

# Howell Kid's Kare Program

## Packet

2019-2020

*Welcome to Howell Kid's Kare! The information contained in this packet is designed to provide families with the policies and procedures that govern our child care program. If, at any time, you have questions or concerns about the information outlined here, please do not hesitate to ask!*

### Rates for 2019-2020:

Annual Non-Refundable Registration Fee	\$75.00 per family	
	<u>Regular</u>	<u>Drop-In</u>
AM Kid's Kare 6:30 a.m. – start of school	\$9.00/session per child	\$11.00/session per child
PM Kid's Kare end of school – 6:00 p.m.	\$9.00/session per child	\$11.00/session per child

**Registration Paperwork:** Each child must be registered before he/she can participate in our child care program. To become registered, you must complete the registration form, an emergency card for each child and pay the nonrefundable registration fee. These items must be returned to the Early Childhood Education office, located in the main office of the Southeast Campus- 861 Sibley St. , at least two days prior to your child's first day of care. *Please note*, when you are completing your child's emergency card, you must provide information for an emergency contact person within 15 minutes of the Kid's Kare center.

**Program Components:** While attending Kid's Kare, you can anticipate that your child will be able to participate in the following activities:

**Literacy Time:** During this time, children can read, work on homework, play word games, be read to, etc. This time lasts 15 – 20 minutes during each morning and afternoon session and children will be expected to work quietly.

**Free Choice:** During this time, children will be offered a wide variety of activities to participate in. Each center is equipped with board games, manipulatives, imaginative play props and arts and crafts supplies. Center staff plan enrichment activities; however, children are not required to participate.

**Outdoor or Gym Play:** Our programs will go outside on a daily basis except in harsh weather conditions. Please send appropriate clothing for the expected weather conditions.

Our programs utilize the playground at each elementary building which is approved by the Michigan Department of Education. The playground equipment may or may not comply with the 1997 edition of the Handbook for Public Playground Safety.

**Snacks and Meals:** Our program does not provide snacks or meals. Parents are strongly encouraged to send a nutritious snack for their child. If you would like to have your child participate in the school breakfast or lunch program, an account can be set up through the district's food service program.

Kid's Kare students are welcome to bring a snack or simple breakfast items, however we do not have cooking facilities on-site.

**Scheduling:** Each week, you are responsible for completing a schedule for the following week of care. Schedules and payment are due by Friday at 6:00 p.m. at the individual Kid's Kare sites. Your schedule may change from week-to-week, however, there is a one session per child, per week minimum for our Kid's Kare program. Families that do not submit a schedule and payment for at least one session will be charged \$9.00 per child per week. (*Please note*, if you submit a schedule and payment earlier in the week, you have until 6:00 p.m. on Friday to make adjustments to the schedule. After this time, switching of days is not permitted and adding additional care will be at the drop-in rate).

**Back-Up Care:** Families that need care for emergency situations and/or only several times per year, can register for back-up care. Back-up care users do not have to pay a minimum each week, however, you are not guaranteed space at the Kid's Kare site. If you are a back-up user and need to schedule care, simply call the individual site to find out if there is space to accommodate your request. Care scheduled by Friday at 6:00 p.m. will be charged at the regular rate, after this time, the drop-in rate will apply.

**Drop-In Care:** The drop-in rates apply to any care that is requested after 6:00 p.m. on Friday. This will affect an entire schedule if it has not been submitted (or was submitted without payment) or individual sessions that need to be added. You will need to contact your child's Kid's Kare site to ensure that space is available.

**Absences:** If your child will not be attending a scheduled session, you must cancel him/her by calling the center directly. Absences for the morning session must be called in by 8:30 a.m. and for the afternoon session, by 3:00 p.m. If your child leaves school for any reason, you must still cancel him/her with Kid's Kare as it is not the school's responsibility to report absences or early dismissals to our program.

Repeated failure to notify Kid's Kare of your child's absence may result in exclusion from the program. When a student does not arrive for an afternoon session, staff members have only a few minutes to track down the missing child by contacting the main office, the child's teacher, transportation, the child's parent, etc. When done unnecessarily, it is disruptive and takes away from the other scheduled students.

**School Breaks and Teacher Professional Development Days:** Kid's Kare will provide care on days that school does not meet due to teacher workdays or professional development days. Additionally, care is also available during several of the school breaks. These full days of care are offered at one site only for all of our enrolled families. Pre-registration is required and parents are encouraged to sign up early as space is limited. Kid's Kare also offers a summer program for interested families. Information for this program is available in mid-April each year.

**School Closing:** Kid's Kare will not be in session on any "Act of God" days (i.e. snow, fog, mud, broken pipes, power issues, etc.). Parents are strongly encouraged to stay up to date on weather conditions and school closing information. If school is cancelled during Kid's Kare due to an emergency situation (i.e. weather issue, building problem, etc.), parents will be contacted to make arrangements for their child to be picked up immediately.

**Delayed Start:** In the event that there is a delayed start to the school day, (i.e. due to weather or building conditions), the morning session for Kid's Kare will be cancelled.

If there is ever any question about whether or not your child should attend Kid's Kare, your child will be kept at the center and a parent will be contacted. This is for the safety of your child, and will help to avoid a child going home on the bus and being left at an empty house.

**Billing and Payments:** All fees must be paid prior to your child's attendance. Our program is able to process payments by check, money order, Visa or Mastercard. Checks can be made payable to Howell Public Schools or HPS. Cash will not be accepted at our Kids Kare sites.

Service Fee for Credit Cards: A processing fee of \$3.00 per \$100 charged is added to each credit card payment. (For charges \$1.00 - \$100.00, the fee is \$3.00; for charges \$101.00 - \$200.00, the fee is \$6.00, etc)

Returned Checks and Declined Credit Cards: A \$25.00 processing fee will be added to you account if a check is returned or your credit card is declined. Payment of the processing fee and the original charge is due upon notification from our program. If more than two checks are returned or your credit card is declined more than two times, all future payments must be made in the form of a money order.

Department of Human Services Payments: Our program is able to accept payments from DHS. While awaiting authorization, parents are responsible for full payment of child care fees as well as the registration fee (DHS will not cover). Please note that even after we have received authorization, parents are responsible for their portion of child care fees on a weekly basis, as well as, any amount not covered by DHS.

Coupon Credits: Each child enrolled by December 14, 2019 and attending regularly, will receive coupon credits to use throughout the school year. Coupon credits are issued based upon your child's average weekly schedule:

Kid's Kare:

5 or more sessions per week: 3 coupons

In order to use a coupon credit, you must properly cancel your child and notify your child's site supervisor that you are using a coupon. The credit must be used within two weeks of the absence.

After Six Fees: The Kid's Kare sites close at 6:00 p.m. and all children must be signed out by this time. If a child has not been picked up by 6:00 p.m., our staff will attempt to contact the child's parents at the phone numbers listed on the emergency card. If we are unable to make contact with the child's parent, we will contact the emergency contact person listed on the emergency card. If contact cannot be made, the police will be called.

Any child picked up after 6:00 p.m. will result in the following fee:

1 – 10 minutes	\$10.00
11 – 20 minutes	\$30.00
21 – 30 minutes	\$50.00
31 – 45 minutes	\$70.00

Late fees are due at the time of pick-up and must be paid before you child returns to the center. Any family that is late three or more times during the school year may be excluded from the program. Parents are strongly encouraged to have a back-up person in place for instances when they are running late (i.e. weather/road conditions, traffic issues, etc.).

**Tax Statements:** Statements are processed and distributed at the end of January *by request* (a sign-up sheet for requests will be available at each site during January). Once distributed, the tax statements become the responsibility of the parent/guardian and additional copies will take 2 business days to process and require a \$5.00 replacement fee.

**License:** Each individual Kid's Kare site is fully licensed by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing. A licensing notebook is available for parents to review at each site during regular hours of operation.

In accordance with the Child Care Organization Act (1973 PA 116) which was amended on May 27, 2010, this notebook contains the following information:

- A summary sheet outlining all of the reports and Corrective Action Plans contained in the notebook.
- Original Licensing Inspection Reports and Addendums
- Renewal and Interim Inspection Reports
- Special Investigation Reports

Additionally, licensing inspection and special investigation reports for the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**Staff Members:** Each site is staffed with a site supervisor and at least one caregiver. All staff members receive a background clearance upon hire through both the State of Michigan Police (fingerprinting) and LARA (MI Department of Licensing and Regulatory Affairs) in the form of a second set of fingerprints and a criminal background check. Additionally, staff members must complete a TB test and initial training modules including blood borne pathogens.

The ratio of adults to children during Kid's Kare is 1 to 18.

According to licensing regulations, at least one staff member will be present at all times that is currently certified in CPR, AED and First Aid.

All staff members are required to complete 16 hours of annual training to include workshops, conferences, etc.

Occasionally the Kid's Kare sites will have volunteers or student interns present. All volunteers must have prior permission from the Director and have a completed ICHAT background clearance prior to interacting with children. Additionally, all volunteers and student interns will be supervised at all times by Kid's Kare staff members while present.

**Sign-In and Sign-Out Procedures:** The Department of Human Services requires that parents sign their child in each morning and out each afternoon. Children cannot be dropped off at the curb. This helps to ensure your child's safety, as well as allowing for regular parent and staff communication. Please note that if your child will be leaving Kid's Kare to assist a teacher, attend Scouts, etc., we will need to have written permission prior to releasing your child.

**Custody Issues:** According to our licensing entity, "Until custody has been established by a court action, one parent may not limit the other from picking the child up from care". The enrolling parent must complete an emergency card for each child, however, "it is not within your legal rights to withhold a child from a parent unless there has been court action which limits one parent's right to the child". If a court order exists that establishes custody, we ask that a copy be on file at both the Kid's Kare site and in the Early Childhood Education office.

**Mandated Reporter:** Kid's Kare staff members are mandated by Michigan Law, Act No. 238 that governs all school and child care programs, to report any suspected cases of child abuse or neglect.

**Discipline:** It is our goal to provide a safe and engaging child care program. Children should feel secure and welcome and enjoy attending. *Students will be held to the same behavioral guidelines as outlined in the Howell Public Schools Student Code of Conduct.* If disciplinary intervention is needed, it will be handled in a positive manner that encourages self-control and builds self-esteem and cooperation. At times, a child may need to be removed from the group until he/she is able to follow directions. Corporal punishment, demeaning a child, depriving a child of food or confining a child to an enclosed area will not be used as a means of discipline. Please discuss the following rules and consequences with your child:

**Basic Rules:**

- Respect center staff and other children.
- Follow directions as given from staff.
- Keep hands, feet and objects to yourself.
- Use appropriate language.
- Use equipment and supplies in an appropriate manner.

**Consequences:**

- Verbal warning.
- Separation from group.
- Loss of privileges.
- Incident report sent home.
- Suspension from program.

If at any time a child's behavior endangers those around him/her or becomes excessively disruptive to the child care program, the program directors reserve the right to immediately exclude the child.

**Health Policy:** Any child that is not able to participate in regular daily activities, including outdoor play, should be considered unwell and should not attend child care. If a child becomes ill while in our care, the parents will be contacted to pick up their child.

In order to help stop the spread of germs, the staff and students will wash their hands with soap and warm, running water before and after eating, after using the rest room, after using tissues, etc. Additionally, classroom surfaces and toys will be sanitized on a regular basis.

In accordance with current licensing regulations, we are required to keep an annual statement on file that is signed by the child's parent and addresses the following statements:

- The child's health status; activity restrictions noted.
- The child's immunization status.
- Assurance that the child's immunization record or an appropriate waiver is on file at the child's school.

**Medication Policy:** Kid's Kare adheres to the same medication policy as Howell Public Schools. Parents are encouraged to administer medication to their child outside of Kid's Kare whenever possible. If this is not possible, the following steps must be followed for all prescription and over-the-counter medications:

- A HPS Medication Form must be on file with our program. This form needs to be completed by both the parent and the child's physician. The form notes the medication, dosage, time to administer, anticipated side effects, etc.
- The medication must be in its original container (all prescription and over-the-counter). For prescription medication there needs to be a label indicating the child's name, name of medication, dosage and frequency of administration.

The first dose of a medication cannot be administered by the center staff due to the possibility of reaction.

**Items from Home:** Children may not bring weapons of any kind, roller blades, skateboards or baseball bats from home. Electronic equipment including radios, MP3, Ipods, cell phones and electronic games are also not permitted. Children are strongly encouraged to leave all other items at home as well as outside toys tend to cause issues during care. If an item causes a disruption to the program, we will ask that the item be kept in the child's backpack during care. Kid's Kare cannot be responsible for any items brought from home that are lost, stolen or damaged.

**Communication:** In order for our program to provide the best care for the children entrusted to us, it is extremely important to have open communication. We want each family to feel comfortable addressing their child's needs with the staff members or contacting the directors with questions, comments or concerns. These conversations can take place in person during drop-off or pick-up, via phone or by setting up a meeting. Additionally, our program will send information out to our registered families via email.

*We hope that the information presented above provides you with answers to your questions, however, we are always available for your questions, comments or concerns!*

*On behalf of the entire staff, thank you for choosing us for your child care needs!*

*Sincerely,*

*Jenny Myers  
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*Lisa Zehnder  
Program Director  
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