



# PARENT HANDBOOK

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## INTRODUCTION

### MISSION STATEMENT

At Rooted Daycare, the teachers and I care for young children, working with parents to give their children a happy, healthy start in life. Applying our knowledge of child development and many years of working with young children, in one way or another, we strive to create caring relationships and experiences that promote healthy social-emotional, physical, and cognitive growth. At the center, children feel secure and excited to explore their world, and parents feel confident that their children are safe, well-cared for, and learning skills to be successful in school and life.

### PROVIDER INFORMATION

Sherry Davenport  
Rooted Daycare LLC

**Address:**

*Operating at Glen Lake Community Reformed Church*  
4902 West MacFarlane Road  
Glen Arbor, MI 49636

**Phone Numbers:**

- Work: (231)714-4733,
- Cell: (231)668-1383

**Email:** Sherry@rootedaycare.com

**State of Michigan Child Care License Number:** DC450416446

**CHILD CARE PHILOSOPHY**

Children will feel comfortable at Rooted Daycare. They learn through relationships, so connecting with them every day is essential. My goal is to provide a place for kids to feel safe, comfortable, and valued because, from that state of mind, children can explore and learn. Our focus is on responsive, respectful, and reciprocal care. We develop nurturing relationships with kids and anticipate and meet their physical and emotional needs. We listen to children, notice what they're saying without words, and help them find words to match their feelings and desires. We solve problems together, whether that be learning to take turns or to put on shoes and coats. We ask open-ended questions, offer choices, set limits, and model respectful behavior. At Rooted Daycare, kids learn many skills that they'll need to be successful in school and life, and they teach us as well. The teachers and I enjoy being with young children and are pleased that we can be part of your child's amazing early years.

We also have an important role in supporting parents: Listening to concerns, providing support when possible, connecting parents to community resources, and offering parenting ideas and education materials.

As an employer, I strive to provide a supportive, positive environment for both children and adults. I aim to employ nurturing and creative teachers, have a low teacher-to-child ratio, pay competitive wages and benefits and encourage education and life-long learning. To sustain those goals, I must practice sound business practices while meeting the childcare needs of working families.

**PERSONAL BACKGROUND**

I am a mom to two beautiful daughters, five grandchildren and blessed with my loving husband, Dana Davenport. I was born and raised in mid-Michigan and have only lived up north for four years. I have several years of experience working with children. I taught Sunday school for a number of years, as well as worked in the church nursery as a volunteer. I home-schooled both my daughters for a couple of years, as well as my grandson in Kindergarten, while Covid prevailed. My husband and I also became foster-care parents for infants and toddlers early on in our marriage. We enjoyed helping them at a critical time in their lives and realized the impact we had on those precious little ones. Early on I was a babysitter for many years and always knew I wanted to work with children. However, after marrying and attending the University of Michigan, my husband and I started an environmental company and there I sat for almost 30 years. It wasn't until I retired and moved to the Glen Lake area that my dream of working with children finally became a reality. I teamed up with ITCS (the Infant and Toddler Care Start-Up Initiative) and became a licensed micro-center in the state of Michigan. I have taken all the coursework required, including state-mandated training courses: Infant Safe Sleep and Blood Borne Pathogens. In addition, I have completed all background checks, testing and CPR/First Aid training for both

infants and adults. I am honored to have such an impact on families' lives all over Leelanau County and am looking forward to having your child/children in my care.

## **LICENSING AND LIABILITY INSURANCE**

I am a licensed child care center with a maximum capacity of 12 children. My license is posted on the bulletin board in the entryway of my center.

Licensing rules require two caregivers for up to 12 children, but, at certain times I choose to have a ratio of one teacher to four children to improve the quality of care.

The most up-to-date Licensing Rules for Child Care Centers are available at:

<https://www.michigan.gov/mileap/early-childhood-education/cclb/rules>

I also carry business liability insurance for my micro-center. A copy is available upon request.

## **MANDATED REPORTER**

I am a state-mandated reporter and must report any suspected cases of physical or sexual abuse or neglect. If I believe a child has been abused or neglected, I will report the situation to Child Protection Services. To report a suspected case of child abuse or neglect, you can call the Michigan Department of Health and Human Services at 855-444-3911.

## **EMPLOYEES**

All staff have passed comprehensive background checks and meet all state licensing regulations, including training in CPR, first aid, bloodborne pathogens, and infant safe sleep. Their responsibilities include teaching and caring for the children throughout the day. We work as a team building relationships with the children, which is the foundation of all learning, and we provide a safe and inspiring environment to explore and learn.

## **PRIVACY POLICY**

We will do all that we can to protect your family's privacy and will abide by the state privacy laws. We will keep all records and information about your child and your family private and confidential unless we have your written permission to reveal specific details. Please review and complete the Privacy Permission Form to clarify privacy guidelines.

I also ask that you respect the privacy of my family and employees by not sharing any information you learn about us without our permission.

We Do Not Discriminate against any child, parent, or family based on race, color, sex, disability, national origin, sexual orientation, or public assistance status.

# BUSINESS PRACTICES

## ENROLLMENT PROCEDURES

Parents must complete the following forms BEFORE child care begins, along with the fees detailed in the Schedule/Rate Agreement:

- **Child Information Record:** This form, required for licensing, details contact information for parents, emergency contacts, and physicians. It must be updated annually and when changes occur. We carry these records whenever we leave my property with the children.
- **Immunization Records:** I am required to obtain health appraisals and immunization records for each child enrolled per rule R400.8143(3) and (6) in the Licensing Rule book for Child Care Centers.
- **Schedule/Rate Agreement:** This contract details business, payment, and termination policies. It must be updated when changes occur.
- **Family and Child Information Form:** This form allows parents to give a more detailed description of their child and family, which is very helpful in getting to know each child.
- **Parent Handbook Acknowledgement/Privacy Permission Form:** Please sign this form after you have read through the parent handbook. We want to make sure you understand what is in it and what Rooted Daycare is all about.
- **Note:** I'll also need a permission slip signed for walking field trips and topical non-prescription medication.

## COMMUNICATION

Open communication is essential, and we feel free to talk with parents about their child's behavior and development. However, without their consent, we do not share information about other children and their families, including contact information or family issues.

**Brightwheel:** We use Brightwheel, a phone app, to communicate with parents. We communicate directly with the child's family every day the child is in attendance by posting meals, diapering/toileting, naps, activities, and lots of photos. I can also provide a daily activity sheet for your child if you prefer to have paper-in-hand as opposed to using the app. Via this app, you will be able to check your child/children in and out. You will also be able to send me messages and pay for our service directly in Brightwheel. It is very convenient, thorough and streamlines our daily activities.

**Contacting Me:** If parents need to communicate with me, I am available by phone, email, and text. Please be patient if I don't respond right away. When I'm with my family or working with the children, I try to stay in the moment with them and return calls, texts, and emails as time allows.

**Schedule Changes:** Please inform me in writing and in advance about changes in drop-off/pick-up arrangements or upcoming vacations. Drop-off and pick-up times can be hectic, and I appreciate a written reminder of these important details.

**Feedback:** The ability to communicate effectively with every parent is vital, so we strive to eliminate any language, physical or cultural barriers that might hinder our communication. Please let me know how we might communicate most effectively with you.

## RESOURCES

Throughout my childcare experience, I have developed a working knowledge of community resources supporting families with young children and a directory of those organizations. I also have several parenting books and other printed materials that I am happy to lend to families.

A current list of CPSC recalls of children's products is posted on the bulletin board in the foyer area. Parents can also access this list online at [www.cpsc.gov](http://www.cpsc.gov).

# CHILD CARE AND EDUCATION PROGRAM

## LEARNING PHILOSOPHY

All children have particular needs that must be met for optimal development. We meet these needs by providing a safe and stimulating environment and consistent and nurturing relationships with young children. Did you know in the first five years of life, the brain develops roughly 90% of the architecture upon which all later learning and development is founded? We take this statistic very seriously! We understand where each child is developmentally and where they are headed, and we have the knowledge and skills to help them get there. We also build school readiness skills like confidence, empathy, curiosity, creativity, self-control, persistence, communication, collaboration, cooperation, and problem-solving.

## TYPICAL DAILY SCHEDULE

8:30-9:00 a.m. Open – choice activity, free play

9:00 a.m. Snack

Morning Group activities, choice activity, free play

11:00 a.m. Outside play

12:00 p.m. Lunch

Early Afternoon Rest time, small group learning activities, choice activity

3:00 p.m. Snack

Late Afternoon Free play, outside play

5:30 p.m. Closed. Optional snack to take for the car ride home

Note: This is just a typical day and what activities are involved. A more detailed schedule is posted on the wall in the foyer. One thing is sure, there is lots to do everyday! From crafts, to snacks to plenty of free play, your child will have a lot of fun at Rooted Daycare. Infants will be involved as much as possible in a more age-appropriate way. They, too, need fresh air and will be taken outside with the other children. They will also be taken care of on an as-needed basis. Meaning, cues to eat, be changed and sleep will take precedence.

## CURRICULUM

Rooted Daycare is part of Glen Lake Community Church so our days together are in a comfortable, safe and cozy environment. We have a structure to our day with consistent meal and rest times. A typical day includes lots of free play (indoors and out) and planned activities. We follow Creative Curriculum by Teaching Strategies, an educational model that recognizes that children learn best through play. We strive to provide developmentally appropriate toys and activities that foster self-esteem, creativity, cooperation, and independence. While we

encourage lots of free play, we also plan activities that support large and fine motor development, early literacy skills, and explorations in math and science.

### **SPECIAL ACTIVITIES**

We plan many special activities throughout the year. We celebrate holidays and each child's birthday. Notes about celebrations will be addressed in the Brightwheel app.

### **RELIGIOUS/CULTURAL ACTIVITIES**

I am Christian, and we celebrate Christian holidays such as Christmas and Easter. We have children's books of Bible stories as part of our library. I say grace before each meal, and children and teachers are welcome, but not required, to join me. We also welcome any traditions celebrated within the families in our group because that is what makes up our "culture" in our young children's emerging world. Input or ideas from families about enriching our group activities with traditions that are special to your family are appreciated.

### **SCREEN TIME**

At Rooted Daycare, screen time is minimal. Occasionally we may use the internet to find information about things we want to know more about or to listen to music.

### **PHYSICAL ACTIVITY**

Physical activity is essential for healthy development; we are an active group. We provide at least 120 minutes of active playtime for all children and opportunities for outdoor play in the afternoon, weather permitting. When the weather is extreme, we bring tumbling mats into the playroom and encourage running, jumping, tumbling, and dancing while keeping everyone safe. In the fenced area, we have fixed play equipment (a playhouse cottage, sound garden, plastic 10-1 playset, Play BBQ area, infant gated area, sandbox and a mud kitchen), portable play equipment (wheeled toys, balls, hoops, shovels, pails, rocks, wood pieces, kitchen toys, etc.,) for children to use anytime and at the same time. There are also opportunities for quiet play in the yard. There are many areas designated indoors for activities such as reading, blocks and puzzles, puppets, dress-up, kitchen role play and music.

### **INCLUSION POLICY/SPECIAL NEEDS ACCOMMODATION**

Including children with special needs is valuable for all of us. Inclusion benefits not only the child with special needs but also the other children in care, their families, the teachers, and me. If your child has unique routines and care requirements, we must discuss them before care begins or as they develop. We are happy to support any individual family service plan designed for your child. In addition, we will be teaching your children basic sign language. I have had a lot of success teaching signs to toddlers. They are like little sponges and you will be impressed with how easy it is to communicate with your toddler when he/she can sign. These signs will be posted on our website: [www.RootedDaycare.com](http://www.RootedDaycare.com). You will be so happy to not experience as many meltdowns with your toddler because he/she will be able to tell you what they want.

## **DEVELOPMENTAL SCREENING & ASSESSMENT**

We are continually assessing the development of children by observing and taking notes and photos documenting developmental progress. Keep in mind, every child develops at different stages but it is helpful to have a tool as an indicator.



## **AGES & STAGES QUESTIONNAIRES**

Ages & Stages Questionnaires are a screening tool we complete near each child's birthday. Each questionnaire is specific to a child's age and determines where the child is developmentally at that moment in time.

## **FAMILY CONFERENCES**

Family conferences are a way to communicate more formally about each child's growth and development. We suggest conferences after these assessments are completed and are happy to meet with parents anytime to discuss the most recent Ages & Stages Questionnaire, set goals for the future, and discuss the status of our business arrangements.

# **FAMILY INVOLVEMENT**

## **OPEN DOOR POLICY**

Parents are welcome to join us any time their child is in care. All that we ask is that you let me know ahead of time so that we may plan accordingly.

## **FAMILY GATHERINGS**

A family gathering will take place each year. This event provides an opportunity to get to know my program's other children and families. We hope to see you all there.

## **VOLUNTEER OPPORTUNITIES**

If family members would like to volunteer during the workday, they could read, play games with kids, or accompany us on outings. If anyone wants to help outside working hours, we welcome donations of recycled items such as baby food jars, scrap paper, craft supplies, and unwanted toys or books. At all times, volunteers, parents and placement students must be under direction and supervision of Rooted Daycare staff.

- i. No child will be supervised by a person under 18 years of age.
- ii. Direct unsupervised access (i.e., when an adult is alone with a child) is not permitted for people who are not employees of the center.
- iii. Volunteers/parents/students must be supervised by an employee at all times.
- iv. Placement students are not counted in the staffing ratios of the center.
- v. Volunteers are not counted in staffing ratios of the center.
- vi. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

# BEHAVIOR MANAGEMENT/DISCIPLINE

## POSITIVE DISCIPLINE

We encourage children to manage their own behavior through positive discipline. We encourage positive behavior with praise rather than reinforcing negative behavior with punishment. We aim to help children learn to make positive choices and develop problem-solving skills and fundamental human values such as respect, honesty, and caring for others. We have a clear set of micro-center rules, use consistently positive communication, and help children find solutions to challenging situations.

Sometimes children need to take a break if they need a few minutes to cool down, and we might remove a child from a playgroup to redirect their behavior. When the child is ready to return to the group, the child and I or a teacher discuss the problem and other possible solutions. If necessary, we will use logical consequences as a result of negative behavior, such as removing a toy that is being abused. For younger children, a brief reminder and redirection are sufficient. Under no circumstances will humiliation, restraint, or physical punishment be used at Rooted Daycare. Time-outs will not be implemented for children under three years old.

# MEALS/NUTRITION

## NUTRITION POLICY

- Sweets or salty snacks will be served less than once a week. If desserts are offered, such as cookies or rice crispy treats, they will be homemade, and another healthier option will also be provided.
- We will serve 1% milk to children aged two and older with meals. Whole milk is served to children from 12-24 months. We will not offer sweetened drinks or fruit juice.
- Drinking water is always available.
- We offer nutrition education materials for teachers and parents upon request.

## MEALS

Meals will not be provided by Rooted Daycare. We will serve the meals you provide, both breakfast (if they haven't eaten before they are dropped off) and lunch at the center. If you prefer to feed your child breakfast before they are dropped off, I will provide a snack during that time. Be assured your child will never be deprived of a meal or snack if you fail to provide it for the day. We will provide a morning snack and an afternoon snack. All children will be offered the same snacks; however, if a child has an allergy or other legitimate reason (i.e., medical, religious) for not eating the offered snack, we will provide a healthy substitute or ask the parents to provide a healthy alternative. I also offer children a take-home snack, which often helps on the car ride home at the end of the day.

## FOOD FROM HOME

Parents must label all food and beverages brought from home with the child's first and last name and date. Same rule goes for lunch boxes and formula.

# ILLNESS / HEALTH

## IMMUNIZATIONS

Protecting everyone in our group from illnesses preventable by vaccination is important. All children should be vaccinated according to the schedule recommended by the Centers for Disease Control. HOWEVER, if you choose to not vaccinate your child/children due to other medical/religious reasons, it is your right, as a parent. Michigan law allows for these exemptions and I respect your right to refuse. I will just need a signed "Refusal to Vaccinate" document from you to keep in your medical file. I keep them at the daycare or will be glad to email you a form to sign.

## MEDICAL EMERGENCIES

**Life-Threatening Medical Emergency:** In a life-threatening medical emergency I will immediately call 911 and the parents and administer CPR/first aid until help arrives.

**Minor Medical Emergencies:** For minor medical emergencies, we will administer the necessary first aid and record the injury on an Injury/Incident report which is kept in the classroom. This report includes: Date, time, place and cause of injury/medical emergency (if known), treatment provided, name(s) of staff providing treatment and persons contacted. A copy of this report will be given to the parent when the child is picked up at the end of the day. However, if the injury is severe enough to seek further medical attention, the parent will be called immediately and must pick up the child as quickly as possible and seek treatment.

## PRACTICES CONCERNING AN ILL CHILD

**Health Screening:** If a child isn't feeling well, his/her temperature will be checked with a touchless thermometer. If their temperature is 100.4°F or higher, the child will not be permitted to attend that day and the parent will be called to pick up their child. If there is an epidemic virus going around, as we previously saw during Covid-19, the parent may be asked to answer health screening questions in the Brightwheel app when checking in their child. In the case of communicable disease, the following rules must be adhered to:

- It is your responsibility to notify the school if your child has a communicable disease as defined by the Department of Health Services/Center for Disease Control. This could be a diagnosis such as measles, mumps, chicken pox or head lice.
- A child may be readmitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services.
- The local health department will immediately be notified of all communicable diseases and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center.
- Children returned to the center with signs of illness or communicable disease will be refused admittance.
- A medical log will be maintained to record any injuries/accidents or medications dispensed.
- All parents of children in care will be notified in the case of exposure to a communicable disease, not just the parents of the child that was exposed.

**When A Child Becomes Ill:** When a child becomes ill or feverish while in care, we will notify the parents to pick up their child as soon as possible (as previously stated). The child will be moved away from the other children to rest comfortably and attended to by a teacher until the parent arrives.

**Minor Illness:** We will care for your child if they have a minor illness that is not contagious. However, if your child is contagious or feverish, please do not bring them to childcare. Do not bring your child to our center if they have any of the following:

- Fatigue that prevents usual activities
- Fever of 100.4°F or higher within the previous 24 hours, even if reduced with medication
- Sore throat, especially with a fever or swollen glands
- Vomiting two times or diarrhea three or more times within the past 24 hours
- Eye discharge or pink eye
- A body rash or lice or nits
- Please refer to the “Keep Me Home If ...” handout about when to keep your child home. Remember, if your child is ill, they need one-on-one care that we cannot provide in a group setting.

## **MEDICATION MANAGEMENT**

I, or a teacher with my knowledge, will administer oral and topical medication to a child with their parent’s written permission. The medication must be in the original container with the child’s name and dosage printed on it. In addition, a parent must complete a medication authorization form for each medication, and we will record the time and amount of medication administered. Please complete the MEDICATION PERMISSION AND INSTRUCTIONS form in the enrollment packet and bring it with the medicine.

# **CARE & FEEDING OF INFANTS & TODDLERS**

## **FEEDING**

**Breastmilk:** We support and encourage breastfeeding because breastfeeding provides the healthiest start for babies. Mothers are welcome to visit anytime during the day to feed their babies and should feel confident that their breast milk is stored correctly and prepared when they’re not with their babies. Breastmilk should be brought in bottles or bags labeled with the pumped date and the child’s full name.

**Formula:** I will keep a small amount of commercially prepared, read-to-feed formula on hand for infants whose parents forget to bring it. This type of formula reduces the risk of inaccurate preparation or feeding infants unsanitary formula or milk. Parents are welcome to supply an iron-fortified formula of their choice. Both breastmilk and formula-fed infants are fed in response to feeding cues. Times and amounts consumed are carefully tracked, and the information is shared with parents on Brightwheel or daily activity sheets. Parents must supply clean bottles labeled with the child’s name and date each day and take them home each evening for cleaning. One-year-olds will be offered whole milk, which I provide, or breast milk provided by their parents.

## **SLEEPING**

Infants will follow their own sleeping schedule and sleep in a safe portable crib in a quiet area of the room. We will check on sleeping children often and respond to their needs promptly. Times and duration of naps are shared with parents on Brightwheel or on a daily log sheet.

## DIAPERING

Infants and children in diapers are changed as needed. Parents must supply disposable diapers, wipes, and extra clean clothes for their children. We will place soiled clothing in a plastic bag and send it home at the end of the day for laundering. Cloth diapers and plastic pants will be taken off together and their contents placed in a plastic bag. We do not wash the diaper out. Diapering times/consistency will also be shared on the Brightwheel app or daily activity sheet.

## TOILET TRAINING

We will help a child learn to use the toilet once you and I agree that the child is physically ready. While training, we will encourage the child to use the bathroom often and give positive reinforcement to encourage them to succeed. The potty seat we use is integrated into the toilet seat. Pull-ups will be required while a child is learning to use the potty. Once they are FULLY trained, they may be put in regular underpants. Having extra on hand is highly suggested.

# CHILD'S PERSONAL BELONGINGS

## REQUIRED PERSONAL ITEMS

Please provide the following items to be used by your child:

- Small blanket for rest time (I supply a nap cot and sheet that will be cleaned regularly).
- A complete change of seasonally appropriate clothing, including socks and underwear.
- Seasonally appropriate outerwear and hat for both cold and sunny weather.
- A rain suit and rain boots, so your child can stay warm and dry, even in rainy weather.

## TOYS FROM HOME

Children can bring a special toy from home if they are willing to share it with all the other children. Allowing other children to play with their toys can be very empowering for children and is a good exercise in sharing. If a child decides they no longer wish to share their toy, or if it creates problems in the group, the toy will be stored in the child's cubby. If a child brings a special comfort item, they do not need to share it.

# GRIEVANCE PROCEDURE

If you have any concerns or complaints about any aspect of Rooted Daycare, please discuss them with me as soon as possible. If you have a serious complaint that I am not addressing, you may contact my licensing consultant, Renee Libby, at (231) 357-3087.

*Note: There will be no CRT or DEI practiced here, only ABC's. Every child will be treated the same, regardless of race, sex or religion. Why not just let "kids be kids"? We trust you, the parents, with all other duties, responsibilities and parenting skills. Children need to feel safe, comfortable, happy and loved. This is exactly why Rooted Daycare came into existence.*

# WHY CHOOSE US?

There are many reasons for choosing Rooted Daycare and here are but a few examples of how we set ourselves apart from the competition (although, if I am being honest, I know MANY fantastic childcare providers). We all

have one thing in common and that is to care for the children that come through our doors! I am friends with many of these providers and we all learn from each other.

## **NEW MICRO-CENTER**

Since I am a new micro-center, all equipment, furniture, decor, toys and appliances are brand new. There is always something to be said about that :-)

## **INFANT SIGN LANGUAGE**

Your child will be taught basic sign language so that they may effectively communicate with both you and I better. When they can get their point across, they do not have the usual meltdowns that other toddlers do. I have been working with other children and you will be so surprised how quickly they pick sign language up. I got the idea from a friend of mine who received her degree in ASL. She not only worked with deaf students but she used it at home when her children were small. And don't worry, it isn't hard to learn and you can know the basics within 20 minutes. The thing I love about signing is that each sign makes so much sense. The toddlers are like little sponges and they are much happier knowing how to communicate their needs to their caregivers!

## **ART AND MUSIC**

My passion lies in art and music. I plan on using these skill sets every day and helping your child/children become the most they can be. Did you know that providing these opportunities for young children improves language and reading skills? If you want to encourage language, communication, and reading in your kids, art and music are essential.

## **PLAY-BASED LEARNING**

I have 6 distinct and separate areas for learning and playing for your children:

1. **Reading:** The reading area is complete with a toddler couch, chair, rug, rocker and many books. This is where my teachers and myself will read your children stories, rock them and where the kiddos can enjoy exploring books/pictures.
2. **Puppet:** The puppet area is complete with a theater and many Folkmani puppets (cream of the crop in the world of puppets). Puppets increase classroom communication, strengthen teacher-student interaction, establish a positive classroom climate, and help children feel more engaged. They also teach children about their emotions. Children can interact with the puppets as they share their ability to be happy, sad, angry, funny or jealous.
3. **Block/Puzzle:** The block/puzzle area requires fine and gross motor skills. This will help children's problem-solving abilities, as well as math skills. Not to mention constructing "creations" builds self-esteem and feelings of success.
4. **Music** (Benefits previously noted) However, we do have quite a few fun instruments for the kiddos to play with. Everything from a xylophone to maracas to a piano that teaches music.
5. **Dress-Up:** The dress-up area and role play is great because it encourages creative thinking and communication skills. Playing with another child or adult requires teamwork, cooperation and sharing, all very beneficial to a child's development.
6. **Play Kitchen:** Some of my favorite memories as a child include a play kitchen, Easy Bake Oven and making mud-pies for my father. Pretend play kitchens invite children into a world of fun and imaginative play. This allows them to play out real life activities and scenarios they see grownups do every day but in a smaller scale setting that is sized right for them. There is considerable evidence that playing helps support children's

cognitive development. This includes language skills, problem solving, memory and creativity. This is beneficial to boys and girls alike.

## **SPECIAL CELEBRATIONS**

Professionally, I have been making cakes and specialty treats for a number of years. I plan on using my baking skills on special events, celebrations and each child's birthday. They WILL feel SO special on their special day, I promise you :) On their first birthday, they will experience their first smash cake in a theme of your choice. We will celebrate their day in class with a special treat so you can take the smash cake to their first birthday party. And face it, we tend to go overboard on their first birthday do we not? This is just a small gesture on my part to help you plan your special party for your one-year-old.

## **"ROOTY" OUR MASCOT!**

We will have another way to celebrate on your child's birthday, as well as reinforcing good behavior. We have a mascot named "Rooty", which is a stuffed animal in the shape of a tree. Playing off our name, Rooted Daycare, Rooty stands for everything that we want our center to be about. When choosing a name for our program, I was inspired by the fact that the primary function of roots is to take in water and nutrients. Roots also anchor the plant. And just like plants, people need water and nutrients to grow.

In regards to a person, "rooted" means to be very strong and firmly fixed. They are a symbol of growth, strength, potential and stability. These are all characteristics that we see in children but also what children need to thrive. This is exactly what I want my name to be associated with when referring to my daycare. I want to help anchor your children, giving them the necessary root system to help them grow and thrive for their future. Your child can take Rooty home with him/her and take pictures of their mascot with them during the course of the evening. I've seen this done at a school in New Orleans that my granddaughter attended. We had so much fun taking her mascot (a ladybug named Eliza) to the movies, out to eat and get ice cream. Everything we did with Miss Eliza, we got pictures. We then posted them for all her classmates to see. Great fun :-)

# **ADMISSION, ENROLLMENT, AND WITHDRAWAL**

## **ADMISSION AND ENROLLMENT**

Admission and enrollment are ongoing, contingent upon availability, and welcomes children ranging from 6 weeks to 5 years of age. Priority is on a first come-first serve basis, as well as to siblings of children already attending Rooted Daycare. In the summer, we can take children up to 12 years of age.

**Enrollment Fee:** The enrollment fee amounts to \$40 per child, and must be paid before the child begins attending.

**Enrollment packet:** Upon deciding to enroll, families are required to fill out our enrollment packet and submit it via email to [Sherry@RootedDaycare.com](mailto:Sherry@RootedDaycare.com) prior to the child's first day of attendance. You may also send/sign all forms on the Brightwheel app.

**Withdrawal Policy:** Notice of Withdrawal from Rooted Daycare services necessitates a two-week advanced notice or the equivalent of two weeks' payments. This policy ensures adequate time for the vacancy to be filled

by another family, thereby optimizing center operations. Kindly submit a withdrawal notice via email to [Sherry@RootedDaycare.com](mailto:Sherry@RootedDaycare.com)

## SCHEDULE OF OPERATION

### HOURS OF OPERATION

We are open year-round. Our hours of operation are 8:30-5:30, Monday-Friday.

### HOLIDAY SCHEDULE

**Payment is due for all scheduled holidays when Rooted Daycare will be closed.** Regular scheduled staff will be paid for all closed federal holidays, as well as Christmas Eve, and the day after Thanksgiving. For both Christmas break and spring break, I will be charging half of the normal rate. Most caregivers charge full price but I choose to just charge half. I must pay my employees during that time and we hope you understand that we work very hard throughout the year to take great care of your children and need periodic breaks. It also ensures your child's spot.

- Wednesday, November 27: Day before Thanksgiving
- Thursday, November 28: Thanksgiving Day
- Friday, November 29: Day after Thanksgiving
- Monday, Dec 23-Friday, January 3: Christmas break
- Friday, March 21-Friday, March 28: Spring break 2025
- Monday, May 26: Memorial Day
- Friday, July 4: Independence Day
- Monday, September 1: Labor Day



## CONTACT INFO

**Sherry Davenport**  
Rooted Daycare LLC

**Phone Numbers:**

Work: (231)714-4733  
Cell: (231)668-1383



**Email:** [Sherry@rootedaycare.com](mailto:Sherry@rootedaycare.com)

**Address:**

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