

Kids Club Parent Handbook

Welcome to Kids Club!

Thank you for your interest in our program. The School-Age Child Care program, more formally known as Kids Club, is committed to providing a safe and relaxing environment where children's physical and emotional needs are met. Kids Club allows children to develop an enthusiasm for learning, creating, and exploring through constructive play.

Our staff is in constant communication with parents. Communication includes but is not limited to, email, face-to-face, phone, Remind app, flyers and much more! Ask your on-site director for the best way to get in contact with them.

Our staff knows how important child care programs are to the community and we are doing our best to make informed decisions regarding care. The safety of our students and staff takes precedence over everything. We are following the recommendations from the [CDC](#) and the [State of Michigan Child Care guidelines](#) very closely in order to maintain our safe and healthy environment for everyone.

Kids Club Goals and Philosophies

Kids Club focuses on constructive play through art, drama, literature, music, art, and movement. We aim to establish an atmosphere of respect for self and others, as well as respect for our equipment and materials. Kids Club teaches and encourages self-control, self-esteem, and cooperation. Students will gain a clear understanding of expectations. We provide many opportunities for children to develop coordination and large motor skills through physical activity and outdoor play. Our program provides opportunities to become independent and responsible through self-directed and individualized activities.

Kids Club provides a safe and comfortable environment where children can explore, play, and relax. Our activities foster cognitive, social, emotional, linguistic and physical growth and development. We have a wide variety of books, crafts, games, toys, and equipment.

Arts and crafts are an important part of our program. We make every effort to see that children's clothing is protected while they work on their projects. Parents should be aware that the school system is NOT responsible if dirt, paint, glue, crayons, markers, etc. get on children's clothing.

COVID-19

Below you will find ways in which we have incorporated directives given by the CDC, local health department and the MI Safe Schools Roadmap to keep students and staff safe. We have heightened our cleaning and sanitization protocols.

- Masks

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- Staff will be provided with masks if needed and will wear them daily.
- Students in Kids Club will be required to wear a mask at all times except while eating/drinking/or while outside.
- Cleaning and Sanitizing
 - We will follow cleaning guidelines from the Michigan Department of Licensing and Regulatory Affairs (LARA) as well as best hand washing practices. Toys and high touch surfaces will be cleaned regularly.
- Social Distancing
 - We will speak with all students about the importance of social distancing. We will encourage but not enforce. Please speak with your child about this at home.

We are preparing to provide the safest environment possible for your child and our staff. We ask that you keep your child home if they are feeling sick. Including cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, nausea, vomiting or diarrhea. Please have a few alternate plans in the event your child cannot come or stay at school because of illness.

Operating Information

Kids Club takes place Monday-Friday during the school year. The morning session begins at 7 am (am/pm Kids Club sites)/ 7:30 am (Poupard and Trombly sites) and ends at the first school bell. Our afternoon session starts at 2:15 pm (am/pm Kids Club sites) and ends at 6:30 pm (Poupard and Trombly sites). Kids Club is available on select ½ days and days that school is closed (see table below). These days must be pre-arranged and are assessed an additional fee.

Kids Club ½ Day Care	
KIDS CLUB ½ DAY OFFERINGS ARE PENDING.	

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<u>Kids Club Closings and ½ Days (not including snow days and other emergency closings*)</u>	
District-Wide Professional Development (Election Day) - NO SCHOOL	November 3, 2020
½ Day of School	November 24, 2020
Thanksgiving Break - NO SCHOOL	November 25, 2020 - November 27, 2020
Winter Break - NO SCHOOL	December 23, 2020 - January 1, 2021
Martin Luther King, Jr. Day - NO SCHOOL	January 18, 2021
½ Day of School	January 22, 2021
½ Day of School	March 3, 2021
½ Day of School	March 25, 2021
½ Day of School	March 26, 2021
Spring Break - NO SCHOOL	March 29, 2021 - April 2, 2021
Memorial Day - NO SCHOOL	May 31, 2021
½ Day of School	June 17, 2021
½ Day of School	June 18, 2021 (last day of school)

***Kids Club will NOT be available on snow or other emergency school closing days.**

To contact a Kids Club program, you may call the Kids Club line at your school directly. If you are calling outside of Kids Club hours, please leave a detailed message and the on-site director will contact you once they receive it.

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Kids Club Numbers:

Director of School-Age Child Care: fletchc@gpschools.org Crystal Fletcher,
313-432-3009

Assistant Director of School-Age Child Care: schrams@gpschools.org Sara Schram,
313-432-5853

Billing Coordinator: ruizl@gpschools.org LaNice Ruiz,
313-432-3067

www.gpschools.org

Kids Club Main Office:

Barnes Early Childhood Center
20090 Morningside Dr., Grosse Pointe Woods, MI 48236

Building Line	Kids Club Line	Building Line	Kids Club Line
Barnes 432-3803	432-3009	Maire 432-4303	432-4309
Defer 432-4003	432-4009	Mason 432-4403	432-4409
Ferry 432-4103	432-4109	Monteith 432-4503	432-4509
Kerby 432-4203	432-4209	Richard 432-4903	432-4909
Trombly All Day Program	432-5853	Poupard All Day Program	432-3009

Enrollment and Withdrawal

Students must be enrolled prior to admittance into the program. Registration forms should be turned into the main Kids Club office, located at Barnes Early Childhood Center (20090 Morningside Dr., GPW, 48236). In order to eliminate cross contamination, we are requiring all Kids Club paperwork to be sent electronically (fletchc@gpschools.org AND childcare.billing@gpschools.org). If you are unable to send your paperwork electronically there is a drop box located at the address above. The dropbox is located at the back of the building at the Receiving Room door.

In order to attend Kids Club during the first week of school you must have your registration and payment sent in at least **one week in advance**. If you need care immediately, please inform our billing

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department to check for availability. There is a processing time so please be aware of this. Please indicate on your forms what dates your child will be attending.

WE HAVE A 15 STUDENT PER DAY MAXIMUM AT EACH SITE. WE DO NOT ALLOW DROP INS.

The enrollment fee are as follows:

- Registration Fee (non-refundable, due yearly): \$50/child

Families choose a schedule based on their needs. Due to the district's current hybrid learning model, we are offering Kids Club for anywhere from 1-5 days. These days can be different each week. **This will change once the district has pivoted back to full Face to Face learning.**

No drop in days or schedule changes will be permitted.

Families must register and pay for ½ day Kids Club one week prior to attendance. Drop-in's are NOT permitted. No student can attend Kids Club if they have not been enrolled for the 20/21 Kids Club program.

If you choose to withdraw from the program, please contact our billing department at 313-432-3067. Once all payments have been made and your account is in good standing, the security deposit will be refunded in the form of a check mailed to your address on file (if applicable).

Sign-in and Pick-up Procedures

Every parent/guardian dropping off or picking up is required to “buzz” into the building. Every site has a buzzer. Once the buzzer has been pressed, a Kids Club staff member will meet you at the door. By dropping your student off, you are agreeing that your child is not experiencing any COVID symptoms, does not have a fever, and is in good health.

To reduce cross contamination of having parents/guardians sign students in/out, a staff member will sign each student in at the door with the time and parent initials. Parents may NOT have their child wait at the door to be let into the building while waiting in their car. Children are not allowed to walk themselves in and sign themselves into Kids Club for the morning session. **PARENTS MUST WALK THEIR CHILD TO THE DOOR AND WAIT FOR A STAFF MEMBER TO SIGN THEIR CHILD IN.**

No one is to enter the building before 7:00 am (am/pm Kids Club sites) or 7:30 am (Poupard and Trombly sites). Although this is the time when Kids Club begins, it is also the same time that Kids Club staff are allowed to enter the building. We cannot enter a Grosse Pointe elementary building until 7:00 am. We are not licensed to care for students before 7:00 am.

All students have to be picked up from each site by 6:30 pm (am/pm Kids Club sites) or by 4:30 pm (Poupard and Trombly sites). At pick-up, parents will use the buzzer to alert Kids Club staff they have arrived. A staff member will meet the parent at the door with the child. To avoid cross contamination,

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the Kids Club staff member will ask the parent for their initials, then the staff member will write it down with the time before releasing the child. Those picking up from Kids Club should always carry their identification on them.

If 6:30 pm (am/pm Kids Club sites) or 4:30 pm (Poupard and Trombly sites) arrives, your child is still at Kids Club and the staff have not heard from anyone, phone calls will be made to all numbers attached to the parents/guardians. If all numbers have been exhausted and no contact has been made, staff will begin calling emergency contact/pick-up persons. Since Kids Club is only licensed to care for students until 6:30 pm (am/pm Kids Club sites) or by 4:30 pm (Poupard and Trombly sites), if time passes and no contact has been made, Kids Club staff have no option but to contact local authorities if the time has reached 7:00 pm (am/pm Kids Club sites) or 5:00 pm (Poupard and Trombly sites). Children are not allowed to sign themselves out of Kids Club for the afternoon session. In the event of a late pick-up, your account will be charged (see fee sheet).

Students will ONLY be released to authorized names listed on their Child Information Record. All adults picking up a student must bring photo identification. 10/21 If someone does not have a photo identification and the site staff members have never met the person, the student will not be released to that person. This is a state mandated law. We can also only add names to the Child Information Record in person. If your child will be participating in extracurricular activities and will be late for Kids Club or not in attendance, please contact your on-site director.

A student can only attend any Kids Club session (½ day or regular PM session) if they come to Kids Club directly from school. Students may not be signed into Kids Club after the program has already started. If a student does not attend school that day for any reason, they are not permitted to attend Kids Club.

Parents are required to wear a mask when dropping off and picking up.

PM Daily Schedule

The daily schedule varies from site to site but the below sample schedule is a great guideline. Activities can change from day to day. Please see your on-site director with any specific activity questions.

<u>AM Schedule of Activities</u>	
7:00am -8:20am	Stations: Board games, puzzles, projects, card games, crafts, gym games, gym games

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PM Schedule of Activities	
3:38pm - 4:00pm	Check-In/Snack (Snack from home)
4:00pm - 4:15pm	Large Group Game
4:15pm - 4:45pm	Outdoor Play (weather permitting)/Gym/Arts and Crafts
4:45pm - 5:15pm	Homework/Quiet Time: reading, storytelling, homework
5:15pm - 5:30pm	Snack (Snack from home)
5:30pm - 6:30pm	Stations: Board games, puzzles, projects, card games, crafts, gym games

Homework is encouraged but not mandatory. If you would like, or not like your child to do homework during Kids Club, please let your on-site director know. Staff is able to assist with homework.

All Day Schedule of Activities	
7:30am - 9:00am	Arrival
Each classroom's activities vary but will include:	School Work
	Outdoor
	Art
	Games
	Gym

Kids Club and the Grosse Pointe Public School System are not responsible for lost, stolen, or broken items. Bring in personal items at your own risk.

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Kids Club will no longer provide a daily snack for students. Please send in an extra snack for your child to eat during Kids Club

Medication

Kids Club staff will administer prescribed medication that is in its original container with the updated prescription label. All medications, including over the counter and prescription, must be accompanied by a doctor's note and school medication form. The container must include the physician's name, the child's name and instructions, name and strength of the medication. The Kids Club staff will keep a record of the time and the amount of medication administered to your child. All medication will be kept out of reach of children and will be returned or destroyed after it is no longer needed or has expired.

Over the counter medications and vitamins must also be accompanied by a doctor's note and medication form and should never be packed in your child's lunch. Over the counter medications must have a physician, PA, or NP note indicating dosage, frequency, with an end date. It should also be in their original container with a label that clearly states the dosage. We will not administer a dosage larger than what is stated on the label. Please provide a liquid measuring syringe or measuring spoon for administering medication. You may send in over the counter diaper creams, sunscreen lotions and insect repellants, labeled with your child's name. You must complete a medication permission form.

Behavior Expectations

Please discuss the following rules with your child:

- Respect all Kids Club staff members
- Respect your peers
- Do not use profane or crude words
- Respect program equipment and school property
- Stay in the Kids Club area unless given permission to leave the room
- Stay with the group at all times
- Clean up after using games, doing crafts, or eating snack

Codes of Conduct and Discipline Procedures

The Kids Club staff use positive methods of discipline that encourage self-control, self-direction, and cooperation. We utilize a progressive discipline policy that aligns with the GPPSS Student Code of Conduct. Limits and expectations will be stated clearly and appropriately for each child's developmental level. When children are asked to change their behavior, reasons will be given and the adult will state an alternative behavior. Inappropriate behavior will be redirected. Children are never

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left alone. Physical or emotional punishment is prohibited, including spanking, bribery, shaming, threats or deprivation of snacks or other privileges. It is expected that parents refrain from using physical punishment or threat of punishment while on the premises.

Should an incident occur during Kids Club, parents would be notified via telephone or by face-to-face communication. If an injury occurs, aside from being notified via the above ways, an accident report will be given to parents to sign. Parents take a copy of the report with them. Parents will be given appropriate notice if problems arise that cannot be accommodated. It is under the discretion of Kids Club administration to determine student suspension/removal from the program.

The Student Code of Conduct can be found on our district website, www.gpschools.org, under School Board, Policy. For a printed copy, please call 313.432.3010.

Staff Training and Screen Process

In alignment with the State of Michigan, Kids Club operates at a 1:18 ratio (1:12 at sites that accommodate Pre-k). Our qualified personnel care about your child's well-being, happiness and safety. Every staff member is fingerprinted and background checked by the State of Michigan. All sites are licensed by the State of Michigan. Each site has a parent handbook available for review at any time.

Staff members are required to receive at least 16 clock hours of training each school year. Staff members also are required to successfully complete training in "blood borne pathogens" and CPR/First Aid. All staff members of the Grosse Pointe Public School System are required to have their fingerprints checked at the state and federal level.

The GPPSS Department of Human Resources must have these prints on file in order for an employee to begin working. Staff members working for the GPPSS Kids Club program have an additional set of clearances they must complete for employment. All new employees must submit documentation through the Department of Human Services "Family Independence Agency" indicating that they have no history of abuse or neglect. New employees must also submit current physical and TB test results.

Injuries/Child - Staff Illnesses and Parent Notification Plan

All Kids Club staff and the program director are required to maintain current certification in CPR and basic First Aid. In the event of an accident involving your child:

- Staff will administer basic first aid.
- Staff will comfort your child.
- Staff will notify you at pick-up if your child suffered a minor accident.

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- Staff will notify you via phone if the injury is non-threatening but is more involved than a scrape or bump.
- Staff will complete an accident report and a copy will be sent home with you. A copy of the report signed by you will be kept on file at the GPPSS Administrative offices.

If your child's injury is on the head, neck or back or is more significant, we will call you immediately to discuss the injury. The program director and/or the Kids Club staff may recommend that you pick up your child and take him or her home or to your child's pediatrician for a more complete assessment.

In case of a serious injury, staff will implement the GPPSS Kids Club Emergency Plan in Case of a Serious Injury:

- 911 will be called for an ambulance, if necessary.
- The Director of School Age Child Care will be notified of the situation via a phone call from the Program Director.
- The child's parents will be notified via a phone call from the child's on-site director. Parents will be notified of the hospital their child is being transported to.
- The Program Director will accompany the child to the hospital in the ambulance.

If the Program Director is unavailable, the child's on-site director will accompany the child to the hospital in the ambulance and the other Kids Club staff members will assume director responsibilities.

We ask that you keep your child home if they are feeling sick. Please have a few alternate plans in the event your child cannot come or stay at school because of illness. Parents, please be prepared to get a phone call if your child is experiencing any of the following:

- Shortness of breath
- Difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Nausea
- Vomiting or diarrhea

Extended Time Out for Illness

- Children who have a fever of 100.4 or higher, cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, nausea, vomiting or diarrhea will be required to be picked up immediately. Your child will be taken to an isolation room to wait for the pick up person.
- Children must be symptom free for 24 hours before returning to care without the use of any medicine.
- If a child, or family member is exposed to COVID-19, the child must wait 14 days before returning to care. We will also follow the direction of the local health department, CDC and LARA.

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If staff or volunteers become sick while on site, they will be sent home in order to prevent further spread of illness. If a child becomes ill or presents any COVID-19 symptoms, they will be separated from the group to prevent spread of illness. Children will be placed in an isolation room and parents/emergency contacts will be called to pick up the child immediately. Children who are isolating while waiting for their pick up person will be supervised by a staff member.

In order for a staff or student to return to work, they **MUST** have one of the following documents:

- Note from physician stating their symptoms are not COVID-19 related.
- Negative COVID-19 test results.

Financial Assistance

Families in need of financial assistance are referred to the Department of Human Services (DHS). The GPPSS School Age Child Care Program accepts subsidies from this agency. Payment plans may be available on a case-by-case basis. Legal guardians are responsible for any balance on their child's Kids Club account. Accounts must be kept current. Please contact our billing office for more information by calling 313-432-3067.

Billing and Rates

Kids Club billing is sent via email. Payments are collected in advance based on your child's chosen schedule. Invoices will be sent via email and are due around the 1st of every month. Payments are to be made online using the Click-to-Pay feature on your invoice. At this time, no checks, money orders, or cash will be accepted.

Days that are registered and paid for but are not used will be credited on your account. This includes sick days, snow days or other emergency school closure days. Each student's usage is reviewed at the end of each month. There is a nonrefundable \$50 registration fee per child due every school year.

The daily rates are as follows:

- Monday-Friday AM AND Monday-Friday PM - \$19/day/child
 - At this time, we are not billing for AM sessions only or PM sessions only. Families are charged for AM/PM even if they attend just AM or just PM care.
- ALL Day Kids Club @ Poupard or Trombly - \$56/day/child

There is a \$15/family late payment fee. Should a child get picked up late, a late pick-up fee of \$20/child per 15 minutes or fraction thereof will be assessed.

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Forms to Return

The following forms can be found on the Kids Club site. Each form needs to be filled out and turned into the Kids Club office.

- Enrollment Form and Health Statement (Interactive, print, sign)
- Child Information Record (Interactive, print, sign, student ID is not needed)
- Statement of Rules (Print, review with child, sign)
- School-Age Child Care Contract (Print, sign)
- Parent Notification (Print, sign)

Kids Club Licensing Notebook

Each site has a licensing notebook for viewing during Kids Club hours. The licensing notebook contains all of the licensing inspection and any special investigation reports and related corrective action plans since May 28, 2010. Any licensing inspections and special investigation reports from at least the past 2 years are available on the child care licensing website at: www.michigan.gov/childcare.

Questions

Should you have any questions, please contact the Director of School-Age Child Care, Crystal Fletcher, at 313-432-3009 or the Assistant Director of School-age Child Care, Sara Schram, at 313-432-5853.