



C.A.R.E.

PARENT INFORMATION GUIDE 2020-2021 Special Edition for TSD Staff

C.A.R.E. offers your child a fun, exciting and educational experience. Your child will enjoy a safe, caring and FUN environment with opportunities for learning, making friends, creating art projects, playing outdoors, along with many more opportunities to keep busy children happy!

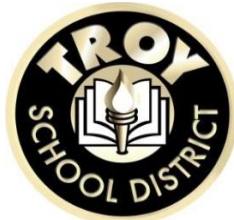
C.A.R.E Philosophy

We believe children have the right to a safe environment, free from both physical and emotional harm. We believe children should be able to engage in activities that are developmentally appropriate and enhance physical, social, emotional, and intellectual growth.

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Troy, MI 48083
248-823-5100

www.troyceonline.com

TAX ID NUMBER: 38-6003099



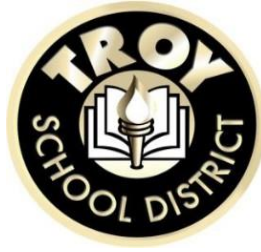


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ADMISSION AND WITHDRAWAL:

Admission: Any child in Kindergarten through 8th grades and have completed all the required forms, is eligible for admission to the program. Children must be enrolled for a minimum of 1 day per week. Enrollments are limited to the number the center is licensed to accommodate and is based on physical space and staffing requirements.

Forms required for full admission:

1. Child Information Form (required)
2. Health Statement (required)
3. Signed Parent Agreement Form (required)
4. Licensing Notebook Policy (required)
5. Medical Authorization Form (if applicable)
6. Field Trip Permission Slip (if applicable)
7. Written Documentation Packet Form (required)
8. Additional forms as required

Forms will be checked BEFORE the first day of attendance.

Children may not attend any sessions until all required forms are fully completed.

We ask that all families share with staff any changes or needs that would influence the student's time in C.A.R.E. Please notify C.A.R.E. staff if a custody issue exists or arises during the school year.

If a student requires a health care aide (HCA), C.A.R.E. may need up to 10 working days to make appropriate staffing arrangements for the student.

Withdraw/Change of Schedule:

- Please notify the supervisor and our administration staff if you have a change in schedule or would like to withdraw from the program.

REGISTRATION:

- Online registration at: <https://troy.ce.eleyo.com/>
- Registration is on a first-come/first-serve basis

HOURS AND FEES *(All fees subject to change)*

C.A.R.E. Hours of Operation: 7:00 am - 4:30 pm SCHOOL YEAR 2020/2021

C.A.R.E. Centers are closed: Sept. 4,7, Nov. 25, 26, 27, Dec 21-Jan 1

Annual Enrollment Fee: Waived

Credits are not given for illness or travel

Cost: \$40 per day/per child

Sibling Discount: 50% (\$20 per day/per additional sibling)

Autopayment Policy - Payments are made through credit card automatic payment only (autopay)

Late Fees: not applicable during full time virtual learning

Finder's Fee: not applicable during full time virtual learning

DROP OFF – PICK-UP:

The Michigan Department of Licensing & Regulatory Affairs (LARA), requires that drop off and pick up times to be recorded on each day of attendance.

A Child Emergency/Information Record form must be completed for each child attending C.A.R.E., including permission to seek emergency medical treatment and designating who may pick up each child. C.A.R.E. staff will not, under any circumstances, release a child to an individual who is not designated by the parent in writing. **Persons picking up a child must provide picture ID.**

In cases where there are custody concerns, a dated and official copy of the court documentation is required whenever a child is not to be released to a parent.

LATE PICK-UP FEES: not applicable during full time virtual learning

UNSCHEDULED SCHOOL CLOSINGS:

- ✓ When school is unexpectedly closed for the entire day, C.A.R.E. programs will not be open.
- ✓ Check the Troy School District website for school closing information: www.troy.k12.mi.us.
- ✓ When inclement weather threatens, please listen for school closing announcements on the radio (WJR) or local television stations.
- ✓ We advise making alternate child care arrangements in advance should unplanned school closings occur.

School Closings Credits will be applied beginning on the **third** occasion of such an event (weather, power outages, building problems).

EMERGENCY SCHOOL CLOSING:

On rare occasions, district administration may determine it is necessary to dismiss school early after the regular school day has begun because of threatening weather conditions or other emergencies. On those occasions, the school office activates a telephone fan-out or email blast to inform parents. Be sure the school has the number where you can be reached during the day and inform the office if that number changes. School Messenger will send messages to the phone numbers you have requested. Afternoon sessions of C.A.R.E. Company will not be open when school is dismissed early in the day.

It is important that parents make plans for an alternate childcare situation. Parents should discuss with their child an early dismissal procedure to follow; such as picking up younger siblings and where to go in the neighborhood if parents are not home. This plan should be clearly understood by all children.

EXCLUSION DUE TO ILLNESS:

A child exhibiting or experiencing any of the following symptoms (also see Covid symptom exclusion below) may not attend child C.A.R.E. These symptoms include vomiting, diarrhea, undiagnosed rash, green or yellow discharge from

nose, an inflamed throat, redness or discharge from the eyes, or an elevated temperature. A child may also be excluded if he/she exhibits any other conditions that may be considered contagious to others. A child must be excluded until he/she is fever free for 24 hours without the use of medication, or unless the doctor provides a written note. Please keep the child C.A.R.E. staff informed of any medical concerns your child might have while in our C.A.R.E Program. If a child is not well enough to attend school, he/she is not well enough to attend C.A.R.E.

Parents will be notified if another student, staff, or volunteer has contracted a communicable disease. Families will be notified by a notice posted in the center or by email.

COVID PREPAREDNESS AND RESPONSE PLAN:

Drop-Off & Pick-Up: Parents will bring child to the door without entering building.

Use of PPE & Safety Protocols:

- Staff and students will be required to wear masks throughout the day, except when eating, unless state mandates allow for less mask usage. Upon center entry staff and students will sanitize hands. All staff and students will answer the Covid-19 protocol questions and have temperature taken upon entry:

Protocol Questions:

1. Do you have any of these symptoms that are not caused by another condition?
Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea
 2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms?
 3. Have you had a positive COVID-19 test for active virus in the past 10 days?
 4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
- Should a child become ill during the day, the child will be isolated in a designated isolation area. Parents will be called to pick up the child and sibling(s) if applicable immediately
 - Should a staff member become ill during the day they will be sent home immediately
 - Should a student or staff member test positive for Covid-19, the center will contact the District and the Department of Health for further instructions
 - Staff or students testing positive for Covid-19 must provide a doctor's clearance and negative test results before returning to CARE
 - Any other illness will follow the illness protocol – a student/staff member must be fever free for 24 hours (without using fever reducing medication) before returning to CARE.

PODS: Children will be assigned to the same consistent group of children and staff. Siblings will be kept in the same POD, reducing the number of children that siblings are exposed to. The number of children per pod will be based on total number of children in the program not to exceed Michigan Department of Licensing and Regulation Guidelines and will be separated according to allocated space. Large areas such as the cafeteria will be divided into separate POD segments when separate rooms are not possible. Each POD will have its own supplies used only by that group. Children will remain in PODS for all activities such as: virtual school, outdoor play, gym play, lunch periods etc.

Lunch/Snacks: Will be provided by each family, labeled according to LARA mandates, and kept in separate POD areas.

Daily Schedules PODS: Morning: snack/breakfast – *Outdoor Play, Gym Play, Games
Virtual School Day: I-Pads, ear buds or headphones for students (provided by parents),

Lunch Break

Virtual School Day: I-Pads, ear buds or headphones for students (provided by parents),

Afternoon: Crafts, games, *outdoor play, gym play, (homework (not para/tutor supported))

*Outdoor play will be provided as much as possible weather permitting, including outdoor lunch if possible

SERIOUS INCIDENT, ILLNESS, INJURY, ACCIDENT:

If a child experiences a serious incident, illness, injury, or accident while in C.A.R.E. (but not life threatening), the parent will be notified first by phone, email, or text. Upon contact with the parent, the parent will decide if they will come and transport the student to a hospital or home, or if the child will be transported immediately to a hospital where the parent will meet the ambulance. If the incident, illness, injury, or accident is life-threatening, 911 will be called first, and the child will be transported to the nearest hospital. Continuous attempts will be made to contact the parent or guardian. If the parent or guardian is not reached, an emergency contact person will be contacted. If a child is transported to the hospital, a staff member will go with the child to the hospital and remain with the child until the parent/guardian arrives. If the parent decides to transport the child, and while waiting for the parent to arrive, the child will be isolated from other children if there is concern for a contagious illness. The child will be comforted and monitored by staff until the parent or an authorized release person arrives.

MEDICATION:

It is the Troy School District policy that all medications (prescription and over the counter) dispensed at C.A.R.E. require an authorization from the physician. Parents need to ask their physician to complete an Authorization for Medication Form to enable staff to dispense medication to your child. All medications must be in the original packaging with the pharmacy or packaging label intact. You will need to clearly write your child's name on each of the child's medications. Medications must be presented to the childcare supervisor. Medications may not be in the possession of children. Please keep the C.A.R.E. staff informed of any medical concerns your child might have while in our care.

CONCUSSION AWARENESS:

All C.A.R.E. staff have received training for the signs and symptoms of a concussion. Staff will notify the parent/guardian when concerned about the possibility of a concussion or a child's safety.

FOOD POLICY/LUNCHES & SNACKS:

Please be sure to send 1-2 nutritious snacks and lunch each day for your child. Please limit sugary items. Please inform the center staff (in writing) if your child has any **food allergies**. When parents provide food for lunch or snacks for consumption during the C.A.R.E. portion of the day, **parents must label the snack or lunch container/bag with the child's first and last name and the date.**

Snack Suggestions:

Cut up veggies, granola bars, fresh fruit, applesauce cups, cheese & crackers, peanut butter and crackers, yogurt, string cheese, trail mix, humus and chips.

PHOTOGRAPHS:

There may be occasions when we will take photographs in our programs. These photos may be used in Troy School District publications, general news articles or on our web page. Whenever possible we will notify the parents of our intent to publish their child's photograph.

EXPECTED BEHAVIOR, DISCIPLINE PROCESS, PROGRAM DISMISSAL POLICY:

NON-CHILD-BEHAVIORAL RELATED PROGRAM DISMISSAL POLICY:

- ✓ Incomplete Forms
- ✓ Dropping a child off before 7:00 a.m.
- ✓ Late pick-up (after 6:00 p.m.) more than three times
- ✓ Physical or verbal abuse of child or staff member by parent
- ✓ Failure to sign a child in or out of the program more than three times
- ✓ Failure to call in an absence to the child's C.A.R.E. Center more than three times (See Finder's Fee)
- ✓ Accounts more than five working days past due may be dropped from the program

CHILD-BEHAVIOR RELATED PROGRAM DISMISSAL POLICY:

The C.A.R.E. Program is a before and after school program offered at each of the Troy School District's twelve elementary schools. C.A.R.E. is designed to provide a safe, nurturing, engaging and fun environment for students. The C.A.R.E. environment differs from the school day environment in the following ways: Students in grades K through 5 are combined, centers can accommodate up to 90 children, there is an 18 to 1 child to childcare worker ratio, and C.A.R.E. is less structured than the classroom setting. While most children thrive in the C.A.R.E. Program, there are some children that find the environment overstimulating and distressing and thus may not be able to adhere to the C.A.R.E. Program's Expected Behaviors. To ensure a safe environment, children are expected to abide by the Expected Behaviors below.

Expected Behaviors:

- ✓ Respect the rights and property of others
- ✓ Act in a courteous and cooperative manner
- ✓ Use acceptable and appropriate language
- ✓ Be responsible for your actions
- ✓ Follow C.A.R.E. giver rules

Our goal is for the C.A.R.E. Staff to use positive methods of discipline to encourage self-control, self-direction and cooperation. Staff talks with students and uses redirection and logical consequences to correct inappropriate behaviors. If inappropriate behaviors cannot be corrected, it may be necessary for the Discipline Process to be implemented. See pages 9-12 to understand the process.

Discipline Process Definition of Terms:

C.A.R.E. Team: may include the C.A.R.E. Center Supervisor(s), Community Education and Enrichment Supervisor, Community Education and Enrichment Coordinator, C.A.R.E. Health Care Aide, Director of Athletics, Continuing Education and Enrichment (C.A.R.E. Director)

Necessary School Support Staff: may include, but is not limited to, the school Principal, representative(s) from Special Education and any other person who may assist the C.A.R.E. Team with making decisions related to a student

Parent: mother, father, or legal guardian of a student

LEVEL I INAPPROPRIATE BEHAVIOR(S) DEFINITION:

Speaking disrespectfully to C.A.R.E. staff, refusing to follow directions, using inappropriate language

First Incident: Parent is notified by supervisor verbally, given incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent.

Second Incident: Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. The Supervisor will also cc the Community Education and Enrichment Supervisor.

Third Incident: Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. The parent(s) will be required to meet with the C.A.R.E. Team along with any other Necessary School Support Staff to develop an Incident Behavior Plan to eliminate inappropriate behavior.

Fourth Incident: If behavior occurs again after the 3rd Incident Behavior Plan was implemented, parent is notified by supervisor verbally, given the incident report to be signed and returned to C.A.R.E., a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

Fifth Incident: Before returning to C.A.R.E. after a two-day suspension, parents will be meet with the C.A.R.E. Team and any other Necessary School Support Staff to discuss if any changes are to be made to the Incident Behavior Plan that was implemented before the suspension. At that meeting the parents will sign a document (Attachment A) stating that upon returning to C.A.R.E., another Level I behavior occurrence will result in the child being dismissed from the C.A.R.E. Program for the remainder of the school year and summer following.

Readmittance Consideration

Parent will meet with Community Education and Enrichment Supervisor, C.A.R.E. Team, along with any other Necessary School Support Staff, which may include the school Principal, representative(s) from Special Education and any other person who may assist in making the decision to readmit student to the C.A.R.E. Program. At this meeting it will be determined if C.A.R.E. provides the right environment to support the child and if the child has showed significant improvement in Level I behaviors during the dismissal time period.

If the Readmittance Team determines it is in the child's best interest and the child has the capacity to function in the C.A.R.E. Program, the parents will sign a document (Attachment B) stating that they understand that their child's readmittance and retention in C.A.R.E. will be based on the child's ability to function properly in C.A.R.E. The child will be readmitted conditionally.

First Incident After Readmittance: If the same or similar Level I behavior occurs once the child is readmitted to C.A.R.E., Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

Return After 2 Day Suspension of Readmitted Student: Before returning to the C.A.R.E. Program following a two-day suspension, Parent(s) will meet with the C.A.R.E. Team and any other Necessary School Support Staff to discuss if C.A.R.E. provides the right environment to support the student's continuation in the program. If the Team determines that the student can return to C.A.R.E. the student will be admitted conditionally with the parent's signed agreement (Attachment A) stating that if another Level I issue occurs after suspension the student will be dismissed from the program for the remainder of the school year and summer following. Student will be considered for readmittance at the beginning of the new school year following dismissal if the Parents can show that the child has made significant improvement managing their Level I behavior(s),

LEVEL II INAPPROPRIATE BEHAVIORS DEFINITION:

Physical harm to another child, staff member, self-harm, destruction of property, leaving the C.A.R.E. Program without permission, or any verbal or physical behavior that can be considered bullying

First Incident: Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent.

Second Incident: Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident report will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. The parent will be required to meet with the C.A.R.E. Team along with any other Necessary School Support Staff to develop an Incident Behavior Plan to correct the inappropriate behavior.

Third Incident: Parent is notified by supervisor verbally, given the incident report to be signed and returned to the C.A.R.E. Supervisor, a follow-up email with incident description will be sent as an attachment to parent. Supervisor will also cc Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

Fourth Incident: Before returning to C.A.R.E. after a two-day suspension Parents will meet with the C.A.R.E. Team and any other Necessary School Support Staff to discuss if any changes are to be made to the Incident Behavior Plan that was implemented before the suspension. At that meeting the parents will sign a document (Attachment A) stating that upon returning to C.A.R.E. if there is another Level II behavior occurrence, the child will be dismissed from the C.A.R.E. Program for the remainder of the school year and summer following.

Readmittance Consideration

Parent will meet with Community Education and Enrichment Supervisor, C.A.R.E. Team, along with any other Necessary School Support Staff, which may include the school Principal, representative(s) from Special Education and any other person who may assist in making the decision to readmit student to Program. At this meeting it will be determined if C.A.R.E. provides the right environment to support the child and if the child has showed significant improvement in Level II behaviors during the dismissal time period.

If the Readmittance Team determines it is for the child's best interest and the child is able to function properly the C.A.R.E. Program, the parents will sign a document (Attachment B) stating that they understand that their child's readmittance and retention in C.A.R.E. will be based on the child's ability to function properly in the C.A.R.E. Program. The child will be readmitted conditionally.

First Incident After Readmittance: If the same or similar Level II behavior occurs once the child is readmitted to C.A.R.E., Parent is notified by supervisor verbally, given the incident report to be signed and returned the following C.A.R.E. session, a follow-up email with incident will be sent as an attachment to parent. Supervisor will also cc

Community Education and Enrichment Supervisor. A temporary suspension from the C.A.R.E. Program of 2 Days will occur.

Return After 2 Day Suspension of Readmitted Student: Before returning to the C.A.R.E. Program following a two-day suspension, Parent(s) will be meet with the C.A.R.E. Team and any other Necessary School Support Staff that the C.A.R.E. Team deems necessary to discuss if C.A.R.E. provides the right environment to support the student’s continuation in the program. If the Team determines that the student can return to C.A.R.E. the student will be admitted conditionally with the parent’s signed agreement (Attachment A) stating that if another Level II issue occurs after suspension the student will be dismissed from the program for the remainder of the school year and summer following. Student will be considered for a second readmittance at the beginning of the new school year following dismissal, if the Parents can show that the child has made significant improvement managing their Level II behavior(s), the child will be conditionally readmitted to the C.A.R.E. Program at the beginning of the new school year following dismissal.

LICENSING NOTEBOOK NOTIFCAION POLICY:

As required by the Michigan Department of Human Services Rule R.400.5114 (1), dated May 28, 2010, each center must comply with the following rules:

- ✓ The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans for the past five years.
- ✓ The notebook will be available to parents for review during regular business hours. Monday through Friday from 7:00 a.m. to 4:30 p.m.
- ✓ Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Parents/guardians may review the Licensing Notebook and licensing inspection reports for their student’s childcare center as indicated above.

C.A.R.E. CONTACT INFORMATION - www.troyceonline.com					
C.A.R.E. CENTER	PHONE	SUPERVISOR	SUPERVISOR EMAIL	ASSISTANT SUPERVISOR	ASSISTANT SUPERVISOR EMAIL
LEONARD	(248) 823-3326	Sui Chu	schu@troy.k12.mi.us		
LEONARD	(248) 823-3326	Gina Kitchen	gkitchen@troy.k12.mi.us		
OTHER CONTACTS					
Dawn Wyatt	(248) 823-5180	Community Education and Enrichment Supervisor	dwyatt@troy.k12.mi.us		
Linda Smith	(248) 823-5155	Community Education and Enrichment Coordinator	lsmith@troy.k12.mi.us		
Maria Alcantara	(248) 823-5000	Secretary	malcantara@troy.k12.mi.us		
Kathy Hoppe	(248) 823-5000	Secretary	khoppe@troy.k12.mi.us		

ADDITIONAL INFORMATION:

The Troy School District child C.A.R.E. programs are licensed by the Michigan Department of Licensing & Regulatory Affairs (LARA). The following information is provided to inform you of our practices.

Staff and Volunteer Screening

- The Troy School District requires a criminal history check on all child C.A.R.E. staff.
- The Troy School District requires a fingerprint clearance on all staff.
- All child C.A.R.E. staff have a child abuse and neglect clearance performed by the Michigan Department of Licensing & Regulatory Affairs (LARA) at least every two years.
- All staff is familiar with the Child Protection Law as it relates to child abuse and neglect and all staff are mandated reporters.
- A volunteer shall not have unsupervised contact with children.
- Volunteers may be required to have a criminal history check or a child abuse and neglect clearance performed in compliance with school district or child C.A.R.E. policies.

Playgrounds

The Troy School District playground equipment has been certified to meet all safety standards required by the Michigan Department of Education. The Michigan Department of Licensing & Regulatory Affairs (LARA), Child and Adult Daycare Licensing, require licensed centers to inform parents that the center plans to use a public school's outdoor play area. In some cases, the equipment may not comply with all childcare licensing rules.

Pest Control Management

The Troy School District Integrated Pest Management (IPM) plan is in complete compliance with current laws and rules, including Regulation 637 of the Pesticide Control Act. Troy School District contracts with Elite Pest Management who is IPM State Certified for pest control services. Elite Pest Management is also "GREEN SHIELD CERTIFIED" for IPM Services to Schools and Healthcare Facilities. For most pest control problems, non-chemical methods are used, such as pest exclusion and access denial. If pest control applications are necessary, technicians will use products that contain organic ingredients and natural insecticides. Pest control measures will not be used when students are in attendance. Parents will be notified each September of pest control measures. Families that have requested to be notified by completing the Notification for Specific Pesticide Application annually will be contacted in a letter, email or phone call by the District and/or Elite Pest Management if the pest problem requires an emergency application. When a pest application will take place, notice will be provided to families by either: verbally in person by staff, POSTED near the sign-in/out attendance sheet, or by email. Notice will be provided in advance whenever possible.

Revised 5/2018



For more information visit our website: www.troyceonline.com