

# GULL LAKE COMMUNITY EDUCATION

## ADDED ADVANTAGE CHILD CARE

Providing a safe and enriched environment in which children can grow academically and socially.



## AACC PARENT HANDBOOK



## **CHILD CARE LOCATIONS AND HOURS OF OPERATION**

### **Kellogg AACC (Grades Y5-5th)**

9500 North 40<sup>th</sup> Street

AACC Room: (269) 548-3853

Kellogg Cell Phone: (269) 998-9224 (Voicemail available 24 hrs)

Hours of Operation: Mon. – Fri. 6:30am-9:00am and 3:30pm-6:00pm

### **Richland AACC (Grades Y5-8th)**

9476 East M-89

AACC Room: (269) 548-3930 (Voicemail available 24 hrs)

Hours of Operation: Mon. – Fri. 6:30am-9:00am and 2:30pm-6:00pm

### **W.K. Kellogg Agricultural School**

#### **Gull Lake Early Learning Center**

9500 North 40<sup>th</sup> Street, Hickory Corners, MI 49060

#### **Gull Lake Early Learning Center AACC**

33 months - 5 years old

Phone: (269) 548-3823 (Voicemail available 24 hrs)

GLELC Cell Phone: (269) 207-1625

Hours of Operation: 6:30am-6:00pm

#### **Summer Program (Ages 33 months - 11 years)**

Cell #1: (269) 998-9224

Cell #2: (269) 207-1625

Office: (269) 548-3815

Hours of Operation: 6:30am-6pm

#### **Holiday & Snow Day Care (Ages 33 months and up)**

Phone: (269) 548-3853 (Voicemail available 24 hrs)

GLELC Cell Phone: (269) 207-1625

Hours of Operation: 6:30am-6:00pm

## **WELCOME**

Welcome to Added Advantage Child Care, also known as AACC. We are a team that works together to provide quality child care for the families of our community. This is a self-supporting program administered by Gull Lake Community Education and is licensed by the State of Michigan. Our centers do not keep a licensing notebook, but the internet is available onsite. Reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Quality child care has become a necessary piece of the educational process here at Gull Lake Community Schools. The AACC program focuses on providing recreational, educational, and enrichment activities that will support individual growth, personal health, well-being, and positive use of leisure time. To that end, AACC endeavors to provide a safe and caring environment at a reasonable cost and open communication between staff and parents.

Please read this Parent Handbook and save it for your reference throughout the year. It contains helpful information that will guide you through the AACC program policies and procedures for both school year and summer programs.

### **Changes in Policy**

**Added Advantage Child Care reserves the right to amend policies at any time throughout the year. Parents will be notified of any changes.**

### **MISSION**

***Provide a safe and enriched environment in which children can grow academically and socially.***

### **PHILOSOPHY**

At AACC, we believe that the most important part of our program is the individual child. Children learn with the encouragement of all of the adults that surround them in their rich learning and well-organized environment. We are dedicated to providing a safe and comfortable environment for all children who attend our program. It is our belief that it is crucial to provide activities that encourage a child's social, emotional, physical, and intellectual development while in a caring, mentoring environment. We believe that an open line of communication between parents and staff helps foster good community relations in the Gull Lake Community School District.

### **GOALS**

- Teach children to be Respectful, Responsible, and Safe.
- Provide recreational, educational, and enriching activities, which will support individual growth, personal health, and wellness.
- Provide a safe, nurturing, and caring environment.
- Create and maintain an open line of communication between staff and parents.
- Build a trusting environment for parents, children, and school employees.

### **OBJECTIVES**

- Successfully operate a nurturing child care program to meet the needs of families in the district.
- Keep the children in our care safe and well supervised with a variety of activities to choose from.
- Provide activities that promote a learning environment for social and academic skills.

### **OUR STAFF**

Our staff members are dedicated to caring for your children in your absence. As a licensed child care program, our staff members have background checks and are required to have 16 clock hours of annual training in childcare-related areas. As Gull Lake Community Schools employees, our staff members are also screened and fingerprinted before being hired into the district.

Each site has a dedicated Supervisor who is responsible for programming and supervision of students and other childcare personnel. All staff members are certified in CPR and First Aid. We have a variety of staff members including those with course work in Early Childhood Education and Child Development as well as those who have had experience as a parent.

All staff can be identified with a Gull Lake Community Schools ID badge. Please feel free to ask questions and get to know the staff members. We have a great group of professionals and want you to feel comfortable with each and every one of them. Please share your feedback about how we are doing with the Community Education office, at (269) 548-3815. Your satisfaction is essential to a successful program.

## OVERVIEW

### **School Year: September through June**

This program is designed to accommodate students before and after school for Young 5s through Middle School and ages 33 months - 5 years for full or part-time care ***if*** space allows.

Our before and after school programs provide a social atmosphere for children that include crafts, board games, group games, outside, gym time, and other fun activities. Our programs provide for physical, social, emotional, and intellectual development.

AACC 33 months - 5 years programs are full of fun activities that also include structure to provide for math, science, literacy, and language skills. We utilize The Creative Curriculum for Preschool® as the tool to accomplish our learning objectives, as well as the Handwriting Without Tears – Get Ready for School ®.

### **Summer: June through August**

The AACC Summer Program is located at the Gull Lake Early Learning Center in the W.K. Kellogg Agricultural School. The Preschool Pandas group is designed for children ages 33 months - 5 years old and our school-age program offers activities for students that have attended Young 5s through 4th grade. Our summer camp program is packed with fun activities in a relaxed, social environment. Our school-age campers go swimming at the Borgess Health & Fitness Center on Monday mornings and go on a field trip each Wednesday. AACC does not transport Preschool Pandas because of transportation restrictions for 4-year-olds and younger.

## ENROLLMENT

- Enrollment is prioritized by students' schedules, priority going to students needing full-time care (full-time being before and after school Monday - Friday) followed by higher need schedules. If two families have the same schedule families are placed in the order the pre-registration form is received.
- Weekly charges are based on the schedule selected on the pre-registration form, not based on attendance. If a change in schedule is needed this may affect your spot on the priority list.
- A non-refundable registration fee is required for each child in order to enroll them into the school year and **again** for the summer program. Registration fees are listed in the rates section
- Any outstanding account balance must be paid in full or arrangements made before enrolling in further programs.

- Children must be at least 33 months old and potty trained to enter the program. **Assistance will be given for the occasional accident but children should be able to take care of their bathroom needs by themselves.** Pull-ups are prohibited, as this is a sign that your child is not potty trained.

### **PARENT RESPONSIBILITIES**

- A completed registration packet must be received at your child's site prior to attendance.
- Please keep us informed of any changes in work or home phone numbers so that we may contact you as quickly as possible should an emergency situation occur.
- Upon arrival at the center, parents will pull up along the sidewalk of the building entrance and wait for a staff member to come to their vehicle.
- For pick up, staff will bring the child out to the parent's vehicle. There will be a number on the front door if you need to contact staff.
- Inform Staff of any situation that may require your child to be given special attention (death in the family. etc.).
- Please be sure to keep your financial obligations up-to-date. Payment in full is required weekly prior to the week of services.
- The authorized person for pick-up must be at least 16 years old and have a valid picture ID. Children will not be released to anyone without authorization.
- If your child becomes ill during care, you will be notified and expected to pick up your child immediately. If we are unable to contact you, your emergency contact person will be notified.

**Due to the requirements of the State of Michigan Licensing Rules for Child Care Centers, children will not be allowed to attend with missing or incomplete paperwork.** A completed registration packet must be received at your child's site prior to attendance.

#### **This includes**

- Child Information Record
- Parent Contract (One per family)
- Health Appraisal Form (**Preschool-Age only**)
- Birth Certificate (**Preschool-Age only**)
- Copy of student's immunization records (**Preschool-Age only**)

Children must be at least 33 months old and potty trained to enter the program. **Assistance will be given for the occasional accident but children should be able to take care of their bathroom needs by themselves.** Pull-ups are prohibited, as this is a sign that your child is not potty trained. If a child has a medical condition that requires them to wear pull-ups, a doctor's note must be submitted and extra pull-ups along with a large zip-lock baggie must be provided by the parents. AACC is not licensed for diapering services, therefore, we are unable to change or dispose of diapers or pull-ups. We understand that younger children have accidents and we will assist as much as we can.



## HEALTH PLAN

### CONTROLLING INFECTION, INCLUDING UNIVERSAL PRECAUTIONS: R 400.5111b(1)(a)(iv)

#### Health of Children:

All staff should be observant of the health of the children in their care. Changes in the behavior of children may be an indicator of an illness. Coughing, sneezing, runny nose, changes in demeanor may be an indicator that a child is ill. For the protection of children in the child care setting, the following guidelines should be used with regards to attendance:

- Fever of 100 degrees or more and the child feels/acts ill.
- Runny nose with yellow or green discharge.
- Earaches that continue or have not been treated by the doctor.
- Coughs that are constant, keeps the child from participating in activities and causes the child to be uncomfortable.
- Upset stomach and/or diarrhea the night before or prior to childcare in the morning that causes discomfort and unable to do normal activities.
- Any open, draining wounds/sores that have not been treated by a doctor.

#### Children, staff and volunteers should not return until:

- There has been no elevation of temperature for 24 hours.
- There has been no vomiting or diarrhea for 24 hours.
- The child, staff or volunteer is not exhibiting any other symptoms.
- If a highly contagious condition such as strep or pink eye, the child may not return until treated by a doctor and is no longer contagious.

#### Storage and dispensing of medication:

- AACC does not keep unauthorized over the counter medication at our sites.
- A permission slip must be filled out before any medication can be given.
- All prescription medication must be in its original container, have a current date, and the child's name printed on the label.
- AACC follows State of Michigan Licensing Laws and school procedures for medication.

#### HEALTH RELATED RESOURCES: R 400.5111b(1)(b)

- Child Care Resources - [www.workfamilysolutions.com](http://www.workfamilysolutions.com)
- Department of Human Services - [www.michigan.gov/dhs](http://www.michigan.gov/dhs)
- School Nurse – Megan Asper – [masper@gulllakecs.org](mailto:masper@gulllakecs.org)

Health Plan Last Revised: 2/23/21

### EMERGENCIES and INJURIES

Parents will be contacted in the event that their child requires emergency care. If the parents are unavailable, the person listed as the emergency contact on the information record will be notified. In the event that none of the above can be reached, and medical attention is required, the child will be taken to the hospital listed on the child information record. We will continue to try to get a hold of the parents. Please be sure that any change of doctors or other medical information is kept up-to-date on your child's information card. In the case that medical attention is not needed, staff will provide parents with a courtesy phone call as well as an incident or injury report.

### SCHOOL YEAR SESSION DAILY RATES

Description	Time	Rate	2nd Child Discount
Before School Care	6:30am - 9:00am	\$11.00	\$10.00
Midday Care	9:00am - 4:00pm	\$19.00	\$17.00
After School Care	4:00pm - 6:00pm	\$11.00	\$10.00
Half Day (Y5 - 5th)	12:15pm - 6:00pm	\$18.00	No Discount
Full Day (Y5 - 5th)	6:30am - 6:00pm	\$28.00	No Discount
School Delay	9:00am - School	\$5.00	No Discount
Middle School Before	6:30am - 7:30am	\$5.00	\$4.00
Middle School After	2:30am - 6:00pm	\$12.00	\$11.00
Half Day (6th - 8th)	11:15am - 6:00pm	\$22.00	No Discount
Full Day (6th - 8th)	6:30am - 6:00pm	\$28.00	No Discount

\*\*Second Child Discount only applies when two or more children are in attendance during the same billing time block.

### SUMMER SESSION DAILY RATES

Description	Time	Rate	2nd Child Discount
All Ages	6:30am - 6:00pm	\$33.00 - \$41.00	\$31.00 - \$39.00

### OTHER SESSION RATES

Description	Time	Rate	2nd Child Discount
Snow Day	6:30am - 6:00pm	\$40.00	No Discount
Holiday/Spring Break	6:30am - 6:00pm	\$40.00	No Discount

## STATEMENTS

Statements are not bills but rather a reflection of your account activity for the previous month. If you have any questions regarding your statement, please contact our Community Education office at (269)548-3815.

## TUITION CHARGES AND PAYMENTS

- **Payments must be made online at [www.gulllakecs.org](http://www.gulllakecs.org) through PaySchools.**
- **Tuition is based on the schedule you have provided during the pre-registration process, it is not based on attendance.**
- Tuition payments must be received no later than the Friday prior to the week in which charges will occur.
- **Failure to keep your account current or non-payment may result in your child being removed from our program.**
- Late payment fees will be charged for accounts that do not show a payment within the grace period.
- If something should come up that may affect your ability to pay, please contact the Community Education office immediately to make arrangements and prevent late payment fees from occurring.
- You are welcome to make pre-payments either monthly, yearly, or in bulk amounts but are required to make sure that your account is at least pre-paid weekly.
- Year-end totals will be available by January 31<sup>st</sup>. Tax statements will be provided upon request for any inactive sponsor accounts. Please allow at least one week for processing requests.

## WITHDRAWAL POLICY

A two-week written notice is required when discontinuing the program. Parents will be held responsible for tuition when proper notification has not been received.

## DHS PAYMENTS

Families who are receiving assistance from the Department of Human Services will be required to pay their portion of tuition. **Financial obligations must be kept up to date by the parent.** For further questions on this matter, please call 548-3815.

## SCHOOL CLOSINGS

**School Closed Prior to the Start of School** - When school is closed for the day prior to the start of school (snow days, etc.) every effort will be made to remain open and offer care from 6:30am - 6:00pm at the Early Learning Center unless we have severe weather conditions. **Only those using Snow Day Care will be charged.** Please send your child with a sack lunch and winter gear.

**School Delay (School-Age Sites)** – In the event of a school delay, child care is available at each site with an additional \$5.00 charge to cover the extended time until the start of school.

**Early Dismissal** - If school is dismissed early due to weather, etc, every effort will be made to be able to offer child care. Please note that if the schools are evacuated for any reason we will be closed. If we have children in our care during that time, parents will be notified where to pick up their child.



## HOLIDAY CARE

**Holiday Care** – Holiday care will be available at the Early Learning Center from 6:30am - 6:00pm. For those attending five hours or less, you will receive a \$10 discount. Age-appropriate activities will be provided for the enjoyment of your child. Please send your child with a sack lunch and winter gear (if needed). A Google Form will be emailed prior to the Holiday Care for sign-up. If you sign up for care, you will be charged for those days unless we receive a cancellation 48 hours prior to care.

## HALF-DAY & NO SCHOOL DAY ATTENDANCE POLICY

Attendance on half-days in the afternoon and scheduled in-service full days is optional. **There is no charge if your child is not signed up.** A sign-up sheet will be available for these days (priority going to those utilizing afternoon care first). If you sign up for care, you will be charged for those days unless we receive a cancellation 48 hours prior to care. These special days do not affect W.K. Kellogg's schedule. **AACC reserves the right to cancel or consolidate sites based on enrollment for these days.**

## TRANSPORTATION

Please contact the Transportation Department for any of your transportation needs at **(269) 548-3890**. If your child is a Ryan student, transportation will be provided to and from child care. **Please contact transportation if your child will be using this service.** Any changes in your child's regular schedule that will affect their transportation needs must be communicated with the Transportation Department and AACC.

## NUTRITION

AACC will provide breakfast and snacks in accordance with licensing. Menus will be available at each site for reference. As needed, parents must provide their child with a lunch. Please do not send lunches that need to be refrigerated or heated. ***A Caution About Allergies:*** Some food allergies are life-threatening. The eight most common allergens are milk, eggs, peanut, tree nuts, soy, fish, shellfish, and wheat. All parents must be aware of the dangers of food allergies, even if their children do not have any. **Please be sure to list your child's allergies clearly on their child information record. If you decide to send in birthday treats for your child, all treats must be pre-packaged so staff can easily find the list of ingredients.**

## DISCIPLINE POLICY

- Children are taught how to be Respectful, Responsible, and Safe. They will be reminded of the rules and encouraged to use their words and problem-solving skills in order to work out issues with others.
- When discipline is necessary, AACC will use redirection and other positive behavioral approaches that are age-appropriate for the child.
- If necessary, children will be given the opportunity to “cool down” away from other children while still under the supervision of staff. Staff will talk to students in order to help them find ways to have successful behavior.
- Parents will be informed of any unusual circumstances requiring disciplinary action.
- **AACC reserves the right to remove a child from the program due to excessive behavioral problems and does not offer one-on-one care.**

## PHOTOGRAPHS

Photographs will occasionally be taken of children. These photos may be used in school projects, brochures, or newspaper articles, etc. If for any reason you do not want your child to be photographed, please check "No" on the parent contract.

## AS A REMINDER...WHAT YOU NEED TO START AACC

1. Children must be at least 33 months old and potty trained.
2. Children who have reached 33 months but not yet 36 months, must have signed parent permission to enter the program. (see contract)
3. Complete Child Information Record.
4. Complete and signed Parent Contract (Front and Back)
5. Preschool Age students need a Complete Health Appraisal Form signed by a licensed physician within the preceding 12 months.
6. Preschool Age students need a Birth Certificate
7. Preschool Age students need a certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the Dept. of Community Health or a copy of a waiver addressed to the Department of Community Health and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons. (For complete details on state requirements for immunizations, refer to R 400.5111 Children's records in the Licensing Rules for Child Care Centers.)

**Please mail all paperwork to  
Gull Lake Community Education  
9500 N. 40th Street, Hickory Corners, MI 49060  
Or email to [wbrockway@gulllakecs.org](mailto:wbrockway@gulllakecs.org)**

As the needs of the community change, we at AACC will do our best to meet those needs. Service locations, hours of operation, and other aspects of AACC are subject to change to meet the needs of the community. Additional half-day or full-day sites may be considered based on enrollments, however, additional services can only be considered if the need is reflected in the registrations that have been turned in to the Community Education Office.



## QUICK NUMBERS

Community Education Office.....	(269) 548-3844
Child Care and Comm. Ed. Coordinator.....	(269) 548-3815
Community Education Fax Number.....	(269) 548-3802
Transportation.....	(269) 548-3890
Richland Room .....	(269) 548-3930
Kellogg Room.....	(269) 548-3853
Kellogg Cell.....	(269) 998-9224
Early Learning Center Classroom.....	(269) 548-3823
Early Learning Center Cell.....	(269) 207-1625

***AACC...is the place we want to be!***

