

**Novi Community Education**



*Where Learning is Lifelong!*

***C.A.R.E. PARENT***

***HANDBOOK***

***2021-2022***

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Absences	5
C.A.R.E Locations and Phone Numbers	11
Clean up	7
Communications	4
Discipline Procedures	10
Divorce	4
Emergency Drills	6
Finder's FEE	5
Emergency Procedures/Evaluations	6
Forms	3
Free Choice Time	7
Group Size	7
Homework	7
Hours of operation	2
Illness	6
Inclement Weather and Other Emergencies	3
Injuries	7
Late Pickup of Children	4
Licensed Program	7
Literacy	8
Mandatory Reporting to Protective Services	5
Medication Policy/Administration	5
Mission Statement	2
Nap/Rest Time	8
Non-Discrimination Statement	9
Objectives	2
Outside/Gym	7
Preschool C.A.R.E	9
Registration	3
Schedules	3
Security Protocol	6
Sign In/Out	4
Staff	2
Toys from Home	7

# NOVI COMMUNITY EDUCATION C.A.R.E.

## MISSION STATEMENT

The before and after school C.A.R.E. program provides a safe, nurturing and positive environment. Children grow with friends and learn through a variety of positive experiences. We strive to create a family environment with communication, diversity and balance. Our goal is to help children develop into responsible, respectful, compassionate, creative members of the community.

## WELCOME

This booklet is designed to make our procedures clear to all parents/guardians of the children enrolled in C.A.R.E. Our program is licensed by the State of Michigan and sponsored by Novi Community Education. **COMMUNITY EDUCATION PROGRAMS ARE SELF-SUPPORTING BASED ON TUITION AND FEES PAID BY PARTICIPANTS.**

### OBJECTIVES:

#### **TO PROVIDE:**

- Opportunities for children to participate in a variety of developmentally appropriate activities and allow for social, physical and intellectual stimulation.
- A safe, friendly and nurturing environment where children can feel comfortable and socializewith peers.
- A pleasant and harmonious atmosphere where caring and competent staff offer creativeactivities.

### STAFF:

A C.A.R.E Leader is in charge at each C.A.R.E. site. C.A.R.E Leaders meet the requirements set by the Michigan Department of Human Services for their positions. Aides assist the C.A.R.E Leaders. C.A.R.E Leaders and Aides are certified in Basic First Aid and CPR. All staff members have had a criminal record check through the Michigan State Police, a comprehensive background check required by licensing and an abuse and neglect check through the Michigan Department of Human Services. All staff and volunteers have sex offender registry clearance before having contact with a child. Any individual who is registered on the public sex offender registry is prohibited from having any contact with any child in care. In addition, all staff participates in blood-borne pathogen training and receives 16 clock hours of continuous education training annually.

### HOURS OF OPERATION

Preschool C.A.R.E is located in the ECEC Building, 25745 Taft Road, Novi, MI 48374. Hours are from 6:45 am to 6:00 pm.

School Age Child C.A.R.E. (grades K-4<sup>th</sup>) is offered at all elementary school sites. 5<sup>th</sup>-6<sup>th</sup> grade C.A.R.E. is located at Novi Meadows 5<sup>th</sup> grade house gym. Hours are after school only, 2:15 pm to 6:00pm. C.A.R.E is also at Novi Middle school offered before school only from 6:45 am until 8:15 am.

Each C.A.R.E. site has a clock used for opening the program at 6:45 am and closing at 6:00 pm. Please note the time on these clocks as that is the time we will use to open, close and charge any late fees that may be due.

C.A.R.E. school year sessions follow the Novi Community Schools calendar. C.A.R.E. may be open for some curriculum days and half days. Sign up for these days is separate and has **limited enrollment**.

Summer Camp is offered in the Novi Community School District. The location of this program is to be determined on a yearly basis.

### **REGISTRATION**

The school year session runs from the first day of the school year calendar until the last day of school. Registrations will be accepted on a first come, first serve basis. Registration begins August 1<sup>st</sup> to schedule for September. If a site is full, a waiting list will be created and parents/guardians will be called when space is available.

Summer Camp begins sometime after school is out for the year until approximately two weeks before school begins in the fall. Registration takes place late winter/early spring. For summer camp there is a nonrefundable registration fee and a two day a week scheduling requirement. Enrollment is limited for both the school year and summer sessions. If full, a waiting list will be created and parents/guardians will be called when space is available.

### **FORMS**

The following forms must be fully completed and on file with Child C.A.R.E Services. **Must be complete by your child's first day of attendance, failure to comply will result in dismissal for the C.A.R.E program:**

1. Child Information Record with all spaces filled in (required by State of Michigan licensing) must be completed online with first schedule
2. C.A.R.E. Agreement Form

***BOTH FORMS ARE AVAILABLE ONLINE ON THE NOVI COMMUNITY EDUCATION WEBSITE***

### **SCHEDULES**

Scheduling is done online by the 15<sup>th</sup> of each month for the following month. Each month must be paid in full at the time of scheduling. If payment is not made by the 15<sup>th</sup> of each month, schedule will be removed. A \$20.00 late fee will be charged to your account for any schedule received after the 15<sup>th</sup> and we cannot guarantee availability for the days you choose.

***Days cannot be switched and there are no credits for days missed. Credits may be given due to excessive school closings.*** Additional days may be added with Leader approval and an additional \$5.00 will be charged when adding to existing schedule.

Summer Camp scheduling is done on a weekly basis and must be submitted by Wednesday of the week prior. A minimum of two days per week is required for summer camp when scheduled. Payment is due at the time of scheduling. ***Days cannot be switched and there are no credits for days missed or school closings.*** Additional days may be added with Leader approval and a fee of \$5.00 will be charged.

***If a child arrives at C.A.R.E. without being scheduled or without prior authorization, you will be charged a \$20 unscheduled drop in fee in addition to the regular session fee. Payment must be rendered before the next day of scheduled service. If the arrival of a drop in student results in our program being out of State Licensing staff/child ratio compliance, the parent will be called and the child MUST be picked up immediately. Four (4) occurrences will result in termination of our C.A.R.E. services.***

## **DIVORCE**

In case of divorce, notify the C.A.R.E Leader which parent has custody. According to the Michigan Department of Child Day C.A.R.E Licensing:

***“Until custody has been established by a court action, one parent may not limit the other from picking the child up from C.A.R.E. The child information record that the enrolling parent signs states “persons other than parent...it is not within your (the child C.A.R.E agency) legal right to withhold a child from a parent, unless there has been a court action which limits one parent’s right to the child.”***

C.A.R.E. requires that a copy of the judge’s order establishing custody be on file in order to prevent a non-custodial parent access to their child. Non-compliance will result in termination of C.A.R.E. services.

## **INCLEMENT WEATHER AND OTHER EMERGENCIES**

C.A.R.E. will be closed on days Novi Community Schools are closed due to inclement weather or other emergency situations. Early morning information can be viewed on television or the Novi Community Schools website ([www.novi.k12.mi.us](http://www.novi.k12.mi.us)). If school is cancelled after you have dropped your child off, you will be called to come and pick up your child or make arrangements to have your child picked up.

## **COMMUNICATIONS**

Each C.A.R.E. site has an area (parent table) where calendars, daily activity schedules and announcements are posted. Please check this parent information table daily, this includes Summer Camp.

The staff requests that parents/guardians communicate with their C.A.R.E Leader any changes in their child’s life that may have an impact on their behavior at C.A.R.E. Together we can help the children make appropriate and successful adjustments to these changes.

## **SIGN IN, SIGN OUT**

When dropping your child off each day at the C.A.R.E. site, you must walk them into the assigned room and sign them in. The same procedure will be used when picking up your child. For the safety of the child, they cannot sign themselves in or out. Our staff must be present and aware that your child is there.

Your child will only be released to the people listed on the child information record. In order for someone other than parents or guardians to pick up your child we need to be notified. A picture-identification will be requested in order for the child to be released.

## **LATE PICKUP OF CHILDREN**

There is a late fee of \$20 for every 15 minutes the children are picked up after 6:00 pm (6:01-6:15pm-\$20, 6:16-6:30 pm-\$40, 6:31-6:45 pm-\$50, 6:46-7:00 pm-\$60.00). The time used will be from the clock at each room site.

### **Procedure Used when Children are picked up after 6:00 pm**

6:05 pm	Parents/guardians are called; a message will be left on voice mail or answering machines.
6:10 pm	Emergency numbers and/or any other appropriate numbers from the child's emergency card will be called. Messages will be left on voice mail or answering machine.
6:20 pm	Administration will be notified.
6:30 pm	Staff will continue to call parents/guardians and emergency numbers.
6:45 pm	In a situation when there has been no contact from the parent/guardian or emergency contacts, the police will be contacted. They will be notified that a child has been left in C.A.R.E after closing without any contact from the parents/guardians and asked to come to the school.

**NOTE: Please add your child's C.A.R.E site phone number to your contact information, so that you can inform staff if you are delayed.**

***If parents pick up children late more than 4 times, the child will be dismissed from the program.***

**ABSENCES:** Every Monday the C.A.R.E Leader gives a list to each teacher listing the children who will attend C.A.R.E. each day of the week. If your child will not be attending, C.A.R.E. on a scheduled day parents must notify their leader before he/she is scheduled to attend. (See contacting C.A.R.E on page 10)

### **FINDER'S FEE FOR C.A.R.E SITES**

If the child does not arrive at C.A.R.E. as intended, the following procedure will be followed:

- Contact the office to see if the child attended school that day.
- Call parent/guardian to see if they have picked up their child. If parent/guardian does not answer phone right away, the second parent/guardian will be called.
- If neither parent answers phone, the bus garage will be called to see if the child is on the bus. If the child is on the bus, the driver will drop the child back off at school when they complete their run.
- If the child is not on the bus and we cannot contact parents, the police will be called.

Absences without prior notification may be mistaken for a missing child and considerable amount of concern and time is spent searching for the child. It is imperative that you contact the C.A.R.E Leader ahead of time if your child is absent, has been picked up early from school, or will not be attending C.A.R.E on a day he/she is scheduled to attend. A no call no show finders fee of \$15 will be added to your account for this service. The C.A.R.E Leader has voicemail available 24 hours a day, calling the C.A.R.E main office, child's teacher or school office are not acceptable for communicating child's absence from C.A.R.E.

***If this occurs 4 times within the session, dismissal will occur.***

**MANDATORY REPORTING TO PROTECTIVE SERVICES:** Novi Community Education's C.A.R.E. program is mandated by the Michigan Child Protection Law, 1975 PA 238 governing all schools and child C.A.R.E programs to report any suspected abuse or neglect of children in their C.A.R.E.

### **SECURITY PROTOCOL**

Security protocols are in place in all Novi Community School buildings. Parents/Guardians must follow all rules. Upon completion of all registration paperwork, parents/guardians will be issued a fob during the school year to gain entrance to the building during non-instructional hours. **Please note: the fobs will not work before 6:45 am, during school instructional hours and after 6:00pm.** You will need to call the room to have someone meet you at the door after 6:00 PM. Parents/guardians are solely responsible for the assigned fobs given to them. Assigned fobs are input into a database which allows the District to access what time, date and building each fob is being used and is routinely monitored. **PLEASE DO NOT GIVE YOUR FOB TO ANYONE!** If you lose your fob, please let your leader know immediately so that it will be deactivated. ***There will be a \$15.00 fob replacement fee assessed to your account.***

### **ILLNESS**

According to the Health Department, children and staff must be kept home if they have any symptoms of illness. During the course of the day's activities, teachers will take note of any changes in the appearance or behavior of the children. If the child appears to be ill he/she will be taken to the main office away from other children. The C.A.R.E./Summer Camp leader will contact you by phone about coming to pick up your child if any symptoms appear while he/she is in our care. If your child is absent from school, he/she will not be able to attend C.A.R.E.

### **MEDICATION POLICY/ADMINISTRATION**

The Novi Community School District has a medication procedure to ensure health and safety during school hours. The Board of Education has adopted policy #5330 regarding the administration of medication in our schools. The policy states that **all** medications require proper authorization for intake, storage and distribution. A copy of the policy is available on the District website under "Parents and Community, School Health" or you may obtain a copy from the school.

If your child requires medication, prescription or non-prescription, during C.A.R.E. hours, the Leader must have written authorization from a doctor. Our staff cannot accept medication or administer medication without documentation from a physician.

Medication must be in its original container, labeled with your child's name and proper dosage. The school cannot supply non-prescription medication (i.e. cough drops, Tylenol, Motrin, etc.). If your child requires non-prescription medication during the school day, proper authorization is required to be on file. Staff will maintain a record as to the time and amount given. Parents are responsible for checking the need for medication refills and supplying the refills to C.A.R.E in a timely manner. We do not have access to your child's medication in the school office. Please visit the district website for health forms <http://www.novi.k12.mi.us/parentscommunity/health>.

### **EMERGENCY DRILLS**

Each year all sites practice fire drills, tornado drills and ALICE as mandated by the State. Children and staff discuss the plan and practice the drills. The fire drill/tornado log is posted on the Parent Board.

### **EMERGENCY PROCEDURES/EVACUATIONS**

Staff will follow District protocol. Children with special needs/or chronic medical conditions will be accommodated in all types of emergencies.

**ACCIDENTS, INCIDENTS, AND EMERGENCIES**

When a child experiences an accident, injury, or incident the staff evaluates and cares for the child. Following care and evaluation, the parent/guardian will be notified by phone, email, text, or in person. 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, accident, or injury is life-threatening, 911 will be called 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 person will be contacted. Staff is trained in CPR and First Aid to provide appropriate care. Parents will be provided with information on all accidents/incidents/injuries when they pick up their child. All classrooms have procedures posted for handling accidents, incidents, and emergencies. Drills for tornado, fire, and intruders are practiced with all age groups.

**INJURIES**

When a child is injured, the staff evaluates and C.A.R.Es for the child. Depending on the severity or nature of the injury, such as those involving the head, parents will be called immediately. Our posted Emergency Plan for each site is as follows:

**EMERGENCY PLAN**

- 1. TEND TO CHILD**
- 2. CALL 9-1-1**
- 3. NOTIFY PARENTS**

**Field Trips**

Field trips are offered during summer camp. Summer camp families will receive a field trip calendar which includes the dates, times and location of field trips. Parent permission is required by completing the back of the child information record. Classes may occasionally take children on walking field trips. A sign will be posted on the classroom door with information on where the class is and how to contact them.

**LICENSED PROGRAM**

**Notebook Child Care Organizations Act, 1973 Public Act 116 Department of Human Services Notice of the availability of the center’s licensing notebook\_**

All childcare centers must maintain a licensing notebook that is accessible to parents which includes all licensing inspection reports, special investigation reports and corrective action plans.

The notice must include all of the following: (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. (ii) The licensing notebook is available to parents during regular business hours. (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department’s child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Children **must** be toilet trained. A child is toilet trained when he/she can verbalize their need to use the bathroom and can perform basic hygiene needs independently. **Pull-ups and training pants are not permitted.**



### **TOYS FROM HOME**

We are requesting that toys from home not be brought to C.A.R.E. We will not be responsible for lost, broken or stolen items brought from home. If toys are brought staff will request item to be placed in back pack to be taken home.

### **CLEAN UP**

Children are reminded when they move from each activity to clean up what they played with. Everyone is responsible for keeping the room neat and clean.

### **DAILY SCHEDULE**

These are samples of daily routine activities for the school age care sites at the Elementary Schools. Times will vary from school to school.

### **LITERACY**

Literacy happens throughout the day. The children's choices are:

- Reading or writing independently
- Staff reading to children
- Group games that target literacy
- Children partnering in literacy activities

\*\* This is a State of Michigan Licensing requirement

### **HOMEWORK**

Children may do homework during C.A.R.E. sessions except when the group goes to the gym or outside. Because the staff must supervise all children in the group, they may be not available to help with homework problems. The C.A.R.E. staff are not responsible for children's homework assignments.

### **OUTSIDE/GYM**

Children go outside when weather permits. We follow the protocol the district uses for outside recess during instructional hours. Children will be going outside unless the temperature and/or wind chill is 0 degree Fahrenheit. Boots, hats, mittens, coats and snow pants should be sent during winter months. Please label all of your child's clothing. Gym activities can be group or child-choice. Staff members closely monitor and referee all gym games.

### **FREE CHOICE TIME**

During free choice activities, children may choose what they play and whom they socialize.

### **GROUP SIZE**

The ratio of caregivers to children follow the State of Michigan guidelines. All of our sites are licensed by the State of Michigan and follow all guidelines set by the State.

### **SNACKS and LUNCH**

Breakfast is available from the school food program for all children at the School Age Sites. Please contact district Food Service department for more information. Breakfast is not available for children attending the ECEC. Parents are responsible for payments to food service for their children's meals.

For summer camp, some activities during the summer have lunch included as part of the day. See the summer activities calendar for more information. On days' lunch is not provided, parents/guardians are responsible for providing a lunch and snacks for their child. Refrigeration is not available, nor are we able to heat any food. Please LABEL and date your child's lunch box or bag on a daily basis

### **PRESCHOOL C.A.R.E.**

C.A.R.E. is available to children enrolled in our preschool program, however space is limited. Children **must** be toilet trained. A child is toilet trained when he/she can verbalize their need to use the bathroom and can perform basic hygiene needs independently. **Pull-ups and training pants are not permitted.**

For liability reasons, if a child has an accident, the staff will supervise and give verbal instructions required in order for the child to clean up themselves. The parent may be contacted to pick up the child. A good practice is to put an extra set of clothing in your child's backpack. Sometimes even children who normally do not have a problem may wet pants on occasion. We would also suggest providing flushable moist wipes.

### **NAP/REST TIME**

All children in Preschool C.A.R.E. will have a "quiet time" in the afternoon. As children rest on cots, all children should bring a small blanket and pillow labeled with their name. It is suggested that all bedding be taken home at the end of the week to be washed. Children who do not nap will be given quiet activities to do on their cot.

## **DISCIPLINE PROCEDURES**

C.A.R.E. and Summer Camp programs reserve the right to deny attendance to any child due to any continual physical, emotional or behavioral problems. The methods the staff will use for conflict resolution include setting clear limits, redirection and positive guidance. If a problem arises, the following steps will be taken:

- The child's parent(s) will be notified of the problem.
- The parent(s) will be notified a second time in a written disciplinary note if the behavior has not changed. At this time, consequences of this behavior will be discussed.
- If negative behavior persists, the leader and administrator will meet with the parent(s) to develop an appropriate behavior plan. The parent(s) will also be informed of the daily progress of the child.
- If all reasonable approaches are exhausted and the pattern of negative behavior continues and/or the child's actions are a threat to the well-being and safety of themselves, other children and staff, the child will be placed on suspension. Behaviors that warrant suspension include but not limited to the following:
  - Physical violence (hitting, kicking) of peers or staff
  - Biting, spitting
  - Persistent bullying of peers
  - Unauthorized departure from program grounds
  - Disruptive or antisocial behavior
  - Evidence of unsuccessful adjustment

Suspensions may be up to 2 days for the first offense. If there is another incident, the child will be suspended for four days and with the third offense, C.A.R.E./Summer Camp services will be discontinued.

## **Dismissal From Program**

A family will be dismissed from the program for:

- Not turning in C.A.R.E Agreement Form
- Emergency card not completed
- Parent/guardian verbally abuses or physically harms another child or staff member
- Four (4) late pick-ups
- Four (4) no call no shows (See Finders Fee p.5)
- Non-payment of tuition or fees
- Disruptive behavior
- Antisocial behavior
- Evidence of unsuccessful adjustment

## **NON-DISCRIMINATION STATEMENT**

Novi Community Education does not discriminate on the basis of race, color, national origin, sex, disability, weight, religion, or marital status in its programs or its activities.

## C.A.R.E LOCATIONS AND PHONE NUMBERS

Early Childhood Educational Center  
25745 Taft Road Novi, MI 48374  
Director - Ann Hansen 248-675-3430  
Assistant -Stacey Job 248-3425  
Secretary- Karley Valentine -248-675-3431  
Fax -248-675-3435

Village Oaks Elementary  
23333 Willowbrook Drive  
Leader - Holly Bengle  
248-449-1307

Deerfield Elementary  
26500 Wixom Road  
Leader - Terry Kobrossy  
248-449-1707

Orchard Hills Elementary  
41900 Quince Drive  
Leader - Kate Blessed  
248-449-1407

Novi Meadows  
25549 Taft Road  
Leader – Lori Croad  
248-449-1257

Preschool C.A.R.E-ECEC  
25745 Taft Road  
Leader - Chris Stricker  
248-675-3429

Parkview Elementary  
45825 W. Eleven Mile Road  
Leader - Debbie Haynes  
248-449-1227

Novi Woods Elementary  
25195 Taft Road  
Leader- Debbie Martinez  
248-449-1237

Novi Middle School  
49000 W. 11 Mile Rd.  
Leader- Lori Croad

*Revised 1.25.2022*