Allen Park Public Schools

CHILD CARE

Policies and Procedures

ALLEN PARK PUBLIC SCHOOLS
CHILD CARE PROGRAM

Licensed by the State of Michigan Department of Health and Human Services (DHHS)

Please direct all questions and tuition payments to:

Allen Park Public Schools
Community Services Department
9601 Vine
Allen Park, MI 48101
313-827-2664

Welcome to the Allen Park Public Schools Child Care Program. This program is open to children who attend Arno, Bennie, and Lindemann Schools for Kindergarten through 5th grade and Preschool at APCECE. Our child care program is a fee-supported program. Our staff provides a caring, consistent environment conducive to the development of children. We hope that you and your child will find this program a rewarding place to learn and grow together. An open-door policy is maintained. Parents are welcome to visit the programs anytime.

If you should need to reach a Latchkey supervisor during program hours you may reach them at:

- Arno Before/After Care 313-383-2777
- Bennie Before/After Care 313-388-5665
- Lindemann Before/After Care 313-389-7114
- Early Childhood Before/After Care 313-827-2665

BILLING NOTICE

Your tuition has been figured for the entire school year and divided into nine equal installments.

- Monthly tuition is due the 1st of every month
- Tuition is LATE after the 10th of each month
- A late fee of $15.00 will be charged for payments RECEIVED after the 10th of each month
- A final notice with a CUT SERVICE date will be emailed after the 10th of each month
- If payment OR communication with Elizabeth Lee, Community Services Coordinator, has not been made by the cut service date, your child/children **WILL NOT** be accepted to Latchkey. **NO EXCEPTIONS.**
- If more than one person is paying on an account, failure by either party will result in service being cut.
- Fees are to be paid whether or not your child attends
- No fee deduction is provided for emergency closings or vacations.
- It is both parents'/guardians' responsibility to communicate with each other about tuition. It is not the responsibility of Latchkey to communicate with each custodial parent separately. The responsibility of the tuition is with the parents or legal guardian.

Personal Electronic Devices

Personal electronic devices are an electronic device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. Devices include, but not limited to, cellular phones, smart phones, music and media players, tablets, e-readers, and laptop computers.

ONLY when the Before/After Care Supervisor gives permission to bring personal electronic devices will they be allowed in the program.

For the protection and safety of ALL Before/After Care students the following rules for personal electronic devices have been set:

- Charging electronic devices while in before/after care is **NOT** allowed. Please remind your student to charge their devices at home.
- **NO** use of the camera (videos or pictures) while in before/after care. If your child's device has a camera on it, we will cover it with a sticker while they are in before/after care. **NO EXCEPTIONS.**
- **NO** use of the internet on electronic devices while in before/after care.
- Staff will have full access to **ALL** devices at **ALL TIMES.**

The following progressive procedure is adhered to when the above rules are not followed for ALL personal electronic devices:

1. **Verbal Warning**
2. **Device will be taken away for the remainder of day. Will be returned to parent.**
3. **Parent Meeting with Coordinator**
4. **Device will be banned from Before/After Care**

NOTE:

- **Personal games and toys are NOT allowed in Before/After Care.**
- **If your child has a cell phone it MUST be off AND in your child's back pack during Before/After Care.**

The Allen Park Public Schools Before/After Care program will not be responsible for the care of personal toys/games/electronic devices.

POLICIES and PROCEDURES

Schedule of Operations

The Allen Park Public Schools' Childcare Program is in operation during the normally scheduled school calendar, including the first and last day of school.

Before School: 7:00 a.m. – 8:30 a.m.
After School: 3:30 – 6:00 p.m.
Half Days: 11:30 – 6:00 p.m.

Arrival and Pickup

It is State regulation that the parent or designated adult MUST sign your child in and out of our programs. Simply write your child's name on the designated sheets, mark your arrival or pick up time, and sign. 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. Identification will be checked for those persons with whom the staff is unfamiliar.

If you have designated someone that is under the age of 18, you must sign a special form that gives them permission to pick up your child/children. Without this form your child will not be released to anyone under the age of 18.

Unless custody has been established by a court action, one parent may not limit the other from picking children up from our care. A copy of the court order must be on file with the Community Services office in order for us to withhold a child from his/her parent.

Early Arrivals and Late Pickups

Our Before School program does not begin until 7:00 a.m. **We will not accept any children before 7:00 a.m.** Our After-School program ends at 6:00 p.m. There will be a late charge of $10.00 **per child** for every ten (10) minutes, or fraction thereof. **If no one can be reached to pick the child up after 45 minutes, standard safety procedures will be followed, which may include calling the police for child abandonment.** After the third occurrence, withdrawal from the program may be requested.

On half-days~~, early~~, if your child is NOT registered for After Care, they must be picked up by 3:30 or you will be billed for After Care that day.

Before/After Care Fees

The annual (September - June) registration fee is due at registration and is non-refundable.

Monthly tuition is due the 1st of each month and considered late after the 10th of each month.

Our Child Care Program is self-supporting and dependent on guaranteed enrollment. Tuition is assessed on a guaranteed basis, not daily use. Participants in our program are charged monthly for the full a.m. session, p.m. session, or both (a.m. and p.m.) sessions. Drop-in usage is not allowed.

Your tuition has been figured for the entire school year and divided into nine equal installments. All half - days have been included in your tuition rate. If you choose not to use these days, there is NO reduction in tuition. Tuition will always be due one month in advance.

Payments can be made online at www.MyProcare.com. **Payments will not be accepted at individual buildings nor will we be responsible for any payments left other than the Community Services Office. When payment is made in cash, a receipt should be obtained from the Community Services office staff.**

A $15.00 late fee will be charged for payments received after the 10th of each month. Returned checks will be assessed a $25.00 service fee, along with the late fee and must be repaid within one week of notification with a money order or by cash.

NOTE: If you are a DHHS parent, please understand that if we do not receive approval for payment from DHHS within 14 days of paperwork being submitted or starting Before/After Care, which ever comes first, you become immediately responsible for the full amount of fees.

TUITION PAYMENT OPTIONS

Due to the high volume of families we will no longer be accepting payments over the phone.

Cash/Check/Money Order

You can continue to pay with cash or check. Payments can be mailed to or dropped off at the Community Services, 9601 Vine, Allen Park, MI 48101. Checks should be made to Allen Park Public Schools. Please note that checks can take up to 10 business days to process.

Auto Pay with Tuition Express

Tuition Express, part of our Procare Software management system, allows us to process tuition payments safely and efficiently. Once enrolled in Tuition Express, your account balance will be paid automatically on the 1st of the month. You have the option to have your payment drawn from a checking/savings account or credit card. If you are interested in this option, the enrollment form is attached. Please fill it out and return to the Community Services Office.

One-Time Online Payments at MyProcare.com

We are happy to offer ONLINE PAYMENTS! Online payments can be made at www.MyProcare.com, a free online portal for you to easily pay tuition. MyProcare is safe, secure and created with your convenience in mind. If you are interested in this option, your email must be on file in the Community Services Office to create and connect your account. Please email me at lee@appublicschools.com to confirm the email address you would like linked to MyProcare.~~**Unless the district is closed for more than six days**~~

Absences

The program will not provide tuition refunds for days that your child is absent. In case of an extended illness (more than two weeks), with written medical verification, special arrangements may be made to hold your child's place for a month.

- You will be financially responsible for the first 10 consecutive school days missed due to illness.
- You will be financially responsible for any time taken off for vacation.

If your child does not attend school (illness, behavior, etc.), they cannot attend Before/After Care.

School Closings

In the event of a school closing, including work stoppage, announcements are made by phone, social media, and television stations. If the session has begun, parents will be contacted to pick up their children. If they cannot, with parent approval, arrangements will be made by the Director to have children transported to a safe and secure site.

When the Allen Park Public Schools are closed (individual building or district wide), **the Before/After Care programs will be closed.**

Health

All children in the school-age program must meet the local and state departments and Michigan Department of Health's requirements for school entry, as well as any additional health requirements of the local school district. Students' health forms must be on file in the building they attend.

For the protection of all children, **your child WILL NOT be accepted in the Before/After program if he/she has any of the following symptoms:**

- Oral temperature of 99 degrees or above. A child who has a fever should remain at home until "fever free" for a minimum of 24 hours without use of fever-reducing medications.
- Intestinal problems with diarrhea or vomiting
- Any type of undiagnosed rash
- Any type of communicable illness (chicken pox, measles, impetigo, pink eye, strep infection, or any other contagious illness etc.)
- Congestion or mucous discharge of the nose.
- A child who has started antibiotics needs to be on the medication for 48 hours before considered non-contagious and able to return to school.

Children with any of these symptoms will be excluded from Before/After Care for that period of time as established by the State health guidelines.

In addition to the above, parents must notify the Community Services office as soon as possible if their child is diagnosed with any communicable disease (i.e. chicken pox, measles, pink eye, strep throat, etc.), so necessary paperwork may be prepared.

Medication

Since the children are in the program for a limited time, we will not give them any medication. Please make sure they are given any necessary medication before they come to the program.

Allergies

If your child requires medication for emergencies such as EpiPen's, a medication consent form must be signed by your child's physician. Contact the Community Services office to obtain appropriate forms.

- If your child has an EpiPen in the school office, you will also need to provide one for Before/After Care. We do not have access to the school office before or after the normal school day.

Emergency Cards

Your child's Emergency Card **must** be in our files before your child can attend the program. This includes the first day of school. **ALL areas of the emergency card MUST be filled out completely. Children will not be accepted without a completed emergency card.** Make sure that the name of any person who may pick up your child is on the emergency card. Children will not be released to anyone without the expressed consent of the parent or guardian. If anyone under the age of 18 years of age is allowed to pick your child up, please advise the building supervisor so that proper documentation can be filled out by you. Any changes in emergency card information during the year should be immediately reported and the emergency card changed.

Safety Precautions

During severe weather (i.e. Tornado), the children will be moved to designated safety areas in the building. Drills will be held with children to practice those procedures.

Plans for safe evacuation of the building during a fire are posted and familiar to all staff members. Fire drills are held on a regular basis to familiarize the children with these procedures.

Staff members are certified in CPR and First Aid. Parents will be notified of any accidents, injuries, incidents and illnesses.

Snacks

The program will provide a small snack in the morning and in the afternoon. *NOTE: Morning snack is not intended to replace breakfast. **DO NOT bring your child to Before Care with their breakfast. They should eat before coming. Please notify us of any food allergies. Contact the office to obtain the appropriate forms.**

Lunch

Before/After Care students are provided lunch on ALL half days. If your child does not want the provided lunch you will be responsible for sending their lunch.

Behavior Management

The following procedure is adhered to when serious disciplinary problems occur.

1. Time-out during program
2. Parent will pick up child from program
3. Parental conference with supervisor and/or staff
4. 3 – 5 day suspension
5. Dismissal from program

All children are subject to the District's Code of Conduct.

Parents must be aware that if a childcare worker sees what they deem or suspect to be neglect or abuse of a child, they are mandated by law to report immediately to their supervisor who in turn will report immediately to the coordinator who will contact Protective Services.

Please note that if a child is suspended from school, they are also suspended from the Before/After Care program during the same period.

Homework

We will provide an area for your child to do homework. ***However, our license does not allow us to insist a child do homework if they wish to do something else.*** State regulations require our program to provide multiple activity options at all times for all of our Before/After Care students. It will be your child's responsibility, not the staff, to see that homework is completed if you wish for them to do homework. One-on-one assistance can NOT be provided.

Plan Changes

All absences or plan changes need to be reported to the program by a parent or guardian. 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. For the safety of each child, please notify the center if the child will not be attending for any reason.

Withdrawal

A two-week written withdrawal notice must be given to the Community Services Coordinator. Those who fail to provide this appropriate notice will be responsible for the period's tuition.

A child may be dismissed from the program:

- 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, the program reserves the right to dismiss that child from the center

Emergency Plans

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

This Program Screens Its Employees

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.

Notice of Licensing Notebook

The licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at **www.michigan.gov/michildcare**.

Outdoor Playground and Equipment

Before/After Care 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

Before/After Care is covered by the Allen Park 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 (313) 827-2150

Policy of Compliance with Federal Law

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990, it is the policy of the Allen Park School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, sex, age, disability, height, weight, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity or service or in employment.

Before/After Care
Daily Routine Guide

Before Care
7:00 AM – 8:30 AM

7:00 AM: Doors open, students begin to arrive and are signed in by an adult

7:00 AM – 8:00 AM: Students have free choice to engage in toys, games, coloring, crafts/art supplies or homework.

Outdoor weather and temperature permitting, we go outside for exercise and large group activity. If outside is not an option, gym will be offered.

8:00 AM: Students clean up and wash hands for snack.

8:10 AM: Snack is offered. Students are also allowed to buy breakfast from the school but MUST eat with the Before Care staff and students.

8:25 AM: Students line up and walk to classrooms. School begins at 8:30 AM

After Care
3:30 PM – 6:00 PM

3:30 PM: Students arrive from their classrooms, put down coats and backpacks and line up to wash their hands for snack.

Snack is then offered to all students.

4:00 PM – 5:30 PM: Students have free choice to engage in toys, games, coloring, crafts/art supplies or homework

Outdoor weather and temperature permitting, we go outside for exercise and large group activity. If outside is not an option, gym will be offered.

5:30 PM: Students clean up and do quiet activities (coloring, homework, etc.) until every student has been picked up.

6:00 PM: After Care is closed