

OKEMOS KIDS CLUB



Parent Handbook

Revised March 19, 2025

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WELCOME

Welcome to Okemos Kids Club (OKC)!

The Okemos Kids Club was created in 1983 to meet a community need that was identified by parents and school personnel. It was developed and is sponsored by Okemos Community Education in cooperation with school personnel. Current School-Age Kids Club programs include: Elementary Before/After school care at Cornell, Bennett Woods, Okemos Public Montessori, and Hiawatha; Club Kinawa Before/After held at Kinawa for grades 5th-8th (7th & 8th students walk from Chippewa to Kinawa independently); Break Days; Snow Days and Summer Camp for children entering Kindergarten-7th grade held at Edgewood Early Childhood Center.

Okemos Kids Club is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs (LARA). There is a licensing notebook that contains inspections, special investigations reports, and related corrective action plans available during regular business hours for parents/guardians to view.

This handbook is designed to answer any questions you might have about OKC. Please refer to it if you need clarification about any of our policies. If we can provide additional information, we invite you to call the Okemos Kids Club Office at 517-706-5023.

PROGRAM OBJECTIVES

- To serve as a support system for families within the Okemos School District.
- To provide a safe and nurturing environment for children.
- To plan activities that meet the developmental needs of the whole child - social, cultural, emotional, physical, cognitive, and affective.
- To recognize and respect the uniqueness of each child.
- To maintain ongoing communication between OKC staff and parents.
- To provide quality child care at a reasonable cost at a convenient location.

ENROLLMENT POLICY

Enrollment in Okemos Kids Club (OKC) is non-discriminatory, based upon space availability, and taken on a “first-come, first-served” basis. In school-age programs, students may be enrolled for a regular schedule, a flexible schedule, on an intermittent schedule using added days, or for half, full, and break days only.

Parents may enroll their child for programs any time during the year with five (5) business days notice, space permitting. For programs beginning the first day of school, a registration deadline will be published on our OKC rate sheet indicating the last day to register for care for the first weeks of school.

REGISTRATION

The following must be completed *each year* and returned to the Community Education office before a child attends:

- Registration form
- Payment of ***non-refundable*** registration fee
- Emergency/Child Information card (must be complete)

- Statement of Good Health for school-age children
- Written Information Document
- Signed contract
- Registration must be submitted five (5) business days before attending, space permitting

Registration materials are available [online](#) as well as at the Okemos Kids Club office. In order for OKC to continue to be an active partner and provide the best possible care, parents need to inform OKC staff as soon as possible of any medical or family changes that occur during the year.

Schedule changes: A permanent change to a child's schedule must be made in writing a minimum of five (5) business days prior to the effective date of the change. Schedule changes may be requested via email. No more than two permanent schedule changes permitted per year without incurring fees. A \$25.00 schedule change fee is charged for any schedule changes over two.

Withdrawal: A two-week written notice is required when a child permanently withdraws from any OKC program and must be submitted to the Okemos Kids Club office. Parents are responsible for tuition whether or not the child attends during this time period. Re-enrollment during the same year, space permitting, will require a new registration form and registration fee.

TUITION AND FEES

Procedures are as follows:

1. Parents select the type and quantity of childcare needed
2. A computerized bill is mailed/posted to each family by the 10th of every month
3. Advance payment for each month is due by the 25th of the preceding month (example: payment for September is due by August 25th)
4. Parents may add additional days provided space is available (with permission of the site director)

All fees charged are based on enrollment, not attendance. Parents are charged for the selected schedule regardless of whether the child attends. Families can refer to the Okemos Kids Club calendar for all closed dates.

Payment: Payment for childcare services is due to the Okemos Kids Club office by the 25th of the month preceding care. Parents may make their payments by:

- **Autopay:** Visit our billing site www.daycareworks.com and set up a monthly auto-pay. Your card will automatically be charged the outstanding balance on your account on the 25th of each month.
- **Online:** Visit our billing site www.daycareworks.com. After obtaining a user ID and password from OKC, credit card payments are accepted.
- **Mail:** Send a check made payable to Okemos Kids Club or credit card number to 1826 Osage Drive, Okemos, MI 48864
- **In-person:** Payments can be brought into the office during regular business hours.

Returned Check: If a check is returned from the bank, due to insufficient funds or another situation, a \$30.00 fee will be assessed. It is the responsibility of the parent/guardian to bring the amount of the check plus the fee in cash or money order to the Okemos Kids Club office within a week of notification. If a second check is returned due to NSF, it can no longer be accepted from the family.

Late Payments: Payments received after the due date of the 25th of the month, will be considered late. The account will be assessed a \$25.00 late fee each time this occurs. If full payment is not received by the last day of the month

preceding care your child/children will be dropped from the program. Balances that are 30 days past due will be sent to collections and reported to the credit bureau.

Early Drop Off/Late Pick Up Fee: Okemos Kids Club staff are ready for children to arrive at 7:00 am (Break days begin at 7:15 am). The time before this is needed for daily planning and preparation. It is understood that a child arriving at the school before the designated starting time will be considered an early drop-off and therefore, the family will be charged a fee and the charge will be noted towards the maximum allowance of Early/Late Occurrences. This is also true for children being picked up after 6:00 pm on regular days and 5:00 pm on Snow Days. For every minute early/late, there will be a charge of **\$1.00 per minute per child**. On the **5th occurrence, the rate will be \$5.00/minute per child**. *After ten occurrences, OKC reserves the right to withhold childcare services.*

Absence Policy: Fees are based on enrollment, not attendance. Therefore, parents are responsible for contracted fees even if their child is not in attendance. When enrolling a child and signing up for specific days and times, the parent is reserving the time, space and provisions for the child regardless of attendance.

If a child will not be attending childcare because of an illness or other reason, please notify the childcare staff by telephone.

- Bennett Woods 517-706-5115
- Club Kinawa 517-706-4715
- Cornell 517-706-5315
- Central Montessori 517-706-5415
- Hiawatha 517-706-4539

School-Age Tuition: Tuition for school-age children is calculated based on a daily rate, billed monthly, and is dependent on the selected schedule. Options for School-Age students include the following:

- **Regular Schedule:** For parents with a regular and consistent schedule of care whether full or part-time
- **Before and After Care Super Saver:** A discounted rate is given to parents who choose to make a SCHOOL-YEAR commitment to all full-time before/after care including all yearly half & full days. If a parent chooses to discontinue the Super Saver option during the year, the discount will be lost and their invoice will reflect an adjustment based on the actual fees for the contracted days. **THIS OPTION DOES NOT INCLUDE WINTER, SPRING BREAK CARE DAYS OR EARLY RELEASE ACTIVITIES.** (Montessori Super Saver includes all before/after, and Enrichment days.)
- **Flex Schedule:** This option is available for before/after care only. In order for parents to utilize an irregular or flex schedule, they must submit a calendar of at least eight (8) days per program when care is needed by the 5th of the month preceding care. A late calendar fee of \$15.00 will be charged if received after the 5th of the month preceding care. **Switching days of care, once the calendar is submitted, will not be allowed.** However, parents may add a day of care with the permission of the site director in advance, using a punch card or added day fee.
- **Added Day:** For parents needing care on an intermittent basis, or less than eight (8) days a month, an added day of care can be purchased. Parents can choose between Before Care or Aftercare. Requests for added days must be made to the site director in writing. **The parent MUST contact the site director a minimum of twenty-four hours in advance (by Friday if needed on Monday) before the child attends.** Permission is only granted if there is adequate space and staffing available. Added days are not guaranteed.

- **Half and Full Days:** OKC provides childcare to school-age students *currently enrolled* in OKC for in-service and conference days. These days are in addition to the regular schedule. A separate registration form for the upcoming month's half/full days will be emailed out. Late registrations will not be accepted, see registration form for deadlines. Payment must be included for these days and remitted with the regular monthly payment. Once scheduled, there is no credit or refund for a change or absence. Full day care is held at Edgewood from 7:15 am-6:00 pm; half-days are held at the student's school from the time school is dismissed until 6:00 pm.
- **Snow Days:** Snow days are held at Edgewood from 9:00 am-5:00 pm and you must be in an OKC program and be pre-registered for snow days to attend. Snow day registration is separate and additional from the school year registration. Registration begins in October and goes until November or when full. Once your child is registered we will staff for them to attend and therefore, you will be billed whether your child attends or not. **If a snow emergency is declared or unsafe building conditions are determined, then the school messenger phone call you receive will let you know that childcare is closed. Registration is accepted until the deadline unless classrooms have reached capacity.**
- **Winter/Spring/Summer Breaks:** Additional childcare is available for registered school-age students during extended school breaks. Breaks are not included in the regular schedule and must be contracted for separately. Registration and prepayment are required for each break. Registration forms will be made available at the childcare site and the Okemos Kids club office. Late registration will be accepted with an additional \$10.00 late fee, see registration form for deadlines, space permitting. Payment must be included for these days and remitted with the regular monthly payment. **There are no credits or refunds for a change or absence during the breaks.** All school-age break days are held at the Edgewood Early Childhood Center from 7:15 am-6:00 pm and parents provide lunch. Registration is accepted until the deadline unless the classroom has reached capacity.

Receipts and Tax Deductions: Check stubs and monthly statements may be used as receipts. However, OKC provides tax statements each January for the previous year to parents with children enrolled in the program.

STAFF

Okemos Kids Club is under the direction of the Childcare Coordinator. Day-to-day operations are the responsibility of site supervisors who are CPR/Basic First Aid trained. All staff are required to complete 16 professional development hours each year.

Staff Ratios:

Before/After Care	1 adult to 18 children
Summer School-age	1 adult to 18 children

HOURS AND HOLIDAYS

Okemos Kids Club hours of operation are 7:00 am-6:00 pm.
 Break Day hours of operation at Edgewood 7:15 am-6:00 pm.
 Snow Day hours of operation at Edgewood 9:00 am-5:00 pm

All program sites will be closed:

Labor Day
 Thanksgiving and the Friday following Thanksgiving
 Christmas Eve & Christmas Day

New Year's Eve & New Year's Day

Winter Break Days to be determined each year

Martin Luther King Day

President's Day

Memorial Day

Pre-summer "Changeover Day" varies with the yearly school calendar, mid-June

Post-summer "Changeover Week" varies with the yearly school calendar, mid-August

SAFETY POLICIES

Sign In/Sign Out

Parents or a guardian over the age of sixteen (16) are required to accompany their child into Kids Club each morning and sign in with a time of arrival and initials.

At the end of the day, parents are required to sign out their child with a time of departure and initials. **Children will only be released to parents or persons listed on the emergency card.** A written statement of parental consent is required to alter standard pick up arrangements. When necessary, a director may be able to allow a change in this procedure by accepting a phone call from a parent. An identification check will be done on persons unknown to staff when picking up a child.

CONFIDENTIALITY

The Okemos Kids Club staff respect the privacy of children, families, and colleagues. All information and documentation necessary for enrollment will be shared with the site supervisor and OKC office staff. Maintaining confidentiality also includes refraining from sharing any information regarding a child, including but not limited to all child/family information, records, private conversations with a parent, or developmental information. The site supervisor may discuss confidential information with other OKC staff as needed to fulfill their job responsibilities. Employees should never discuss confidential information with anyone other than employees of OKC. Confidential information should not be removed by any employee unless approved by the site or Child Care Coordinator.

CUSTODY SITUATIONS

The custodial parent/guardian must be the person to fill out the registration and emergency information. In cases where the non-custodial parent is not allowed to have contact with the child, OKC will need a copy of the divorce decree or restraining order. Kids Club must be notified of any changes in custodial arrangements in writing. Parents or guardians who enroll their children will be responsible for the payments unless previous arrangements have been made with the Okemos Kids Club administrative staff. The custodial parent will be notified in all cases requiring parental contact.

CHILD PROTECTION LAW

The Child Protection Law of Michigan mandates OKC to report to Child Protective Services any "suspected case of abuse, neglect, child sexual abuse or sexual exploitation." It is the decision of Child Protective Services whether to begin an investigation. Please contact the Okemos Kids Club office if there are any questions.

STAFF/PARENT COMMUNICATIONS

Parent Information: Each program has a specific place for information such as newsletter, injury reports, notes, and other important information relating to the program and students. It is important to check this location daily. This will keep you updated on upcoming in-service days, field trips, daily plans, and snack menus. Also posted will be staff names, pictures and work schedules. In an effort to communicate more effectively with parents, site supervisors will utilize email to communicate with families.

BEHAVIOR EXPECTATIONS

Our behavior management policy aims to provide clear expectations for students while maintaining a positive environment, reinforcing acceptable behavior and learning as a natural part of a student's growth and development. The safety and security of our students and staff is our top priority and we are committed to providing a safe environment for all.

Staff Behavior Management Responsibilities:

- Plan activities with a balance of active, quiet, student-led, and staff-led elements
- Demonstrate care and fairness, consistently modeling and teaching rules and expectations
- Help students develop independence and self-regulation skills
- Use developmentally appropriate guidance techniques, including (but not limited to):
 - Calming strategies
 - Redirection
 - Communication with students and parents/guardians
 - Specific verbal praise for expected behavior

For students struggling with self-regulation or adjusting to a new routine, we encourage parents/guardians to contact our Coordinator to proactively discuss support strategies.

Corrective Strategies Implemented by Staff:

OKC staff employ various strategies based on individual needs, age, behavior history, and the seriousness of the offense:

- Parent Communication: Note, Accident/Incident Report, phone call
- Re-teaching behavioral expectations
- Encouraging positive behavior with praise and rewards
- Creating a Behavioral Contract with the student and parent/guardian
- Conferences with Camp Supervisor, student, and Parent/guardian
- Additional conferences with the Program Coordinator
- Removal from program

Consistent, habitual, or severe misbehavior may lead to immediate dismissal from the program. If a student cannot adjust to the OKC environment, parents/guardians may need to arrange for alternative care. OKC staff reserve the right to determine the appropriate action in behavior situations and may bypass steps in this process as necessary to provide a safe environment for all students. Multiple options for correcting student behavior may be selected depending on an individual student's needs including the age, history of behavior, and seriousness of any specific offense.

Removing a Child from an OKC Program

The only staff authorized to remove a student from camp are the Childcare Director and the Coordinator. Each decision is specific to the student and the incident. The following criteria will be considered:

- What immediate consequence was used?
- Were OKC staff in appropriate locations, performing their assigned tasks?
- Is it a consistent behavior? Is it repeated?
- Do we have evidence of this behavior well documented?
- Is a behavior modification plan currently in place?
- Did OKC Staff at all levels ask for support in a timely manner?
- Is the behavior harmful to self or others?
- Have we tried everything we can to rectify behavior and prevent removal from the program?

GUIDELINES FOR SICK CHILDREN

Children may return to school after being sick when:

- Fever is under 101 degrees for 24 hours without fever-reducing medication
- It has been 24 hours since the last episode of vomiting and/or diarrhea
- The child has been on antibiotics for 24 hours (when necessary)
- Rash has subsided or physician has determined rash is not contagious (written note required)
- Eyes are no longer discharging, or the condition has been treated for 24 hours
- The child is no longer contagious and is feeling well enough to participate comfortably in usual daily activities (we cannot keep children inside due to illness)
- Twenty-four hours after the hair has been treated for head lice and ALL nits have been removed.

NOTIFICATION OF ILLNESS

If a child is ill and will not be attending childcare, notify the child care staff by email or telephone at their site. If the staff at the childcare site cannot be reached, please leave a message on the voicemail.

ILLNESS DURING CHILDCARE

OKC staff will notify parents by phone of symptoms of illness (i.e. headache, fever, vomiting). If parents cannot be reached within a reasonable amount of time, the staff will call the person designated for emergency notification. Parents or their emergency contact will be expected to pick up the child if the director decides the child is too ill to remain at the site.

INJURY/SEVERE ILLNESS

In case of severe accidental injury or illness, the site will make an immediate assessment, administer basic first aid and/or obtain emergency medical treatment in the child's best interest. Once this has been done, parents will be notified about the injury/illness and what steps have been taken. Until the parent or ambulance arrives, the director or supervisor will be in charge and make all decisions concerning care for the child. It must be documented, in writing, if a parent does not want the OKC staff to follow these procedures. A written injury/illness report will be completed for all situations, and the parent will be given a copy. All cuts, scrapes, and abrasions will be cleaned with water only and a bandage applied if needed. Medicated creams will not be applied unless supplied by a parent and a medication form has been completed.

Emergency Care:

Parents will be contacted in the event a child is injured and requires emergency care. If parents are unavailable, persons shown on the emergency card will be notified. In the event, none of the above can be reached and it is an extreme situation, the child will be taken to the hospital via ambulance.

MEDICATION PROCEDURES

The following procedures will be used when dispensing medication to a child:

- The Department of Licensing & Regulatory Affairs and Okemos School Board Policy requires a physician AND parent to complete a medication form before staff can administer prescription medication
- A written record of dosage and time of day will be kept
- Non-prescription medication, including but not limited to sunscreen, bug spray, and Tylenol will be administered only with parents' written approval.
- All medication must be in its original container
- All prescription medication must include the child's name, dosage, and directions for dispensing.
- A designated staff member will administer all medication with an adult witness present
- Staff will not transport medication from site to site

Allergies: Parents/Guardians should list all child allergies on the child's emergency card. A list of these allergies will be compiled and posted in a prominent place for all staff members to view.

OUTDOOR RECESS POLICY

It is the policy of OKC that if a child is healthy enough to attend our programs, he/she is healthy enough to go outside. We must maintain our adult to child ratio and are not able to accommodate children remaining inside the building while the rest of the group is outside.

Generally, OKC follows school decisions regarding the cancellation of recess. In the instance of inclement weather, children will not participate in outside play.

GENERAL INFORMATION

Snow Days: If the Okemos Public Schools are closed due to a snow day, pre-registered school-age children can receive care at Edgewood Early Childhood Center from 9:00 am-5:00 pm. PLEASE DO NOT DROP OFF YOUR CHILD AND LEAVE BEFORE THE PROGRAM OPENS. In the event of extreme weather, we reserve the right to close the Edgewood Early Childhood Center. There are no refunds for inclement weather days.

Emergency Closing: In case of an emergency school closing during the day because of mechanical failure, severe weather or other unforeseen incidents, Kids Club will also close. It is the parent's responsibility to pick up their child in a timely manner, or arrange an alternate plan and promptly notify the site supervisor. There are no refunds for emergency closings.

Pesticide Notice: It is the practice of Okemos Public Schools to use a "NO SPRAY" guideline for the use of pesticides in any area where children or staff are present. In certain emergencies, pesticides may have to be used. *The Michigan Department of Agriculture requires the following notice: Parents and guardians of children attending school are to be*

notified by the school administrators of the right to be informed prior to any application of a pesticide at their school. If a parent requests a form, they can obtain one from the program director.

Field Trips: Information regarding a field trip will be posted and/or sent home prior to the scheduled date of the trip. Please be aware that all children registered for care on the field trip days will be attending the field trip. Due to staffing, OKC is not able to accommodate any children staying behind with another group. Okemos Public Schools provides transportation using the district's school buses.

Personal Belongings: Children should be dressed appropriately for inside and outside activities. All clothing items should be labeled with your child's name to help avoid mix-ups. Okemos Kids Club cannot be held responsible for lost items, please leave valuable items at home.

Damages:

Toys, games and other equipment get more than the normal amount of use at Kids Club. The OKC staff models appropriate ways of using these materials and equipment and requests that all children also respect our supplies. In the event that a child purposefully destroys toys or equipment, Kids Club may request replacement of the equipment or toy.

Snack and Lunch Policy: Afternoon snacks are provided to students enrolled in Aftercare and Club Kinawa programs. On Break and Summer Days an A.M. and P.M. snacks are provided to students enrolled by OKC. Lunch needs to be provided by parents on all Break and Summer Days (microwave not available).

SCHOOL-AGE PROGRAMS

Elementary childcare is an enrichment program providing activities planned by professional staff to include recreation, arts and crafts, games, books, music and time for homework, along with "free time" to enjoy with friends.

****Please label all personal items with child's name****

Before/After Elementary School Care - Located at each Okemos Elementary School

Monday-Friday	Before: 7:00-8:50 AM
	After: 3:50-6:00 PM

"Club Kinawa" Before/After Middle School (Grades 5-8)

Monday-Friday	Before: 7:00-8:45 AM (Kinawa)
	Before: 7:00-8:00 AM (Chippewa)
	After: 3:35-6:00 PM (Kinawa)
	After: 2:50-6:00 PM (Chippewa)

Note: 7th & 8th grade students walk to and from Club Kinawa to Chippewa.

Break Day Care & Summer Care - Located at Edgewood Early Childhood Center (parents provide lunch)

Monday-Friday	Full Day: 7:15 AM-6:00 PM
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Snow Day Care - Located at Edgewood Early Childhood Center (parents provide lunch)

Full Day: 9:00 AM-5:00 PM

SUMMER PROGRAM @ Edgewood Early Childhood Center

Grades: K thru 7th grade

The OKC summer program includes a variety of activities, including field trips, swimming, and special events. Students will be faced with multiple transitions each day in many different settings. In order to ensure a safe and healthy experience, we expect each student to:

1. **Follow Directions** – Listen to and follow instructions from teachers, chaperones, or guides.
2. **Stay with the Group** – Remain with the assigned group and avoid wandering off.
3. **Independently Use the Bathroom** – Know how to locate and use restrooms when needed.
4. **Practice Safety Rules** – Follow safety guidelines related to the trip (e.g., bus rules, crossing streets, handling equipment).
5. **Engage in Learning Activities** – Participate in discussions, answer questions, and complete assigned tasks.
6. **Demonstrate Good Behavior** – Show respect to staff, peers, and the location being visited.
7. **Manage Personal Belongings** – Keep track of personal items such as bags, lunches, and jackets.
8. **Eat Lunch or Snacks Responsibly** – Follow rules for eating areas and clean up after themselves.
9. **Ask for Help When Needed** – Seek assistance from a chaperone or teacher when unsure or in need of support.
10. **Engage in Hands-On Activities** – Participate in interactive exhibits, experiments, or workshops if applicable.
11. **Follow Transportation Rules** – Obey rules while on the bus or other transportation.
12. **Show Respect for the Environment** – Avoid littering, damaging property, or disturbing wildlife.

Please inform the OKC staff in advance if you would like to discuss these expectations, or if your student requires accommodations.

Monday-Friday 7:15 AM-6:00 PM

Closed July 4th and the entire week before Okemos Public School begins for Professional Development. Actual dates posted in summer information.

Located at the Edgewood Early Childhood Center.

Enrollment/Fee Policy: Summer registration paperwork and up-to-date fee schedules will be available around spring break.. **All participants** need to complete the summer registration form, including a new emergency card and additional necessary documents. A \$35.00 summer registration fee is due per child at the time of registration. All care is pre-pay only and bills are emailed on the 10th of each month and payment is due by the 25th of the month preceding care. Our summer program registration is by the week. No part time weekly schedules are available. Financial and staffing commitments are made based on enrollments.

Weekly Activities: See summer registration info for complete list

- Children in grades 2nd through 8th swim weekly
- Planned weekly theme-related activities and morning classes
- Weekly field trips and specials

Snacks and Lunches: Children will need to bring a sack lunch daily. Refrigeration and microwaves are not available for children to use. A snack will be provided in the morning and afternoon.

Swimming: Children will have opportunities to swim and participate in other water activities. Those participating should be sure to bring a swimsuit and towel labeled with their name on the designated swim days. Written permission is needed in order to administer sunscreen to children.

Please make sure all personal items are labeled with child's name*

QUESTIONS, CONCERNS & SUGGESTIONS

Questions, concerns, and suggestions may be directed to the Okemos Kids Club site supervisors during program hours or to the Childcare Coordinator at 517-706-5031. Registration and billing questions can be answered at 517-706-5023. We value and respect your input and opinions.