



# Infant & Toddler Center Parent Handbook



**21085 Goddard Road  
Taylor, Mi 48180  
(734)287-2918**

Open 6:30 am- 6:00 pm

[www.nannysnursery.com](http://www.nannysnursery.com)

# **Schedule of Operations**

**6:30 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**

# **Nanny's Infant and Toddler Center**

## **Full Day**

5 Full \$225

Per day \$50

Up to 9 hours of care

Over 9 hours \$10 per hour over

## **Half Day**

5 half days \$160

Per half day \$35

Half day care is up to 3 hours

Over hours care \$12

\$50 registration fee

**Tuition is due on the Friday prior to attendance.**

## **Nanny's Infant & Toddler Daily Schedule**

6:30-7:30- Breakfast & self directed play

7:30-8:00-Self directed play

8:30-9:00-Diaper changes

9:00-9:15-Morning snack

9:15-9:30-Music & Finger plays

9:30-10:30-Teacher directed activities in sensory motor activities/outside if possible

10:30-10:45-Diaper changes

10:45-11:00-Gross Motor Activities (indoors or outdoors)

11:00-11:30-Lunch

11:30-2:00-Naptime

2:00-2:30-Diaper changes

2:30-3:00-Afternoon Snack

3:00-3:30-Story Time

3:30-4:00-Self directed play outside if possible

4:00-5:00-Gross Motor Activities (indoors or outdoors)

5:00-6:00-Self Directed activities

\*Diapers are checked frequently throughout the day

\*This schedule is subject to change depending on the baby's day

## **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"

## **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**

At Nanny's our nannies are an extension of mom. We realize that the mother meets the baby's needs best. We provide a loving, caring environment for your baby. We will do our best to follow mom's instructions. Our curriculum for the infant and toddler program will provide opportunities for your baby to grow in all areas of development; emotional, social, intellectual, and physical... Our nannies are all trained and have a clear knowledge and understanding of early childhood 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.



## Nutrition Plan

Our goal at Nanny's is to provide a nutritious meals and snacks for the children in our care. We accomplish this by following the guidelines set by the CACFP, this plan includes all five food groups and incorporates dairy, grain, meat, vegetables and fruit numerous times during the day. This is important to us and our families because it start a foundation for healthy eating habits. Nanny's provides breakfast, morning snack, lunch and afternoon snack for children in care during service. Breakfast at 7:00 am is served for early arrivals. A morning snack is served around 9:15am. Lunch is served at 11:00 am. An afternoon snack is served at 3:00 pm. We encourage the children to try different foods, but we never force the children to eat. Water from sippy cups is also available to the children all day long. All meals are prepared at our facility at 9529 Pardee Road and served to our children pre-plated. Parents are welcome to bring healthy snacks and lunches in for their child, with an ice pack if needed. If your child has a food allergy it must be stated from a physician or added on to the physical form.

**Nanny's is a nut free facility.** Please make sure that children do not bring in snacks lunches or candy with nuts in the ingredients.

Children are encouraged to practice healthy eating habits. During meal times children learn to feed themselves as well as socialize with their peers. Nutritional information is presented to the children with book, daily activities, and by example during meal times. All staff trained yearly to learn about obesity and healthy eating habits.

More information on nutrition can be found on our parent boards in the classroom.

Here are some examples of our meals:

### **Breakfast:**

Hot or Cold cereal/ milk & fruit

### **Snacks:**

Graham crackers, fruit muffins, English muffins, s'mores, granola bars, rice cakes, raisins, cheese & crackers, fruit and yogurt

### **Lunch:**

Hot Dogs, 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, biscuit, fruit cocktail, milk

## **We follow the CACFP guidelines for children's nutrition**

Monthly menus are provided on the front table in the entry way, they are also posted on all parent boards in the classrooms. Menus in different languages will be provided if requested.

**If your family is in need of food assistance** Gleaners offers emergency food, call 211, statewide toll-free number: 1-844-875-9211 or **Fish & Loaves Food Pantry** at 734-442-0031

For more information on dietary needs please call Dr. DiarBakrli, MD, FAAP at (734)250-7887



# FOOD CHART

Child & Adult Care Food Program

AGE  
1 to 2

AGE  
3 to 5

AGE  
6 to 12

MILK  
REQUIREMENTS

(1) Year Olds  
Whole Milk

(2 to 12) Year Olds  
1% or Skim Milk

		AGE 1 to 2	AGE 3 to 5	AGE 6 to 12
<b>BREAKFAST</b>	Fluid Milk	1/2 cup	3/4 cup	1 cup
	100% Juice or Fruit or Vegetable	1/4 cup	1/2 cup	1/2 cup
	Bread or Bread Alternate	1/2 slice	1/2 slice	1 slice
	Cold Dry Cereal	1/4 cup or 1/3 oz. (whichever is less)	1/3 cup or 1/2 oz. (whichever is less)	3/4 cup or 1oz. (whichever is less)
	Cooked Cereal Grain (oatmeal, grits, etc.)	1/4 cup	1/3 cup	3/4 cup
<b>SNACK</b> <i>(serve 2 items from 2 different categories)</i>	Fluid Milk	1/2 cup	1/2 cup	1 cup
	100% Juice or Fruit or Vegetable	1/2 cup	1/2 cup	3/4 cup
	Meat or Meat Alternate	1/2 ounce	1/2 ounce	1 ounce
	Bread or Bread Alternate (type of bread must be indicated)	1/2 slice	1/2 slice	1 slice
	Cold Dry Cereal	1/4 cup or 1/3 oz. (whichever is less)	1/3 cup or 1/2 oz. (whichever is less)	3/4 cup or 1oz. (whichever is less)
	Cooked Cereal Grain (oatmeal, grits, etc.)	1/4 cup	1/4 cup	1/2 cup
<b>LUNCH/ SUPPER</b>	Fluid Milk	1/2 cup	3/4 cup	1 cup
	Meat or Poultry or Fish or Cheese or Egg or	1 ounce	1 1/2 ounce	2 ounces
		1 ounce	1 1/2 ounce	2 ounces
		1	1	1
	Cooked Dry Beans and/or Peas or Tofu or Peanut Butter Yogurt, plain or flavored	1/4 cup	3/8 cup	1/2 cup
		2 tbsp	3 tbsp	4 tbsp
		4 ounces or (1/2 cup)	6 ounces or (3/4 cup)	8 ounces or (1 cup)
	Vegetables	1/4 cup total	1/2 cup total	3/4 cup total
	Bread or Bread Alternate Cold Dry Cereal Cooked Cereal Grain (oatmeal, grits, etc.)	1/2 slice	1/2 slice	1 slice
		1/4 cup or 1/3 oz. (whichever is less)	1/3 cup or 1/2 oz. (whichever is less)	3/4 cup or 1oz. (whichever is less)
		1/2 cup	1/2 cup	1/2 cup

## **Infant & Toddler Feeding**

Babies enrolled in the infant program must have all formula/ breast milk prepared and labeled with their name and date each day that your baby is in attendance. Be sure to prepare one more bottle that you think your baby will consume to make sure that your baby will not run out. Prepared bottles must be stored in the designated refrigerator and will be warmed. Bottles will never be microwaved. All bottles must be taken home by parents each evening to be washed.

Babies 6 months of age will be offered food. Babies will not be fed directly from baby food jars, nor will the nannies use previously opened baby food. Nannies will mix baby cereal just before feedings. All unused food will be discarded. Babies are fed on demand and at regular intervals.

Parents are required to complete a feeding schedule for their baby as the baby's feeding requirements change. Nanny will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome and encouraged to come to the center during the day to feed their baby. Appropriate feeding locations will be made available. Please discuss this with your baby's nanny.

Nanny's will provide whole milk, juice and sippy cups for toddlers. Nanny's will provide suitable snacks for toddlers.

### **What your baby will need:**

- A diaper bag
- Baby wipes
- Premade bottles with formula or breast milk (labeled with name & date)
- Diapers
- Extra change of clothes

# **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 baby arrives please sign your baby in and walk him or her to his or her room. Let a nanny 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 baby. We do our best to make you and your baby feel comfortable. If your baby cries when you are leaving, we recommend that you say goodbye to your baby and then leave promptly. Never just sneak out. You are welcome to call us when you reach your destination to check on your baby. Most babies 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. We reserve the right to exclude any child from our program at any time for failure to adhere to policies set forth in the parent handbook.

### **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**

Babies 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 baby that attends a full week can miss ten days, a baby 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.

## **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.

All children that receive DHS assistance will have a co-pay.

## **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.

## **Nanny Grams**

You will receive a Nanny Gram daily with information regarding your infant & toddler's activities. Upon arrival you will have the opportunity to fill out each section of the Nanny Gram. This provides you a way to communicate daily instructions, and special notes to our nannies. The Nanny Gram will provide you with information on how much your baby has eaten, sleep patterns, toileting issues and other important information. The sheet is yours to take home each day.

## **Potty Training**

Nanny's philosophy of individualized care also applies to potty training. When a toddler begins to show an interest, and has the verbal skills necessary to express their toileting needs, we work in collaboration with the child and their parents on toilet training. Our bathroom is equipped with a child size toilet and stool for the sink.

## **Infant Sleeping**

- \*Nanny's will provide a crib for your baby with clean sheets. Your baby will have his or her own crib
- \*No soft objects are allowed in cribs: blankets, stuffed toys, etc.
- \*Your baby will have a nanny watching over them while they are sleeping.
- \*Infants will be placed on their backs
- \*If your infant is unable to sleep on his or her back due to disability or illness, Nanny's must have a note signed by a physician tailing an alternative safe sleep position

## **Toddler Sleeping**

- \*Young toddlers will have their own crib with clean sheets.
- \*Young toddlers may have blankets and or stuffed animals to comfort them
- \*Older toddlers will rest on a cot
- \*You will need to provide a blanket for your toddler

## **Infant/ Toddler Behavior Management**

Infant and Toddlers at Nanny's will not be disciplined for behavior that is considered appropriate for their developmental age. We do not use time out for our infant and toddlers. We use positive methods of guidance that will encourage self-control, self-direction, self-esteem and cooperation. 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. A teacher may use "Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property" per the state of Michigan's childcare licensing rules:R400.8140 Discipline Nanny's does not use any form of corporal punishment.

## **Biting**

Biting is a developmentally appropriate behavior in babies in the infant/ toddler program. Parents that have children in these programs should expect that their child may be bit or bite another child. Nanny's understands that parents will be concerned and upset if their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior and that the nannies will work to identify situations that, provoke, or elicit this behavior so that it will be prevented in the future. The nannies will not punish, or harshly discipline children for biting behavior: they will encourage the baby whom has bitten to help care for the baby who has been bit, and will redirect the baby to different activities.

## **Pacifiers and Mouthing**

Infants and toddlers are going to put everything in their mouths. This is normal for their developmental age. Toys that were in a baby's mouth will be sanitized. Toys that the infants and toddlers play with will be sanitized daily. When a child is walking we prefer they give up their pacifier.

## **Cultural Plan**

Our goal at Nanny's is to help your child acclimate to our center. We provide a welcoming multicultural staff with many different backgrounds and beliefs, who also receive cultural competency training every year. When families enroll in our care we use resources such as NAEYC to help provide acceptable ethnic tools to ensure comfort and belonging of your child. Our cultural plan is important to our children and staff because it helps us understand everyone's importance of individuality and family traditions. We keep at least one teacher that speaks Spanish and we are happy to translate any document, into your native language. It is important for children to learn cultural diversity. Some ways we present culture in our curriculum is through music, instruments, dancing, food, children's dress up clothing, books, multicultural art supplies and displaying photography from around the world. Nanny's will provide an outlet for your family, if they would like to share their heritage with our students. To incorporate culture into our classrooms we encourage parents to bring in family pictures for our parent board and empty food containers and clothing to add to our dramatic play area.

## **Children with special needs**

At Nanny's it is important to us that every child feels welcome and has a sense of belonging. Nanny's provides care for children with special needs and follows the guidelines of the American with Disabilities Act (ADA). To determine how we can best assist your child, we ask that parents to please inform our staff or set a meeting to make aware of any disabilities or needs your child has. Children with special needs will be given the opportunity to participate in the program to fullest extent possible. To accomplish this, our program may request or consult with agencies as needed, provided that the parent gives permission. Nanny's also supports any disability with handicap assessable parking ramps and restrooms. We will provide time and space for Early On, Titter Chatter, Totes or any other program or therapist to come on site for weekly/monthly visits at our center. These programs as well as membership to the NAEYC provides tools needed to foster care for children with special needs. This plan is important to parents and staff because it provides the proper care that is needed for the child's future.

Nanny's also provides morning and after school care for Blair Moody's Special needs preschool as well as all of the elementary schools. To set up transportation please contact Taylor Transportation at (313)295-5724 after your child is registered for school.

### **Speech Therapy**

Tote Office: 734-783-3322

Chitter Chatter- (313)788-5188

### **Behavior Specialist**

Heigara Mental Health Services (734) 458-4601

Beaumont Center for Exceptional Families (313) 996-1951

### **The Guidance Center**

The Guidance Center's mission is to enhance the development and well-being of children, adults, and families in need throughout the communities we serve. Our vision is that the people we serve will thrive at home, school, work and community life. The agency provides a broad range of highly effective services that help children, adults and families unlock potential and build better lives.

734-785-7700

If you feel your child may need to be assessed you can inquire at the office for more information about a proper Ages and Stages Questionnaire (ASQ) assessment for your child or visit [www.asqonline.com/](http://www.asqonline.com/)

## Health Environment

It is important to us at Nanny's to provide a healthy environment for your child. Offering a safe and healthy environment fosters security for our families.

### Physicals & Immunizations

**Immunization records are required by the first day of attendance. Children who do not have an immunization record will not be allowed to attend until one has been provided.** Please make sure that your baby has received the necessary immunizations. It is important to us that your child receives immunization required by the state. Immunizations are one of the most effective measures to protect children from harmful diseases and even death. All children who attend preschool programs or licensed childcare centers in Michigan are required by state law to be fully immunized. Reporting of immunization data to the local health department is required under the Michigan Public Health Code, and requires all children in a program to have an up-to-date immunization history or a valid waiver at their childcare center or preschool. **A child who fails to meet immunization requirements shall not be admitted into the program. It is the responsibility of the parent/guardian for ensuring that their child has received all required vaccine doses.** Also, be sure to turn in all updated medical information as needed from your child's well visits (such as shot records, new allergies or medical conditions, updated physicals, (monthly children etc.). The state requires that all children have an **yearly updated physical and immunization record.** Using the Michigan's MCIR system, our staff will print out provisional reports to inform you of your child's required health documents . Your infant or toddler will be excluded from our program if his or her immunizations are not complete, unless a waiver form from the health department is attained. **A physical is required at every well visit for infants and toddlers and yearly for preschoolers.** Birth (1-3 days after discharge from the hospital), 2 weeks, 2 months, 4 months, 6 months, 9 months, 12 months, 14 months, 18 months, 24 months, 30 months, 3 years, yearly from 4-21 years.

For information you may refer to our parent board in the classrooms, the MCIR website [www.mcir.org](http://www.mcir.org) or you may contact your local health department at (734)727-7125

Recommended health providers in our area

Dr. DiarBakrli, MD, FAAP (734)250-7887

Dr. Nayak and Dr. Bronni (734)285-3090

### Screenings

Nanny's also offers dental screening with Dentist R Us, twice yearly. The dentist will do a cleaning and take X-rays of your children teeth and gum. Please refer to the parent board for more information on when the dentist will be at our center. (888)226-7129.

# PARENTS VACCINES REQUIRED FOR CHILD CARE AND PRESCHOOL IN MICHIGAN



Whenever infants and children are brought into group settings, there is a chance for diseases to spread. Children must follow state vaccine laws in order to attend child care and preschool. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect your child from other serious diseases is to follow the recommended vaccination schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). Talk to your health care provider to make sure your child is fully protected.

	2-3 months	4-5 months	6-15 months	16-18 months	19 months–4 years	5 years
Diphtheria, Tetanus, Pertussis (DTaP)	1 dose DTaP	2 doses DTaP	3 doses DTaP		4 doses DTaP	
Pneumococcal Conjugate (PCV13)	1 dose	2 doses	3 doses or Age-appropriate complete series	4 doses or Age-appropriate complete series		None
<i>H. influenzae</i> type b (Hib)	1 dose	2 doses		1 dose at or after 15 months or Age-appropriate complete series		None
Polio	1 dose	2 doses			3 doses	
Measles, Mumps, Rubella (MMR)*	None			1 dose at or after 12 months		
Hepatitis B*	1 dose	2 doses			3 doses	
Varicella (Chickenpox)*	None			1 dose at or after 12 months or Current lab immunity or History of varicella disease		

These rules apply to children who are the above ages upon entry into child care or preschool. During disease outbreaks, incompletely vaccinated children may be excluded from child care and preschool. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at [www.michigan.gov/immunize](http://www.michigan.gov/immunize).  
\*If the child has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for child care and preschool entry purposes.

Updated March 1, 2017

## Injuries

When a baby 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. All staff members are trained in CPR and First Aid.

## Exclusion Policy

You must keep your baby home when he or she is ill. If we call you because your baby is ill, you are expected to make arrangements to pick up your child. We cannot expose the other babies to your baby's illness. ***Failure to pick up your baby 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 baby 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 babies and nannies wash their hands frequently. Older babies 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.

# Baby's First Year Milestones

“A baby is born with a need to be loved and never outgrows it.”

## One Month Old

- \*Lifts head for short periods
- \*Moves head from side to side
- \*Looks at hands
- \*Has strong reflex movements
- \*Turns toward familiar sounds & voices

## Two Months Old

- \*Smiles
- \*Tracks objects with eyes
- \*Makes noises
- \*May repeat vowel noises, such as “ah” or “oooh”

## Three Months Old

- \*Raises head & chest while on stomach
- \*Lifts head up 45 degrees
- \*Kicks and straightens legs on back
- \*Reaches for dangling objects and people, even at a distance
- \*May laugh out loud
- \*Interest in circular & spiral patterns
- \*Holds head with control

## Four Months Old

- \*Sleeps six hours at night
- \*Rolls over
- \*Sits with support
- \*Lifts Head 90 degree angle
- \*Babbles and amuses self with noises
- \*Explores objects with mouth
- \*Recognizes a bottle or breast
- \*Communicates pain, fear, loneliness and discomfort through crying
- \*Begins teething

## Five Months Old

- \*Pays attention to small objects
- \*Can see across the room
- \*Begins to use hand and rakes toys near

## Six Months Old

- \*Makes some vowel-consonant sounds
- \*Keeps head up
- \*Sits up with minimal support
- \*Rolls over and back
- \* Can hold bottle
- \*Drinks from a cup with help
- \*First Tooth may appear

## Seven Months Old

- \*Feeds self some finger foods
- \*Makes “raspberry” sounds
- \*Turns in direction of voices
- \*Plays peek-a-boo
- \*Imitates many sounds

## Eight Months Old

- \*Chews on objects
- \*May sleep twelve hours at night
- \*Rolls all the way around
- \*Sits by self
- \*Tests gravity by dropping objects
- \*Responds to name
- \*May show some anxiety when removed from mommy or Nanny

## Nine Months Old

- \*Reaches for toys
- \*Drops objects and then looks for them
- \*Scoots

## Ten Months Old

- \*Understands the concept of object permanence
- \*Grabs for the spoon at feeding time
- \*Goes from tummy to sitting up
- \*Picks up tiny objects
- \*Begins to identify self in mirror
- \*Gets upset if a toy is removed
- \*Transfers object from hand to hand
- \*Stands holding on to something
- \*Pulls self to standing

## Eleven Months Old

- \*Says “mama” and “dada”
- \*Understands “No”
- \*Clasps hands
- \*Waves bye-bye
- \*Interested in picture books
- walks with adult help

## Twelve Months Old

- \*Triples birth weight
- \*Shakes head ‘no’
- \*Crawls
- \*Claps
- \*Cruises furniture
- \*Dances
- \*Understand simple commands
- \*May be fearful of strangers

## **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 baby 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 baby's name (one note and bottle of fever reducing/pain medication per baby).

## **Blood Borne Pathogens**

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

## **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. We have a signed permission slip for each baby on file in the event of an emergency evacuation.

## **Custody and court orders**

In cases where an enrolled baby 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 baby as stipulated by law. Nanny's, without a court order, cannot limit the access of one parent by the request of the other parent, regardless of the reason.

## **Suspected 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 baby's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a baby without appropriate child restraints. Dropping off or picking up a baby while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your baby

## **Parent Code of Conduct**

Nanny's Nursery requires the parents of enrolled babies 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 baby 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 baby or any other baby at Nanny's. Parents are prohibited from addressing, for the purpose of correction or discipline, a baby that is not their own. Of course, no parent or other adult may physically punish another parent's baby. If a parent is concerned about the behavior of another baby, that parent is advised to direct their concerns to the nanny or the Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their baby'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 babies, it is expected that all disagreements be handled in a calm, professional and respectful manner.

## **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

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Parent's signature

Date

**Please turn this page in with your registration packet**