

Kids Care Program

2019-2020

South Redford School District
Before and After School Child Care

Please Read Entire Handbook!!

This handbook was created to inform parents about important program policies, including billing and scheduling.

It is your responsibility to read and understand this handbook and ask questions if necessary.

Important Topics Covered:

- ❖ You should receive an invoice for services by the 5th of every month.
(Parents/Guardians you are responsible for all fees, so please make sure you receive an invoice)
- ❖ To avoid a \$20.00 late fee, Payments must be received by the 18th of every month.
- ❖ If a balance is still owing after the 18th of the month, your child can not return until the balance is paid in full.
- ❖ If your child is picked up after 6:00pm there will be an additional \$1.00 charge per minute. If this becomes a habit, services may be stopped.



South Redford School District

Before and After School Child Care

Our Program Philosophy

The South Redford Schools Child Care program is dedicated to providing a before and after school program that benefits children, as well as meeting the needs of our parents. We believe that our program **supports** the whole child. This is accomplished by offering children a variety of activities that enhance emotional, social, intellectual and physical growth. Our developmentally appropriate program creates a warm environment where children can engage in independent and group activities. These activities foster building a positive self-image, responsibility, curiosity and learning through play.

Our program is licensed by the State of Michigan Department of Human Services Office of Children and Adult Licensing.

Schedule of Operation

The Kids Care Programs will operate following the South Redford School District Calendar. The morning programs will begin at 7:00 a.m. and the afternoon programs will end at 6:00 p.m.

There is no care on holidays. The program **is** open on half days, **professional** development days, and spring break. Families are responsible for registering for these days before they occur.

When it is necessary to close schools due to weather or other emergencies, information will be provided by the district's phone system. All Kids' Care Programs will be closed when schools are closed. Childcare fees will be credited for school closings on the next month's bill.

Staffing Guidelines

Our supervisors are educated and trained in the development of school age children. They continue to grow professionally by participating in additional training and workshops. All staff **members are** fingerprinted and submit to a criminal background check. Kids Care staff is certified in CPR and First Aid. Our staffing ratio is **1staff member:18** students.

Kids Care Fees

Admission/Registration: All new families in the Kids Care Program will be required to pay a non-refundable enrollment fee of \$40.00 for the first child and an additional \$10.00 charge for each additional child. Families for children wishing to re-enroll into the program must also include a \$40.00 deposit for the first child and \$10.00 for each additional child. This will be applied to annual child care costs. The Kids Care deposit will not be refunded if a child's enrollment is cancelled.

The following documents are needed for registration of all children in the Kids Care Program:

- Completed Registration Form (4 pages)
- Completed Emergency Contact Form (included in registration forms)
- Completed Health Care Form signed
- **Parent/Guardian Signature Page**
- Good Health Form
- Health Care Plan.
- Child Information Record (completely filled out-no blank spaces)

Scheduled rates for 2018-2019: Fees will be charged on a per session basis.

- | | | |
|------------------------|--------------------|---------|
| • Before School | 7:00 a.m. drop off | \$ 8.00 |
| | 8:00 a.m. drop off | \$ 4.00 |
| • After School | 4:30 p.m. pick up | \$ 5.00 |
| | 6:00 p.m. pick up | \$ 9.00 |

There will be a \$0.50 discount per day if there is more than one child enrolled per family.

Two Options for Contracts: The Parents/ Legal Guardians signing the contract are obligated **to pay** all Kids Care Fees.

Regular Contract: You have a set schedule and a set contract throughout the year. You are allowed to change your contract if need be, however, there will be a \$ 10.00 fee assessed for a change in contract.

Flexible Schedule: We request that families on a flexible schedule submit a schedule of days they will use at least two weeks in advance to the Site Supervisor. We must receive a schedule at **the latest** the Friday before the week begins. Schedules received the same week of service will not be processed until the next business day and current day will be considered a drop in and subject to applicable fees. This will assist staff in schedule planning. You will be billed according to the days that you have written on your contract/calendar for that month. You will not be allowed to switch days after the week has begun. NOTE: Families on a flex schedule are required to have all balances paid by months end, or your child can not return the following month.

Additional Time: If your family is in need of additional sessions please contact your site supervisor in advance by calling the Kids Care room at your school. This will allow us to have adequate staffing and make sure that we have space for your child. Additional sessions will be granted if space is available in your requested sessions. You will be responsible for paying all fees incurred for additional time at the time services are rendered.

Drop-in is to be used for emergency situations only. This is when you need to utilize our Kids Care program unexpectedly. There is a \$ 10.00 drop-in fee per session, per child in addition to our regular fees. Fees are expected when services are rendered.

Payment: Payment must be made by the 18th of each month. You are expected to pay the entire balance. A family's account must be current to use our Kids Care Program. Payments can be made by check, money order, or on line at southredford.org using payschools.

A \$2.00 fee applies to all payschool online payments. If you are paying by check, please include your driver's license number on all checks.

Families must designate only one person to whom invoices and **correspondence** will be emailed. For divorced or separated families, **invoices and correspondence will only be emailed** to the designated person.

Late Payment Fees: Payments that are not received by the 18th of the month will be assessed a late fee of \$20.00, and your child can not return until the balance is paid.

Returned Checks: There will be a service charge of \$25.00 for any payment returned due to insufficient funds (including Payschools). If a check is returned due to insufficient funds, we will **no longer** accept **checks** from you.

The Kids Care Program opens at 7:00 a.m. each morning. Please do not drop off your child before the program opens, as adult supervision will not be available. If a child is picked up after 6:00 p.m. from Kids Care, a \$1.00 per minute charge will be assessed per child.

If you pick-up or drop-off your child before or after what you are contracted for, you will be billed accordingly based on our scheduled rates mentioned above. The deciding clock regarding time is the clock in the Kids Care room. Please note that a pattern of late pick-ups may result in the dismissal **from the** Kids Care Program.

In the event that you will be late:

- Contact a designated person on your child's emergency card. Emergency contacts will be required to show a picture ID and sign your child out.
- Contact the Kids Care Program supervisor and indicate who will pick up your child.
- Kids Care staff cannot drive children home for any reason.

We value our children's safety. If the person picking up your child appears to be under the influence of alcohol or other drugs the following process will be used:

- Staff will contact a taxi or another driver.
- 911 will be contacted if the person insists on driving with your child.

Attendance/Absences: You must notify the Kids Care Site Supervisor if your child will be absent from the program; this is in addition to notifying the school office. If your child has not been at school during the day due to illness or suspension they may not attend Kids' Care. You are still responsible for paying for whatever you are contracted for. Tuition credit will be given after (3) consecutive absences if the child is sick and does not attend school during those three days. The credit will be applied to the next month's bill.

Vacation time of one week will also receive credit, if prior written notice is given.

Billing: You should receive an invoice for services by the 5th of every month. If you do not receive an invoice please contact your site supervisor. Parents/Guardians, you are responsible for all fees, so please make sure you receive an invoice. You will be billed for **the** days you are contracted for even if you do not use every day. There is a \$ 10.00 change in contract fee for any schedule changes.

Department of Human Services Billing- Parents/Guardians in order for Kids Care to allow you to utilize this service we/DHS require that you contact your case worker at your local DHS office. You will need to obtain an approval letter for the kids care location your child will be attending. The provider number you will need is as follows:

Addams Elementary-2187773

Fisher Elementary-0036069

Jefferson Elementary-2187764

Vandenberg Elementary-0036866

Parents are responsible for any fees occurred while a DHS approval is pending, and for any fees not covered by DHS. Parents should understand DHS funding assistance does not cover all tuition fees.

Eligibility – Withdrawal

Children in Young 5's to 5th grade attending South Redford Schools are eligible to attend the Kids Care Program. Enrollment in the program is limited and completed applications will be accepted on a first come, first serve basis. Families will be put on a waiting list if the program is full.

The following criteria will be used to determine withdrawal from the Kids Care Program:

- Kids Care fees are unpaid or there is a consistent pattern of late payments.
- Families' repeated failure to follow Kids Care policies.
- A child that presents safety issues; physical, emotional or mental health of other children.
- A child that demands an extraordinary amount of adult time.
- Families that do not provide up-to-date health and immunization records in accordance with school district policy.
- Families that do not completely fill out Kids Care forms (including contract, emergency cards, health forms, and any other forms that are added)
- Two weeks absence without notice.

If it becomes necessary for a parent to withdraw their child(ren) from the Kids Care Program, they are responsible for notifying the Kids Care director 2 weeks prior to withdrawing your child **in writing. Families will be charged for scheduled days even if the child does not attend the Kids' Care Program until their official drop date. Parents will receive a final statement summarizing total fees up to and including the final two weeks of attendance. All fees must be paid no later than the last day your child is enrolled in the Kids Care Program.**

Wait List Policies: Demand for our Kids Care Program can be great. When the demand for the program exceeds the space we will begin a Wait List. Families will be enrolled in the Kids Care Program from the Wait List on a first come, first serve basis. When a space becomes open the family first on the list will be contacted by phone. A message will be left if no one can be reached. That family has two days to contact the Kids Care Program before we go on to the next family on the list and drop them off the Wait List.

Families from the Wait List that accept a place in the Kids Care Program must begin to use the service within 10 days or the space will go back to the Wait List. Exceptions to this are families that have been impacted by job loss, illness or other extenuating circumstances. For these families they will be returned to an inactive place on the Wait List until their circumstances change.

Program Satisfaction: If for some reason your family is not satisfied with the Kids Care Program please do not hesitate to contact the Kids Care Director at (313) 535-4000 ext. 1315 to share your concerns, suggestions or ideas.

Child Management Plan

Positive Behavior Support is used in our elementary schools. To provide consistency for our students this program will also be used in the Kids Care Program. Expectations for student behavior will focus on respect, responsibility and safety. The following process will be used:

- For the first offense, staff will discuss with the child the problem, options for different behavior and a redirection in activity.
- If the child continues the pattern of not following expectations they will be removed from the activity.
- If the child's behavior presents a safety concern to others, parents will be contacted immediately. A conference will be held for staff, parents and child to discuss the behavior and what will implement to assist the child in making better choices. Follow up conferences with the team to report progress or modifications will be scheduled. These conferences will be held during the regular Kids Care Program time.
- If the child chooses to demonstrate a consistent pattern of negative choices or is a threat to the well-being of the other children, child will be withdrawn from the Kids Care Program.

The South Redford Schools Code of Conduct will serve as a guide to determine what is defined as unacceptable behavior. Verbal, physical, or emotional punishment is prohibited. A child that has been suspended from school cannot attend Kids Care until the end of the school suspension.

Emergency Procedures

Parents or guardians will be required to fill out an Emergency Contact Form and authorization to seek medical care as part of the registration process. This information, along with numbers for poison control will be available by each site's phone. The Emergency Contact Form asks for families to identify the order in which staff will call in case of emergency. **It is essential that this form is kept current.**

Injuries/Illness: If your child is injured or ill you will be contacted as soon as possible. You will be notified if the Kids Care staff believes that the injury may need additional medical attention. If an injury requires urgent medical attention, 911 will be contacted first followed by a call to parent or guardian.

If your child becomes ill, he/she will be isolated from the other children until the parent comes to pick them up.

Tornado/Severe Weather/Fire Evacuation Plan: Procedures for both fire and severe weather emergencies are posted near the door at each site. Should an emergency arise, staff will take the sign in sheet and students to the designated shelter area. Attendance will be taken at the emergency shelter to ensure that each child is accounted for. Emergency drills are practiced so that students are prepared if the need arises.

District/Building Closures: Should weather or other factors resulting in the district canceling school, all Kids Care Programs will also be cancelled. Official notice of district closure will be announced by local media and phone system. If the district cancels all after school activities, Kids Care will be closed as well. You will need to make arrangements to have your child picked up at the end of the school day. Because it may be difficult for parents to leave work, we ask that families develop a backup plan in case of an emergency school closure.

Medication Policy: The South Redford School district prohibits employees from diagnosing, prescribing or dispensing medication of any kind without permission from the student's physician.

The following are necessary if medication is to be administered at school:

- Medication Form must be completed with a copy in the school office as well as with Kids Care program.
- Medication must be in the original container from the pharmacy clearly marked with the student's name, medication, dosage and time to be given. Parents **MUST** bring all medications to the Kids Care for storage. Medication may not be hand carried to school by students.
- Over the counter medications cannot be given to students or self-administered without the Medication Form with physician signature and directions on file with the school office and Kids Care.

Illness Policy: Any child running a fever over 99 degrees or presents signs of a contagious disease will be sent home from Kids Care. Parents will be contacted and asked to make arrangements to have the child picked up as soon as possible. Please keep your student's Emergency Contact Form updated with several names and numbers of adults who can care for your child if you are unavailable.

- A child with a fever of 99 degrees or more should remain home and return to school when they have been **fever free** for 24 hours.

- Children that have active, heavy coughing with a runny nose and sneezing are symptoms that may need a doctor's evaluation. Allergy symptoms in most cases can be controlled with medications.
- Any child that has vomited should not return to school until they are free of this for 24 hours. Children that are experiencing diarrhea should stay home until this is resolved.
- Children who have had a contagious illness will be able to return to Kids Care when they are fully recovered.
- Children who do not attend school during the day due to illness cannot attend Kids Care, until they have returned to school symptom free.

Kids Care Program Plan

The Kids Care Program will run from 7:00 a.m. until the beginning of school start time 8:42 a.m., and from the end of school time 3:36 p.m., until 6:00 p.m. Children are provided many opportunities for physical activities, self-expression through arts and crafts, and socialization with peers. The activities are varied and appropriately challenging for children from Young 5's to 5th grade. Self-selection and self-initiation will be encouraged as well as responsibility.

Snacks: Children in the morning program are welcome to bring a bag breakfast with them. If families would prefer, school breakfast will be available each morning at the start of school in your child's classroom. Breakfast is an additional cost of \$1.25. A healthy daily snack will be provided in the afternoon session. Please notify the Kids Care staff if your child has food allergies.

List of Kids Care Sites

Addams Elementary	14025 Berwyn
Fisher Elementary	10000 Crosley
Jefferson Elementary	26555 Westfield
Vandenberg Elementary	24901 Cathedral

Director (313) 535-4000 ext **1727**

Parent/Guardian Signature Page:

By signing this page, you are stating that you understand everything covered in this handbook.

Important Topics Covered:

- ❖ You should receive an invoice for services by the 5th of every month.
(Parents/Guardians you are responsible for all fees, so please make sure you receive an invoice)
- ❖ To avoid a \$20.00 late fee, Payments must be received by the 18th of every month. This policy will be strictly enforced. No exceptions.
- ❖ All accounts must have a zero balance by the last business day of the month, or your child cannot return the following month.
- ❖ If your child is picked up after 6:00pm there will be an additional \$1.00 charge per minute. If this becomes a habit, services may be stopped.

I have read the Kids Care Handbook, and I agree to adhere to the policies of the program and the schedule established by this contract. I also understand and agree that monthly payments for Kids Care must be paid in advance by the 18th of every month. Payments not received by the 18th of the month will be subject to a \$20.00 late fee. Payments not received by the 18th, will result in the child(ren) being removed from the program. I understand that the parent/legal guardian signing this contract is obligated for all Kids Care fees, including a non-refundable \$40 registration fee (\$10.00 per additional child in family).

Parent/Guardian Signature: _____

Print Name: _____

Date: _____