

KIDS AFTER SCHOOL RECREATION & ENRICHMENT

K.A.R.E.

Dear Families:

We would like to welcome you to our K.A.R.E. Programs. Please feel free to visit our program at any time. This program is for you and your children. We look forward to your visits and input. Our programs are licensed by the Michigan Department of Human Services, LARA Division. We offer Latchkey services at Allen Elementary, Grogan Elementary, Shelters Elementary, Fordline Elementary and North Pointe Elementary.

The purpose of this handbook is to let you know what is expected during your child's enrollment with us. Hopefully, this will prevent any misunderstanding. If you have any questions or suggestions, please contact the Early Childhood Program Director or Latchkey Site Supervisor. Be sure to turn in the Handbook Agreement Form with your signature.

PHILOSOPHY:

Our program provides a healthy atmosphere in which children can make friends and enjoy activities that are appropriate for them.

We strive to provide a safe haven for school-age children. We provide this service to give parents peace of mind in knowing that your children are being properly cared for and enjoying friends while you are working.

NON DISCRIMINATION STATEMENT

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of handicap, race, color, religion, national origin, sex, age, marital status, height, weight, sexual orientation or gender identity. The District reaffirms its policy to comply with Title VI and VII of the Civil Rights Act of 1964, Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, Americans with Disability Act of 1990, and all other applicable Federal and State laws and regulations prohibiting discrimination.

DIVERSITY STATEMENT

The Southgate K.A.R.E. Program values diversity within the student population, staff and community. Diversity includes race, ethnicity, disabilities, sexual orientation, gender, religion, culture, function, hierarchy, physical ability, physical appearance, language, lifestyles and geographical origin. It is mandatory that all Southgate K.A.R.E. Program staff demonstrate cultural responsiveness in their daily work and interactions with students, families and colleagues.

DISCIPLINE:

The staff handles discipline problems in a positive manner. We encourage self-control, self-direction, self-esteem and cooperation. Our goal is to incorporate a happy and positive learning environment for all our students. Students with unacceptable behavior will be redirected to help them calm down. The staff will discuss their behavior with the child. This discussion will include ways to correct or avoid the problem the next time. A staff member will discuss ways to correct unacceptable behavior. Our staff will work with students who display unacceptable behavior and discuss methods to correct the problems. However, students who consistently disregard the Center rules can be dismissed from the K.A.R.E. Programs. Steps taken before dismissal will be:

The first time a child hits, kicks, bites, spits at another child or teacher, poses a threat to the physical, emotional or mental health of other children, uses foul language/gestures, purposefully destroys another person's property, willfully runs away from a staff member, or demands an inordinate amount of staff time, the parent(s) will receive a written behavior report. The second time any of the above mentioned occurs, the parent(s) will receive a written behavior report and the child will be suspended from the childcare program for one day. The third time any of the above mentioned occurs, the parent(s) will receive a written behavior report and the child will be suspended for five days. The fourth time a child will be permanently suspended from the current year program(s) and Parent / Legal Guardian must meet with the Superintendent before returning to the latchkey program the following year. Incident reports will be on file.

Center rules include:

- K.A.R.E students are expected to behave in a proper manner.
- K.A.R.E students are to be courteous to fellow students and staff.
- K.A.R.E students will respect the rights and property of others.
- K.A.R.E students will need to be cooperative.
- K.A.R.E students are to stay in the designated area.
- Any other rules and expectations will be explained to the student at the beginning of the school year. Any changes/additions to the Parent Handbook will be given to the parent/guardian in writing.

SCHEDULE OF OPERATION

The K.A.R.E programs will operate following the Southgate District school calendar.

Morning Latchkey K.A.R.E. Program: 6:30 a.m. until School Start Time

Afternoon Latchkey K.A.R.E. Program: School Close Time until 6:00 p.m.

Our programs will also be open for any half-day sessions during the school year. Parents must register ahead to use the half-day services. There is a \$35.00 charge for the use of half-day services.

AGE OF CHILDREN:

We accept students between the ages of 4 years-old through 12 years-old who attend the Southgate Community School District.

REGISTRATION FEE:

A registration fee of \$50.00 for the first child or \$60 per family is to be paid at time of registration. This fee is **non-refundable**.

***TUITION:**

All tuition payments are to be paid in advance, weekly prior to the week of service. Please be sure to include the email address you would like to have billing invoices sent to for the school year on the enrollment paperwork. Accounts will be invoiced monthly, based on your chosen schedule. Auto payment is available only for those that would like to pay for the entire month at a time. Payments can be made on our Procure Online Billing System. Please note that tuition payments will not be accepted at any of the latchkey sites. Payments accepted at the Southgate Board of Education: Credit/debit cards, checks, money orders, and cash.

*The registration fee and enrollment documents must be completed to be added to the roster for the upcoming week.

Tuition payments for children registered *Drop-in only* must be paid in advance before a child can attend the program.

This amount is based on perceived monthly need and will be determined by a parent at the time of registration.

Tuition payments turned in after payment due date and tuition payments turned in partially paid will be assessed an additional **\$15.00 late fee**. Tuition payments must be paid in full by the first Friday of each billing cycle or Latchkey services will not be provided for your child. If tuition is not paid in full before the beginning of the next billing cycle, your child will not be able to attend until payment is paid in full.

Morning K.A.R.E Tuition:

\$10.00 per session

\$14.00 per session drop-in rate

(space allowing)

Afternoon K.A.R.E Tuition:

\$14.00 per session

\$18.00 per session drop-in rate

(space allowing)

*Fees subject to change at the discretion of Southgate Community Schools.

ABSENCES/VACATIONS/ADDITIONAL DAYS:

Our program is licensed and we are required to have staff available for the number of students enrolled; **therefore, no credits will be given for any reason.** This allows us to hire the required number of staff and also keep the Latchkey tuition at an affordable rate. When you enroll and sign up for specific days, you are reserving the time, space, staff, and provisions for your child whether s/he attends or not. Based on space availability and staffing, children may attend days they are not regularly scheduled to attend. See Drop-In Care below for more information.

DROP-IN FLEX SCHEDULE

Please notify the staff ahead of time if your child will be using the drop-in service during any before or after school sessions by sending a message in the Procure app to latchkey staff. ***For drop-in schedule, you must provide a 24 hour notice to latchkey staff to confirm availability for that day.** Drop-in funds can be added to your online account as a credit or you may be billed with the expectation of paying immediately after using the service. Families may not run an ongoing accumulation of drop-in fees on their account.

HALF DAYS

Half days are NOT included in your tuition billing. Additional charges and sign ups are required. Information will be available from latchkey staff.

PROCARE CHILD CARE MOBILE APP

Southgate Community Schools Latchkey utilizes the Procure Online System for billing, emergency and non-emergency communications, and for signing children in and out of the latchkey site. At least one parent/guardian of the enrolled latchkey child MUST download and have immediate access to the app in case of any emergency communications from staff. There are also ongoing non-emergency program updates, information, and reminders communicated to families throughout the school year. Per child care licensing requirements, the parent/guardian of the latchkey child must be signing in/out at drop off and pick up. Additional authorized pickups listed on the emergency card and in Procure are not required to have a mobile account, but do have an associated Pin to use with a mobile camera and connect to the Procure account.

EMERGENCY SCHOOL CLOSINGS:

Cancellation **before** the school begins each day:

Whenever the Southgate Community School District cancels classes due to the weather or some other emergency, **Latchkey will also be closed.** Look for a message from the Superintendent and local news stations for information concerning school closings.

Cancellation **after** school is in session:

In the event that classes are canceled due to weather or other emergencies after the school day has begun, **Latchkey will be closed.** Children will be dismissed directly from their respective schools to the parent/guardian or emergency contact.

Please make arrangements with someone for the supervision of your child (ren) if this situation occurs. Names and phone numbers of these people should be listed on your emergency card so your school can assist your child, if necessary.

LATE CHARGES:

Our program closes at 6:00pm. If your child has not been picked up by 6:00pm, the following action will take place:

- Staff will try to contact the parents to determine arrival time.
- If contact can't be made, the staff will contact the alternate adults on the child's enrollment form to arrange pick-up.
- If, after 30 minutes, no contact can be made with a responsible adult, staff will call the local police.

When a parent picks up a child after 6:00 pm, there will be a late charge of \$1 per minute. Please be prepared to pay the late pick-up fee when you pay your next scheduled tuition payment. Children **may NOT return** to the Latchkey program until a late pick-up charge has been paid. After a second late pick-up occurrence, a conference will be scheduled with the Program Director.

GENERAL INFORMATION

ARRIVAL/DEPARTURE:

The doors to the Allen Elementary, Fordline Elementary, Grogan Elementary, Shelters Elementary and North Pointe Elementary will open at 6:30 a.m. for before care. The program is closed at 6:00 p.m. for after care.

- Upon arrival and departure a parent/guardian must escort the child to the latchkey door and to the vehicle
- Upon arrival and departure, a staff person will greet each child
- The parent/guardian must sign in/out the child using the posted QR code through the Procure app
- Anyone picking up a child must have picture identification available.

*Please be aware that it is a requirement of the State of Michigan Child Care Licensing Rules that all families adhere to the above drop off and pick up requirements.

Only the parent or an authorized release person (see Child Information Card) will be allowed to pick up your child. Notify a staff member if someone other than you will be picking up your child. Identification will be requested.

The following policies are extremely important for safety reasons.

- **A 24 hour written notice must be given if you desire that someone, other than those individuals listed on the emergency, cared to pick up your child. As well as updated on the Child Information Record.**
- **If individuals who pick up a child are under the influence of alcohol, drugs or any other substance that may impair driving, local police officials will be notified. Children may also be withdrawn from the program.**

COMMUNICATION OF ABSENCES/SAFETY OF CHILDREN

1. Notify BOTH elementary school and K.A.R.E. site if your child will be absent from afternoon Latchkey.
2. When special circumstances arise regarding absences, call the Early Childhood Program Director at 734-246-4600, ext 8223.
3. In the case of a missing child, time is of the essence.
4. Failure to notify the Latchkey site will result in a verbal reminder upon the first occurrence.
5. A second occurrence may result in the child being withdrawn from the program.

WHEN YOUR CHILD SHOULD STAY HOME:

For the protection of all the students enrolled at our program, we ask that a student be kept home if he/she shows any of the following symptoms:

- A temperature of 100 F or greater (must be temperature-free for 24 hours)
- Diarrhea or vomiting
- A rash
- Nasal discharge or discharging ears or eyes

Parents should exercise every caution and keep their children home should other unusual symptoms occur.

When your child has been exposed to a contagious disease, please let the staff know; however, if your child shows any signs of a contagious disease, the child must be kept home and the Latchkey program notified immediately.

COVID-19, Measles, Rubella (German Measles), mumps, conjunctivitis, hepatitis, scarlet fever, strep throat, scabies, pertussis (whooping cough), encephalitis and meningitis are among the contagious diseases that must be reported to the Health Department; therefore, we are required to ask the reason for your child's absence.

MEDICATION:

Medication can only be given under the following circumstances:

- K.A.R.E staff cannot give the first dose due to possible allergic reactions.
- Medication must be in the original container with the doctor's name, child's name, instructions, name and strength of the medicine, and will be given according to those instructions.
- A Medication Authorization form must be filled out by both the parent and your child's doctor. These forms can be obtained from the Latchkey Director or www.southgateschools.com.
- A Hold Harmless and Indemnification Agreement Form must be signed by a parent and two witnesses. This form can be obtained from the Latchkey Director or www.southgateschools.com.
- K.A.R.E. students cannot bring any medication including over the counter products, into the program without the proper paperwork filled out by the parent and doctor.

SNACKS/LUNCH:

All students who attend afternoon latchkey may send in a snack or a small snack may be provided. During half-day sessions, parents are to provide a lunch that meets State nutritional guidelines. Snack guidelines to help with nutrition.

<https://fns-prod.azureedge.us/sites/default/files/resource-files/child-adult-snacktable-edited-030722.pdf>

We discuss good nutrition in our programs. Some food items may not be allowed in the room because of food allergies. If applicable, a list with these food items will be posted.

DAILY ACTIVITIES:

K.A.R.E. students are located in the cafeteria of each site. Areas also used by the K.A.R.E. Programs are the gym or the outdoor playground.

Students are engaged and are encouraged to help in the planning of activities for outdoor, indoor, crafts and snack ideas that happen throughout each month. (subject to change if things are not going as planned)

Creative Time - This is available after arrival and before departure. A variety of planned and supervised activities are available to choose from. A quiet area is always available for students to read or relax.

Nutrition Time - Students can relax and share conversation with other students and staff while enjoying a snack.

Outdoor Time – Fresh air has been shown to promote better health in children, so weather permitting, outdoor play is scheduled every day. A physician's note is required for children that cannot participate in outdoor activities because of illness or chronic conditions. These are children who are also precluded from outdoor activities / recess during the school day.

Project Time - Projects and crafts are available to stimulate creativity and challenge the children's present abilities while increasing basic competency levels.

Homework Time- Time for students to work on any homework they may have to complete before going home. This way they have additional time to work and have additional support during the school hours.

Student Behavioral/Social-Emotional Support - The Latchkey Program strives to encourage children to respect themselves, others and property. Interacting positively, sharing, taking turns. Children are encouraged to problem solve and express their feelings and needs in response to conflicts which may arise. Please communicate with your child's teacher if there are any significant issues or changes that may impact your child's emotional state and therefore, his/her

behavior at school. This will allow us to support your child in the most beneficial and appropriate manner throughout the school day.

Sample of Daily Schedules:

AM Morning Session:

6:15-6:30	Staff arrive and prepare for the morning.
6:30-7:30	Opens door and Greets Parents and Children (Assist Parents with QR Sign in) Table Toys/ Games Free Choice
7:30-8:00	Gross Motor/ Group Time Outdoor/Gym Play
8:00-8:10	Clean up and Prepare for Breakfast Wash Hands for Breakfast
8:15-8:25	Breakfast
8:25-8:30	Clean up and Prepare for School Day

PM Afternoon Session:

3:15-3:30	Staff arrive and prepare for the afternoon
3:30-3:45	Check students in Wash hands for Snack
3:45-4:00	Snack
4:00-4:45	Gross Motor/ Group Time Outdoor/Gym Play
4:45-5:15	Homework / Daily Activity Planned
5:15-6:00	Table Toys/Games/ Free Choice Clean Up

PERMISSION FOR PICTURES:

At various times during the year, we want to use pictures taken of our children for parent meetings, educational displays, professional publications, the K.A.R.E. brochure and other educational purposes. The pictures would be used to show aspects of child growth and development of children's activities. The staff maintains the highest standards of professional ethics in the use of such media. If you object to your child's picture being taken, please make note of it on the Handbook Agreement Form.

MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT ALLEN SCHOOL:

1. SIGNAL FOR DRILL - Ten (10) short rings on regular school bell.
2. ALL CLEAR – Three (3) short rings on the school bell.

ALL STUDENTS WILL ASSEMBLE IN THE HALL BY THE SOUTH CAFETERIA EXIT FACING THE WALL AND HEADS BETWEEN KNEES AND HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.

MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT FORDLINE SCHOOL:

1. SIGNAL FOR DRILL – Many short rings on regular school bell.
2. ALL CLEAR – Regular long ring on school bell.

ALL STUDENTS WILL ASSEMBLE IN THE HALL BY THE GYMNASIUM FACING THE WALL AND HEADS BETWEEN KNEES AND HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.

IF STUDENTS ARE IN THE GYM, SIT IN THE GYM HALLWAY FACING THE WALL AND HEADS BETWEEN KNEES WITH HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.

MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT GROGAN SCHOOL:

1. SIGNAL FOR DRILL – Chimes
2. ALL CLEAR – call out (all clear)

ALL STUDENTS WILL ASSEMBLE IN THE SOUTH HALLWAY IN FRONT OF ROOMS 114 AND 115. STUDENTS SHOULD SIT FACING THE WALL AND HEADS BETWEEN KNEES WITH HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.

MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT SHELTERS SCHOOL:

3. SIGNAL FOR DRILL – Chimes
4. ALL CLEAR – call out (all clear)

ALL STUDENTS WILL ASSEMBLE IN THE GYM STUDENTS SHOULD SIT FACING THE WALL AND HEADS BETWEEN KNEES WITH HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.

MORNING AND AFTERNOON K.A.R.E. DISASTER DRILL PROCEDURE (TORNADO, ETC.) AT NORTH POINTE SCHOOL:

5. SIGNAL FOR DRILL – Chimes
6. ALL CLEAR – call out (all clear)

ALL STUDENTS WILL ASSEMBLE IN THE GYM STUDENTS SHOULD SIT FACING THE WALL AND HEADS BETWEEN KNEES WITH HANDS CLASPED BEHIND THE BACK OF THEIR NECKS.

MORNING AND AFTERNOON K.A.R.E. FIRE DRILL PROCEDURE AT ELEMENTARY SCHOOLS:

1. **Signal for Drill** – Intermittent alarm.
2. Respond quickly but **CALMLY** to the fire alarm signal.
3. Do not stop at lockers to obtain coats or valuables.
4. Close all windows in the room. Last one leaving the room should close the door.
5. Do not remain in lavatories during a fire alarm.
6. Walk quickly and quietly to your pre-planned exit – **DO NOT RUN!**
7. If the exit is blocked, use your alternate exit.
8. List for instructions – **NO LOUD TALKING.**
9. Follow instructions – they may save your life.
10. Never return to the building for anything before the recall signal is sounded.
11. Don't not crowd around the fire trucks or block pathways, thus preventing firefighters or fire-fighting equipment from entering the building.

SOME GENERAL INSTRUCTIONS FOR TEACHERS DURING FIRE DRILL:

1. Respond as calmly as possible when a fire alarm signal is sounded.
2. Bring your class book with you. Take roll, report missing students and proceed.
3. Have your students move away from the building and gather at an assigned area.
4. Keep your class together.
5. If any student has a handicap, remember they may need help.
6. If you are already outside of the building when the fire alarm sounds, assemble your group and check to see if all are accounted for – do not return to the building during the drill.