
Elk Rapids Schools Child Care Programs

~ “Wee” Are E.R. Preschool~
~ Kids’ Club ~

~ Summer Kids’ Club 2020 ~

Participant Handbook 2019-2020

LAKELAND ELEMENTARY

Lakeland Child Care Lic# DC050097673

616 Buckley St., Elk Rapids, MI 49629

Linda Dart, Program Director

EMAIL: ldart@erschools.com

231-264-8289

MILL CREEK ELEMENTARY

Mill Creek Child Care Lic# DC280097674

9039 Old M-72, Williamsburg, MI 49690

Kathy Lee, Program Director

EMAIL: klee@erschools.com

231-267-9955

Vision Statement:

**Where each child, each day, feels warm, wanted,
welcome and wonderful – and the excitement of learning!**



www.erschools.com
www.WeAreERPReschool.com

Table of Contents

Page / Content	Page / Content
1.....Welcome	8.....Field Trip Transportation
2..... Policies & Procedures	8.....Routine Bus Transportation
2..... Definitions	8.....State of Michigan CDC Program
2.....Admission	9.....Returned Check Fee
2.....Withdrawal	9.....Credit Balances
3.....Calendar & Hours	9.....Tuition Payment & Statements
3.....School Cancellation	10.....Pesticide Management
4.....Discipline Policy	10.....Staff/Volunteer Comprehensive Background Check
4,5.....Snack, Lunch, and Nutrition Policy	10.....Child Protection Policy
5.....Program Philosophy	10.....Non-discrimination Policy
5,6.....Health Regulations	10.....Licensing Notebook Availability
6.....Absences and Sick Days	10.....Program Phone Numbers
6.....Medication Policy	11,12..... Summer Kids' Club 2020 Supplement
6,7.....Emergency Procedures	13.....LARA Written Information Packet Document
7.....Extended Written Time Off Request (7 Day)	
7..... Check-in/Check-out Procedures	
8..... “Drop-in” Policy	
8..... Early Drop-off or Late Pick-up Policy	
8.....Outside Time	

Welcome to the Elk Rapids Schools Child Care Programs!

We are happy to have your child with us in our program and look forward to creating a lasting relationship with you and your child. Thank you for choosing “Wee” Are ER Preschool Program, Kids’ Club or Summer Kids’ Club program for your educational and child care needs. All of our programs are licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA) and provide outstanding care.

We are excited for the school year and look forward to helping your child grow and learn about the world around us. In keeping with this charge, we are providing our “Participant Handbook 2019-2020” to better acquaint you with the Policies and Procedures related to the programs we offer.

The rules and guidelines included are necessary to make our programs safe, effective places in which your child can grow socially and emotionally. Please be sure to read this handbook carefully and keep it handy for future reference; the Participant Handbook can be found on our “Wee” Are ER Preschool website under “Handbooks/Forms”. Program specific information and policies are found at the end of the handbook. You will receive a hardcopy of the handbook at the initial program enrollment. For any additional programs you enroll in, refer to the initial handbook received or review the handbook online.

If you have any questions or concerns regarding the Program Handbook policies, please contact your Program Director.

Welcome to the ELK Family!!

POLICIES & PROCEDURES: *All programs*

The Elk Rapids Schools Child Care Programs are designed to provide a nurturing and enriching experience for *Preschool, Kids' Club* and *Summer Kids' Club* students. The programs are sponsored by Elk Rapids Schools and are licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA). Both Lakeland Elementary and Mill Creek Elementary Schools will host all programs. All children in the "*Wee' Are ER Preschool, Kids' Club* and *Summer Kids' Club*" must be registered.

This Participant Handbook is provided for Parents to review all Programs Policies for *Preschool, Kids' Club* and *Summer Kids' Club*. Supplemental program specific policies and information are located at the end of the handbook.

DEFINITIONS: *All programs*

- ❑ "*All Programs*" means "*Wee' Are ER Preschool, Kids' Club* and *Summer Kids' Club*" for both Lakeland Elementary, licensed as "Lakeland Child Care #DC050097673", and Mill Creek Elementary, licensed as "Mill Creek Child Care, #DC280097674".
- ❑ "*Parent*" means a child's parent, parents, guardian, legal custodian or other legally responsible person.
- ❑ "*Program Director*" means a director who is at least 21 years of age, earned high school or GED diploma, has verified accredited college or university education with credentials recognized by the United States Department of Education, and has child-related field experience to be qualified and approved as Program Director. (R400.8113).
- ❑ "*Principal*" means designated elementary school Principal.
- ❑ "*Staff*" means any compensated employee of the child care center.

ADMISSION: *All programs*

Open registration will be handled on a first-come, first-served basis until the program reaches capacity*.

***Pre-registration is necessary.**

Each child enrolling in the program must have the following completed forms on file before he/she can attend:

- Child Information Record (*BCAL-3731 Rev. 7-18 ed.*)
- Program Enrollment Registration Form
- Non-refundable Deposit
- Signed "Written Information Packet Documentation" form, one per family (*BCAL-4340*)
- *Preschool*: Health Appraisal (*MDHHS/BCAL-3305 Rev. July 2015*) with up-to-date immunizations AND signed/dated by Licensed Healthcare Professional
- *Preschool*: Copy of Birth Certificate (Staff can make a copy from original if needed)
- *Summer Kids' Club*: Swimming/Suntan Release

For **Preschool**, children/families will have priority based on previous enrollment in the program, previous waitlist status, number of days enrolled per week, and timely return of completed Enrollment Registration Form and non-refundable deposit to Program Director..

WITHDRAWAL: *All programs*

The Program Director and the Principal reserve the right to remove a child from the program if his/her presence is deemed harmful to the welfare of the other children and/or staff. The Parent will be billed for the time in which the child was in attendance prior to removal. At the discretion of the Program Director and Principal, a student who has been removed from the program may be permitted to return on a probationary basis.

A Parent may elect to remove their child at any time, we would appreciate a one-week advance written notice when possible.

CALENDAR & HOURS - Schedule of Operations:

“WEE” ARE ER PRESCHOOL

“Wee” Are ER Preschool begins on the official first day of school for the district and ends on the last day of the school year, adhering to the yearly school district calendar. Enrollment form with non-refundable deposit is required.

Preschool is offered **Monday through Friday**
AM Half Day Preschool: 8:30 AM to 12:00 PM
Full Day Preschool: 8:30 AM to 4:00 PM

“Wee” Are ER Preschool is **closed** on Professional Development Days, snow/weather days, and holidays according to the school district calendar. **Kids’ Club** is available for AM/PM, Professional Development Days, Snow Day and School Vacation Day Options; check with Program Director to confirm availability. A separate **Kids’ Club** enrollment and non-refundable deposit is required.

KIDS’ CLUB

AM and PM Kids’ Club

AM/PM Kids’ Club begins on the official first day of school* for the district and ends on the last day of the school year, adhering to the yearly school district calendar. Enrollment form with non-refundable deposit is required.

Kids’ Club is offered **Monday through Friday**
Kids’ Club Morning **AM Session:** 7:00 AM to 8:45 AM
Kids’ Club Afternoon **PM Session:** 3:48 PM to 6:00 PM

***Lakeland:** First half day of school: AM KC is Open ^ PM KC is Closed

***Mill Creek:** First half day of school: AM KC is Open ^ PM KC is Open

Kids’ Club PROFESSIONAL DEVELOPMENT Days

Kids’ Club will be available on **Professional Development Days** and will follow the school calendar. Being enrolled in Kids’ Club is required and a separate sign up sheet will be available for each Professional Development Day. ★ Please provide a lunch for your child.

Kids’ Club PD Day **Half Day Session:** 12:10 PM to 6:00 PM
Kids’ Club PD **Full Day Session:** 7:00 AM to 6:00 PM

Kids’ Club SNOW DAY

Kids’ Club will be available on **Snow Days**. Being enrolled in Kids’ Club is required with separate enrollment form. ★ Please provide a lunch for your child.

Kids’ Club Snow Day **Full Day Session:** Open 7:00 AM to 6:00 PM
Kids’ Club Snow Day **Half Day Session:** 5 hours or less of attendance per session

Kids’ Club SCHOOL VACATION DAY OPTIONS

Kids’ Club will be available as an option for select **School Vacation Days**. Being enrolled in Kids’ Club is required, date options are listed on enrollment form. ★ Please provide a lunch for your child.

Kids’ Club School Vacation Day **Full Day Session:** Open 7:00 AM to 6:00 PM
Kids’ Club School Vacation Day **Half Day Session:** 5 hours or less of attendance per session

SUMMER Kids’ Club 2020

Summer Kids’ Club will usually begin the Wednesday after the last official day of school. The program is offered **Monday through Friday**, June to August, exact dates to be determined. Enrollment form with non-refundable deposit is required.

Summer Kids’ Club **Full Day Session:** Open from 7:00 AM to 6:00 PM
Summer Kids’ Club **Half Day Session:** 5 hours or less of attendance per session

School year calendar can be found online at: www.erschools.com - “News & Events” tab; drop down to “Year at a Glance 2019-2020”

“Wee” Are ER Preschool & AM/PM Kids’ Club: A snow day credit will be given unless enrolled in Kids’ Club SNOW DAY option.

SCHOOL CANCELLATION:

In the event of a school cancellation because of severe weather, notification will be broadcast, usually by 7:00 AM, over the following radio and/or TV stations:

RADIO: WKHQ (106) Charlevoix; WKLT (97.5) Kalkaska; WLDR (102) Traverse City; WTCM (93.5) Traverse City; WCCW (107.5) Traverse City; WSRT (106.7) Traverse City and **TV Stations:** TV 7 & 4 and TV 9 & 10 Traverse City

DISCIPLINE POLICY: *All programs*

All programs have been developed to provide a warm, positive environment which meets that children's daily needs. There are times when discipline problems occur and need to be dealt with. The following discipline guidelines have been developed in support of this environment.

The Child Care Bill of Rights outlines the behavior expectations for all programs:

- ★ *We have the right to be safe at child care:* this means do not hit; do not push; do not hurt anyone.
- ★ *We have the right to be treated with kindness and respect at child care:* this means to be kind to all; be fair to all; do not hurt others' feelings.
- ★ *We have the right to hear and be heard at child care:* this means do not interrupt; do not disturb others.
- ★ *We have the right to have personal property respected at child care:* this means be careful with all things; do not take or mistreat things that belong to others.
- ★ *We have the right to attend a clean and orderly child care:* this means show respect for school property; clean shoes before entering the building; do not litter.
- ★ *We have the right to know that everyone is respected at child care:* this means be considerate; cooperate with adults and children; do not talk back.

Staff will use positive redirection and other methods of discipline, which will be handled on an individual basis with special emphasis on positive reinforcement that encourages self-control, self-direction, self-esteem, and cooperation. Verbal encouragement is used to reinforce positive behavior. If a problem arises, Parent will be notified and every effort will be made to improve the situation. The children are encouraged to solve problems through the use of words rather than through physical means.

The following means of punishment are prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

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/herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited and listed above.

In the case of unacceptable behavior, the Staff will help the child understand the situation and restate the limits. If the behavior continues, the child will be removed from the situation. Parent will be contacted if the behavior continues to be a problem. If the behavior problems persist the Program Director will consult with the building Principal in order to determine appropriate actions up to and including dismissal from the program.

If we feel that a child is not adjusting to the program, we will advise Parent and suggest other options.

SNACK, LUNCH and NUTRITION POLICY: *Specific programs*

SNACK:

Preschool students: A nutritious snack and drink will be provided each AM (10:00 AM) and PM (3:00 PM) session.

Kids' Club students: A nutritious snack and drink will be provided for PM session (4:00 PM).

Summer Kids' Club, Snow Day & School Vacation Day Options students: A nutritious snack and drink will be provided for each AM (8:45 AM) and PM (3:00 PM) session.

If your child is on a special diet or is allergic to any type of food, please inform the Program Director so complications can be avoided.

Parent may provide an appropriate **snack** for special dietary needs or cultural preference (i.e.: low or no sugar, gluten free, dairy free, dye free, etc.) that may be kept at school and given to the child at snack time, a written agreement signed by the Parent is required. The program will ensure that a child is not deprived of a meal or snack, if parent fails to provide it.

A daily menu for breakfast, lunch and snack will be visible and posted in the classroom with any food substitutions noted. (*Continued*)

SNACK, LUNCH and NUTRITION POLICY: *Specific programs (continued)*

LUNCH:

Preschool Full Day students @ 12:00 PM: Lunch is the parent's responsibility and should include a drink. We advise the use of a cold pack such as "Blue Ice" or freeze an extra juice box if items like lunch meat or yogurt are included in your child's lunch. If Parent fails to provide a lunch, the child will receive a school lunch and additional lunch fee will be added to child/Parent "Elk Rapids Schools Preschool Food Service" account.

During the school year, your child may participate in the school breakfast and/or hot lunch program, milk only or juice only option, there is a charge for this service. The "Elk Rapids Schools Preschool Food Service" account is separate from the "school-age children food accounts (students TK-5)" and each school will handle payment for Preschool food accounts separately.

Breakfast: \$1.00 Lunch: \$2.85 Milk Only: .40 Juice Only: .50

Summer Kids' Club, Snow Day & School Vacation Day Options Full Day students @ 11:30: Lunch is the parent's responsibility and should include a drink. We advise the use of a cold pack such as "Blue Ice" or freeze an extra juice box if items like lunch meat or yogurt are included in your child's lunch. **SKC** - Mill Creek Elementary School offers the Lunch Program "Meet up and eat up" FREE breakfast and lunch for all students under 18 years of age for select dates in June, July and August.

All school provided meals will be in accordance with the minimum meal requirements of the Child & Adult Food Program.

PROGRAM PHILOSOPHY: *All programs*

Our philosophy is to provide a safe, secure and stimulating environment. All programs will provide an atmosphere that will be conducive to meeting the physical, social/emotional and cognitive needs of the children it serves. The programs will exist in an open, relaxed setting that includes an underlying structure with flexibility in order to meet the individual needs of each child.

HEALTH REGULATIONS: *Program specific*

"Wee" Are ER Preschool students: All students are required by the State of Michigan to have a completed **Health Appraisal form/physical examination** with up-to-date **immunizations**, signed and dated by Licensed Healthcare Professional (*MDHHS/BCAL-3305 Rev. July 2015*) and completed **Child Information Record on file** (*BCAL-3731 Rev. 7-18 ed.*) prior to attending school.

Kids' Club, Snow Day, School Vacation Day Options, and Summer Kids' Club students: All students are required to by the State of Michigan to have a completed **good health/immunization/participation statement** (*health statement is located on Enrollment Form*) and completed **Child Information Record on file** (*BCAL-3731 Rev. 7-18 ed.*) prior to attending program.

ALL Allergies, Special Needs and Special Instructions must be noted on Child Information Record.

ALL immunizations must be up- to-date (or an authorized waiver on file) with Program Director or on-file in school office.

Children without proper paperwork will be EXCLUDED from the program until documentation is obtained.

We cannot provide care for your child if he/she is ill. If your child should become ill while in our care, Parent will be notified by phone (first option) or email (second option) when Staff observes changes in the child's health, experiences an accident or injury, or when a child is too ill to remain in the program. A child too ill to remain in the group will be placed in a separate area and will be cared for and observed until the Parent or other designated person arrives to pick them up.

A doctor's release may be requested before the child is readmitted to the program.

Parent will be notified in writing if any of the illnesses or diseases below have been experienced by any child in the classroom. Parents must notify the school and Antrim County Health department (231-533-6255) when a child has a communicable disease. Immediate warning permits the school to promptly notify Parents whose children may have been exposed so that preventative measures can be taken.

HEALTH REGULATIONS: *Program specific (continued on next page)*

HEALTH REGULATIONS: *Program specific (continued)*

A child or Program Staff should not attend ANY program if he/she has symptoms of illness. **To protect themselves and others, children should stay at home if they have ANY of the following symptoms:**

- Severe sore throat
- Runny nose that is thick, cloudy, green or yellow in discharge
- Temperature (Parent will be contacted if student temperature is 100 degrees or higher)
- Earache/discharge
- Lice
- Nausea or vomiting within the previous 12 hours
- Severe chest cough
- Skin rash
- Swollen glands
- Overly tired
- Diarrhea within the previous 12 hours
- Inflamed eye/discharge
- Sores on skin such as ringworm
- Any draining sore – until drainage stops or it can be properly treated/covered
- Any communicable disease, including, but not limited to: chicken pox, Fifth's disease, head lice, impetigo, mumps, pink eye, rubella, scabies and scarlet fever/strep throat

ABSENCES and SICK DAYS: *All programs*

If your child is sick or will not be attending, please notify us in advance whenever possible. You can report absences during school hours to the Program Director at school by direct phone contact or leaving a voicemail message. **Reminder: *Preschool, Kids' Club, Snow Day, School Vacation Day Options, and Summer Kids' Club Sessions* - tuition fees are charged based on enrollment, not attendance.** There is **no credit for sick days** and no "sick-day exchanges" and no "day swapping".

It is important that we know when your child will not be attending the program. If we are not notified of your child's absence, the Staff will begin trying to locate the child by calling Parent or Emergency Contacts listed on the Child Information Record. Program Directors will work with families on a case-by-case basis to adjust fees due to extended illness, injury or family emergency.

MEDICATION POLICY: *All programs*

Medication, prescription or non-prescription, will be given to a child by Adult Staff only and only with prior written permission from a Parent. All medication shall be in its original container, stored according to instructions, and clearly labeled for named child. Prescription medication shall have the Pharmacy label indicating the following: physician's name, child's name, instructions, and name and strength of the medication and will be given according to those instructions* (*unless notified in writing by physician of change in label dispensing directions).

Medication Authorization form must be filled out and signed by the Parent (*Form BCAL-1243 (Rev. 1-16)*) and on file before medicine can be administered. The program will maintain a record as to the time and amount of medication given with the signature of the Adult Staff administering the medication. Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually. Emergency medication for Preschool students will be kept in the classroom in a secure location (ie. epipen).

EMERGENCY PROCEDURE for Accidents, Injury, Illness or Incident: *All programs*

The *Child Information Record* (BCAL-3731 (Rev. 7-18)) is very important in case an emergency occurs and contact with Parent is necessary. All phone numbers, release of child and medical information must be up-to-date, including any allergies, special needs or special instructions in order to facilitate our contacting you. Please notify us of any changes that may occur throughout the year.

In the event of accident, injury, illness or incident, every effort shall be made to verbally notify Parent by phone or provide written communication by email with the Parent or designated person indicated on the Child Information Record as soon as accident, injury, illness or incident occurs. If we are unable to contact Parent, Emergency Contact instructions on the card will be implemented. The Parent will be responsible for any incurred medical expenses. For serious injury, illness, or incident Parent notified immediately by phone (first method) or email (second method); Minor injury, Parent will be notified at pick-up or dismissal time.

In the event of an **emergency**, the following steps will be taken:

- Immediate first aid will be provided as necessary
- Staff will evaluate the situation and call for backup assistance as needed. Assistance could be from the office, classroom assistant, custodian, or any staff member, depending on the urgency of the situation. (*Continued on next page*)

EMERGENCY PROCEDURE for Accidents, Injury, Illness or Incident: *All programs (continued)*

- Contact the main office and building Principal (during school hours and summer program).
- Call 9-1-1 if the situation is critical.
- Notify the Parent immediately by phone or email. If not able to reach Parent, call emergency contact as listed on Child Information Record.
- Determine what action Parent or emergency contact would like taken.
- Complete and Incident/Accident Report Form (BCAL-4605)

In the event of an **incident**, the following steps will be taken:

- *Verbal report* to licensing within 24 hours and *written report* to licensing within 72 hours of the verbal report using Incident Report (BCAL-4605) if:
 - A child is lost or left unsupervised
 - An incident involving allegation of inappropriate contact
 - The death of a child in care
 - A fire on the premises of the center that requires the use of fire suppression equipment or results in the loss of life or property
 - The center is evacuated for any reason (not including drills)
- Within 24 hours after child care center receives notice that a special investigation by Michigan Department of Licensing and Regulatory Affairs (LARA) classified as high risk is being conducted, center will make a good faith effort to *verbally notify* each Parent: (a) If child was in center care at site and time of incident being investigated; (b) If individual being investigated is still present at center at time of investigation, children who have or will come into contact with individual being investigated as long as that individual is present at the child care center. The center shall send *Written notification* to each Parent within 1 business day after good faith attempt of verbal notification will be given by 1 of the following: mail service, facsimile transmission or electronic mail. If after completion of special investigation, LARA makes a determination there are no substantial rule violations, LARA shall provide center with written notification that the center may share with Parents who received initial notice. LARA shall make the information provided available to public on their website.

EXTENDED TIME OFF REQUEST (7 DAY WRITTEN NOTICE): *Program specific*

All program tuition is billed a week in advance and allows for pre-planned "Extended Time Off". This option can be used for pre-planned doctor appointments, vacation day, etc. "Day-swapping" is not allowed. By submitting appropriate form to Program Director (*form titled "Request for "Extended Time Off"* located in the classroom), 7 days ahead of desired time off, your account can be adjusted as follows:

- ***For PRESCHOOL:*** **Limit of 7 (seven) "tuition fee-waived" days** (a half-day and/or a full day count as 1 day respectively toward the limit) are allowable beyond school calendar holidays or snow/weather days; (pro-rated if enrolled after January 1); ***7-day prior written notice applies.*** Program Director has discretion for possible additional "tuition fee-waived" time off on a case-by-case basis. If written notice is not received 7 days prior, credit may not be given.
- ***For KIDS' CLUB and SUMMER KIDS' CLUB:*** You will not be charged for extended time off, if a ***7 (seven) day PRIOR WRITTEN notice*** is given to Program Director 7 days ahead of requested time off. If written notice is not received 7 days prior, credit may not be given.

CHECK-IN / CHECK-OUT PROCEDURES: *All programs*

Children must be signed into and signed out of program's "attendance sheet",
each day by an Adult including arrival time and departure time with Parent signature at departure.

Parent must escort the child to and from the designated program area each day. **Exception:** Child arriving to school in AM/PM by school bus then go to AM/PM Kids' Club or Preschool **or** child from end of school day classroom to Kids' Club - Adult Staff will note arrival time on "attendance sheet".

When children are being picked up from the program at any time, Parent must come into the room, notify the teacher and sign child out on the "attendance sheet". Please notify the Staff by **written note** (or phone call in an emergency), if there will be **any change in your child's arrival or departure schedule**. Unless notified in writing, the Staff will only release your child to an authorized person as indicated on the *Child Information Record*. For the safety of your child, a Staff member may request photo identification when someone on the *Child Information Record* is picking your child up (Staff may not be familiar with your authorized emergency contact). Children will **NOT** be allowed to leave on their own unless prior written authorization is received from the Parent (including details of release plan/time). **PARKING:** Please park in marked, designated parking area. Do not park in front of the school next to the sidewalk, as the buses will be preparing to load/unload in that area.

The safety of the children in our care is of the utmost importance. If there is any suspicion of intoxication involving the Parent picking up the child, Staff will work with this Parent to contact other Parent or Emergency Contact (from *Child Information Record*) prior to releasing the child from care. If the Parent suspected of intoxication insists on leaving with the child, Staff will be required to inform local law enforcement.

“DROP IN” POLICY: *Preschool, Kids’ Club & Summer Kids’ Club*

Once enrolled in the program (child must be pre-registered with completed enrollment paperwork and deposit paid), if an occasional extra day or session is needed, and space is available & approved by Program Director with a 24 hour notice given, a child may attend with an extra \$1.00 additional charge applied in addition to current program tuition fee. This is called “Drop-in”.

EARLY DROP-OFF or LATE PICK-UP POLICY: *All programs*

Parents who arrive BEFORE or AFTER regular program hours to drop off or pick up their children will be charged a fee of **\$1.00 per minute, per child**, starting before regular program hours OR for programs that end promptly at 6:00 PM. Parent will incur a fee if dropped off prior to 7:00 AM for Kids’ Club, Snow Day, School Vacation Day Options, and Summer Kids’ Club, or picked up after 6:05 PM. Please be courteous to our Staff regarding starting time and dismissal pick up time. If a child is not picked up at closing, we will begin calling Parent, listed emergency contacts, and law enforcement if parent or emergency contact are not able to be reached.

OUTSIDE TIME: *All programs*

The children play outside everyday, weather permitting. Extremely cold or rainy days are the only exceptions. Children need to have clothing that is appropriate for the weather. Boots are needed frequently due to mud on the playground. In cold weather, snow pants, hats, gloves and a warm jacket are a necessity to keep the children warm and dry.

FIELD TRIP TRANSPORTATION: *All programs*

Children may be taking field trips during the school year and summer program. When field trips require transportation, children will be transported by Elk Rapids Schools’ school bus. Parent will give written permission annually for routine transportation. Any transportation not considered routine, such as field trips, require signed permission slip prior to departing for field trip. Program Director will provide written permission slip and additional cost (if applicable) for each field trip, or a listing of multiple field trips, for Parent to give permission including field trip date, departure & arrival time, location and cost. If you do not want your child to attend one of the scheduled field trips, you will need to find alternative care for your child on that day.

ROUTINE BUS TRANSPORTATION: *For Preschool*

Elk Rapids Schools provides bus transportation for children enrolled in the “Wee” Are ER Preschool, restrictions do apply. The bus is available approximately 3 weeks AFTER the actual beginning of school. Parent will be notified by Transportation Department when pick up/drop off is available. Please DO NOT assume that a Preschool student can ride to school with an older child.

Your child must be enrolled with the Transportation Department and have completed paperwork and approval **PRIOR** to riding any school bus. This is due to schedule & route adjustments that occur at the start of the new school year. The State of Michigan Department of LARA has rules in place for the amount of time a Preschool age student can ride the bus, this is a rule we strictly adhere to due to changes at the beginning of the school year. The Program Director will have Bus Transportation Forms for Parent to complete.

BUS TRANSPORTATION Contact: Carol Brokaw-Burry

Office: (231) 264-9321

Cell Phone: (231) 409-3540

STATE OF MICHIGAN CHILD DEVELOPMENT & CARE PROGRAM (CDC): *All programs*

All Elk Rapids Schools Child Care programs participate in the State of Michigan Child Development and Care (CDC) program offered for qualifying participants. This program is a child care subsidy offered by the State of Michigan to offset the cost of child care for families. Parent must contact local county CDC agency** for approval and program questions.

Each Parent is responsible to pay all of the weekly fees until CDC program authorization is received by Elk Rapids Schools Billing Coordinator. Parent applies for services and receives authorization directly through the CDC for childcare reimbursement. After authorization is received, the Parent must complete a separate “attendance sheet” that is provided and located under the program specific “attendance sheet”. The Billing Coordinator submits the attendance time to the State of Michigan for reimbursement using this separate attendance form.

Parent account will be credited as Elk Rapids Schools receives payment from the State. All CDC payments are made directly to Elk Rapids Schools. These payments may not cover the full amount of your entire child care costs.

The maximum amount CDC will pay is \$3.50* per hour (*rate effective 7-23-17 for 3 Star rating in Great Start to Quality). Parents are responsible for paying any difference between Program fees and the amount paid by CDC. Billing Coordinator is able to help answer any questions you may have about this program. Parent is responsible for program deposit, deposit partially reimbursed by CDC.

**CDC Agency Contacts: Antrim County 231-533-8664 / Grand Traverse County 231-941-3900 / Kalkaska County 231-258-8606

RETURNED CHECK FEE: *All programs*

Checks returned to the school from the bank for **non-sufficient funds or other funding issues** will be charged a **\$9.00 returned check fee**. Fees incurred because of returned checks are the responsibility of the person issuing the check and an NSF Returned Check Fee will be charged on tuition statement. If this occurs repeatedly, you will be asked to make all payments with cash or a money order. Any problems concerning payment should be referred to the Billing Coordinator.

CREDIT BALANCES: *All programs*

Please be aware that we rely on your financial support to maintain our programs. If your tuition fees are not paid, we cannot pay our expenses. It is necessary to have tuition fees paid, in full and on time. At the end of the school year, families can request a refund, to the Billing Coordinator, if the account has a credit balance remaining over \$10.00 (credit does not include refund of the non-refundable deposit). If your child will be attending an upcoming program, your balance will be carried forward to apply to tuition fees for the next session. Thank you for your understanding and cooperation.

TUITION PAYMENT & STATEMENTS: *All programs*

Fees are subject to change annually. **We operate on a prepaid basis. You are responsible to pay a week in advance for days your child is scheduled to attend. Fees are charged for all the days a child is enrolled, not as attended. There will be no refund, “make-up days” or day exchanges for sick days or day-swapping/exchanges.**

- All programs accept and prefer: Checks or Money Orders payable to “*Elk Rapids Schools*”
- Cash and Credit Card (credit cards will be charged an additional 2.5% processing fee)
- Adjustments will be made when the program is not in session (*such as:* school calendar holidays, PD or snow/weather days)
- Payment must be received by **Friday** of the current week for the week in advance for days your child is scheduled to attend
- A minimum of 2 payments per month are required; unless prior written arrangements have been made with Billing Coordinator
- There should be no past due balance
- A current or prior outstanding balance will preclude your child from enrollment in all district child care programs (**no exceptions**)

Those who wish to discontinue the program are responsible to give **one week notice, or pay fees for one week to make up for lack of notice**. If you are contacted two times or more by the Billing Coordinator regarding an outstanding balance either by notice on tuition statement or phone call, a late fee of \$10.00 will be applied to your account. Additional late payments will result in discontinuation of services.

Each WEEK you will be provided an EMAIL statement of your account payment activity. If your email address changes, please update with Billing Coordinator. The Billing Coordinator will email a weekly statement of the current month’s account payment activity. For payment issues, Billing Coordinator will use Parent contact methods of: verbal/phone contact and/or written statement reminders of need to make a payment. Accounts with significant past due balances may be referred to a collection agency. Parent experiencing payment difficulties are encouraged to work with the Billing Coordinator or school Principal as soon as possible so as to avoid having to withdraw a child from the program. Communication with Billing Coordinator is extremely important, please participate in communication efforts.

At the beginning of a program, the **first week** of attendance will be billed as attended from the sign in/sign out daily “attendance sheets”. **Beginning with the second week** of the program, tuition will be billed as you have enrolled, until parent gives notice to Program Director of change in schedule. This allows for adjustments in schedule that are typical at the start of a program. If you have an attendance schedule change at any time, please contact Program Director directly.

Annual child care expenses paid **tax statements** will be provided via email to all current enrolled families, these will be sent by the end of January.

A “*Wee*” Are ER Preschool or Summer Kids’ Club account balance that exceeds \$300.00 at any given time; or Kids’ Club account balance that exceeds \$150.00 at any given time, will be subject to your child being removed from all programs until your balance is paid in full.

For accounts that become past due or over \$150.00 or \$300.00 balance:

1. First step, email/tuition statement notification: A email/tuition statement notification will be sent/given stating your account is past due.
2. Second step, warning: You will receive a email/tuition statement notification, stating that if your account is not paid by a specified date, then your child may be removed from the program until the balance is paid in full. A letter may also be mailed/given stating same warning if Parent does not use email.
3. A Payment Plan may be offered on accounts with a significant balance, please discuss with Billing Coordinator.

PESTICIDE MANAGEMENT: *All programs*

Parents will be notified that pesticide application occurs and will receive advance notice prior to each application. Indoor application only when rooms will be unoccupied for at least 4 hours. This is considered the Annual notice for September.

STAFF/VOLUNTEER COMPREHENSIVE BACKGROUND CHECK: *All programs*

Licensee, Program Director, childcare Staff ages 14 and up, and Volunteers with unsupervised contact with the child care children will complete “**Comprehensive Background Check**” as described below:

- Fingerprint (FBI/MSP check)
 - NCIC Sex Offender Check
 - Central Registry Check (Child Abuse/Neglect: CA/N)
 - Disciplinary Action Check
 - Check state Criminal and CA/N Registry for any states of residence in the past 5 years.
 - All Staff will sign a “Staff and Volunteer Screening Statement” regarding knowledge of the **Child Protection Law** and understand their responsibility under this law.
 - All Volunteers shall not be left unsupervised when in the presence of children. R 400.8125(6) and (8), and will have a “Staff and Volunteer Screening Statement” form signed, dated and on file at the center.
 - Staff and Volunteers who volunteer at least four hours per week for more than two consecutive weeks will have a negative TB test on file.
 - Elk Rapids Schools will not extend employment opportunities to persons with criminal background history regarding child abuse and/or neglect.
-

CHILD PROTECTION LAW POLICY: *All programs*

The law requires that child care providers, Staff members, volunteers as well as other professionals who come into regular contact with children must report suspected child abuse and neglect to the Department of Health & Human Services. If a parent or other adult has concerns about the safety of the children in child care at Elk Rapids Schools it is the responsibility of the parent or other adult to initiate an investigation by contacting Michigan Department Health & Human Services at **855-444-3911**.

NON-DISCRIMINATION STATEMENT: *All programs*

It is the district policy of Elk Rapids Schools not to discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, or ancestry in its educational programs or activities.

LICENSING NOTEBOOK AVAILABILITY: *All programs*

Child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related Corrective Action Plans (CAP).

- The licensing notebook is available to parents during regular business hours
 - Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at **www.michigan.gov/michildcare**.
 - The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 2010. A notebook is located in the *Preschool*, and *Kids’ Club/Summer Kids’ Club* room/cart.
-

PHONE NUMBERS (area code 231)

- ❑ Lakeland Elementary: main office 264-8289
- ❑ Lakeland: Linda Dart, Program Director Preschool & Kids’ Club 264-8289, ext. 4104
- ❑ Lakeland: Billing Coordinator 264-8289, ext. 4170
- ❑ Lakeland: Summer Kids Club 264-8289 / emergency # 409-0128

- ❑ Mill Creek Elementary: main office 267-9955
- ❑ Mill Creek: Kathy Lee, Program Director Preschool & Kids’ Club 267-9955, ext. 5101
- ❑ Mill Creek: Billing Coordinator 267-9955, ext. 5153
- ❑ Mill Creek: Summer Kids Club 267-9955 / emergency # 313-7952

- ❑ Transportation: Carol Brokaw-Burry Office: 264-9321 OR Cell Phone: 409-3540

SUMMER KIDS' CLUB 2020
Program Specific Participant Handbook Supplement
2019-2020
Page 1 of 2

SKC Program

ADMISSION, DEPOSIT, TUITION FEES & SCHEDULES:

Summer Kids' Club (SKC) program is sponsored by Elk Rapids Schools and licensed by the State of Michigan LARA and take place at both Lakeland and Mill Creek Elementary Schools.

COVID-19 Information: Families will be provided with an additional packet of COVID-19 safety policies and procedures.

Materials Fee: There will be a \$15.00 per student charge for materials for the SKC program. This will allow us to purchase individual items for students that will be sent home for them at the end of the summer. Students will be getting plastic book bags, art supplies and other essential materials so they do not have to share. (We did not plan or budget for these additional costs and the program does not have room to absorb these costs).

Summer staff will include a Program Director with a minimum of two years college education, experience with children and coursework that includes child development, education, recreation and/or physical education. Staff are required to have previous experience working with children, be at least 18 years of age and have a high school diploma. All staff are required to be certified in CPR and First Aid.

Summer Kids' Club is designed to provide a nurturing and enriching experience for **school-age students entering TK/K (age 4 yrs./9 mos.) through Fifth Grade (age 12)**. All children in *Summer Kids' Club* must be registered. Children may be enrolled 1, 2, 3, 4 or 5 days per week and program is available Monday through Friday. Each child enrolled in SKC must have the non-refundable deposit, completed enrollment form and Child Information Record on file before they can attend. **Tuition is based on sessions enrolled, not attendance.** There will be no refund, "make-up days" or day exchanges for sick days. "Extended time off" is available when 7 day prior written notice is received by Program Director. If you have an attendance schedule change at any time, please contact Program Director directly.

Summer Kids' Club 2020 will begin the Wednesday after the last official day of school and is available for the full day or half day session. The program is offered **Monday through Friday**, June to August, starting June 8 through August 21, 2020. The SKC program will be **CLOSED on Friday, July 3**, for the holiday of July 4th.

The **non-refundable DEPOSIT** will be applied as a credit to your account and will secure your child's spot in our program:

- Non-refundable deposit: **\$50.00** for first child
- Non-refundable deposit: **\$25.00** for each additional child

Once enrolled in the program, extra days may be added if there is space available. If an occasional extra day is needed, and is approved by the Program Director, a **\$1.00** per day additional "**drop in**" charge will apply.

Full Day Session: Open from 7:00 AM to 6:00 PM
Half Day Session: 5 hours or less of attendance per session

Summer Kids' Club Tuition Fees & Deposit:

	Half Day	Full Day	Deposit
First Child Tuition & Deposit:	\$18.00 per Half Day 5 hours or less	\$36.00 per Full Day	\$50.00 non-refundable deposit
Each Additional Child Tuition & Deposit:	\$14.00 per Half Day 5 hours or less	\$27.00 per Full Day	\$25.00 non-refundable deposit

An outstanding balance will preclude your child from enrollment in all district child care programs. An account balance that exceeds \$300.00 at any given time, will be subject to your child being removed from all programs until your balance is paid in full.

SUMMER KIDS' CLUB 2020
Program Specific Participant Handbook Supplement
2019-2020
Page 2 of 2

SKC Program

FIELD TRIP TRANSPORTATION:

Staff and children will be taking field trips during the summer program. When field trips require transportation, children will be transported by an Elk Rapids Schools' school bus. Any transportation not considered routine, such as field trips, require signed permission slip prior to departing for field trip. Program Director will provide written permission slip listing single or multiple field trips for Parent to give permission including field trip date, departure & arrival time, location and cost. Some field trips do have an additional fee that is **not included** in the daily tuition rate. If you do not want your child to attend one of the scheduled field trips, you will need to find alternative care for your child on that day.

WHAT TO BRING TO SUMMER KIDS' CLUB:

- Wear clothes suited for the weather and for both indoor and outdoor activities
- **Closed toed shoes should be worn at camp at all times** and especially on field trips (please limit the use of "flip-flop"/sandals)
- Always bring a jacket or sweatshirt as the weather changes constantly
- Bring a small backpack to carry sunglasses, hat, towel, etc.
- Pack a lunch (**NOTE:** Mill Creek Elementary will provide FREE breakfast & lunch for children 18 years of age or younger during the Lunch Program "Meet Up & Eat Up" Program during specific dates in June, July & August. This is subject to change if Lunch Program does NOT use Mill Creek location.)
- Bring a water bottle labeled with your child's name, since we will not always be near drinking water
- Sunscreen, labeled with your child's name (check often to see when it should be replenished)
- Swimsuit and towel
- Extra clothing (labeled with child's name)
- Blanket/Pillow for rest time
- Book for quiet time reading (if desired, otherwise classrooms have books available)
- Valuable items should not be brought to SKC program as Elk Rapids Schools is not responsible for lost or stolen items.

DAILY ACTIVITIES:

The *Summer Kids' Club* Program will be formatted around structured daily activities to include story time, physical fitness and movement; learning and play centers, arts and crafts; lunch, snack time (8:45 AM & 3:00 PM), outside time and a required quiet/rest time each day. No child is required to sleep, but each child is asked to rest quietly. The rest time may include soft music playing, quiet activities such as reading, coloring or puzzles. Washable mats will be provided for your child to rest on during this time. Parent to provide blanket and pillow.

The program will also include participation in the *Elk Rapids Library Summer Reading Program*, regularly scheduled field trips and a summer's end celebration. Weekly newsletters of the current week activities will be emailed to you, and will include information on activities for the upcoming week.

In essence, we are going to have lots of fun with your child!

Summer Kids' Club Typical Daily Routine:

7:00-8:45 am Arrival, free choice time
8:45-9:20 Pick up, handwashing, morning snack
9:30-10:45 Outside play or gym
10:45-11:30 Group arts and craft
11:30-12:15 pm Clean up, handwashing, lunch
12:15-1:00 Outside play
1:00-1:30 Quiet time
1:30-2:30 Free choice
2:30-3:00 OTTER (Our Time To Enjoy Reading)
3:00-3:35 Handwashing, snack
3:35-4:20 Outside play
4:20-5:00 Games, cards, puzzles, etc.
5:00-6:00 Quiet activity, dismissal

WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

Child(ren)'s Name(s): 1. 2. 3.	Center Name: <i>Lakeland Child Care</i> OR <i>Mill Creek Child Care</i> ● <i>"Wee" Are ER Preschool 2019-2020</i> ● <i>Kids' Club 2019-2020</i> ● <i>Summer Kids' Club 2020</i>
---	---

A written information packet ("Participant Handbook 2019-2020") has been provided at the time of enrollment. The packet includes all of the following information:

- ❖ Criteria for admission and withdrawal.
- ❖ Schedule of operation, denoting hours, days, and holidays during which the center is open and services provided.
- ❖ Fee policy.
- ❖ Discipline policy.
- ❖ Food service policy.
- ❖ Program philosophy.
- ❖ Typical daily routine.
- ❖ Parent notification plan for accidents, injuries, incidents, illnesses.
- ❖ Exclusion policy for child illnesses.
- ❖ Notice of the availability of the center's licensing notebook.
 - The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
 - The licensing notebook is available to parents during regular business hours.
 - Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at **www.michigan.gov/childcare**.
- ❖ **MEDIA RELEASE:** I understand that:
 1. I give the programs ("Wee" Are ER Preschool, Kids' Club and Summer Kids' Club) permission to videotape or photograph my children for school purposes. Newspaper photographers or T.V. reporters may ask to take pictures of student activities. I give permission for my child to appear and to be named in newspaper photographs.
 2. My children may be videotaped or photographed for educational purposes. If a child's picture is used on our district website www.erschools.com or additional approved school websites, such as www.weeareerpreschool.com, no names will be included.
 - Unless I revoke my permission in writing, by **CIRCLING the number #1 or #2**, All Programs have permission for the above activities (#1 & #2) for the entire year 2019-2020.
- ❖ When **field trips** require transportation, children will be transported by an Elk Rapids Schools' school bus. Any transportation not considered routine, such as field trips, require signed permission slip prior to departing for field trip. Program Director will provide written permission slip listing single or multiple field trips for Parent to give permission including field trip date, time, location and cost (if applicable).
- ❖ **PRESCHOOL: Routine Transportation:** If applicable, I allow my Preschool child to be transported to/from school by Elk Rapids Schools' school bus transportation. "Routine transportation" means regularly scheduled travel on the same day of the week, at the same time, to same destination.
- ❖ **Other:** Parent/Guardian agrees by signature below to follow the stated "**ADMISSION, DEPOSIT, TUITION FEES & SCHEDULES**" For All Programs and has read, understands and agrees to the "**TUITION PAYMENT & STATEMENTS**" For All Programs AND 7 Day "**Extended Time Off**" Notice as outlined in the "Participant Handbook 2019-2020".

Parent/Guardian agrees by signature below, to read and follow all program handbook policies & certifies they received all of the above items.

-HANDBOOK COPY FOR REFERENCE -

NOTE: A single BCAL-4340 "Written Information Packet Documentation" form may be used for all children in the same family.

LARA is an equal opportunity employer/program.