
Elk Rapids Schools
~ Summer Kids' Club ~
Child Care Program
2023 Participant Handbook



June 24 - August 16, 2024
***CLOSED** - Thursday, July 4th & Friday, July 5th

The 2024 Elk Rapids Schools SKC will be held at Lakeland Elementary ONLY!

LAKELAND ELEMENTARY
Lakeland Child Care Lic# DC050097673
616 Buckley St., Elk Rapids, MI 49629

Due to staffing shortages we are holding our entire summer program under one roof again this year.

Joann Miracle, District Tuition Based Supervisor
EMAIL: jmiracle@erschools.com
231-649-9898

Vision Statement:

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



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Welcome to the Elk Rapids Schools Child Care Program!

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 the *Summer Kids' Club* program for your 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 summer 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 2024*” to better acquaint you with the Policies and Procedures related to the *Summer Kids' Club* program.

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 the www.erschools.com website under “*Schools*” → “*Tuition Based Programs*” → “*Handbooks/Forms*”. Program specific information and policies are found at the end of the handbook.

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

Welcome to the ELK Family!!

POLICIES & PROCEDURES:

The Elk Rapids Schools Child Care Programs are designed to provide a nurturing and enriching experience for *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 host programs. All children in the *Summer Kids' Club* must be registered.

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

DEFINITIONS:

- ❑ “*All Programs*” means *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.
- ❑ “*Principal*” means designated elementary school Principal.
- ❑ “*Staff*” means any compensated employee of the child care center.

ADMISSION:

***Summer Kids' Club* - Open registration will be handled on a first-come, first-served basis to in district students and traditional schedules until the program reaches capacity*.**

***Pre-registration is necessary** and we reserve the right to have a wait-list for the *Summer Kids' Club* program on an “as needed” basis.

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

- Program Enrollment Registration
- Child Information Record (*BCAL-3731 Rev. 3-17-2022 ed.*)
- Signed “Written Information Packet Documentation” / “Food Agreement” form, one per family (*BCAL-4340 rev.7-14-2022*)
- Non-refundable Deposit
- Current Immunization Record (if not a student of Elk Rapids Schools)

WITHDRAWAL:

The Program Director and the District Tuition Based Program Supervisor 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 Program Supervisor, 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:

SUMMER Kids' Club 2024

Summer Kids' Club generally begins the second Monday following the last official day of school in June. The program is offered **Monday through Friday**, June to August. **Dates for 2024: June 24 to August 16; CLOSED** - Thursday, July 4th and Friday, July 5th. Our hours of operation are 7:00 am-6:00 pm. These are not the hours your child must attend, but the hours of operation.

Completed Enrollment registration and applicable forms along with non-refundable deposit are required.

Full Day Session: Open from 7:00 AM to 6:00 PM

Half Day Session: 7:00 AM -12:00 PM (does not include lunch time)*

* **NOTE:** Half Day is **NOT** available on Field Trip days.

PROGRAM CANCELLATION NOTICE:

In the event of a Program Cancellation due to severe weather, power disruption, construction, health concern or other issue, notification will be available, usually by 6:00 AM, over the following systems:

- Direct message through BRIGHTWHEEL from SKC Program
- Phone call possible, in emergency situations
- Sign up for SchoolMessenger Text Messaging Service: You can participate in this free service just by sending a text message of "Y" or "Yes" to our school's short code number, 67587. SchoolMessenger is compliant with the Student Privacy Pledge™, so you can rest assured that your information is safe and will never be given or sold to anyone.

DISCIPLINE POLICY:

All programs have been developed to provide a warm, positive environment which meets 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, parents 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.

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(DISCIPLINE POLICY: *Continued*)

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.
- Putting vinegar, hot sauce, or soap in a child's mouth.
- Time out is not an appropriate method of discipline for children under three years of age (NOTE: children under the age of 5 are ineligible for the SKC Program).

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 and Supervisor 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:

SNACK:

Summer Kids' Club students: A nutritious snack and drink will be provided each AM (8:45 AM) and PM (3:00 PM) session.
Times are approximate to help facilitate the rotation of classrooms in the cafeteria.

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 the parent fails to provide it.

A daily menu for snacks will be visible and posted in the classroom with any food substitutions noted.

LUNCH:

Summer Kids' Club Full Day students @ 12:30 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.

Lunch bags/boxes **MUST BE LABELED** with the child's first and last name and the date **EVERY DAY**.

If Parent fails to provide lunch, the child will receive a balanced lunch and additional lunch fee may apply.

Nutrition Policy:

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

PROGRAM PHILOSOPHY:

Our philosophy is to provide a safe, secure and stimulating environment. The *Summer Kids' Club* program 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:

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 registration*)
- And **completed the Child Information Record on file** (*BCAL-3731 Rev. 3-17-2022 ed.*) **prior to attending the 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, Parents 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) or Grand Traverse County Health Department (231-995-6111) 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.

A child, Program Staff, or Volunteer should not attend ANY program if he/she has symptoms of illness.

To protect themselves and others, children, Program Staff, or Volunteer 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 asked to pick up child if temperature is 100 degrees or higher) within a 24hr period without pain reducing medication.
 - Earache/discharge
 - Lice
 - Nausea or vomiting within the previous 24 hours
 - Severe chest cough
 - Skin rash
 - Swollen glands
 - Overly tired
 - Diarrhea within the previous 24 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, COVID-19 or COVID-19 symptoms.
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ABSENCES and SICK DAYS:

If your child is sick or will not be attending, please notify us in advance whenever possible. You can report absences during program hours to the Program Director by direct phone contact or leaving a voicemail message or via BRIGHTWHEEL message.

Reminder: *Summer Kids' Club sessions - tuition fees are charged based on enrollment, not attendance.* There is **no credit for sick days**, 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.

MEDICATION POLICY:

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 CCL-1243 4-23-2021 ed.*) 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. epi pen).

EMERGENCY PROCEDURE for Accidents, Injury, Illness or Incident:

The Child Information Record (*BCAL-3731 Rev. 3-17-2022*) is very important in case an emergency occurs and contact with the 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 the 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 is 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*)
- 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 the Parent, call emergency contact as listed on the Child Information Record.
- Determine what action Parent or emergency contact would like taken.
- Complete and Incident/Accident Report Form (*BCAL-4605 4-2019 ed.*)

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 4-2019 ed.*) 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)

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(EMERGENCY PROCEDURE for Accidents, Injury, Illness or Incident: *Continued*)

- Within 24 hours after the 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 and will be given by 1 of the following: US Postal 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 CREDIT REQUEST (7 DAY PRIOR WRITTEN NOTICE):

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 request form to Program Director (*form titled “Request for “Extended Time Off”* form link is located online and in BRIGHTWHEEL), 7 days ahead of desired time off, your account can be adjusted as follows:

- ***For SUMMER KIDS’ CLUB:*** You will not be charged for extended time off, if a **7 (seven) day Extended Time Off Form** is submitted to the 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:

Children must be signed into and signed out of program’s “attendance sheet”, **each day by an Adult** including arrival time and departure time (including pick up person)

Parent/Guardian must escort the child to and from the **designated program area each day** - Brightwheel will note arrival time on the “attendance sheet”.

When children are being picked up from the program at any time, Parent must come to the designated area, notify the teacher and sign child out on the “attendance sheet”. Please notify the Staff by **Brightwheel** (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).

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:

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:

Parents who arrive BEFORE or AFTER regular program hours to drop off or pick up their children will be charged a fee of **\$3.50 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 *Summer Kids' Club*, or picked up after 6:00 PM.

Please be courteous to our Staff regarding starting time and dismissal pick up time. Half day pick up is at 12:00 noon. Parents will be charged for a full day rate if picked up after 12:00 PM. If a child is not picked up at closing 6:00 PM, we will begin calling Parent, listed emergency contacts, and law enforcement if parent or emergency contact are not able to be reached.

OUTSIDE TIME:

The children play outside everyday, weather permitting. Extremely hot or rainy days are the only exceptions. Children need to have clothing that is appropriate for the weather. **Flip flop (or open toe slide on shoes) should not be worn for outside time**; please provide closed-toe shoes for safety reasons.

FIELD TRIP TRANSPORTATION:

Summer Kids' Club may take field trips during the program. When field trips require transportation, children will be transported by Elk Rapids Schools' school bus. Any transportation not considered routine, such as field trips, require a signed permission slip prior to departing for a field trip. The Program Director will provide a written permission slip and additional cost (if applicable) for each field trip, or a listing of multiple field trips, for the 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.

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

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 should apply for services and receive authorization directly through the CDC for childcare reimbursement. After authorization is received, the Parent must complete a separate "attendance sheet" that is provided by the Billing Coordinator and located under the program specific "attendance sheet". The Billing Coordinator will submit the attendance time to the State of Michigan for reimbursement using this separate attendance form.

Parent tuition account will be credited with CDC funds, Elk Rapids Schools receives direct payment from the CDC - State of Michigan. These payments may not cover the full amount of your entire child care costs.

The maximum amount CDC will pay is \$3.70*/\$3.80* per hour (*rate effective 1-20-2020 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. Parents are responsible for program deposit, deposit up to \$65.00 reimbursed by CDC.

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

CREDIT BALANCES:

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 program, families can make a request for refund, to the Billing Coordinator, if the account has a credit balance remaining over \$25.00 (credit does not include refund of the non-refundable deposit).

If your child will be attending any 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:

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 (*Please ask Staff Member for Receipt prior to placing payment in Drop Box*)
- Adjustments will be made when the program is not in session (due to power outages, construction, etc.)
- 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 the Billing Coordinator. The Billing Coordinator will email a weekly statement of the current month’s account payment activity. For payment issues, Billing Coordinator/Program Director 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 and/or District Tuition Based Program Supervisor as soon as possible so as to avoid having to withdraw a child from the program. Communication with the Billing Coordinator is extremely important, please participate in communication efforts.

A *Summer Kids’ Club* account balance that exceeds \$300.00 at any given time, will be subject to your child being removed from the program until your balance is paid in full.

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

1. First Request, email tuition statement notification: Parent/Guardian will receive a notice on the weekly emailed tuition statement stating the account is past due or over the handbook policy limit and date which payment should be received on.

2. Second Request, warning: Parent/Guardian will receive an email/tuition statement notification, stating that if the account is not paid, the child may be removed from the program until the balance is paid in full. A carbon copy “cc” of the second request will also be sent to the District Tuition Based Program Supervisor who may reach out to you for payment status. A letter may also be mailed/given stating the same warning if Parent does not use email.

3. A Payment Plan may be offered on accounts with a significant balance, please discuss with the Billing Coordinator or District Tuition Based Program Supervisor.

PESTICIDE MANAGEMENT:

Parents will be notified that a 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.

STAFF/VOLUNTEER COMPREHENSIVE BACKGROUND CHECK:

Licensee, Program Director, childcare Staff ages 16 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 the 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 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.
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CHILD PROTECTION LAW POLICY:

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 **1-855-444-3911**.

NON-DISCRIMINATION STATEMENT:

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:

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 center does not keep a licensing notebook, but the internet is available onsite.
 - Licensing inspection and special investigation reports from at least the past 3 years are available on the child care licensing website at www.michigan.gov/michildcare.
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PHONE NUMBERS

- ❑ Lakeland Elementary: main office (231) 264-8289 - Office hours are limited in the summer.
- ❑ Mill Creek Elementary: main office (231) 267-9955 - Office hours are limited in the summer.
- ❑ Lakeland & Mill Creek: Joann Miracle, District Tuition Based Program Supervisor & Director Summer Kids Club (231) 649-9898

SUMMER KIDS' CLUB 2024
Program Participant Handbook Supplement
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ADMISSION, DEPOSIT, TUITION FEES & SCHEDULES:

Admission:

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

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 5 years old by June 21, 2024 through Fifth Grade (age 12))**. All children in the *Summer Kids' Club* must be registered. We reserve the right to place students on a waitlist status.

Children may be enrolled 2, 3, 4 or 5 days per week and the program is available Monday through Friday.

Each child enrolled in SKC must have the **completed forms on file before they can attend:** SKC Enrollment form, non-refundable deposit, Materials Fee, Child Information Record, Current Immunization Record and Written Information Document/Parent Provided Food Agreement.

Deposit:

\$50.00 non-refundable DEPOSIT per child will secure your child's spot in our program.

NOTE: Deposit is used for materials, Tshirt, and registration process. NO TUITION CREDIT WILL BE GIVEN.

Tuition Fees & Schedules:

Tuition Fee:	Half Day 7am-12pm	Full Day 7:00am - 6:00pm
1st Child	\$40	\$50
Sibling	\$35	\$45

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 a 7 day prior **notice via google form** is received by the Program Director. If you have an attendance schedule change at any time, please contact the Program Director directly.

Summer Kids' Club 2024 is scheduled to begin the second Monday following the last official day of school in June and is available for the full day or half day session. The program is offered **Monday through Friday**, June to August. The *SKC* program may be closed for the holiday of July 4th.

2024 DATES: June 24 to August 16, 2024

CLOSED - to observe holiday on Thursday, July 4th and Friday, July 5th

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.

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 2024
Program Participant Handbook Supplement
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FIELD TRIP TRANSPORTATION:

Summer Kids' Club may take 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 a signed permission slip prior to departing for a field trip.

The Program Director will provide written permission slip listing single or multiple field trips for the 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. Half Day attendance is **NOT** available on field trip days.

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, a hat, towel, etc.(for field trips)
- Pack a lunch - Lunch bags/boxes **must be labeled with the child's first and last name and the date EVERY DAY**
- **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 the 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 (water days only)
- Extra clothing (labeled with child's name)
- Book for quiet time reading (if desired, otherwise classrooms have books available)
- Valuable/Electronic items **should not be brought** to the SKC program as Elk Rapids Schools is not responsible for lost or stolen items.
- Toys from home **WILL NOT** be allowed at summer Kids Club.

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.

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

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
12:00 pm Clean up, handwashing, lunch rotation
12:30-1:30 Outside play rotation
1:30-2:00 OTTER (Our Time To Enjoy Reading)
2:00-3:00 Free choice
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 OR Mill Creek Child Care</i> ● <i>Summer Kids' Club 2024</i>
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A written information packet (“**Participant Handbook 2024**”) 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 center does not keep a licensing notebook, but internet is available onsite. Licensing inspection and special investigation reports from at least the past three years are available on the child care licensing website at www.michigan.gov/michildcare.

❖ **MEDIA RELEASE:** I understand that:

1. I give the program (*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, no names will be included.
 - Unless I revoke my permission in writing, All Programs have permission for the above activities (#1 & #2) for the entire 2024 SKC Program.

❖ When **field trips** require transportation, children will be transported by an Elk Rapids Schools’ school bus. Transportation not considered routine, such as field trips, require a signed permission slip prior to departing for a field trip. The Program Director will provide written permission slip listing single or multiple field trips for the Parent to give permission including field trip date, time, location and cost (if applicable)

❖ **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 2024”.

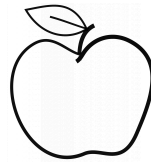
Parent/Guardian agrees by signature below, to read and follow all program handbook policies & certifies they received all of the above items.

-HANDBOOK COPY FOR REFERENCE -

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

LARA is an equal opportunity employer/program.

CCL-4340 (7-14-2022 ed)



Parent Provided Food Agreement

I understand that the Center offers meals and snacks according to the minimum meal requirements of the Child and Adult Care Food Program (CACFP).

Per Child Care Licensing rule R 400.8330 (2), A written agreement must be kept on file at the center if the parent has agreed to provide milk or food. The center shall provide an adequate amount of milk or food if the parent does not.

I, _____, the parent/ legal guardian of _____, agree to provide the *Summer Kids' Club Program* Center with milk or food for my child:

(Choose ONE)

- Each day they are in care
- On days when they do not want lunch from the center
- On the following days each week: **Monday, Tuesday, Wednesday, Thursday, Friday**
(circle all that apply)

I understand that the center will provide an adequate amount of food for meals and snacks if I do not provide it for my child, and that I may be charged a fee for the meals and snacks.

I further understand that all milk and food brought from home MUST BE labeled with my child's first and last name and the current date.

-HANDBOOK COPY FOR REFERENCE -