

# KIDS AFTER-SCHOOL RECREATION AND ENRICHMENT (K.A.R.E)

## Policy Handbook Revised 8/15/20

Dear Families:

We would like to welcome you to our K.A.R.E Programs. 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, LARA 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 Director, or Head Teacher/Director.

### **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.

### **SCHEDULE OF OPERATION:**

**DUE TO THE COVID PANDEMIC HOURS OF OPERATION ARE TEMPORARILY CHANGED TO MONDAY-FRIDAY 6:30 AM – 6:00 PM (EXCLUDING HOLIDAYS) AND ARE SUBJECT TO CHANGE IN ACCORDANCE WITH ANY NEW EXECUTIVE ORDERS ISSUED.**

### **A WEEKLY CONSISTENT SCHEDULE IS NECESSARY IN ORDER TO REGISTER**

**NO DROP-IN/FLEX SCHEDULING WILL BE ALLOWED DURING THE STATE OF EMERGENCY IN ORDER TO CREATE SMALL CONSISTENT GROUPS OF NO MORE THAN (10) CHILDREN**

**\*\*PLEASE NOTE THAT PARENTS ARE REQUIRED TO WEAR FACE COVERINGS WHENEVER THEY ENTER THE BUILDING\*\***

**ALL K.A.R.E PROGRAMS FOLLOW THE SCHOOL CALENDAR FOR THE SOUTHGATE COMMUNITY SCHOOL DISTRICT**

### **AGE OF CHILDREN:**

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

### **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, or spits at another child or teacher, uses foul language, poses a threat to the physical, emotional or mental health of other children, purposefully destroys another person's property, willfully runs away from a staff member, or demands an inordinate amount of staff time, the parent(s) will receive a written behavior report. The **second** time any of the above mentioned occurs, the parent(s) 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(s) will receive a written behavior report and the child will be suspended for a week. 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:

- Students are required to wear face coverings at all times (except during meals or able to social distance outdoors)
- \*\*PLEASE NOTE THAT PARENTS ARE REQUIRED TO WEAR FACE COVERINGS WHENEVER THEY ENTER THE BUILDING\*\***
- 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.

### **REGISTRATION FEE:**

The registration fee is \$40 per child or \$60 per family due upon registration. The fee is transferable to another latchkey site within the district if a building change occurs during the current 2020/21 school year. The registration fee is **non-refundable**.

### **TUITION:**

All child care payments are transitioning to a contactless method. So, please be sure to include the email address you would like to have billing sent to for the school year (one email per family please) on the registration paperwork. Payments can be made online using a link that will be sent out after registration is complete using a credit or debit card at any time. The only other payment method available is to mail a check or money order payable to "Southgate Board of Education" along with the child's name to: The Child Care Office, 14101 Leroy, Southgate, 48195. An additional \$20.00 fee will be charged for each NSF from your bank account. After the second NSF from your bank, no personal checks will be accepted. **\*\*CASH WILL NOT BE ACCEPTED\*\***

Tuition payments are to be paid approximately every four weeks and the billing cycle runs from the first to the last day of each month. Payment will be due by the 15<sup>th</sup> of each month. Any account with an outstanding balance after the 22<sup>nd</sup> of each month will automatically have a \$15 late fee generated on their account.

### **Revised fees during State of Emergency School Closure- \$35 daily per child / 10% discount per sibling = \$31.50 per day**

\*Please note that no credits will be given for unscheduled school closings mandated by the Wayne County Health Department (exception a 14-day closing mandated by the Wayne County Health Department), or any other closure due to inclement weather or building problems\*

### **ABSENCES/VACATIONS/ADDITIONAL DAYS:**

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 other than a (14) day mandated closure if ordered by Wayne County Department. This allows us to hire the required number of staff and also keep the Latchkey tuition at an affordable rate.

### **EMERGENCY SCHOOL CLOSINGS:**

#### **Cancellation *before* 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.

#### **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.

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 CHARGES:**

When a parent picks up a child after 6:00 pm, there will be a late charge of \$1.00 per minute per child. Charges will appear on the next month's billing. After second late pick-up occurrence, withdrawal from the program may be requested by the latchkey staff.

### **WITHDRAWAL PROCEDURE:**

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 Center. Withdrawal forms can be obtained from the Latchkey Directors. A two-week notice is needed in order to adjust payments.

### **ARRIVAL/DEPARTURE:**

In order to protect the health of our children, families, and staff, we have altered our sign-in/out procedure. Please note that repeated non-compliance with revised safe practices outlined in our COVID-19 Preparedness & Response Plan could result in dismissal from the program. Please read the following requirements:

- Parents/guardians are to wear a face covering anytime they must enter the building
- Upon arrival a staff member will meet parents at building entryway and while standing 6 feet away staff will have parents/guardians take the child's temperature (multiple thermometers will be available and disinfected in between uses). Staff will ask two mandatory questions regarding COVID-19 exposure daily. The children will then be escorted into the designed small group area by a staff member.
- Pick-up at the end of the day will also involve either dismissal from outside by a staff member if on playground or by meeting the parent at the door and escorting the child outside to parent/guardian.
- Only one adult per family should be present at drop-off/pick-up, ideally this would be the same parent or designated person every day. Please notify staff whenever someone different will be picking your child up.
- **WE ARE TEMPORARILY CHANGING OUR SIGN-IN/OUT POLICIES AS FOLLOWS: PARENTS WILL USE A SEPARATE DOCUMENT TO TRACK PICK-UP/DROP-OFF TIMES, WHICH THEY WILL SIGN AND RETURN AT THE END OF EACH WEEK.**

### **COMMUNICATION OF ABSENCES/SAFETY OF CHILDREN:**

Please notify the latchkey staff whenever your child will be absent from the program. A voicemail message is sufficient stating the child's name and reason for absence.

### **CLOTHING / OUTDOOR PLAY AREAS:**

Outdoor activities will be a huge part of the daily K.A.R.E. Program. Because of the wide range of activities, it is recommended that students be dressed in washable, comfortable clothing. Please have students dress appropriately for the weather. We use the playground and equipment that is located on school property.

### **WHEN YOUR CHILD SHOULD STAY HOME**

- Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child should be excluded from care
- Cough and/or diarrhea in addition to fever is suggestive of coronavirus
- Your child has been in close contact with a person who has COVID-19
- If your child has felt unwell in the last 24hrs (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea)

*Please help keep our program a safe and healthy place for our kids to be by reporting any contagious diseases to the child care staff. We are required to report to the Health Department and notify families any time their child may have been exposed to a contagious virus or disease.*

## **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, dosage instructions and strength of the medicine, and will be given according to those instructions.
- Both the Medication Authorization & Hold Harmless and Indemnification form must be filled out by both the parent and your child's doctor. This forms can be obtained by visiting [southgateschools.com](http://southgateschools.com) click on Departments and Office of School Nurse.
- K.A.R.E. students cannot bring any medication into the program without prior notification from the parent.

## **SNACKS/LUNCH:**

During this time of COVID-19 the program will supply all snacks and lunches for our students. As before, you may send a lunch with your child if you choose, but please know that the option for food is available. We will coordinate with Food Services to create a weekly/monthly menu to post online for you to check. We discuss good nutrition in our programs and 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:**

Daily activities are definitely going to be a lot different starting out this school year. But, we will still provide all the fun things we did in the past, just with smaller groups.

School Day- Students will have a quiet setting to work on their devices while staff is available to answer questions and help when it is appropriate.

Creative Time - A variety of planned and open-ended activities are available to choose from. A quiet area is always available for students to read or relax.

Nutrition Time – Twice daily (Morning and Afternoon) a nutritious snack is served. 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 – Weather permitting we will be outside as much as possible during the day doing different activities.

## **K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO/SEVERE WEATHER) 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.**

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

**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!**
5. If exit is blocked, use your alternate exit
6. Listen for instructions - **NO LOUD TALKING.**
7. Follow instructions - they may save your life.
8. Never return to the building for anything before the recall bell is sounded.
9. Do not crowd around the fire trucks or block pathways, thus preventing firefighters or fire-fighting equipment from entering the building.

**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.**

