

Harper Creek Community Schools

BEFORE AND AFTER SCHOOL CARE PROGRAM

INTRODUCTION

Welcome to the Harper Creek Community Schools Before and After School Care Program! This is a self-supporting program administered by Harper Creek Community Schools and licensed by the State of Michigan.

This program is designed to accommodate kindergarten through fourth grade students.

We hope this handbook will provide you with the information you need to make a well-informed decision about quality care for your child. Please read it thoroughly and keep it handy for reference during your child's participation. If you have any questions or concerns, please contact us. We look forward to getting to know both you and your child.

PHILOSOPHY

We believe that children are the most important part of any Harper Creek Community Schools childcare program. Childcare (located at Beadle Lake Elementary) is available to all Harper Creek Community Schools children in the Great Start Readiness Program through fourth grades. We are dedicated to providing a safe and comfortable environment for our children. We also promise to provide activities that will encourage your child's social, emotional, physical and intellectual development. We aim to provide dependable, convenient childcare at a reasonable cost. We will strive to maintain open communication between staff and parents. We will strive to maintain low adult to child ratios for optimal care and safety.

CHILD CARE LOCATION

Beadle Lake Elementary School
8175 C Drive North
Battle Creek, MI 49014
(269) 441-3250

Building Main rooms
(AM) Media Center
(PM) Gym



PERSONNEL

Our facility has dedicated staff who are responsible for programming, along with the supervision of students. Each and every one of our staff members looks forward to caring for your children in your absence. Program information will be available at the program site. Any questions, comments or concerns may be directed to Kristy Newman, 441-3253.

CALENDAR

- Childcare is only available during the school calendar year.
- Childcare is **NOT** available during holiday breaks.
- Childcare will be available on half days.

We will continue to evaluate the calendar as the need arises and the program grows.

SCHOOL CLOSINGS AND ATTENDANCE

When school closings are announced prior to the start of school (i.e. snow days), childcare will not be available.

There is no tuition charged for school closings.

- IF school closes early due to weather, etc, childcare will **not** be available. Parents will follow whatever emergency plan they have planned with the school.

REGISTRATION AND ATTENDANCE

Students may be enrolled throughout the school year based on availability. Enrollment is on a first-come, first-serve basis. **The weekly fee is:**

- **\$20.00 BEFORE SCHOOL CARE FOR FULL WEEK**
- **\$40.00 AFTER SCHOOL CARE**

A registration form, information, and other necessary paperwork must be completed prior to a child attending the program. A onetime **non-refundable \$25.00** enrollment fee is due with your registration when you enroll your child. This enrollment fee will be used for purchasing supplies.

TUITION AND HOURS OF OPERATION

Tuition fees are as follows: We will not allow payment by day. One flat fee per week is required.

Before school (6:30 a.m. - 8:45 a.m.)	\$20.00 per week
After school (3:40 p.m. – 6:00 p.m.)	\$40.00 per week
Sibling Discount	\$ 5.00 per week

Penalties are as follows: After 6:00 p.m. \$1.00 per minute*

*Please note that we **REQUIRE** children be picked up no later than 6:30 p.m. A PHONE CALL is also required and greatly appreciated. Just as your evenings are busy, our employees have evening commitments and families as well. If your child is not picked up by 6:30 p.m. and a parent cannot be reached, authorities will be contacted.

Tuition is due the Friday before the care occurs.

You may give your payment to one of the staff members. Deposits are made on Monday of each week and your payment will be considered overdue if it has not been received by Friday at 5:30 p.m. If payment is not received by Friday at 5:30 p.m., your account will be assessed a \$5.00 late fee. This fee will increase to \$10.00 if our account becomes 7 days past due. ***This policy will be strictly followed.***

Once your account is delinquent by two weeks, your child will not be able to attend Before and After School Care Program until tuition has been paid in full. If payment is two weeks unpaid, your child will not be able to attend the program again.

Each week you will receive a receipt of payments made. A notice will be given if no payment has been made. **Cash, credit and debit cards or money orders are acceptable, payable to: Harper Creek Community Schools.**

Families who are receiving assistance from the Family Independence Agency will be required to pay a set amount based on the percentage of tuition paid by the agency. A case number will be required prior to your child's attendance or you may pay the full amount until the case number is obtained.

If your child does not attend the Before and After School Care Program due to illness, you are still responsible for tuition. In the event of a prolonged illness (over one week) fees will not be charged for the absent child after the first week, and a place will be reserved for your child. **A NOTE FROM YOUR DOCTOR WILL BE NEEDED.** Please let us know if your child will be absent from the Before and After School Program.

If you know that your child will not be attending the afterschool program because they are picked up early from school, child care isn't needed that day or they are ill, THE PARENT WILL:

- Email or call Beadle Lake Elementary BEFORE the student will be gone. Staff cannot take time each day to call schools to see why the child has not arrived. A list of emails to contact will be provided. If we have non-notification of your child's absence more than 3 times, then your child may no longer attend the program.

Our license requires Harper Creek Community Schools Before and After School Care Program to keep accurate attendance records. An important part of our record process is the sign in/sign out sheet at each site with your child's name on it.

It is your responsibility to sign in/out your child on a daily basis. Please write the time and sign your name / initials each time you drop off or pick up your child. Please make sure that the information card you fill out lists all of the people that can pick up our child. Your child will not be released to anyone that is not on the card.

A tax statement is available by February 1st for the previous year's childcare expenses.

SCHEDULE CHANGES AND WITHDRAWAL POLICY

- **If you know ahead of time that your child will not attend his/her regularly scheduled days, please let us know.**
- **Payment will still be expected. The only time payment is not due is when we do not offer care for the day or a long term illness.**
- **A two-week written notice is necessary when discontinuing the program.**

NUTRITION

Breakfast is available to our morning program students and a snack will be provided in the afternoon program. We may occasionally ask parents to donate snacks to help defray expenses. Please notify our staff if your child has any special dietary needs or allergies so that we can make arrangements.

HEALTH POLICY

When your child is ill and unable to attend school/childcare, please notify the school (441-3250). It is important for us to know where your child is. If your child is coughing excessively, running a fever or is sick to their stomach, please keep him/her home. If a child becomes ill in our care, we will notify you by phone. In cases where the child is too ill to remain in our care, we will request that the child be picked up as soon as possible. In the event that a parent cannot be contacted, we will contact the person(s) listed on your information card.

Children contracting a contagious disease must be excluded from school for the health and welfare of the students. The student may return to school when the disease is terminated or the child has obtained a physician's release. The following diseases are considered communicable and/or contagious: chicken pox, infectious hepatitis, impetigo, measles, infectious mononucleosis, mumps, pink eye (conjunctivitis), polio, ringworm, rubella, head lice, scabies, scarlet fever, and whooping cough. It is the responsibility of the parent to notify the school of any contagious disease.

MEDICATION

We prefer to have all medications kept and dispensed in the main office during school hours, instead of us. The Before and After School Care Program does not keep over the counter medication at our site. A permission slip, **signed by a doctor**, must be filled out before any prescription medication can be given. All prescription medication must be in its original container, have a current date, and the child's name printed on the label. The Harper Creek Community Schools Before and After School Program will keep a record of the time, date and dosage administered.

EMERGENCIES

Parents will be contacted in the event that their child requires emergency care. If the parents are unavailable, the person(s) listed on the information card will be notified. In the event that none of the above can be reached, and medical attention is required, the child will be taken to the hospital listed on the child information card. Parents will be contacted as soon as possible.

TRANSPORTATION

If your child is attending the Before and After School Care Program, please make sure you notify your child's teacher and the office. Transportation will not be provided for this program, so parents will have to make arrangements to pick their children up.

DISCIPLINE

When discipline is necessary, we will use a positive behavioral approach. In the event that this approach is ineffective, a "Time Out" situation may be necessary. Parents will be informed of any unusual circumstances requiring disciplinary action. Every child will be on a two-week trial basis when starting the program. Harper Creek Community Schools reserves the right to remove a child from the program due to excessive behavioral problems.

PHOTOS

Photographs will occasionally be taken of children to hang in the rooms. From time to time, these pictures may be used in school brochures or newspaper articles, etc. If, for any reason, you do not wish your child to be photographed, please notify a staff member.

ITEMS FROM HOME

Please do not bring items/toys from home, however on special occasions children may be asked to bring an item from home. Harper Creek Community Schools is not responsible for lost or damaged items from home.

PARENT RESPONSIBILITIES

1. When using Before and After School Care, parents are required to sign their child out at the end of the day and write the time down.
2. Inform childcare, teachers, etc of any unexpected changes in the child's schedule.
3. Keep childcare informed of any changes in work or home phone numbers, so that we may contact you as quickly as possible should an emergency situation occur.
4. Inform staff of any situation that may require your child be given special attention (death in the family, etc).
5. Make tuition payments on time.

Notice: Harper Creek Community Schools Before and After School Care Program reserves the right to amend these policies at any time throughout this year. Parents will be notified prior to the change.

Please read, sign, and turn in when registering.

I have read the parent handbook and understand the information and policies contained therein. I agree to abide by the policies contained in the handbook and understand that I am responsible for contacting the Program Coordinator should I have any questions.

Parent Signature: _____

Child's Name: _____

Date: _____

Program Coordinator

Date

**PLEASE RETURN THIS PORTION OF OUR HANDBOOK TO THE DIRECTOR WITHIN ONE WEEK
OF YOUR CHILD'S START DATE IN OUR PROGRAM**

**Harper Creek Community Schools
Before and After School Care Program Registration Form**

Child's Name _____

Care Needed: _____ Days Needed: _____

Other: _____

Child's Grade: _____ Teacher: _____

Starting Date (for childcare) _____

Female Head of Household: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Male Head of Household: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Address: _____
Street City Zip Code

Please include a nonrefundable \$25.00 onetime enrollment fee payable to Harper Creek Community Schools. If there is a problem with your registration, we will phone you. Otherwise, your place in the program is confirmed.

I understand that I am responsible for full payment of tuition or my child(ren) will be unable to attend the Before and After School Care Program.

Parent(s) Signature: _____

Date: _____

STATEMENT OF GOOD HEALTH

Childs Name: _____

_____ My child is in good health, and I assume responsibility for their health while at this program. I will notify
Initial Before and After School Care Program of any recent accident or illness, and any health restrictions,
allergies or medication that my child is taking.

_____ My child's immunizations are up to date and on file at my child's school.
Initial

Any restrictions for my child are listed below:

Sign: _____ Date: _____