

Spring Lake Community Child Care Program Handbook for Parents

About the program:

Spring Lake Community Child Care Program provides quality care for school aged children in Kindergarten through sixth grade and is available through the school year and summer. The program focuses on enhancing physical, intellectual, social and emotional development, with recognition of individual interests and talents and promotion of the school as a safe and stimulating place.

Our before and after school care program and summer program is housed at Jeffers Elementary located at 16031 144th Avenue.

If you have questions about the Community Care program please contact us, we welcome hearing from you!

Abby Holstrom

Director of Spring Lake Community Child Care

Spring Lake Public Schools

(616) 846-3180

aholstrom@springlakeschools.org

Enrollment:

Admissions Policy

All state required forms below must be completed in full, signed, and received before a child is able to attend. Prior to re-enrolling, a child's account must be up to date with no outstanding balance.

*Contract and Registration Fee

*State Information Card

*Release Form

*Field trip/swim form (summer enrollment)

Withdrawing from the program

Parents must notify the program director two weeks in advance before withdrawing. Our program bills in advance and you will be responsible to bring your account up to date upon withdrawing whether or not the child attends.

Hours of operations:

Before and After -School Care:

6:30am - 8:30am , 3:30pm – 6:00pm Monday - Friday

Summer Program:

6:30am – 6:00pm Monday - Friday

Open for half days, most in-service full days

Closed for snow days, Christmas break, Spring Break, Labor Day, 4TH of July and Memorial Day.

Fee Policy:

Registration Fee: \$40.00

Before and After School Care:

Am OR Pm: \$15.00 a day/per child

Am and Pm: \$30.00 a day/ per child

½ day: \$25.00 per child

Full day: \$40.00 per child

Summer Program:

40.00 a day/ per child

Summer field trip fee:

Parents are responsible for paying field trip total costs in cash before all trips.

Late pick up fee:

If you are late picking up your child you are responsible of paying staff \$1.00 for every minute you're late.

Late fee:

A \$25.00 late fee will be applied for failure to pay invoices on time and in full.

Key Cards:

When you enroll your child with the program you are responsible of paying \$25.00 for each key card you request. Each time you lose a key card it will be \$25.00.

Typical daily routine:

School year:

A typical daily routine consists of self-directed play, teacher instructed activities, outdoor play and large/small group activities.

Summer:

A typical daily routine consists of self-directed play, teacher instructed activities, outdoor play, snack times, large/small group activities, lunch time and an array of weekly field trips.

Spring Lake Community Child Care

Daily Routine

Am Sept – June

- 6:30 – 8:30 am Arrivals/free time
- 7:15 – 8:00 am Games, planned activities, free time
- 8:00 – 8:15 am Breakfast
- 8:20 am Clean Up
- 8:20 am Group game
- 8:25 am Holmes students board the bus
- 8:30 am Jeffers students dismissed to class

Pm Sept – June

- 3:30 pm Jeffers students arrive
- 3:35 pm Snack
- 3:50 pm Recess
- 4:00 pm Holmes students arrive
- 4:05 pm Snack for Holmes students
- 4:15 pm Holmes students outside
- 4:40 pm Return to class
- 4:45 pm Games, planned activities, free time
- 6:00 pm Close

In-service and Summer

6:30 - 9:00 am Open/free time

9:00 - 10:00 am Recess/gym

10:00 – 10:30 am Snack

10:30am – 12:00pm – (split up in groups) Group activities, games, planned activity, free time

12:00 – 12:30 pm Lunch

12:30 – 1:30 pm Recess/Gym

1:30 – 2:00 pm Lights off/relax/reading/coloring

2:00 -3:00 pm (split up in groups) Group activities, games, planned activity, free time

3:00 -3:30 pm Snack

3:30 -4:30 pm Recess/gym

4:30 – 6:00 pm Free time/close

Discipline Policy:

Spring Lake Community Child Care strives for positive guidance and discipline. Working with parents, these steps are our course of action:

Step 1- A friendly reminder will be given and the child will be redirected.

Step 2- The child will be removed from group or area, redirected and a solution will be discussed between the teacher and student.

Step 3 – The child will be once again be removed from the group and discuss what happened between the teacher and student. Parent will be contacted

Step 4 – A in person discussion will be had with parents and the Director of the program

Step 5 – A one day suspension will be enforced and a parent may be notified to pick their child up.

Step 6 - Student will be dropped from the program.

Physical contact in disciplining will be avoided unless it is necessary to restrain a child from harming themselves or others.

****** Some of the steps listed above may be skipped if the behavior is severe or violent. Offensive and/ or inappropriate language will not be tolerated.

Behaviors that can lead to terminating include:

- Unprovoked physical violence
- Persistent bullying
- Verbal harassment of peers or staff
- Unauthorized departure from the grounds or building of the program

Personal Injury:

Our staff is certified in CPR and First Aid. In the event of an emergency, staff will follow all emergency guidelines and parents will be notified by phone. An accident report will be filled out by the staff on duty and will be filed with the school. A copy of the report is available upon request. If a child is seriously injured, someone will remain with the student while another staff member calls 911 and contacts parents. If we are unable to make contact with either parent, the child will be taken to the nearest hospital.

Illnesses:

The Community Child Care Program has developed a health policy to help control the spread of communicable diseases. If any of the symptoms listed below are present while your child is in our care, you will be notified immediately. Please keep your child home if they experience any of the following symptoms.

- Fever of 100 degrees or higher
- Severe cough/hacking
- Sore throat for they can be very contagious
- Discharge from the eyes, nose or any other or open sores
- Rashes/itching...please keep at home and consult a doctor
- Head Lice... a staff member will check before returning to program

A child will be required to be picked up immediately if fever, vomiting, diarrhea or other symptoms of illness are present. We will remove from the group and we will keep them as comfortable as possible until someone arrives. Remember your child must be fever and symptom free (non-medicated) for 24 hours before returning to Community Child Care!

Medication policy:

If your child needs medication during Community Child Care hours, the teacher can give it, if you fill out a medication form and bring the medication in its original container. Children cannot carry any medication in their backpack or pockets. Medication will be stored in a locked cabinet and you will need to ask for it at the end of the day. The teacher will administer the medication as directed and log the date, time and dosage given on the form.

Field Trips: (summer care)

A field trip form, found with other registration forms must be signed upon enrollment. For each trip (whether by bus, foot, or public transportation) you will be informed in advance of the destination and specifics regarding the trip. Some trips may incur additional fees.

Snacks and lunches:

Breakfast:

SLPS Food Service Department provides breakfast for students. If you wish for your child to take part in breakfast, please let staff know. Breakfast will be served for Before Care at 8:00 – 8:15. Breakfast is not served during the summer, or in-service days.

Snacks:

After school snacks are provided to students by Community Child Care. Snacks are a healthy assortment of granola bars, crackers, yogurt, pretzels, etc. Juice and water are also supplies. During summer care children get 2 snacks a day.

Lunch:

Lunch is NOT provided by Community Child Care or SLPS during summer, ½ days or in-service days. A cold lunch from home is needed for half days, extended full days and during the summer.

