

# 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.

## 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. Children also learn how to be part of a mixed-age community. 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.

## Operating Information

Kids Club takes place Monday-Friday during the school year. The morning session begins at 7 am and ends at the first school bell. Our afternoon session starts at 3:38 pm and ends at 6:30 pm. 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 Parent Handbook

<b>Kids Club ½ Day Care</b>	
10/10/19 - Thursday	3/4/20 - Wednesday
10/31/19 - Thursday	3/19/20 - Thursday
11/26/19 - Wednesday	3/20/20 - Friday
1/17/20 - Friday	6/11/20 - Thursday
<b>6/12/20 - <u>AM KIDS CLUB ONLY</u> - LAST DAY OF SCHOOL</b>	

<b>Kids Club Closings (not including snow days and other emergency closings*)</b>	
District-Wide Professional Development	11/5/19
Thanksgiving Break	11/27/19 - 11/29/19
Winter Break	12/23/19 - 1/1/20
Mid-Winter Break <b>MID WINTER BREAK CAMP AVAILABLE</b>	2/18/20 - 2/22/20 <b>2/19/20 - 2/22/20</b>
Martin Luther King, Jr. Day	1/20/20
Spring Break	4/6/20 - 4/10/20
Memorial Day	5/25/20

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

# Kids Club Parent Handbook

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.

## **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  
www.gpschools.org

LaNice Ruiz, 313-432-3067

### **Kids Club Main Office:**

Barnes Early Childhood Center

20090 Morningside Dr., Grosse Pointe Woods, MI 48236

<b>Building Line</b>	<b>Kids Club Line</b>	<b>Building Line</b>	<b>Kids Club Line</b>
<b>Barnes</b> 432-3803	432-3009	<b>Mason</b> 432-4403	432-4409
<b>Defer</b> 432-4003	432-4009	<b>Monteith</b> 432-4503	432-4509
<b>Ferry</b> 432-4103	432-4109	<b>Poupard</b> 432-4803	432-4809
<b>Kerby</b> 432-4203	432-4209	<b>Richard</b> 432-4903	432-4909
<b>Maire</b> 432-4303	432-4309	<b>Trombly</b> 432-5003	432-5009

## **Enrollment, and Withdraws**

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 attend Kids Club during the first week of school (September 8-11, 2020) you must have your registration and payment in by August 10, 2020. Please indicate on your forms if your child will be attending on the first day of school. If enrolling after the start of the year, there is typically a three to five day processing period. If you need care immediately, please inform our billing department to check for availability.

The enrollment fees are as follows:

- Security Deposit (refundable at the end of the year, pending last month's payment is paid in full and account is at a \$0 balance): \$100/family
- Registration Fee (non-refundable, due yearly): \$50/child

# Kids Club Parent Handbook

Families can choose a schedule based on their needs. Schedules can range anywhere from 1 to 5 days a week. Any schedule changes will need to be requested by the Friday prior to the week that a change is needed and will be granted if space allows. All schedule changes are based on availability and must be requested through the Kids Club office or through your school's on-site director.

Families must register and pay for ½ day Kids Club one week prior to attendance. Drop-in's are NOT permitted unless someone calls the Kid Club office or checks with their on-site director for availability. No student can attend Kids Club if they have not been previously enrolled.

If you choose to withdraw from the program, please contact our billing department. 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.

## Sign-in and Pick-up Procedures

State licensing requires parents to walk their child into the building and sign them in for each morning session of Kids Club. This requires all parents to “buzz” into the building. Every site has a buzzer. Once the buzzer has been pressed, a Kids Club staff member will either unlock the door remotely or will meet you at the door. 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 sign their child into Kids Club during drop off. This is done by writing an “A” under the AM column on your child's row on the attendance sheet. No one is to enter the building before 7:00 am. Although this is the time when Kids Club begins and parents start bringing their children in at 7:00 am, 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. Parents are to “buzz” into the building. Once inside, parents will enter the Kids Club location and sign out their child. This is done by writing your initials and time of sign-out over the check (✓) mark for the day. If 6:30 arrives and 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, if time passes and no contact has been made, Kids Club staff have no option but to contact local authority if the time has reached 7:00 pm. 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 into the building. 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

# Kids Club Parent Handbook

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 a ½ day (or regular session) Kids Club 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

## Sample Daily Schedule

<b><u>Schedule of Activities</u></b>	
3:38 - 4:00	Check-In and Snack
4:00 - 4:15	Large Group Game
4:15 - 4:45	Outdoor Play (weather permitting)/Gym/Arts and Crafts
4:45 - 5:15	Homework/Quiet Time: reading, storytelling, homework
5:15	2nd Snack
5:30 - 6:30	Stations: Board games, puzzles, projects, card games, crafts, gym games

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

Students are not encouraged to bring anything valuable from home, ex. Gaming device, iPad, cell phone. 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.

Snack is served twice an afternoon. See the Kids Club website for what snacks we serve as well. If your child has a food allergy/aversion, you may send in separate snacks labeled with your child's name.

# Kids Club Parent Handbook

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.

## 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's, 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 follows align 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

# Kids Club Parent Handbook

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](http://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 and happiness. 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. An "Internet Criminal History Access Tool," called ICHAT, must also be completed prior to 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 a current physical and TB test results.

## Injuries

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.

# Kids Club Parent Handbook

- 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 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 Child Care Coordinator 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 member will assume director responsibilities.

## 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 can be made online, by calling our billing office (432-3067), or by mailing a check/money order to the Kids Club office (20090 Morningside Dr., GPW, 48236). Cash will NOT be accepted on site.

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. There is a \$100 refundable security deposit per family and a \$50 registration fee per child. The daily rates are as follows:

# Kids Club Parent Handbook

- Monday AM (7am-9:05am) - \$9
- Tuesday-Friday AM (7am-8:20am) - \$8
- Monday-Friday PM (3:38pm-6:30pm) - \$11
- ½ Day Kids Club (11:36-3:38) - \$20 (3:38-6:30) - Additional \$10

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.

## 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)
- Half-Day Registration (If you know what ½ days you will need, fill this form out. If not, you must sign up a week in advance.)

## 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.