

Behavior Policy

Children, their parents and the staff will assume a responsible role in promoting behavior that encourages a safe and organized program. Staff shall use developmentally appropriate, positive methods of discipline which encourage children in self-control, self-direction, self-esteem, and cooperation. If a child is experiencing difficulty with appropriate behavior, we will address the concern through individual discussions, examining choices, and consequences. Parents will be notified by phone or in person so that the issues can be addressed at home. At no time will corporal punishment be used. Chronic misbehavior will be referred to the Summer Care Manager, who may consider dismissal from the program.

Children are expected to:

- stay in the Summer Care area at all times. Children may not leave school grounds during Summer Care operation.
- act courteously and appropriately, and be cooperative and follow instructions of the caregivers.
- be respectful of the rights and property of others.

The Supervisor will discuss any problems regarding your child's behavior with you.

Withdrawal Policy

Children may be withdrawn from the Summer Care Program for several reasons at the discretion of the supervisor or an administrator. These reasons are:

- failure to sign a child in or to sign a child out. The consequence for non-compliance with this rule will be **one warning** followed by dismissal.
- tardiness in picking up your child by 5:30 pm. three late pickups may result in dismissal from the program.
- any child who intentionally physically harms another child or staff member.
- a child who does not adjust to behavioral recommendations as found in our behavior policy.
- failure to pay your bill on time or to make arrangements to pay your bill.
- children with repeated bladder or bowel control issues.

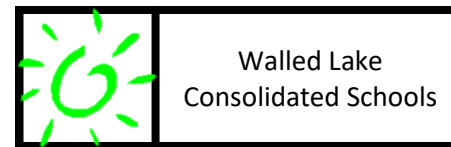
When there is a problem, the Summer Care supervisor will work with the parents to solve it. If the problem persists, the supervisor will issue a warning to the parents and will notify the manager or an administrator. The administrator will meet with the parents to discuss a solution. If the problem continues, the administrator or manager will give the parents one week's notice that their child will be removed from the program. This will allow the parents to make other child care arrangements.

Summer Care office: Questions regarding schedule changes and billing please call Terri at 248-956-5110 or Debi at 248-956-5002. Other concerns, please call Heather Hill at 248-956-5111.



Educational Services
Center
850 Ladd Rd. Bldg. D
Walled Lake, MI 48390

www.wlcsd.org



Summer Care Program

Parent Handbook

June 17-August 16
2024



Hickory Woods Elementary
Keith Elementary
Mary Helen Guest

Hours:
7AM—5:30 PM

Welcome to the 2024 Summer Care Program, a Walled Lake Consolidated Schools elementary child care program. We are busy developing weekly theme based activities for your children to enjoy throughout the summer. Our staff of over 50 take great care in developing a program that will keep your children wanting to come back for more.

We hope you were able to find the “field trip” schedule an asset as you were planning your child(ren’s) schedule. We look forward to meeting you and your children and hope you find our program to be a rewarding experience. We know we will.

Parent Responsibilities

Parent Responsibilities

- Signing In and Out (see below)
- Parents need to provide a **peanut free** lunch AND two snacks for your child each day, as well as a water bottle labeled with your child’s name
- Notify Summer Care of any food allergies or dietary problems.

Signing In and Out

For your child’s safety, Summer Care and the State of Michigan **require** that children be signed in and out of the program by a parent or person listed on the registration form. Please make sure the Summer Care staff sees you when you drop off or pick up your child/ren. If it is necessary to have someone other than those listed on the registration/emergency form pick up your child, you must notify the Summer Care Supervisor in writing. Identification will be checked for those persons with whom the staff is unfamiliar.



Billing Policy

- Invoicing is determined by your Attendance Calendar Worksheet.
- Invoices for July will be mailed June 21 with payment due June 30. Invoices for August will be mailed July 23 with payment due by July 31. The last invoice must be paid in full in order to register for Prime Time Care in the fall of 2024. Fall registration will begin mid-July. Information will be forthcoming around that time.
- If payment is not received by the due date indicated on your invoice, your child will not be allowed to use the service until payment is made.
- If you find you will not be using Summer Care due to vacation, etc., your last bill must still be paid on time.
- If at any time you decide to stop using our services, we must receive written notice by the 20th of the prior month in order to receive credit.
- **LATE FEES – Please be prompt in picking up your child by 5:30 pm. After 5:30 pm, there will be a late fee of \$1.00 for every minute you are late. Note: Three late pickups will result in dismissal from the program.**



• Patriotic Day



Health/Safety Policy

If your child becomes ill at Summer Care, the parent will be contacted immediately. If a parent cannot be reached, the supervisor will call a person whose name you have supplied on the registration/emergency form. We may ask that your child be picked up and taken home. Until someone comes to pick up your child, he/she may be kept apart from the other children.

If your child should become seriously ill or injured, the same procedures above will be followed.

In addition:

- The supervisor will attend to your child.
- The supervisor will contact the emergency services deemed necessary, i.e. doctor, hospital, ambulance.
- If it becomes necessary to transport your child to a hospital, the supervisor will accompany him/her.
- The supervisor will contact an administrator.

Summer Care staff will inform and demonstrate with the children emergency drill procedures. As childcare providers, the Summer Care staff is required by law to report suspected abuse or neglect.

Medication

Summer Care staff will administer medication to a child only if they have a medical release form signed by a doctor and a parent and the medication has been prescribed by a physician. If your child is going to attend Summer Care at a school other than the one he/she usually attends, you will want to get a copy of the medical form on file at their school and give it to the Summer Care supervisor. Medication must be in the original pharmacy bottle clearly labeled with the child’s name, medication name, appropriate dosage, and physician’s name. When the medication is given, a witness must be present. The person administering the medication must record the time it is given and the amount given.

