

**Kids After School Recreation and Enrichment  
K.A.R.E**

Dear Families:

We would like to welcome you to our K.A.R.E. Programs. Please feel free to visit our program at any time. This program is for you and your children. We look forward to your visits and input. Our programs are licensed by the Michigan Department of Human Services, OCAL Division.

The purpose of this handbook is to let you know what is expected during your child's enrollment with us. Hopefully, this will prevent any misunderstanding. If you have any questions or suggestions, please contact the Child Care Programs Director, or Head Teacher/Director. Be sure to turn in the Hand-book Agreement Form with your signature.

**PHILOSOPHY:**

Our program provides a healthy atmosphere in which children can make friends and enjoy activities that are appropriate for them.

We strive to provide a safe haven for school-age children. We provide this service to give parents peace of mind in knowing that your children are being properly cared for and enjoying friends while you are working.

**DISCIPLINE:**

The staff handles discipline problems in a positive manner. We encourage self-control, self-direction, self-esteem and cooperation. Our goal is to incorporate a happy and positive learning environment for all our students. Students with unacceptable behavior will be redirected to help them calm down. The staff will discuss their behavior with the child. This discussion will include ways to correct or avoid the problem the next time. A staff member will discuss ways to correct unacceptable behavior. Our staff will work with students who display unacceptable behavior and discuss methods to correct the problems. However, students who consistently disregard the Center rules can be dismissed from the K.A.R.E. Programs. Steps taken before dismissal will be:

The **first** time a child hits, kicks, bites, spits at another child or teacher, poses a threat to the physical, emotional or mental health of other children, uses foul language/gestures, purposefully destroys another person's property, willfully runs away from a staff member, or demands an inordinate amount of staff time, the parent/guardian will receive a written behavior report. The **second** time any of the above incidents occur, the parent/guardian will receive a written behavior report and the child will be suspended from the childcare program for one day. The **third** time any of the above mentioned occurs, the parent/guardian will receive a written behavior report and the child will be suspended for five days. The **fourth** time a child will be permanently suspended from the current year program(s) and Parent / Legal Guardian must meet with the Superintendent before returning to the latchkey program the following year. Incident reports will be on file.

Center rules include:

- K.A.R.E. students are expected to behave in a proper manner.
- K.A.R.E. students are to be courteous to fellow students and staff.
- K.A.R.E. students will respect the rights and property of others.
- K.A.R.E. students will need to be cooperative.
- K.A.R.E. students are to stay in the designated area.
- Any other rules and expectations will be explained to the student at the beginning of the school year. Any changes/additions to the Parent Handbook will be given to parent/guardian in writing.

**SCHEDULE OF OPERATION**

The K.A.R.E programs will operate following the Southgate District school calendar.  
Morning Latchkey K.A.R.E. Program: 6:15 a.m. until School Start Time  
Afternoon Latchkey K.A.R.E. Program: School Dismissal Time until 6:15 p.m.

Our programs will also be open for any half-day sessions during the school year (with exemption to the 1<sup>st</sup> half-day of school). Parents must register ahead to use the half-day services.

**AGE OF CHILDREN:**

We accept students between the ages of 5 years-old through 12 years-old who attend the Southgate Community School District.

**REGISTRATION FEE:**

A registration fee of \$30.00 for the first child and \$15.00 for each sibling is to be paid at time of registration. This fee is **non-refundable**.

**TUITION:**

Tuition envelopes with the monthly amount due will be found in your child's sign-in/out folder approximately (2) weeks before due date. All tuition payments are to be paid in advance, approximately every four weeks and billing runs from the first to the last day of the month (please refer to payment schedule/school calendar for due dates). Make checks payable to Southgate Board of Education and give to the K.A.R.E. Director / Head Teachers. Tuition will not be charged for school holidays. **There are no credits given for unscheduled school closings. Examples include school closure due to inclement weather, building problems, etc.**

**Tuition payments for children registered *Drop-in only* must be paid in advance before a child can attend the program or paid the day the Drop-in service is used.** This amount is based on perceived monthly need and will be determined by a parent/guardian at the time of registration.

Tuition payments turned in after payment due date and tuition payments turned in partially paid will be assessed an additional **\$10.00 late fee**. Tuition payments must be paid in full by the first Friday of each billing cycle due date or Latchkey services will not be provided for your child until outstanding balance is paid.

Money orders, personal checks, Visa/Debit cards are all accepted. An additional \$20.00 fee will be charged for each NSF returned from your bank. After the second NSF from your bank, **no personal checks** will be accepted.

Billing/payment envelopes cannot be taken home. They are to remain in the sign-in/out book until payment is made. **Please do not write on your payment envelope.**

**Morning K.A.R.E. Tuition:**  
\$7.00 per session for first child  
\$5.00 per session for each sibling  
\$10.00 per session / per child for drop-ins (as space allows)  
  
\*\*There is minimum schedule of 2 sessions per week for families using a fixed schedule\*\*

**Afternoon K.A.R.E. Tuition:**  
\$8.00 per session for first child  
\$6.00 per session for each sibling  
\$10.00 per session / per child for drop-ins (as space allows)  
  
\*\*There is a minimum schedule of 2 sessions per week for families using a fixed schedule\*\*

**HALF-DAY FEE RATE**

If your child/children are already scheduled for the afternoon session on which the half-day occurs the fees are as followed:

- \$10 additional for the first child per half-day
- \$8 additional for each sibling per half-day

If your child/children are not normally scheduled to attend the day the half-day occurs or are registered as a Drop-In student the fees are as followed:

- \$18 for the first child per half-day
- \$16 for each sibling per half-day

**SCHEDULE CHANGES**

Due to the considerable clerical time required in making schedule changes and program withdrawals (re-entries), (2) schedule changes or program withdrawals (re-entries), per child per year will be allowed at no additional cost. However, each change after the second will be assessed a \$10.00 fee. After the last bill of the school year has been prepared, no schedule changes will be allowed. Schedule change forms can be obtained from the Latchkey Directors. **Please refer to the payment schedule for payment due dates. Please notify staff of any change to your child's schedule at least two weeks in advance.**

### ABSENCES/VACATIONS/ADDITIONAL DAYS:

Parents must notify the Latchkey program whenever their child will be absent or whenever the child will need to attend a Drop-in session. Our program is licensed and we are required to have staff available for the number of students enrolled; therefore, no credits will be given for any reason. This allows us to hire the required number of staff and also keep the Latchkey tuition at an affordable rate. Based on space availability and staffing, children may attend days they are not regularly scheduled to attend. See *Drop-In Care* below for more information.

### DROP-IN FLEX SCHEDULE

Parents must notify the Latchkey Director not less than one day and no more than one week in advance if Drop-in care is needed. Children registered as Drop-in only must have enough funds available in their account to cover the cost of care requested. **Parents MAY NOT run an ongoing accumulation of Drop-in fees.** If you are in the position of having to use Drop-in last minute (same day) due to traffic or not being able to pick your child up from school on time, the parent is responsible to cover the cost for that day upon picking up their child. **It is extremely important that parents/guardians notify the latchkey site that their child/children will be attending a Drop-in session as soon as possible if it is a last minute situation. It is very time consuming for the staff to have to call to check whether or not a child should be attending as they are trying to check in all the scheduled students after school.**

### EMERGENCY SCHOOL CLOSINGS:

Cancellation before the school begins each day:

Whenever the Southgate Community School District cancels classes due to the weather or some other emergency, Latchkey will also be closed. Listen to **WJR, WWJ, or your local news station** for information concerning school closings. **There will be no credits given for school cancellations due to weather emergencies unless there are beyond (5) closings during the school year.**

Cancellation after school is in session:

In the event that classes are canceled due to weather or other emergencies after the school day has begun, Latchkey will be closed. **Children will be dismissed directly from their respective schools to the parent/guardian or emergency contact.**

Please make arrangements with someone for the supervision of your child (ren) if this situation occurs. Names and phone numbers of these people should be listed on your emergency card so your school can assist your child, if necessary.

### LATE PICK-UP FEE:

When a parent/guardian picks up their child/children after 6:15 pm, there will be a late charge of \$1 per minute/per child. The late pick-up fee will be added to the following months tuition due amount. **After a third late pick-up occurrence, withdrawal from the program may be requested by the latchkey staff.**

### WITHDRAWING FROM THE PROGRAM:

A withdrawal form is to be completed and given to the Head Teacher/Director as soon as you know that you are taking your child out of the program. Withdrawal forms can be obtained from the Latchkey Directors. A two-week notice is needed in order to adjust payments. Please see TUITION section for more information regarding withdrawal / schedule change fees.

### ARRIVAL/DEPARTURE:

The doors to the Allen Elementary School, Fordline Elementary School, Grogan Elementary School, and Shelters Elementary School will open at 6:15 a.m. for the Morning K.A.R.E. Program. Each parent/guardian must accompany his/her child into the building and sign in. K.A.R.E. students are located in the Allen Elementary Cafeteria, the Grogan Elementary Cafeteria, the Fordline Elementary Cafeteria, and the Shelters Elementary Cafeteria. Areas also used by the K.A.R.E. Program are the gym or the outdoor playground. Parents/guardians must come in and sign his/her child out and make sure the staff member knows your child is leaving.

Please remember to check the Family Communication Board daily for any important notices. Only the parent/guardian or an authorized release person (see Child Information Card) will be allowed to pick up your child. Notify a staff member if someone other than you will be picking up your child. **Identification will be requested.**

**The following policies are extremely important for safety reasons.**

-- 24 hour written notice must be given if you desire that someone, other than those individuals listed on the emergency card to pick up your child.

-- If individuals who pick up a child are under the influence of alcohol, drugs, or any other substance that may impair driving, local police officials will be notified. Children may also be withdrawn from the program.

## COMMUNICATION OF ABSENCES/SAFETY OF CHILDREN

1. Notify **BOTH** elementary school and K.A.R.E. site if your child will be absent from afternoon Latchkey: Grogan Latchkey 282-6275, Allen Latchkey 246-4626, Fordline Latchkey 991-0022, and Shelters Latchkey 285-0272. Each program has a voicemail that is checked daily upon afternoon arrival, so please call as soon as you know your child will not be attending. **Same importance also goes for notification when a child will be attending a Drop-in session of Latchkey for that day.**
2. When special circumstances arise regarding absences, call Child Care Director at 246-4636.
3. **In the case of a missing child, time is of the essence.** When a child scheduled does not show for the program, the staff must begin to call parents to find the location of the child. If parents are unreachable, then the local police department may have to be contacted.
4. Failure to notify the Latchkey site will result in a verbal reminder upon the first occurrence.
5. **A second occurrence may result in the child being withdrawn from the program.**

### CLOTHING / OUTDOOR PLAY AREAS:

Because of the wide range of activities, it is recommended that students be dressed in washable, comfortable clothing. Outside activities are a part of the daily K.A.R.E. Program. Please have students dress appropriately for the weather. We use the playground and equipment that is located on school property. Some equipment and playground surface materials may not comply with the guidelines of the 1997 edition of the Handbook for Public Safety, PUB No. 325. Please see the list below to see if all the playground surface and equipment at your child's elementary school complies with these guidelines.

<u>Elementary School</u>	<u>Equipment</u>	<u>Playground Surface Area</u>
Allen	Yes	Yes
Fordline	No	No
Grogan	Yes	No
Shelters	No	No

### WHEN YOUR CHILD SHOULD STAY HOME:

For the health safety of all the students and staff in our programs, we ask that a student be kept home if he/she shows any of the following symptoms:

- A temperature = 100 F or greater (must be temperature-free for 24 hours)
- Diarrhea or vomiting
- An unexplainable rash
- Nasal discharge or discharging ears or eyes

Parents should exercise every caution and keep their children home should other unusual symptoms occur.

When your child has been exposed to a contagious disease, please let the staff know; however, if your child shows any signs of a contagious disease, the child must be kept home and the Latchkey program notified immediately.

Measles, Rubella (German Measles), mumps, conjunctivitis, hepatitis, scarlet fever, strep throat, scabies, pertussis (whooping cough), encephalitis, and meningitis are among the contagious diseases that must be reported to the Health Department; therefore, we are required to ask the reason for your child's absence.

### MEDICATION:

Medication can only be given under the following circumstances:

- K.A.R.E. staff cannot give the first dose due to possible allergic reactions.
- Medication must be in the original container with the doctor's name, child's name, instructions, name and strength of the medicine, and will be given according to those instructions.
- A Medication Authorization form must be filled out by both the parent and your child's doctor. This form can be obtained from the Latchkey Directors or [www.southgateschools.com](http://www.southgateschools.com).
- A Hold Harmless and Indemnification Agreement Form must be signed by a parent and two witnesses. This form can be obtained from the Latchkey Directors or [www.southgateschools.com](http://www.southgateschools.com).
- K.A.R.E. students cannot bring any medication including over the counter products, into the program without the proper paperwork filled out by the parent and doctor.

### SNACKS/LUNCH:

During morning latchkey, parents may send a nutritious breakfast snack (must meet State nutritional guidelines) with their child or purchase a breakfast from the school's morning breakfast program. The afternoon latchkey program will provide a nutritious snack each day. Substitutions may be permitted with a parent's written request. During half-day sessions, parents are to provide a lunch that meets State nutritional guidelines.

We discuss good nutrition in our programs. Some food items may not be allowed in the room because of food allergies. If applicable, a list with these food items will be posted.

### DAILY ACTIVITIES:

Creative Time - This is available after arrival and before departure. A variety of planned and supervised activities are available to choose from. A quiet area is always available for students to read or relax.

Nutrition Time - Once in each session both morning and afternoon. Students can relax and share conversation with other students and staff.

Active Time - Students need activities that allow a great deal of movement after sitting in a classroom situation. These physical games could be individual or team sports, and other special activities. This is a good time for students to develop strength, coordination, and cooperation.

Outdoor Time - Fresh air has been shown to promote better health in children, so weather permitting, outdoor play is scheduled everyday. A physician's note is required for children that cannot participate in outdoor activities because of illness or chronic conditions. These are children who are also precluded from outdoor activities / recess during the school day.

Project Time - Projects and crafts have been selected to stimulate creativity and challenge the children's present abilities while increasing basic competency levels.

### PERMISSION FOR PICTURES:

At various times during the year, we want to use pictures taken of our children for parent meetings, educational displays, professional publications, the S.A.C.E. brochure and other educational purposes. The pictures would be used to show aspects of child growth and development of children's activities. The staff maintains the highest standards of professional ethics in the use of such media. **If you object to your child's picture being taken, please make note of it on the Handbook Agreement Form.**

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### MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT ALLEN SCHOOL:

1. SIGNAL FOR DRILL - Ten (10) short rings on regular school bell.
2. ALL CLEAR - Three (3) short rings on school bell.

**ALL STUDENTS WILL ASSEMBLE IN THE HALL BY THE SOUTH CAFETERIA EXIT WITH BACKS TO WALL AND HEADS BETWEEN KNEES AND HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.**

### MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT FORDLINE SCHOOL:

1. SIGNAL FOR DRILL - Many short rings on regular school bell.
2. ALL CLEAR - Regular long ring on school bell.

**ALL STUDENTS WILL ASSEMBLE IN THE HALL BY THE GYMNASIUM WITH BACKS TO WALL AND HEADS BETWEEN KNEES AND HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.**

**IF STUDENTS ARE IN THE GYM, SIT IN THE GYM HALLWAY WITH BACKS TO WALL AND HEADS BETWEEN KNEES WITH HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.**

### MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT GROGAN SCHOOL.

1. Signal for Drill - Chimes.
2. All Clear - call out (all clear).

**ALL STUDENTS WILL ASSEMBLE IN THE SOUTH HALLWAY IN FRONT OF ROOMS 114 (COMPUTER ROOM) AND 115. STUDENTS SHOULD SIT WITH BACKS TO WALLS AND HEADS BETWEEN KNEES WITH HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.**

**MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT SHELTERS SCHOOL:**

1. **Signal for Drill** – six (6) short rings on the school bell.
2. **All Clear** – long, sustained bell.

STUDENTS IN GYMNASIUM AND CAFETERIA WILL MOVE TO THE LOWER ELEMENTARY WING NEAR THE BOILER ROOM. USING THEIR CLASPED HANDS, STUDENTS WILL COVER THEIR NECK AND PUT THEIR HEAD DOWN TO THEIR KNEES. CHILDREN SHOULD SIT FACING WALL.

**MORNING AND AFTERNOON K.A.R.E. FIRE DRILL PROCEDURE AT GROGAN SCHOOL:**

1. **Signal for Drill** – Intermittent alarm.
2. Respond quickly but **CALMLY** to the fire alarm signal.
3. Do not stop at lockers to obtain coats or valuables.
4. Close all windows in the room. Last one leaving the room should close the door.
5. Do not remain in lavatories during a fire alarm.
6. Walk quickly and quietly to your pre-planned exit - **DO NOT RUN!**
7. If exit is blocked, use your alternate exit.
8. Listen for instructions - **NO LOUD TALKING.**
9. Follow instructions - they may save your life.
10. Never return to the building for anything before the recall signal is sounded.
11. Do not crowd around the fire trucks or block pathways, thus preventing firefighters or fire-fighting equipment from entering the building.

**MORNING AND AFTERNOON K.A.R.E. FIRE DRILL PROCEDURE AT ALLEN SCHOOL, FORDLINE SCHOOL, AND SHELTERS SCHOOL:**

1. **Signal for Drill** - one long horn.
2. Respond quickly but **CALMLY** to the fire alarm signal.
3. Do not stop at lockers to obtain coats or valuables.
4. Close all windows in the room. Last one leaving the room should close the door.
5. Do not remain in lavatories during a fire alarm.
6. Walk quickly and quietly to your pre-planned exit - **DO NOT RUN!**
7. If exit is blocked, use your alternate exit
8. Listen for instructions - **NO LOUD TALKING.**
9. Follow instructions - they may save your life.
10. Never return to the building for anything before the recall bell is sounded.
11. Do not crowd around the fire trucks or block pathways, thus preventing firefighters or fire-fighting equipment from entering the building.

**SOME GENERAL INSTRUCTIONS FOR TEACHERS DURING FIRE DRILL:**

1. Respond as calmly as possible when fire alarm signal is sounded.
2. Bring your class book with you. Take roll, report missing students and proceed.
3. Have your students move away from the building and gather at an assigned area.
4. Keep your class together.
5. If any student has a handicap, remember they may need help.
6. If you are already outside of the building when the fire alarm sounds, assemble your group and check to see if all are accounted for - do not return to the building during the drill.

**EXITS AT FORDLINE SCHOOL:**

Cafeteria and Latchkey Office: Use south exit - go to parking lot on Helen Street side and proceed North to black top area of playground. Gymnasium: Exit gym door to West exit - proceed North to black top area of playground. **NOTE: In the event the designated exit is blocked, use the next nearest exit.**

**EXITS AT GROGAN SCHOOL:**

Cafeteria, Gymnasium and Latchkey office: Use North exits. Go to parking lot area away from building. **NOTE: In the event the designated exit is blocked, use the next nearest exit.**

**EXITS AT ALLEN SCHOOL:**

Cafeteria and Latchkey office: Use North exit in cafeteria to North outside exit. Proceed North to the fence by the football field. **NOTE: In the event the designated exit is blocked, use the next nearest exit.**

## LATCHKEY SUMMER CARE PROGRAM 2019

Working parents can have peace of mind knowing that their children are supervised during the summer and are safe, secure, and having fun. Our summer care program is licensed and maintains a ratio of at least one childcare worker to 18 students. Activities such as arts, crafts/project building, playground/gym games center around weekly themes that have included the Indoor Carnival, Hawaiian Luau, and Pirate Week just to name a few examples. A light breakfast and afternoon snack are included in the cost. Parents must provide lunch. **All fees are non-refundable and due in full at the time of registration.** Due to limited available spaces, all registrations are on a first come, first serve basis.

GRADES: K– 7

REGISTRATION FEE: \$25.00 per child, per summer

HOURS: 6:15 a.m. – 6:15 p.m.

DATES: June 17, 2019 – August 23, 2019

FEES: \$20 per child/per day (child must be registered at least (2) days per week)

### NUMBER OF DAYS SCHEDULED PER WEEK

### TUITION COST PER CHILD

- |                   |          |
|-------------------|----------|
| • 5 days per week | \$950.00 |
| • 4 days per week | \$800.00 |
| • 3 days per week | \$600.00 |
| • 2 days per week | \$400.00 |

LOCATION: Grogan Elementary School Cafeteria (air conditioned)

*For registration information please see your child's latchkey staff or contact Crystal Priest at 734-246-4636 or [priestc@sgate.k12.mi.us](mailto:priestc@sgate.k12.mi.us)*

# Southgate Community School District

## Early Learning Center



NOW ENROLLING FOR THE  
2019/20 SCHOOL YEAR  
PRESCHOOL PROGRAMS

- *Great Start To Quality* rated 3 & 4 year-old tuition-based Preschool programs
- Both programs focus on kindergarten readiness with close ties to the district's kindergarten curriculum
- The curriculum is research based and aligned with the Michigan Department of Education Early Childhood Standards of Quality
- Families can choose from a variety of program choices including half-day or full-day options
- Extended hours available from 7:30am-4:30pm
- Families are **NOT** required to reside within the Southgate Community School District to attend the Early Childhood Center programs
- For further information about schedule options, tuition, or to view our Parent Handbook, please visit [www.southgateschools.com](http://www.southgateschools.com) (click on PRESCHOOL/LATCHKEY link) or email [priestc@sgate.k12.mi.us](mailto:priestc@sgate.k12.mi.us)

Southgate Community School District Early Learning Center

14101 Leroy, Southgate - 734-246-4636

Crystal Priest, Program Director