

KIDS KLUB and TWEEN TIME
(School Age Child Care Program)

Parent Handbook



West Bloomfield Schools
Community Education Department
5810 Commerce Road
West Bloomfield, MI 48324
248-865-6468



West Bloomfield School District
Dr. Gerald D. Hill, Superintendent

Ms. Joey Spano, Director
Community Education



Kids Klub - School Age Child Care
Tween Time – Middle School Child Care

Laura Poxon, Coordinator
Kathi Luthe, Assistant Supervisor



Important Phone Numbers

Laura Poxon, Coordinator..... 248-865-6457
Kathi Luthe, Assistant Supervisor..... 248-865-6360

Collette Goestenkers, Secretary..... 248-865-6468
Kids Klub and Tween Time

Early Childhood Office..... 248-865-6466
Fax..... 248-865-6461



The Kids Klub and Tween Time Program is an integral part of the school setting, filling a special need for many children and parents.

KIDS KLUB and TWEEN TIME IS. . .

- ⊗ A safe and friendly haven where children can socialize with their peers
- ⊗ A place where children feel comfortable and can unwind
- ⊗ A well-equipped area where competent and caring staff can offer creative activities with many choices to meet a variety of children's needs
- ⊗ A fun setting where children have opportunities to use indoor and outdoor equipment
- ⊗ A nurturing environment for children where parents are actively involved in the program
- ⊗ A pleasant and harmonious atmosphere which enriches and complements the child's school experience.



Kids Klub Locations

Doherty School

3575 Walnut Lake Road
West Bloomfield, MI 48322
Phone: 248-865-6020
Kids Klub: 248-865-6015

Roosevelt School

2065 Cass Lake Road
Keego Harbor, MI 48320
Phone: 248-865-6620
Kids Klub: 248-865-6627

Gretchko School

5300 Greer Road
West Bloomfield, MI 48324
Phone: 248-865-6570
Kids Klub: 248-865-6577

Sheiko School

4500 Walnut Lake Road
West Bloomfield, MI 48323
Phone: 248-865-6370
Kids Klub: 248-865-6374

Scotch School

5959 Commerce Road
West Bloomfield, MI 48324
Phone: 248-865-3280
Kids Klub: 248-865-3287

Tween Time Locations

Abbott Middle School

3380 Orchard Lake Road
West Bloomfield, MI 48324
Phone: 248-865-3670
Tween Time: 248-865-3695

Orchard Lake Middle School

6000 Orchard Lake Road
West Bloomfield, MI 48322
Phone: 248-865-4480
Tween Time: 248-865-4484

NOTICE OF NONDISCRIMINATION

It is the policy of the West Bloomfield School District that no person shall, on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, disability or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.



Admission

Kids Klub is available to West Bloomfield students from Kindergarten through 5th grade. Tween Time is available to West Bloomfield students from 6th grade through 8th grade.

Beginning with the first day of school, the program will follow the West Bloomfield School District calendar for holiday recess and inclement weather closings. Parents will be notified of emergency school closings and will be responsible for having a student picked up as soon as possible.



Full Days of Child Care

Kids Klub will be available on some "No School" days. One location will open on these days as long as the required minimum of 12 children is met.



Parents must register in advance for these days.

REGISTRATION



Registration is a non-refundable/non-applicable fee. It is due at the time of enrollment. Registration for the Kids Klub and Tween Time programs is located at:

Community Education - ACS
5810 Commerce Road
West Bloomfield, MI 48324
Phone: 248-865-6468



There are no refunds or make up days for illness, field trips, inclement weather closings, building related problems, vandalism or loss of power. Kids Klub and Tween Time will be closed if the West Bloomfield School District closed.

Billing statements are emailed monthly. If you need a yearly receipt for the IRS or your employer, there will be a \$25.00 processing fee. The **FEDERAL ID** number you will need for income tax purposes is **386007700**.

A discount will be given to Kids Klub participants for Community Education activities if the class is held during their regular Kids Klub and Tween Time hours. The discount must be given at time of enrollment.

REGISTERING ONLINE

REGISTER NOW



You have the option to register your student online by visiting our website at wbsd.org

- Select "Departments"
- At the drop down menu select "Community Education"
- Click on Kids Klub/Tween Time (located on the left side of webpage)
- Click on "Register Now" icon.

FORMS

ALL forms must be filled out and handed in before child can begin.

Additional forms for Kids Klub and Tween Time are available online by visiting our website at wbsd.org

- Select "Departments"
- At the drop down menu select "Community Education"
- Click on Kids Klub/ Tween Time.
- Click on Important Information
- .Click on the form of your choice.

TUITION

TUITION IS DUE THE FIFTEENTH (15TH) OF EACH MONTH.



- ➔ • **Due to limited space in Kids Klub and Tween Time, if your payment is not received on time, your child will be removed from the program.**
- ➔ • **If payment, including late fee, is not received by the last working day of the month, Kids Klub and Tween Time reserves the right to remove your child from the program on the first day of the next month.**

If you are in need of assistance to pay for Kids Klub or Tween Time, you must apply through DHHS. DHHS will provide you with the necessary paperwork. You will be responsible for all costs associated with Kids Klub and/or Tween Time until we receive confirmation from DHHS that you have been approved for child care assistance. DHHS will only cover a portion of the child care assistance for qualifying families. Families are responsible for the remaining balance.

BILLING

You will receive a bill for the upcoming month during the first week of the current month. ***Example: October bill will be emailed during the first week of September. October bill is due by September 15. The only exception will be your final bill. Your final bill will be due April 15th covering services for May and June.***

- **Payments can be made in person or mailed to:**
West Bloomfield Community Education-ACS
Attn: KIDS KLUB/TWEEN TIME
5810 Commerce Road West
Bloomfield, MI 48324
- Make checks payable to: **West Bloomfield School District**

Put child's full name on check to credit the proper account

- There is a \$20 late fee if the payment is not postmarked by the 15th.
- There is a \$30 service charge for each check returned from the bank.

PAY ONLINE: You will have the option to pay your bill online by clicking the link "Pay Bill Online" directly from your invoice that is emailed to you. **There is no additional transaction fee for registered participants.**

AUTO CHARGE: You can sign up for Auto Charge, authorizing us to charge your credit card every month on or around the 15th of the month. **There is no additional transaction fee for registered participants.**

OVER THE PHONE CREDIT CHARGES: There will be a \$3.00 fee per transaction for credit card charges that are called in over the phone.

DEPARTMENT OF HEALTH & HUMAN SERVICES (DHHS)

Kids Klub Programs accept childcare assistance from the DHHS. Families must submit paperwork through their caseworker or begin this process through the DHHS office. Families are responsible for all childcare expenses that are not covered through childcare assistance.

MCKINNEY VENTO ACT (qualifying displaced families)

Families who need before and/or after childcare services qualify for a discounted Kids Klub/Tween Time rate if they apply for DHHS childcare assistance.

EMERGENCY DROP IN FEES

AM - \$25.00

PM - \$25.00

Half Day - \$45.00

Payment is expected at the time of the drop off. Call the Kids Klub/Tween Time Secretary at (248-865-6468) to have charges added to your monthly bill. Each family will be allowed one Emergency Drop-In, for the school year and then parents will have to register their child and commit to a weekly schedule.

WITHDRAWAL

A parent may withdraw their child from Kids Klub or Tween Time program at any time. Parents need to notify the Kids Klub/ Tween Time Secretary by phone at 248-865-6468, by email or in writing to Kids Klub/Tween Time at 5810 Commerce Road, West Bloomfield, MI 48324, of the last day of attendance.

There is a no refund policy if the withdrawal happens during the current month unless the withdrawal is a recommendation of the Instructor or Supervisor. Until a withdrawal notification is received, the Community Education office will continue normal billing.

POLICY FOR LATE PICK UP AND LATE FEES



When a child is registered for PM (6:30 p.m. pick up) and the parent arrives **after 6:30 p.m., the parent will be charged (\$1.00) one dollar per minute.**

A call from parents that they are going to be late is necessary, and it will not eliminate the late fee.

In the event that any child is left after 6:30 PM and all attempts to reach the parent have been unsuccessful, the local police department is to be called, stating that a child has been left at Kids Klub or Tween Time, and we have been unable to locate or contact parent(s) or emergency contact(s).

If a parent is late 3 times in one semester, this will be reviewed by supervisor/s and may result in dismissal from the Kids Klub and Tween Time program.

The Kids Klub and Tween Time programs are only open until 6:30 PM. We may not fit your needs if you require later operating hours

SCHEDULING

You will need to set a schedule for your child for a month at a time.

This schedule may change month to month provided you notify us of your change by the 15th prior to the month, by a phone call to: 248-865-6468. You may not add days during the month unless it is a permanent schedule change.

Due to limited space, if you drop from KIDS KLUB or TWEEN TIME, we cannot ensure you a spot in our program at a later date.



SCHEDULE CHANGE POLICY

There is a \$10 fee for monthly schedule changes.

REGISTERED DROP INS

All families using Drop-ins only, must have a current credit/ debit card on file. If payment is not received when services are rendered, then the Community Education office will automatically charge the card on file.

- After April 15th, ALL drop-ins must be paid by cash or check when services are rendered.

NO REFUND POLICY

Kids Klub and Tween Time bills are paid monthly.

- There are no credits or refunds for sick days or vacation days.
- There are no credits or refunds for school closures due to building issues or inclement weather.



Before and After



SIGN IN/SIGN OUT

When dropping off your child in the morning, an adult must walk them to the child care room and sign them in. The same procedure will be used when picking up your child. There will be a register for you to sign.

Note: Your child may be released only to the people listed on the white State of Michigan emergency card. If someone else will be picking up your child, you must notify us in writing, and those picking up must provide a photo I.D. We cannot release children to siblings unless they are at least 16 years of age.



VISITATION

Parents of children enrolled in Kids Klub or Tween Time are welcome to observe at any time. However, if you plan on staying for any length of time, it is appropriate to notify the staff beforehand. Many visitations on one day would disrupt the classes.



SNACK

Parents are responsible for sending a snack with their child each day.



HEALTH

Children who are ill are not allowed in Kids Klub or Tween Time. Parents must be called if a child, while at school, has a fever, vomits, has diarrhea, excessive drainage from the nose or has a suspicious rash.



All children go outside every day, weather permitting. Our Kids Klub/ Tween Time policy is for children to go outside if the temperature is above 15⁰F and other weather factors are favorable. Staff discretion is used. If your child is well enough to be in school, he/she is well enough to go outside.



To help stop the spread of contagious disease, please: notify us if your child has a contagious disease. We will notify you if children are exposed to a contagious disease at school.

If sick, your child will be removed from the group while waiting for you or your emergency person. A child needs to be free of fever for 24 hours before returning to school. A child diagnosed with pink eye must be on medication for 24 hours before returning to school.



Be sure your emergency person listed on the child information card is someone who will be available and lives close to the school. If your child does not attend school due to illness, they will not be able to attend KIDS KLUB or TWEEN TIME on that day.

MEDICATION

The Staff must have written permission to seek emergency medical care for the child. Each child must have a physical, along with a certificate of immunization for DPT, Polio, Measles, Mumps and Rubella on file with the elementary/middle school. Parents must complete and sign the Kids Klub/Tween Time health form and white State of Michigan emergency card **every** year.



Children are not allowed to have any medication in their possession.

This includes pain relievers such as aspirin, cough drops, sunscreen, or chap sticks. Medication, including aspirin, shall be given with written permission form a physician only, using the district medication form.

Medication must be in the original container.

Prescription medication must have the pharmacy label, including the doctor's name, patient's name, and instructions on dispensing, name and strength of medication given. The medication will be dispensed in the presence of two adults. The medication will be stored out of reach of children and under lock and key. The medication will be returned or destroyed, when it is no longer needed.



Kids Klub and Tween Time will not have access to any medication in the school office.

ACCIDENT AND SAFETY



The West Bloomfield Emergency Medical Service, as well as parents, will be called if a child needs emergency treatment. An evacuation plan, in case of fire, is posted in every room, along with tornado/severe weather instructions. The children have periodic practice drills during the school year.



PERSONAL ITEMS FROM HOME (ELECTRONICS/TOYS)

Toys, materials, and/ or electronics may be permitted by the discretion of instructors or designated days. Kids Klub/ Tween Time is not responsible for any personal items brought to Kids Klub/ Tween Time. Personal items are the student's responsibility.



DISCIPLINE

The staff will use a positive method of discipline, which develops self-control, self-direction, self-esteem and a spirit of cooperation with the child. The staff will be prohibited from using any form of corporal punishment, restricting movement, inflicting mental or emotional punishment, depriving or confining of a child. The staff may use non-severe discipline or restraint, when reasonably necessary to prevent a child from harming himself, other persons, or property.

Children are entitled to a pleasant and harmonious atmosphere. Because it's the children's home away from home, they need to feel safe and secure in this environment. Chronic disruptive behavior exhibited by a child, on a continual basis, will not be allowed.

Chronically disruptive behavior is defined as verbal or physical activity which may, include but not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during school (*examples of chronic disruptive behavior are biting, hitting, kicking and etc...*). If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged.

Physical abuse to any staff member is cause for an immediate 5 day suspension. Parents will be called and requested to pick up their child immediately.

Reasonable efforts will be made to assist children to adjust to the program setting. Expectations for behavior will be discussed with the staff. The staff will use a variety of strategies in helping children deal with their behavior. Positive approaches to assist children in eliminating disruptive behavior will be our primary course of action.

SUSPENSION

If a child is suspended, Kids Klub will adhere to the suspension guidelines given to the child per school administration. Therefore, the child will not be able to attend Kids Klub until suspension is over.



BULLYING

Kids Klub/ Tween Time follows the West Bloomfield School District policy on bullying, 8260.

Families of the students involved, both alleged victim and aggressor, will be notified if a complaint and/ or investigation is communicated. The results of the investigation may be communicated; however, Kids Klub and Tween Time will always maintain student confidentiality.

Documentation of the bullying incident will be kept on file and reported, if warranted, with the consequences and/or discipline to appropriate authorities and West Bloomfield School District Board of Education.

The West Bloomfield School District will report cases of bullying to the Department of Education on a yearly basis.

Disruptive behavior will be dealt with in the following manner:

- ©Most disruptive behavior can be handled with a five-minute think time, in order for the child to calm down, think about his/her action. The staff will talk with the parents about the incident.
- ©Chronically disruptive behavior will be dealt with in writing. A report of the incident will be given to the parent or guardian to read and sign. The report will be returned to the caregiver where it will remain with the child's enrollment information.
- ©If a child receives two written behavior related incident reports; the caregiver will notify the supervisor of the problem. The supervisor will speak with the student regarding the behavior.
- ©If a child receives a third behavior related incident report; the child will be suspended for one week. During that week the supervisor/coordinator, parents, staff, and principal will meet in order to determine the conditions for reinstatement.
- ©If the child is reinstated and receives a fourth incident report, the coordinator will suspend the child and recommend that other child care arrangements be made for the child.

Supporting Children in Resolving Conflicts:

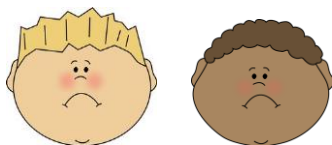
1. Approach calmly, stopping any hurtful actions or language



- ♥ Place yourself between the children, on their level.
- ♥ Use calm voice and gentle touch.
- ♥ Remain neutral rather than take sides.

2. Acknowledge feelings

- ♥ “You look really upset.”
- ♥ Let children know you need to hold any object in question.



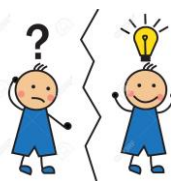
3. Gather Information – “What is the problem?”

4. Restate the problem – “So the problem is...”



5. Ask for ideas for solutions and choose one together.

- ♥ “What can we do to solve this problem?”
- ♥ Encourage children to think of a solution.



6. Give follow-up support as needed

- ♥ “You solved the problem!”
- ♥ Stay near the children.





Mandated Reporters

- ❖ Under the Child Protective Services Act, Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of West Bloomfield Preschool Academy are considered mandated reporters, under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they **fail** to report suspected abuse or neglect. The Child Protective Services Act is designed to protect the welfare and best interest of all children.
- ❖ Causes for reporting suspected child abuse or neglect include, but are not limited to:
 - Unusual bruising, marks, or cuts on child's body
 - Severe verbal reprimands
 - Improper clothing relating to size, cleanliness, season
 - Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc)
 - Dropping off or picking up a child while under the influence of illegal drugs or alcohol
 - Not providing appropriate nutrition for your child
 - Leaving a child unattended for any amount of time
 - Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

