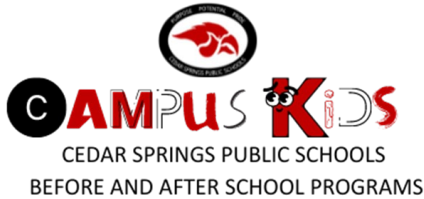


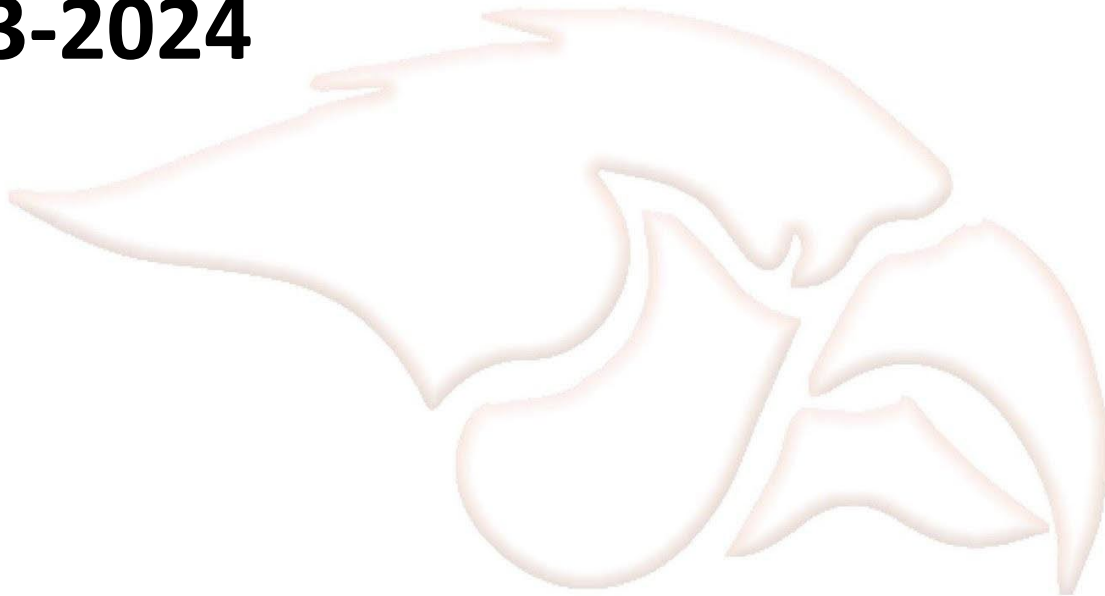


**CEDAR SPRINGS PUBLIC SCHOOLS**



**CAMPUS KIDS**

**Before and After School Care  
Parent/Student Handbook  
2023-2024**



204 E. Muskegon Street  
Cedar Springs, MI 49319

616-696-1716

[campus.kids@csredhawks.org](mailto:campus.kids@csredhawks.org)

[earlylearning.csredhawks.org/campus-kids](http://earlylearning.csredhawks.org/campus-kids)

*WE CAN. WE WILL. WE ARE. TOGETHER.*



## Table of Contents

### About Campus Kids

|                                       |   |
|---------------------------------------|---|
| Our Philosophy.....                   | 3 |
| Our Commitment to You.....            | 3 |
| Programs.....                         | 3 |
| Days and Hours of Operation.....      | 3 |
| Staff.....                            | 3 |
| Child Care Licensing Information..... | 4 |
| Diversity and Inclusion .....         | 4 |

### Registration and Billing Information

|                                                                                 |   |
|---------------------------------------------------------------------------------|---|
| Admission Requirements (Before School, After School, and Summer Programs) ..... | 4 |
| Tuition and Fees.....                                                           | 4 |
| Tuition Information Chart.....                                                  | 5 |
| Non-Refundable Registration Fees.....                                           | 5 |
| Billing Policies.....                                                           | 5 |
| Schedule Changes.....                                                           | 6 |
| Late Tuition.....                                                               | 6 |
| Late Pick-Up.....                                                               | 6 |
| Withdrawal Policy.....                                                          | 6 |
| DHHS Funding.....                                                               | 6 |

### Policies and Guidelines

|                                       |   |
|---------------------------------------|---|
| Accident and Safety Policy.....       | 6 |
| Behavior Expectations.....            | 7 |
| Hand Washing Procedures.....          | 7 |
| Health Policy.....                    | 7 |
| Medication Policy.....                | 7 |
| What Not to Bring to Campus Kids..... | 7 |

### Crisis Management Policies

|                                              |   |
|----------------------------------------------|---|
| In the Event of an Evacuation.....           | 8 |
| In the Event of a Lockdown .....             | 8 |
| In the Event of Hazardous Exposure .....     | 8 |
| Picking up Children During an Emergency..... | 8 |
| Snow Day/Early Dismissal.....                | 8 |

### General Information

|                                      |    |
|--------------------------------------|----|
| Clothing.....                        | 9  |
| Meals and Snacks.....                | 9  |
| Peanut Free Environment.....         | 9  |
| Signing Children In and Out.....     | 9  |
| Integrated Pest Management Plan..... | 10 |
| Questions and Concerns.....          | 10 |



## ABOUT CAMPUS KIDS

Welcome to Campus Kids! We hope this handbook will provide you with the information you need to make your time with us valuable. We've tried to answer the most common questions here, but if you have additional questions, please feel free to contact the Campus Kids Office at 616-696-1716 or email [campus.kids@csredhawks.org](mailto:campus.kids@csredhawks.org).

## OUR PHILOSOPHY

- To provide quality care for our students.
- To provide exposure to new experiences and new activities.
- To enhance children's physical, intellectual, social, and emotional development.
- To recognize and encourage individual interests and talents.
- To promote the school as a safe, secure, and stimulating place.

Children need the time and opportunity to relax, play, and make choices in a semi-structured setting before and after their school day.

## OUR COMMITMENT TO YOU

We are committed to giving your child a safe, loving, and nurturing environment in which to grow and learn while in our care.

## PROGRAM

- Before and After school services for 4-12-year-olds.
- All-day and half day programming on most school breaks.

## DAYS AND HOURS OF OPERATION

- Monday through Friday
  - 6 a.m. – School Start Time
  - School End Time - 6 p.m.
- Scheduling program will identify the days that Campus Kids is closed.
- If your child is/will be absent, contact our office to notify staff at 616-696-1716

## STAFF

All programs are staffed by certified caregivers to maintain a maximum adult-to-child ratio.

The Cedar Springs Public Schools District requires that all applicants must be fingerprinted and submit to a background check from the Criminal Records Division of the State Police before employment.

- All caregivers shall be responsible and suitable to meet the needs of children.
- A caregiver shall not be present if he or she has been convicted of either of the following: (a) child abuse or child neglect. (b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
- A caregiver shall provide Cedar Springs Public Schools with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect before having contact with a child in care.
- The staff of all Cedar Springs Public Schools Campus Kids Programs is always striving to improve quality through staff development programs and in-service training opportunities.



## CHILD CARE LICENSING INFORMATION

This center maintains a licensing notebook of all licensing inspection reports, any special investigation reports issued, and all related corrective action plans. This notebook will be available to parents for review during regular business hours. Licensing inspection and any special investigation reports from the past two years are also available on the Bureau of Children & Adult Licensing website, located at: [michigan.gov/michildcare](http://michigan.gov/michildcare).

## DIVERSITY AND INCLUSION

Campus Kids admits children of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at school. It does not discriminate based on race, color, or national or ethnic origin in any way, including admissions and educational policies, assistance, and other school-related activity or programming. Diversity is valued, encouraged, and reflected in our environment.

## REGISTRATION AND BILLING INFORMATION

### ADMISSION REQUIREMENTS (Before School, After School, and Summer Programs)

- Up-to-date Immunization Records on file in the school office
- The following application forms are filled out and signed (available at Campus Kids on our website).
  - Enrollment Confirmation Forms
  - Child Information Record
  - Program Policies Form
  - Late Pickup Policy Form
  - Parent Notification of the Licensing Notebook
- Changes can be made on the Eleyo website.

At the time of registration, parents will commit their child to a schedule. Parents will be charged tuition for those sessions whether or not the child/children attend. **Tuition is charged based on enrollment, not attendance. Refunds will only be given when Campus Kids is closed.** See Fee Schedule for all Campus Kids rates and fees.

## TUITION AND FEES

Tuition rates are based on the scheduled days of care you request and are charged based on enrollment – not attendance. Campus Kids bills and collects tuition on a pre-pay basis. The bill must be paid in full by the 25th of the month for the services which are scheduled to occur in the following month. For example, if services are scheduled for the month of February, the entire bill must be paid in full by January 25th.



## TUITION INFORMATION CHART

| Programs Available                               | Time                                                                                                                                 | Cost<br>(per child per day)                                                         | Drop-In Cost<br>(per child per day) |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| Before School Care                               | 6 a.m. – School Start Time                                                                                                           | \$10                                                                                | \$12<br>Call to check availability  |
| After School Care                                | School End Time – 6 p.m.                                                                                                             | \$10                                                                                | \$12<br>Call to check availability  |
| Cedar Springs Public Schools' Scheduled Days Off | Defined as no more than 10 hours of care per day between the hours of 6 a.m. – 6 p.m. (Spring break, mid-winter break, summer break) | \$45<br>Must pre-register                                                           | \$50                                |
| School Delays                                    | Defined as no more than 4.5 hours of care per day between the hours of 6 a.m. – 10:30 a.m.                                           | +\$3<br>In addition to the day cost for before or afterschool care, a total of \$13 | \$13                                |
| Half Day                                         | School End Time – 6 p.m.                                                                                                             | \$15                                                                                | \$20<br>Call to check availability  |
| Snow Days                                        | Defined as no more than 10 hours of care per day between the hours of 6 a.m. – 6 p.m. Please provide lunch for your child            | \$45                                                                                |                                     |
| Schedule Change                                  | Modifications to schedule or director input after the 15 <sup>th</sup> of the month. (After Invoiced)                                | \$20                                                                                |                                     |
| Late Payment                                     | Payment made after 25 <sup>th</sup> of the month                                                                                     | \$15                                                                                |                                     |

**\*All prices are subject to change annually.**

### NON-REFUNDABLE REGISTRATION FEES

Rates before or on August 6:

- \$30.00 per child

Rate after August 6

- \$40.00 per child

*Summer Camp registration fee \$25 per child.* Additional fees may be charged based on program activities. (Summer field trip, Summer T-shirt)

### BILLING POLICIES

- All payments will be made online. NO CASH or CHECKS
  - A \$25.00 charge will be assessed for payments returned by the bank
- Any additional fees (i.e., late pick-up, late tuition) will be applied to your next bill
- Tuition is charged for all of the days a child is enrolled, (regardless of an absence).
- Tuition is prepaid and will be charged for the month prior to attendance.
- Refunds or credits may be given on an individual basis.
- For tax purposes, yearly statements are available through the online account
- Drop-in rates apply if you need to add a day to your schedule after the 15<sup>th</sup> of the month.
- Drop-ins and schedule changes are based on director approval.
- We reserve the right to expel any child from our program for unpaid tuition.



## SCHEDULE CHANGES

A schedule change fee will be charged for any modification to your schedule that requires director input after the month has been invoiced. Prior to the 15th of the month, changes can be made via the website and will be approved by the director. The schedule change fee is \$20 and will be charged to your next invoice.

## LATE TUITION

If tuition payment is not paid in full the month prior to care.

- A late tuition payment fee of \$15 will be added to your balance
- You are allowed two late payment fees
- If you do not pay your bill in full after the second late charge, your child will no longer be allowed to attend Campus Kids.

## LATE PICK UP

Campus Kids closes at 6 p.m. If you are unable to pick up your child(ren) by closing, please plan for an alternate pick-up person (they must have identification, and be listed on your child's pick up list).

All pick-up times are determined by the clock in the cafeteria/classroom. Parents should note the clock to make sure clocks are synchronized to eliminate the possibility of a late pick-up.

Late fees are as follows:

- \$1 per minute per child(ren) 6 p.m. - until signed out

## WITHDRAWAL POLICY

- If you need to withdraw your child from our program, please submit a **written notification two weeks before the last date of care or you will be charged for an additional 2 weeks.** (see the additional sign-off-page)
- If we feel that a child is not adjusting to the program or we encounter disciplinary problems, we will advise you and suggest other options. We will attempt to give two weeks' notice to find alternate care.

## DHHS FUNDING

Department of Human Service payments will be accepted with the following conditions:

- A DHHS contract is completed and on file with the Program Director
- Payments from DHHS are paid in full
- Parents are responsible for paying for any late pick-up fees (listed on page 4)
- You notify us if your child will be absent from our program

## POLICIES AND GUIDELINES

### ACCIDENT AND SAFETY POLICY

If an injury occurs:

- Caregivers will perform basic first-aid (i.e., cuts washed/bandaged, bumps treated with ice)
- Caregivers will document the incident via an Incident/Injury report
- Emergency medical service will be called if a child needs emergency treatment and parents will be notified

An evacuation plan, in case of fire, along with tornado and severe weather instructions are posted in the room. The children have periodic practice drills throughout the year.



## **BEHAVIOR EXPECTATIONS**

Appropriate classroom behavior is expected at all times. This includes respecting others and their possessions, being responsible for their own belongings, being courteous, being on time, and being prepared with the necessary materials.

The district's Code of Conduct can be found on the district's website. Parents are asked to review the Code of Conduct with their child(ren). Please remind children to report any problems, suspicions of a problem, or violations of school rules to an adult.

More important than our response to misbehavior is our proactive action to create an environment that encourages positive behavior.

## **HAND WASHING PROCEDURES**

Hand washing is critical in reducing the spread of germs. Children will develop healthy habits by washing their hands for at least 20 seconds with soap and warm water before eating, after using the restroom, when returning from outdoors, and other times as deemed necessary by the staff. All staff and volunteers follow handwashing procedures. Guidelines are posted in food preparation areas, in restrooms, and by all handwashing sinks.

## **HEALTH POLICY**

Your child should remain home from Campus Kids if they:

- Have had a temperature or vomited in the last 24 hours. Must be fever free 24 hours without the use of fever-reducing medication.
- Are taking an antibiotic due to illness
  - After taking the antibiotics for a minimum of 24 hours the child may return
- Have a green or yellow discharge coming from the nose, and/or coughing
- Have a rash, they must be kept at home until you can provide a doctor's note indicating the rash is not contagious.

Contact us immediately if your child has been exposed to any contagious diseases or has contracted illnesses such as:

- |                 |                    |            |
|-----------------|--------------------|------------|
| ● Measles       | ● Strep Infections | ● Scabies  |
| ● Mumps         | ● Hepatitis        | ● Impetigo |
| ● Rubella       | ● Chicken Pox      |            |
| ● Scarlet Fever | ● Head Lice        |            |

We reserve the right to restrict attendance accordingly. In turn, we will notify parents by posting a notice if a child has been exposed to any of the above illnesses. If your child becomes ill while in our care, we will contact you or your designee to arrange to pick up the child.

## **MEDICATION POLICY**

Medication (prescription or over-the-counter) will be given only when the Cedar Springs Public Schools Prescribed Medication Form (available at Campus Kids office or online) is completed and signed by the doctor and parent.

Caregivers maintain a record of medication given with date, time, and amount given. The medication will be dispensed in the presence of two adults. Medication is stored out of the reach of children. Children are not allowed to carry medication.

## **WHAT NOT TO BRING TO CAMPUS KIDS**

Please have your child leave all items at home (video games, radios, headsets, stuffed animals, etc.). We provide games and activities for the children during their time at Campus Kids. Campus Kids is not responsible for lost, stolen or damaged items that are brought from home.



## **CRISIS MANAGEMENT POLICIES**

Cedar Springs Public School defines crisis as an unexpected, critical event that disrupts normal business operations and could threaten people's safety and welfare on the property where the program is located including, but not limited to intruders, bomb threats, custody disputes, power outages, or violence. Cedar Springs Public School has a crisis management process in place that is developed in cooperation with the local school district.

Both internal and external communication takes place in cooperation with local law enforcement. Phone numbers for emergency personnel, as well as the building address and nearest cross streets, are posted in each area for an immediate and effective response to any emergency.

### **IN THE EVENT OF A BUILDING EVACUATION**

A relocation site has been predetermined to ensure that all children and adults are effectively and safely moved to an alternate clean and secure site. Children with special needs will be accommodated following the special health care plans on file.

### **IN THE EVENT OF A LOCK DOWN**

Lock-down procedures have been put in place to ensure the safety of all children and adults in the building. Children with special needs will be accommodated following the special health care plans on file. The severity of the threat will determine how lock-down procedures are enforced. In a 'Code Two Lock Down', family members will not have access to the building until law enforcement has issued an 'all clear'.

### **IN THE EVENT OF A HAZARDOUS EXPOSURE**

A plan for responding to a situation of hazardous exposure has been put in place to ensure the safety of all children and adults in the building. Children with special needs will be accommodated following the special health care plans on file. In this situation, family members will not have access to the building until law enforcement has issued an 'all clear'.

### **PICKING UP CHILDREN IN AN EMERGENCY**

Once law enforcement determines that the emergency has been resolved, family members/designated adults will be contacted via phone using the contact information provided on your child's information card. Adults will be provided details on how, when, and where to pick up their children. You will be able to reach and pick up your child from the relocation site or school once law enforcement has declared it safe to do so.

**Be sure to keep your child's information record up-to-date in case of an emergency.**

### **SNOW DAY/EARLY DISMISSAL**

Notification of school closures will be sent to all families as soon as possible. In the event that Campus Kids is also closed families will be notified through the communication from the School District.

Snow days will be available for those families who are signed up for care that day. Drop-in care will be based on availability and must be approved by the director. Students will need to bring a sack lunch as food service is not available on snow days. Snow day tuition will be charged.

If your student is scheduled to attend Before and/or After care on the day that a snow day is called they are able to attend. If your student is scheduled for non-school days or half day care this does not automatically include snow days. If a snow day is called on a ½ day Friday and your child is scheduled for care they are able to attend.





## **SNOW DAY/EARLY DISMISSAL (CONTINUED)**

If your child is not scheduled on the day of a snow day and you need care please call for DROP IN availability (not guaranteed) and will be based on staff to student ratios.

Drop in care will not be available before 8 a.m. All students attending for snow days must be checked in prior to 10 a.m. this allows to ensure proper afternoon staffing.

Food service is not provided on snow days and students must provide their own lunch. They should also have all their winter gear to be able to get outside to enjoy the snow! Snow Day Campus Kids is always held at Cedar Trails.

Tuition will be adjusted for those who attend on Snow Days and will show on the next month's invoice. Tuition will be refunded only on the days that Campus Kids is closed.

## **GENERAL INFORMATION**

### **CLOTHING**

- Children should dress accordingly based on weather conditions for inside and outside play. We try to go outside every day.
- Footwear should be safe and appropriate for both inside and outside play. No open-toe shoes are allowed.
- Shorts must be worn under skirts/dresses during outdoor play
- Caregivers retain the right to remove a child from the playground if their shoes are not safe or clothing is not appropriate.
- During summer camp, please send a swimsuit and a towel.
- Girl suits must be one piece and provide adequate coverage
  - If the suit is too revealing, we will ask the child to put a shirt on over it.
- We request no spaghetti strap shirts or bare mid-riffs.

### **MEALS AND SNACKS**

- Before and After School Programs offer breakfast and an afternoon snack. Additional fees may be charged if child receives breakfast at Campus Kids and once they arrive at school.
- Lunch is not available during school breaks or snow days.
- Summer camp offers breakfast, lunch, and an afternoon snack, when the summer meal program is available.
  - Please send a lunch when this program is not available (generally the first week of summer camp and the last 2 weeks of summer camp).

### **PEANUT FREE ENVIROMENT**

We try our hardest to be a peanut-free environment, but we cannot always control what our students bring in for lunch or snacks. If your child is highly allergic to peanuts or peanut oil, please let us know upon enrollment. We will do our best to control the environment for him/her. We will not offer any snacks containing peanuts.

### **SIGNING CHILDREN IN AND OUT**

- Parents (or designees) must bring children to Campus Kids and wait while the staff signs them in.
- Parents must come up to the building to pick up their child at the end of his/her stay.
- It is important for staff to see you and communicate with you every day.
- A child will not be released to anyone other than a parent/guardian unless that person is designated on the Child Information Record.



## **SIGNING CHILDREN IN AND OUT (CONTINUED)**

- A written statement of parental consent must be given to the Director to alter pick-up arrangements.
- All persons picking up children should be prepared to present picture identification at all times. For the safety of your child, caregivers who are not familiar with the parent or designee are instructed to ask for ID.
- You may not list a biological parent in the “Unauthorized to pick up” area unless it is accompanied by a court order.

## **INTEGRATED PEST MANAGEMENT PLAN**

Families will receive advanced notification of pesticide applications through the following two methods:

- Letters will be sent home with students through their school
- Notices will be posted at the Center entrance and on Family Information Boards

This advanced notice shall contain the following information:

- Information about the pesticide, including the target pest or purpose
- Approximate location and date of the application
- Contact information at the Center
- The toll-free number for the National Pesticide Information Center (NPIC):
  - 1-800-858-7378 (answers questions about pesticides, 9:30 am to 7:30 pm Eastern Time, seven days a week except for holidays).

Per child care licensing regulations, liquid spray or aerosol insecticide applications will not be performed in any room unless the room will be unoccupied for not less than 4 hours or longer if required by the pesticide label use directions.

## **QUESTIONS AND CONCERNS**

There is a lot of information contained in this handbook. Its purpose, however, is to help provide consistent operating procedures. Please keep it handy to refer to when you are unsure of a procedure. Please direct any questions or concerns to the Campus Kids Director.

### **Notice**

The Cedar Springs Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, political belief, disability, or handicap in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination process: Scott Smith, Superintendent, 204 East Muskegon St., Cedar Springs, MI 49319, 616-696-1204.