

# Trenton Public Schools

*Childcare Assistance and Recreation Enrichment Club*



**2023-2024**

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**C.A.R.E Club**  
**Policies and Procedures 2023-2024**

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**Purpose and Philosophy**

Trenton Public Schools offers a *Childcare Assistance and Recreation Enrichment (C.A.R.E) Club* designed to provide elementary children a safe, caring, and well-supervised environment before and after school. Our program is play based and encourages a relaxed environment for the child who is in school all day. A sample of activities includes arts and crafts, study and reading areas, games, and outdoor and indoor play.

**Schedule of Operations**

C.A.R.E. Club is located both at Anderson and Hedke Elementary School buildings. It is in operation on school days including the first and last day of school. The first day will offer ½ day opportunity and the last day will be morning session only.

**Before School:** 6:45 - 8:25 a.m.

**Early Release:** 2:30 -6:00 p.m.

**After School:** 3:30 - 6:00 p.m.

**Half-Day:** 11:30 - 6:00 p.m.

**Contact**

The C.A.R.E. Club Supervisor, at each elementary building, oversees day to day operations of the program. They are available during C.A.R.E. Club hours or you may leave a voicemail message.

**Anderson:** 676-2177 (extension 2)

**Hedke:** 692-4563 (extension 2)

**Registration**

Children must be enrolled in a District K-6 school. To register for C.A.R.E. Club, fully complete the required forms: 1) Student Information; 2) C.A.R.E. Club Procedures and Policies; and 3) Child Information Record. All information must be completed for each child registered. An annual registration fee of \$30.00 per family is due at time of registration. This fee is non-refundable. The registration fee is reduced to \$20 per family after January 31. Registration forms must be completed and received two full school days prior to the desired start date.

Completed registrations should be submitted to the C.A.R.E. Club in the elementary building that your child attends. During the summer (June through August), registrations may be turned in at the Board Office.

**Schedules and Payment**

**The parent/guardian must register for specific days** – before school and/or after school. Schedules are due by the 20<sup>th</sup> of each month, prior to the start of the new month. A late schedule fee of \$15 will be applied if schedules are not submitted on time. Additional days may be added during the month with 2 days prior notice and pending available space. These days will be added to the following month's bill. Students may not attend if a schedule for the current month is not on file.

**Before School:**       \$ 7.00 one child  
                              \$12.00 family rate – two children  
                              \$14.00 family rate – three or more children  
                              (\$5 will be added to the cost for any last minute adds to the schedule)

**After School:**        \$ 8.00 one child  
                              \$14.00 family rate – two children  
                              \$17.00 family rate – three or more children  
                              (\$7 will be added to the cost for any last minute adds to the schedule)

Separate registration forms may be required for Early Release and Half-Day sessions of C.A.R.E. Club.

**Early Release:** \$10.00 one child  
\$17.00 family rate – two children  
\$20.00 family rate – three or more children  
(\$7 will be added to the cost for any last minute adds to the schedule)

**Half-Day:** \$30.00 one child  
\$40.00 family rate – two children  
\$55.00 family rate – three or more children  
(\$10 will be added to the cost for any last minute adds to the schedule)

C.A.R.E. Club is not available when Trenton Public Schools is closed for holidays and full-day teacher workdays or scheduled breaks. You will not be charged for these days. C.A.R.E. Club will also be closed for school emergency situations such as severe weather or power outages. If Trenton Public Schools requires the cancelation of evening activities due to inclement weather, C.A.R.E. Club may require an early pick-up and closure based on weather conditions and a district decision. Credit will not be given for days when school is closed for an emergency as this was a consideration when determining our rates.

### **Monthly Payment**

C.A.R.E. Club is self-supportive and is dependent upon prompt payment. Tuition is due by the 1<sup>st</sup> of each month. A \$25.00 fee is charged for late payments.

Tuition may only be paid online payment processing system, *SchoolPay*. Trenton Public Schools is **no longer** accepting check/money order and cash is not accepted. Please see the district website or Parent Connect for *SchoolPay* registration [www.trentonschools.com](http://www.trentonschools.com) for information and registration.

Because staffing is on the basis of the number of children registered, C.A.R.E. Club does not give credit or refunds for absences. In case of an extended illness (5 consecutive days or more), an adjustment will be made in the following month's bill.

If payment is not made by the 20<sup>th</sup> of the month, C.A.R.E. Club services may be discontinued until your account is made current.

Receipts for childcare expenses are available in January.

### **Arrival and Pick Up**

It is State regulation that the parent or designated adult sign your child in and out of C.A.R.E. Club for all sessions attended. Simply find your child's name on the designated sheets, mark your arrival or pick up time, and initial.

Children will **NOT** be released to anyone without the expressed consent of the parent or guardian who enrolled the child. Please be sure that the name of any person who may or may not pick up your child is listed and kept current on the *Student Information* form. A person picking up a child(ren) must present a photo ID.

### **Late Pick Up**

If a parent/guardian will be late picking up a student, C.A.R.E. Club must be notified. A late fee of \$10 per child is assessed (after the first five minutes) for late pick-ups. An additional fee of \$1 per child per minute will be assessed if pick-up is after 6:10pm. The charge will be added to the following month's bill. Continual lateness may result in the child's dismissal from C.A.R.E. Club.

## **Absences**

For the safety of each child, parents/guardians are responsible for notifying the school office or C.A.R.E. Club when a child will be absent from the program on a scheduled day. This is extremely important. When a child does not appear at the program, every effort is made to find out the whereabouts of the child.

## **Nutrition**

It is imperative that any food allergy be listed on the *Student Information* form at the time of registration and be updated as needed.

A nutritious snack will be provided during after school C.A.R.E. Club. A choice is provided, however your child may choose to bring his/her own snack. A snack is not provided for before school C.A.R.E. Club. Children are welcome to bring a morning snack.

An afternoon snack is provided on Early Release days, and lunch as well as an afternoon snack is provided on Half-Day C.A.R.E. Club sessions.

## **Personal Items from Home**

C.A.R.E. Club provides numerous toys, games, and activities for children. Please do not have your child bring toys or personal items, including electronics, to the program. These items have attributed to conflict between children, as well as damage or loss of the item.

## **Health and Safety**

All children attending C.A.R.E. Club are required to have emergency contact information on file. In the event of an accident, injury, or illness every effort will be made to notify the parents/guardians or designated person indicated on the Student Information form. If unable to make contact, information provided by the parent/guardian on the form will be followed.

All children must meet local, State, and Michigan Department of Health's requirements for school entry, as well as any additional health requirement of the Trenton Public Schools. Students' health forms MUST be on file in the building they attend.

C.A.R.E. Club follows health practices and procedures. Children and staff wash their hands after using the restroom, before eating or preparing food, after outdoor play, and as needed to prevent the spread of germs and disease. Surfaces used for food service are cleaned and sanitized before and after eating. Toys and equipment are cleaned and sanitized as needed.

Children who are ill are asked to remain home and will not be allowed to attend the Program. If a child develops symptoms of illness, parents will be called to pick up the child. Symptoms include:

- Oral temperature of 100 degrees or above
- Intestinal problems with diarrhea or vomiting
- Any type of undiagnosed rash
- Any type of communicable illness (chicken pox, measles, impetigo, pink eye, etc.)
- Congestion or mucous discharge of the nose

If C.A.R.E. Club becomes aware that a staff member or child in care has contracted a communicable disease, parents/guardians will be notified in writing of the name of the communicable disease and the symptoms of the disease.

## **Medication**

Medication is administered to students following the policies adopted by the Trenton Board of Education. Please see Rule N.10 *Administering Medication to Students* found in the elementary building student folder or handbook.

## **Behavior/Discipline**

All school rules are in effect during C.A.R.E. Club. In addition, C.A.R.E. Club has specific rules and procedures to keep children safe. The Program adheres to positive discipline methods. The following procedure is adhered to if serious and/or continuous disciplinary problems occur:

- Time-out during Program
- Parental conference with C.A.R.E. Club Supervisor
- Parental conference with C.A.R.E. Club Supervisor and building principal or program director
- Parent picks up child from Program
- Dismissal from Program

## **Withdrawal**

A one-week written withdrawal notice must be given to the C.A.R.E. Club Supervisor. Those who fail to provide this notice will be responsible for the period's tuition.

A child may be dismissed from the Program for the following reasons:

- If the child does not meet health requirements
- If the parent/guardian fails to follow Program Policies and Procedures consistently
- If a child is having problems adjusting to the center

## **Emergency Plans**

Emergency plans for fire, tornado and crisis are posted in each classroom. Periodic practice drills are conducted throughout the year.

## **Licensing**

C.A.R.E. Club is licensed by the State of Michigan Department of Human Services. As such, the program maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrected action plans since March 2016. The notebook is available to parents/guardians for review during regular school hours. 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](http://www.michigan.gov/michildcare).

## **Screening Staff/Volunteers**

All employees have been screened according to the State of Michigan's Department of Human Licensing requirements, including Livescan Fingerprint Criminal Background Check and Child Abuse/Neglect Central Registry. All school volunteers are required to complete a criminal history check using the Michigan department of state police internet criminal history access tool (ICHAT). Any individual who is on the public sex offender registry is prohibited from having any contact with any child in care.

## **Outdoor Playground and Equipment**

C.A.R.E. Club utilizes the playground and equipment that is located on school property. As part of licensing by the State of Michigan Department of Human Services, playground equipment and surfacing must be inspected and approved by a certified playground safety inspector. Some equipment and playground surface materials may not comply with the guidelines of the 2010 edition of the Handbook for Public Safety, PUB No. 325.

## **Pest Management Plan**

C.A.R.E. Club is covered by the Trenton Public Schools integrated pest management policy. Advance notice of a pesticide application will be posted at the building entrances and in a common area near the main office 48 hours prior to applying a pesticide. If you wish to be notified by first-class United States Mail of such applications please contact the Office of the Superintendent at (734) 676-8600.

**ANDERSON/HEDKE C.A.R.E. CLUB  
DAILY ROUTINE GUIDE**

**A.M C.A.R.E. CLUB**

**6:45 - 8:25 AM**

6:45 AM: Students start to arrive and are signed in by Parents

Students have free choice to engage in toys, games, books, and homework or craft/art supplies

Students may bring their breakfast to eat in the morning; they are also allowed to buy breakfast from the school at 8:15 AM

7:45 AM: Students clean up the room

Outdoor weather and temperature permitting, we go outside for exercise and large group activity. If we cannot go outside, we go to the gym for indoor recess

8:20 AM: Young 5's students are taken to class

8:25 AM: Bell rings and 1st - 5th grade students leave for class. School begins at 8:30 AM.

**P.M C.A.R.E. CLUB**

**3:30 - 6:00 PM**

3:30 PM: Students arrive from their classrooms, put down their backpacks and coats and form a line in front of the bathrooms to be checked in and wash their hands

After handwashing, students enter the cafeteria, take a snack and sit at a table to eat

4:15 PM: Outdoor weather and temperature permitting, we go outside for exercise and large group activities. If we cannot go outside we go to the gym for indoor recess

5:15 PM: We come back in and students wash their hands before going back into the room

Students have free choice to engage in toys, games, books, homework or craft/art supplies

Parents pick students up at various times at sign them out

C.A.R.E.Club is closed at 6:00 PM