

## Summer Kids Kare 2023 Program Packet

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

We are pleased to be able to offer families a safe, fun and engaging childcare option for the summer months. We will operate our Summer 2023 session at **Little Highlanders Learning Center-861 E Sibley St.** from **Wednesday, June 7th** through **Wednesday, August 16th**. Care will be available daily from 6:30 a.m. to 6:00 p.m. with the exception of **Monday, July 3rd and Tuesday, July 4th** when we will be closed for the Fourth of July holiday.

**Registration Dates:** Summer registration will open to current families on **Monday, April 24th**. Families are encouraged to return completed packets to the Early Childhood Education office inside the Little Highlanders Learning Center; however, fully-completed packets will also be accepted at the individual Kid's Kare sites through **Wednesday, May 3rd**. Registration **will** open to the public on **Monday, May 8th**. **Registration is on a first-come, first-served basis** and will remain open **until all spaces are filled or Friday, May 12th**. The Early Childhood Education office is located inside the Little Highlanders Learning Center- 861 E. Sibley St.

Once registered, children are divided into groups for the summer based upon the grade they just completed. We typically have the following groups; Begindergarten – First Grade, Second – Third Grade and Fourth Grade and up. Children should expect to be in their group during most times, however, there are times when groups are combined (i.e. field trips, special activities, etc.)

**Registration Fee:** The following non-refundable registration fee will be charged per family and includes the cost of one Summer Kids Kare t-shirt per child:

1 child - \$30.00	2 children - \$40.00	3 children - \$50.00
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**Summer Deposit:** A deposit for care is charged per family at the time of registration. This deposit is applied towards your last five scheduled days of care and is non-refundable in the event that you cancel your registration.

1 child - \$200.00	2 children - \$360.00	3 children - \$490.00
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**Activity Fee:** A non-refundable activity fee of \$175.00 per child is due by **Wednesday, May 31st**. This fee covers all field trips, special guests and activities throughout the summer. If the activity fee is not received by the above due date your child(ren) will not be able to begin care with the Kids Kare program.

**Tuition:** Pre-payment for care is required. Payments are due by Friday at 6:00 p.m. for the following week of care. Payments received after this time will incur a \$10.00 late fee and all tuition and late fees must be paid in full before a child can attend. Your weekly charge will be based upon the number of days that your child(ren) are scheduled to attend. Daily tuition rates are as follows:

1 child - \$40.00	2 children - \$72.00	3 children - \$98.00
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\*If your children attend Little Highlanders and Kids Kare, you will receive a discount if your children have the same schedule.

**Schedule:** Your child's schedule **for the entire summer** is due at the time of registration. If you have scheduled at least 20 days of care for the summer, you can cancel days according to the following guidelines:

- By Wednesday, May 31st you may cancel up to 2 days of care between Wednesday, June 7th and Friday, June 30th.
- By Wednesday, June 28<sup>th</sup> you may cancel up to 3 days of care between Monday, July 5<sup>th</sup> and Wednesday, August 16<sup>th</sup>.

***Once these deadlines have passed, or if you have not scheduled for at least 20 days of care, you are financially responsible for the days of care you have requested.*** Eligible changes may be made with office staff by calling the Little Highlanders office.

**T-Shirts:** Children must wear their Summer Kid's Kare t-shirt any time we are out in public. (This includes all bus trips and walking trips). One shirt is provided for each child as part of your registration and additional shirts may be purchased for \$10.00 each. *(Please note: if a child does not have his/her t-shirt on a required day, a "loaner shirt" (if available) may be borrowed and your account will be charged \$10.00. If a "loaner shirt" is not available, your child will not attend the field trip and will need to be picked up).*

**Field Trips:** The cost for all field trips is included in the activity fee due **Wednesday, May 31<sup>st</sup>**. Additional spending money is not permitted for a field trip unless it is a pre-arranged part of the trip. If it is allowed, it will be indicated on your weekly Schedule of Events.

Buses will depart on time for field trips and will not be detained for children arriving late. We ask that each child be at the center at least 15 minutes prior to a scheduled departure. These days and times will be indicated on your weekly Schedule of Events. If your child will not be attending please ensure to call the office at least 15 minutes prior to the field trip start time.

*All field trips and special activities are subject to change due to inclement weather or other circumstances beyond our control. We will make every effort to reschedule or plan another activity, however this may not always be possible.*

**Sign-In and Sign-Out Procedures:** Our licensing regulations require that an adult sign each child in and out on a daily basis. Children must be picked up and dropped off to caregivers and not from the sidewalk or curb. This helps to ensure your child's safety, as well as allowing for regular parent and staff communication.

Please be sure to list on your child's emergency card anyone that your child may be released to. Additionally, anyone picking up a child, including parents, must be ready to show picture identification until staff members become familiar with that person.

**After Six Fees:** Our program closes at 6:00 p.m. Any child that is not picked up by 6:00 p.m. will be charged the following fee:

6:01 p.m. – 6:10 p.m. - \$10.00

6:11 p.m. – 6:20 p.m. - \$30.00

6:21 p.m. – 6:30 p.m. - \$50.00

6:31 p.m. – 6:45 p.m. - \$70.00

\*Pick up over 45 minutes late will be discussed with the Director.

After six fees are due at the time of pick up. In the event that you are late picking up your child(ren) more than three times, your child(ren) may be excluded from the program.

**Medication Policy:** Our program adheres to the Howell Public Schools Medication Policy. Parents are encouraged to administer medication to their child outside of Summer 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 for prescription medication and the child's parent/guardian only for over-the-counter items. 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.

**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. Children with the following symptoms should be considered unwell: vomiting, loose, watery stools, fever over 100.3 degrees, undiagnosed rash, cough or runny nose, excessive eye, ear or nose discharge, excessive irritability.

**Sunscreen:** We spend a significant amount of time outdoors during the summer program and request that each child has sunscreen available for application throughout the day. Parents are asked to provide a container of **non-aerosol sunscreen**, labeled with your child's name, to be kept at the center. In accordance with the Howell Public Schools Medication Policy, a completed Medication Permission Form must be on file before sunscreen can be used. This form and waiver needs to be signed by the child's parent/guardian only.

**Outdoor and Water Play:** Our programs will go outside on a daily basis except in harsh weather conditions. Please send appropriate clothing for the expected weather conditions and ensure that your child has close-toed shoes to wear during active play.

Our program utilizes the playground at Little Highlanders Learning Center which is approved by the Michigan Department of Education. The playground equipment has also been approved to use by a licensed playground inspector.

We ask that each child keep a change of clothes at the center during the summer months. We never know when the weather will be perfect for a water day and we would like to have the flexibility to have some splashing fun!

**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, we will follow the Howell Public Schools Student Code of Conduct; handling it 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.
- Redirection to an alternative activity.
- 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.

**Meals and Snacks:** Parents are responsible for providing lunch and a morning and afternoon snack for their child. Refrigerators and microwaves are *not* available, so please plan your child's lunch and snacks accordingly. There may be times that field trips or special activities include a snack or lunch and these will be indicated on your weekly Schedule of Events.

**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, tablets, cell phones and electronic games are also not permitted. Kids Kare and Howell Public Schools cannot be responsible for any items brought from home that are lost, stolen or damaged.

**License:** The Summer 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).

On **Wednesday, May 24th** we will distribute the Schedule of Events for the first week of Summer Kids Kare and your June statement of charges. These will be distributed through the individual Kid's Kare sites if you are currently using our program or through the mail. Your payment for the activity fee and the first week of care is due by **Wednesday, May 31<sup>st</sup>**. Payments can be made at the individual Kids Kare sites or in the Little Highlanders office. We will distribute additional statements of charges on June 30th for your July charges and then on July 28th for your August charges.

*On behalf of the entire staff, we would like to welcome your family to our summer program. It is our goal to offer a summer program that provides a safe, fun-filled, active environment for the children we serve. If you have any questions, concerns or comments about our program, please do not hesitate to contact us.*

Sincerely,

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