Nanny's is closed for Holidays, tuition is due by 6:00pm on the last day of business for that particular week. Nanny's Nursery accepts cash, check or money orders; you must wait for a receipt for cash payments.

Late tuition payments

A late fee of \$20 will be charged if tuition is not paid by Friday at 6:00pm. There will be a \$30 fee for all insufficient funds charges; all future payments will then need to be made by cash or money order. Once an account is more than one week in arrears, the child/children may not return until the account is paid up to date, including the current week as well as late fees. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Nanny's Nursery School; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director. A written contract with terms of this agreement will be signed by both the parent(s) and the Director.

Withdrawal

Nanny's Nursery requires that you give us two weeks written notice, prior to withdrawing your child from the program.

Late Pick-up

Nanny's closes promptly at 6:00 pm. If you pick up your child after 6 pm, you will be charged a penalty of \$1.00 per minute that is paid directly to the care giver who is waiting with your child. Picking your child up late continuously could result in dismissal. We use our time clock for exact time. It is set by coordinated universal time

Absences

Children that are enrolled in the full day program are allowed to miss double the time that they are registered for without being responsible for the tuition.

Example: a child that attends a full week can miss ten days, a child who is enrolled in a two day a week program can miss four days, etc. This time can be used for illness or vacation. We do not charge for days that we are closed. Our school year is from September 1st- June 1st; vacation/sick days renew every September. During the summer months, we allow flexible schedules and parents are not required to register for set days.

Multiple Child Discount

Nanny's Nursery School offers a multiple child discount for families with more than one child enrolled full time. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 10% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late.

Subsidized Care

Nanny's Nursery School does accept childcare subsidies from the Department of Human Services (DHS); however, parents are responsible for all payments until an authorization letter has been received. After the first billing cycle, the co-payment amount will be determined. All recipients of subsidy payments will be responsible for remaining tuition not covered by DHS. Parents are responsible for completing all required paperwork on time. Once an authorization expires, parents will be responsible for full payment of tuition under the guidelines of the enrollment agreement until a new authorization is received. Parents receiving a childcare subsidy are also required to sign a fee agreement, agreeing to be personally responsible for payment of tuition in the event they become ineligible to receive childcare subsidies.

Behavior Management

We handle discipline by removing the child from the situation. We implement this by encouraging the child to play in a different area, or with a different toy or to think about the undesirable behavior in the time out chair, for a timed period (minute x age). For example, three years old equals three minutes. We try to determine why the child behaved in such a manner. We explain to the child that we find fault in the behavior not the child. We use positive methods of guidance that will encourage self-control, self-direction, self-esteem and cooperation. We reserve the right to exclude a child with severe discipline problems for the safety and well being of the other children. Nanny's does not use any form of corporal punishment.

Custody and Court Orders

In cases where an enrolled child is the subject of a court order (ex...Custody Order, Restraining Order, or Protection from Abuse Order) Nanny's must be provided with a Certified copy of the most recent order and all amendments thereto. In the absence of a court order, both parents shall be afforded equal access to their child as stipulated by law. Nanny's, without a court order, limit the access of one parent by the request of the other parent, regardless of the reason.

Suspected Child Abuse and Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Nanny's Nursery School are considered mandated reporters, under this law. Our employees 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 the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child

Nanny's will cooperate with CPS during an investigation. This may include let them speak with your child while they are in our care at our center.

Nanny's Staff

Staff Selection

Nanny's staff members are carefully screened, selected, and trained in early childhood education. The head teacher in our preschool programs hold either an Associate's Degree or a Bachelor's Degree in Early Childhood Education. Our assistant teachers in our preschool program are either college students in Early Childhood Education or a related field. We also hire staff members who have had experience working with children, either their own or within the community. We are continually developing our staff through staff meetings, the attendance of seminars and workshops held by universities and professional organizations. Nanny's is a member of NAEYC (National Association of Education for the Young Child), NACCP (National Association of Childcare Professionals), and the National Organization of Childcare Centers. We also serve the community as a laboratory setting for college students in the area.

Parent & Staff Communication/Conference

Parents are always welcome to visit Nanny's Nursery School. We also encourage consistent communication with the staff concerning your child. The staff is available for formal or informal conferences upon request. Official parent/teacher conferences will be scheduled in November and May of each school year. Parent boards are located in each classroom. Please check the parent board daily for pertinent information. Newsletters and menus are published monthly and are available at the sign in table. Nanny's News & Notes contains important information about upcoming events.

What your child will need:

- School bag
- Change of clothes
- Small blanket if your child is a full day (no large pillows please)

Clothing

Children should be dressed in comfortable clothing that allows them to play freely and actively. A change of clothing should be sent daily in the event of an accident. Children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. In cold weather please remember coats, hats, boots, etc. To prevent loss please label these items with your child's name. Keep safety in mind when dressing your child. We do not allow open toed- sandals or flip-flops on our playground. We recommend comfortable tennis shoes. Nanny's will not be held responsible for clothing that is lost, damaged or stolen.

Toys from home

It is impossible for us to keep track of toys from home, or to be responsible for them. We ask that you do not send toys from home. We provide ample play equipment and seek to teach children to share.

Health & Safety

I. Injuries

When a child has a minor injury at Nanny's it will be taken care of by a staff member. An accident report will be given to the parent. If the seriousness of the injury is questionable, we will call a parent immediately. Teachers will contact parents in order of emergency contacts per information card. All staff members are trained in CPR and First Aid.

II. Exclusion Policy

A child will be excluded when they are contagious. If we call you because your child is ill, you are expected to make arrangements to pick up your child. We cannot expose the other children to your child's illness. *Failure to pick up your child when he or she is ill could result in permanent dismissal from our program*. We need to protect all of the children, so we urge you to keep your child home when they have a fever, a suspicious rash, frequent diarrhea, or have vomited within the last twenty-four hours. To prevent the spread of disease children and staff wash their hands frequently. Children are taught to cover their mouths when sneezing and coughing. They are also taught to use Kleenex. We clean and sanitize the toys, equipment and all surfaces to eliminate the spread of disease.

III. Immunizations

Please make sure that your child has received the necessary immunizations. Also, be sure to turn in all updated medical information as needed (such as shot records, new allergies or medical conditions, updated physicals, etc.) Your child will be excluded from our program if his or her immunizations are not up to date, unless health department waiver is signed.

IV. Medication

We can only dispense over-the-counter and/or prescription medication that is in original, labeled containers. Over-the-counter medication must be accompanied by a doctor's note with explicit dosage and administration instructions. We will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. We will not dispense medication that has expired. One doctor's note per course of treatment is required. All forms must be turned into the office.

Nanny's will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name (one note and bottle of fever reducing/pain medication per child).

VI. Blood Borne Pathogens

Nanny's staff is required to use gloves when cleaning up blood, vomit or feces. The soiled clothes or garbage are stored in plastic bags and kept away from the children.

VII. Emergency Procedures

Nanny's has crisis management drills that follow our license guidelines. This includes fire, tornado, and evacuation procedures. We have a password among the staff that means "call the police immediately" if a situation warrants it.

Parent Code of Conduct

Nanny's Nursery requires the parents of enrolled children to always behave in a manner consistent with decency, courtesy, and respect. No parent or adult is permitted to curse or use other inappropriate language on Nanny's Nursery property at any time, whether in the presence of a child or not. Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. Parents must be responsible for and in control of their behavior at all times.

We will not tolerate physical/verbal punishment of your child or any other child at Nanny's. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent is concerned about the behavior of another child, that parent is advised to direct their concerns to the teacher or the Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior.

While it is understood that parents will not always agree with the employees of Nanny's or the parents of the other children, it is expected that all disagreements be handled in a calm, professional and respectful manner.

At Nanny's Children will learn to:

- work independently and with others
 - share and take turns
- explore and expand abilities and interests
 - express thoughts and ideas
 - listen to others
- develop feelings of security and success



Activities are designed to:

- build self-esteem & self-confidence
 - develop vocabulary
- encourage recognition of differences and likeness
- improve coordination of large and small muscles
 - introduce new ideas



Nanny's Nursery School

Nanny's offers a quality preschool program. The program involves planned activities that are geared to learning. The program is theme based. We offer hands on learning with learning centers and structured activities. Our preschool-aged children also have Begindergarten. The Begindergarten is a program designed to work on Kindergarten Readiness Skills. In Begindergarten we focus more on the cognitive skills. The preschool program without childcare is \$18.00 per day and \$75.00 weekly.

AM Preschool 9:00-12:00

PM Preschool 2:30-5:30



***Nanny's Kid's Club is a before and a after school program**

Parent Handbook Confirmation of receipt

I/We, the parent(s)/legal guardian(s) of _____ acknowledge that I/we have received a copy of nanny's Nursery School's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understand the policies contained therein. Furthermore, I/we agree to abide by the policies set forth in the manual.

We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Nanny's Nursery School and the parents. Nanny's Nursery school reserves the right to alter, amend or otherwise modify these guidelines, in its sole discretion without prior notice.

Signature _____ Date: _____

Print Name: _____

Signature _____ Date: _____

Print Name: _____

Nanny's tuition must be paid in advance. Tuition is due on Friday by 6:00pm before the week of care to be provided. When Nanny's is closed for Holidays, tuition is due by 6:00pm on the last day of business for that particular week. Non-payment of tuition could be grounds for dismissal. If you anticipate difficulty paying on time, please discuss the matter with the Director immediately to discuss the possibility of other arrangements.

I agree to abide by Nanny's tuition payment policy

Parent's signature

Date

Please turn this page in with your registration packet

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