



**CEDAR SPRINGS PUBLIC SCHOOLS**

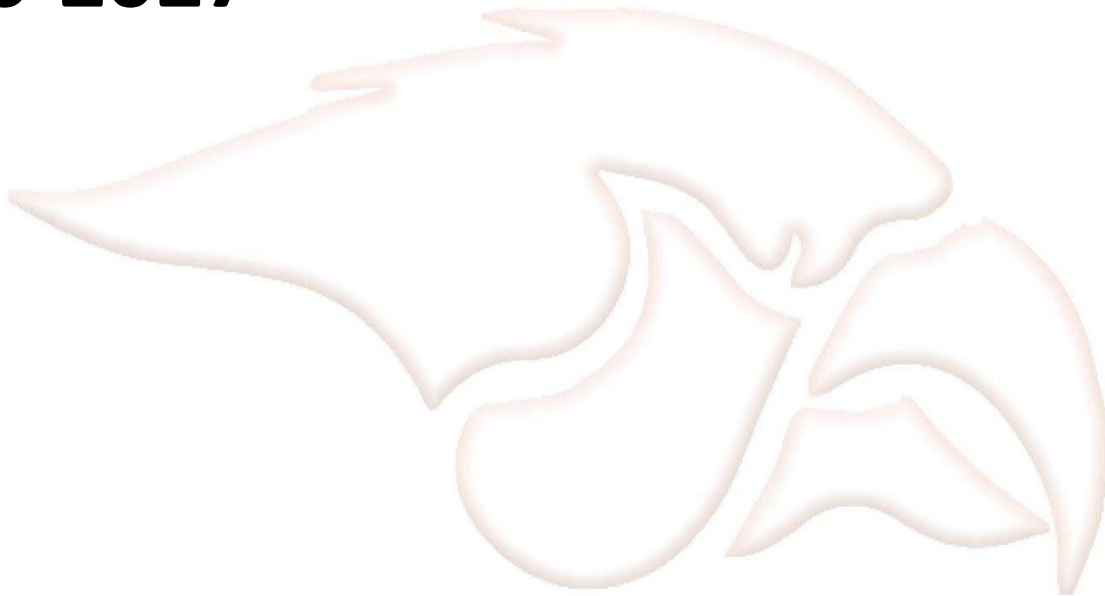


# **CAMPUS KIDS**

## **Before and After School Care**

### **Parent/Student Handbook**

### **2026-2027**



204 E. Muskegon Street

Cedar Springs, MI 49319

616-696-1716 | [campus.kids@csredhawks.org](mailto:campus.kids@csredhawks.org)

[earlylearning.csredhawks.org/campus-kids](http://earlylearning.csredhawks.org/campus-kids)

*WE CAN. WE WILL. WE ARE. TOGETHER.*



## Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>ABOUT CAMPUS KIDS</b> .....	<b>4</b>
OUR PHILOSOPHY .....	4
OUR COMMITMENT TO YOU .....	4
PROGRAM .....	4
DAYS AND HOURS OF OPERATION.....	4
STAFF.....	4
CHILD CARE LICENSING INFORMATION .....	4
DIVERSITY AND INCLUSION.....	5
<b>REGISTRATION AND BILLING INFORMATION</b> .....	<b>6</b>
ADMISSION REQUIREMENTS (Before School, After School, Non School Days, Half Days, and Summer Programs).....	6
TUITION AND FEES.....	6
TUITION INFORMATION CHART – Subject to Change.....	6
NON-REFUNDABLE REGISTRATION FEES .....	7
BILLING POLICIES.....	7
SCHEDULE CHANGES.....	7
LATE TUITION .....	7
LATE DROP OFF .....	7
LATE PICK UP .....	7
WITHDRAWAL POLICY.....	8
DHHS FUNDING.....	8
<b>POLICIES AND GUIDELINES</b> .....	<b>9</b>
ACCIDENT AND SAFETY POLICY.....	9
BEHAVIOR POLICY .....	9
PROGRESSIVE DISCIPLINE PLAN .....	9
HAND WASHING PROCEDURES.....	10
HEALTH POLICY .....	10
MEDICATION POLICY.....	10
WHAT NOT TO BRING TO CAMPUS KIDS .....	10
STUDENT CELL PHONE POLICY .....	11
SNOW DAY/EARLY DISMISSAL/2-HOUR DELAYS.....	12
SNOW DAY/EARLY DISMISSAL (CONTINUED) .....	12
TWO HOUR DELAY .....	12
<b>GENERAL INFORMATION</b> .....	<b>13</b>
CLOTHING.....	13



MEALS AND SNACKS ..... 13

PEANUT FREE ENVIRONMENT ..... 13

SIGNING CHILDREN IN AND OUT ..... 13

INTEGRATED PEST MANAGEMENT PLAN..... 14

QUESTIONS AND CONCERNS ..... 14



## ABOUT CAMPUS KIDS

Welcome to Campus Kids! Campus Kids is a program that serves the students of Cedar Springs Public Schools. We hope this handbook will provide you with the information you need to make your time with us valuable. We've tried to answer the most common questions here, but if you have additional questions, please feel free to contact the Campus Kids Office at 616-696-1716 or email [campus.kids@csredhawks.org](mailto:campus.kids@csredhawks.org).

## OUR PHILOSOPHY

- To provide quality care for our students.
- To provide exposure to new experiences and new activities.
- To enhance children's physical, intellectual, social, and emotional development.
- To recognize and encourage individual interests and talents.
- To promote the school as a safe, secure, and stimulating place.

Children need the time and opportunity to relax, play, and make choices in a semi-structured setting before and after their school day.

## OUR COMMITMENT TO YOU

We are committed to giving your child a safe, loving, and nurturing environment in which to grow and learn while in our care.

## PROGRAM

- Before and After school services
- All-day and half-day programming is available on most school breaks.

## DAYS AND HOURS OF OPERATION

- Monday through Friday
  - 6 a.m. – School Start Time
  - School End Time - 6 p.m.
- If your child is/will be absent, contact our office to notify staff at 616-696-1716 or email [campus.kids@csredhawks.org](mailto:campus.kids@csredhawks.org).

## STAFF

All programs are staffed by certified caregivers to maintain a maximum adult-to-child ratio.

- The Cedar Springs Public Schools District requires that all applicants must be fingerprinted. The Campus Kids Director/Coordinator shall also ensure that staff are not listed on either the [Michigan State Police Sex Offender Registry](#) or the [Dru Sjodin National Sex Offender Public Website](#). All caregivers shall be responsible and suitable to meet the needs of children.
- The staff of all Cedar Springs Public Schools Campus Kids Programs is always striving to improve quality through staff development programs and in-service training opportunities.

## CHILD CARE LICENSING INFORMATION

There must be a current licensing notebook that includes all licensing inspections, special investigation reports, corrective action plans, approval letters for the last 3 calendar years, and a summary sheet outlining the documents contained in the notebook. The notebook must always be in a place accessible to parents and prospective parents during the center's normal hours of operation, or if the internet is available at the center, access may be provided through the department's electronic database of licensing records for the entity.



Our notebook is available at: [Michigan.gov/michildcare](https://Michigan.gov/michildcare)

### **DIVERSITY AND INCLUSION**

Campus Kids admits children of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at school. It does not discriminate based on race, color, or national or ethnic origin in any way, including admissions and educational policies, assistance, and other school-related activity or programming. Diversity is valued, encouraged, and reflected in our environment.



## REGISTRATION AND BILLING INFORMATION

### ADMISSION REQUIREMENTS (Before School, After School, Non School Days, Half Days, and Summer Programs)

- Up-to-date Immunization Records on file in the school office
- The following application forms are filled out and signed (available at Campus Kids on our website).
  - Child Information Record
  - Licensing Notebook Form
  - Field Trip Permission Form
  - Handbook Form
  - Health Form
- Changes can be made online: [csredhawks.arux.app](https://csredhawks.arux.app)

At the time of registration, parents will commit their child to a schedule. Parents will be charged tuition for those sessions whether or not the child/children attend. **Tuition is charged based on enrollment, not attendance. Refunds will only be given when Campus Kids is closed.** See Fee Schedule for all Campus Kids rates and fees.

### TUITION AND FEES

Tuition rates are based on the scheduled days of care you request and are charged based on enrollment – not attendance. Campus Kids bills and collects tuition on a pre-pay basis. The bill must be paid in full by the 25th of the month for the services which are scheduled to occur in the following month. For example, if services are scheduled for the month of February, the entire bill must be paid in full by January 25th.

### TUITION INFORMATION CHART – Subject to Change

Programs Available	Time	Cost (per child per day)	Drop-In Cost (per child per day)
Before School Care	6 a.m. – School Start Time	\$11	\$13 Call to check availability
After School Care	School End Time – 6 p.m.	\$11	\$13 Call to check availability
Cedar Springs Public Schools' Scheduled Days Off	Defined as no more than 10 hours of care per day between the hours of 6 a.m. – 6 p.m. (Spring break, mid-winter break, summer break)	\$55 Must pre-register	\$60
School Delays	Defined as no more than 4.5 hours of care per day between the hours of 6 a.m. – 10:30 a.m.	+\$4 In addition to the day cost for before or afterschool care, a total of \$15	\$17
Half Day	School End Time – 6 p.m.	\$30	\$35 Call to check availability
Snow Days	Defined as no more than 10 hours of care per day between the hours of 6 a.m. – 6 p.m. Please provide lunch for your child	\$55	
Schedule Change/Late Submission	Modifications to schedule or director input after the 15 <sup>th</sup> of the month. (After Invoiced)	\$22	



Late Payment	A two-week grace period will be provided. Following this period, students will be unable to continue attending Campus Kids.	\$	
--------------	---	----	--

**\*All prices are subject to change annually.**

**NON-REFUNDABLE REGISTRATION FEES**

- School-Year: \$40 per child
- Summer: \$25 per child (Additional fees may be charged based on program activities. Summer field trip, Summer T-shirt)

**BILLING POLICIES**

- Payments may be made by credit card (a 2.99% processing fee plus a \$0.39 transaction fee will apply) or by check. If paying by check, your bill must be paid in full. A \$25 fee will be charged for any returned checks. Please note that we are unable to accept cash payments. Any additional fees (i.e., late pick-up, drop-ins) will be applied to your next bill
- Tuition is charged for all of the days a child is enrolled, (regardless of an absence).
- Tuition is prepaid and will be charged for the month prior to attendance.
- Refunds or credits may be given on an individual basis.
- For tax purposes, yearly statements are available through the online account
- Drop-in rates apply if you need to add a day to your schedule after the 15<sup>th</sup> of the month.
- Drop-ins and schedule changes are based on director/coordinator approval.
- We reserve the right to expel any child from our program for unpaid tuition. A two-week grace period will be provided. Following this period, students will be unable to continue attending Campus Kids.

**SCHEDULE CHANGES**

A schedule change fee will be charged for any modification to your schedule that requires coordinator input after the month has been invoiced. Prior to the 15<sup>th</sup> of the month, changes can be made via the website and will be approved by the coordinator. The schedule change fee is \$20 and will be charged to your next invoice. Refer to the information provided on the Arux website at [csredhawks.arux.app](http://csredhawks.arux.app).

**LATE TUITION**

If tuition payment is not paid in full the month prior to care.

- We reserve the right to expel any child from our program for unpaid tuition. A two-week grace period will be provided. Following this period, students will be unable to continue attending Campus Kids.

**LATE DROP OFF**

- On a regular school day, students may not be dropped off after **8:20 a.m.**
- On snow days, students may not be dropped off after **10 a.m.**

**LATE PICK UP**

Campus Kids closes at 6 p.m. If you are unable to pick up your child(ren) by closing, please plan for an alternate pick-up person (they must have identification, and be listed on your child’s pick up list).

Late fees are as follows:

- \$1 per minute per child(ren) 6 p.m. - until signed out



## WITHDRAWAL POLICY

- If you need to withdraw your child from our program, please submit a **written notification two weeks before the last date of care or you will be charged for an additional 2 weeks.** (see the additional sign-off-page)
- If we feel that a child is not adjusting to the program we will advise you and suggest other options. We will attempt to give two weeks' notice to find alternate care.

## DHHS FUNDING

Department of Human Service payments will be accepted with the following conditions:

- A DHHS contract is completed and on file with the Program Director
- Payments from DHHS are paid in full
- Parents are responsible for paying for any late pick-up fees (listed on page 4)
- Parents are responsible for paying their Family Contribution per DHHS.
- You notify us if your child will be absent from our program



## POLICIES AND GUIDELINES

### ACCIDENT AND SAFETY POLICY

If an injury occurs:

- Caregivers will perform basic first-aid (i.e., cuts washed/bandaged, bumps treated with ice)
- Caregivers will document the incident via an Incident/Injury report
- Emergency medical service will be called if a child needs emergency treatment and parents will be notified
- An evacuation plan, in case of fire, along with tornado and severe weather instructions are posted in the room. The children have periodic practice drills throughout the year.

### BEHAVIOR POLICY

The Campus Kids Program has been developed to provide a warm, positive environment that meets children's daily needs. Students must be in good standing with their elementary school in order to attend Campus Kids. There are times when behavior problems may occur and need to be managed. The following expectations have been developed to support our program:

1. **The Right to be Safe:** I will not hit, push, or hurt anyone.
2. **The Right to Kindness:** I will be fair and avoid hurting others' feelings.
3. **The Right to be Heard:** I will be a good listener and not interrupt or disturb others.
4. **The Right to Respected Property:** I will be careful with toys and equipment and never take things that don't belong to me.
5. **The Right to a Clean Space:** I will respect school property, pick up after myself, and help put toys away.
6. **The Right to be Respected:** I will be considerate and cooperate with both adults and other children.

Our staff will use positive methods of discipline, which will encourage self-control, self-direction, increased self-esteem and cooperation. The staff will explain to the child why certain behaviors may be inappropriate and focus on what the child should be saying or doing rather than focus on the negative behavior. Rules will be explained to the children.

### PROGRESSIVE DISCIPLINE PLAN

Children are entitled to a pleasant and harmonious environment while participating in Campus Kids. The program cannot serve a child who displays chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity that may include, but is not limited to: behavior that requires constant attention from the staff and ignores or disobeys the rules that guide appropriate behavior. If a child cannot adjust to the program's setting and behave appropriately, he or she may be dismissed.

Step 1 – 1st Warning – Child is given a verbal warning specifically stating the inappropriate behavior. Depending on the age of the child, the child will either be told or will be asked to display more appropriate behavior.

Step 2 – 2nd Warning – Child will be reminded of inappropriate/appropriate behavior and a logical consequence will take place. An older child may be asked to write down the nature of the misbehavior and what corrective measures he/she plans to take. Parent communication takes place in person, by telephone, and/or in written form. The Campus Kids office will contact the parent/guardian that the next step will be suspension.

Step 3 – Suspension- Child is placed on a suspension. The length of the suspension will be determined by the Coordinator/Director. A letter is sent home to parents from Campus Kids, a copy will be given to the school's principal.

Step 4 – Dismissal - Permanent dismissal may take place if the behavior continues upon reinstatement from suspension.



## HAND WASHING PROCEDURES

Hand washing is critical in reducing the spread of germs. Children will develop healthy habits by washing their hands for at least 20 seconds with soap and warm water before eating, after using the restroom, when returning from outdoors, and other times as deemed necessary by the staff. All staff and volunteers follow handwashing procedures. Guidelines are posted in food preparation areas, in restrooms, and by all handwashing sinks.

## HEALTH POLICY

Your child should remain home from Campus Kids if they:

- Have had a temperature or vomited in the last 24 hours. Must be fever free 24 hours without the use of fever-reducing medication.
- Are taking an antibiotic due to illness
  - After taking the antibiotics for a minimum of 24 hours the child may return
- Have a green or yellow discharge coming from the nose, and/or coughing
- Have a rash, they must be kept at home until you can provide a doctor's note indicating the rash is not contagious.

Contact us immediately if your child has been exposed to any contagious diseases or has contracted illnesses such as:

- Measles
- Mumps
- Rubella
- Scarlet Fever
- Strep Infections
- Hepatitis
- Chicken Pox
- Head Lice
- Scabies
- Impetigo

We reserve the right to restrict attendance accordingly. In turn, we will notify parents by posting a notice if a child has been exposed to any of the above illnesses. If your child becomes ill while in our care, we will contact you or your designee to arrange to pick up the child.

## MEDICATION POLICY

Cedar Springs Public Schools is dedicated to maintaining a safe and drug-free environment for all students. To align with this commitment and our school policies, any student who needs to take prescription or over-the-counter medication during school hours must have a Medication Permission Form signed by both their parent and physician.

- All medications must be dispensed by school staff.
- Students with allergies must inform Campus Kids Staff by completing a separate form, available at the Campus Kids Office.
- These forms must be completed prior to attendance. Campus Kids staff do not have access to school documentation, so this form is required for their records.

Thank you for helping us ensure the safety and well-being of all students. If you have any questions, please contact your school office.

Caregivers maintain a record of medication given with date, time, and amount given. The medication will be dispensed in the presence of two adults. Medication is stored out of the reach of children. Children are not allowed to carry medication.

## WHAT NOT TO BRING TO CAMPUS KIDS

Please have your child leave all items at home (video games, radios, headsets, stuffed animals, etc.). We provide games and activities for the children during their time at Campus Kids. Campus Kids is not responsible for lost, stolen or damaged items that are brought from home.



## **STUDENT CELL PHONE POLICY**

Cell phones, smart watches and personal belongings: The program is not responsible for lost items. Valuables and electronic items should NOT be brought to the program. Student cell phones are not allowed. If a student is found using their phone, it will be confiscated and put in the office. Parents/guardians will need to pick it up at the end of the day. Watches, Gizmos, and any other smart watches may not be used for phone calls, videos and picture taking. If students are found to be using their watches in this manner, the watch will be confiscated and parents/guardians will need to pick the watch up at the office.



### **SNOW DAY/EARLY DISMISSAL/2-HOUR DELAYS**

Notification of school closures will be sent to all families as soon as possible. In the event that Campus Kids is also closed families will be notified through the communication from the School District.

Snow days will be available for those families who sign up ahead of time for snow day care. Students will need to eat breakfast before arriving and bring a sack lunch as food service is not available on snow days. A mid-morning and afternoon snack will be served. Snow day tuition will be charged.

### **SNOW DAY/EARLY DISMISSAL (CONTINUED)**

Food service is not provided on snow days and students must provide their own breakfast and lunch. A mid-morning and afternoon snack are provided. They should also have all their winter gear to be able to get outside to enjoy the snow!

Tuition will be adjusted for those who attend on Snow Days and will show on the next month's invoice. Tuition will be refunded only on the days that Campus Kids is closed.

### **TWO HOUR DELAY**

If your child is scheduled for a.m. care and there is a two-hour delay they can attend. Drop-in care will not be available on two-hour delays.

Tuition will be adjusted for those who attend on two hour delays and will show on the next month's invoice. Tuition will be refunded only on the days that Campus Kids is closed.

Breakfast is not served on two-hour delay days.



## GENERAL INFORMATION

### CLOTHING

- Children should dress accordingly based on weather conditions for inside and outside play. We try to go outside every day.
- Footwear should be safe and appropriate for both inside and outside play. No open-toe shoes are allowed.
- Shorts must be worn under skirts/dresses during outdoor play
- Caregivers retain the right to remove a child from the playground if their shoes are not safe or clothing is not appropriate.
- During summer camp, please send a swimsuit and a towel.
- Girl suits must be one-piece and provide adequate coverage
  - If the suit is too revealing, we will ask the child to put a shirt on over it.
- We request no spaghetti strap shirts or bare midriffs.

### MEALS AND SNACKS

- After-school programs offer a snack. Breakfast is provided during scheduled days of full-day care when school is not in session.
- Lunch is not available during school breaks. Cold lunch from home is required.
- On snow days, students must eat breakfast before arriving and bring a sack lunch. A mid-morning and afternoon snack are provided.
- Summer camp offers breakfast, lunch, and an afternoon snack when the summer meal program is available.
  - Please send a lunch when this program is not available (generally the first week of summer camp and the last 2 weeks of summer camp).

### PEANUT FREE ENVIRONMENT

We try our hardest to be a peanut-free environment, but we cannot always control what our students bring in for lunch or snacks. If your child is highly allergic to peanuts or peanut oil, please let us know upon enrollment. We will do our best to control the environment for him/her. We will not offer any snacks containing peanuts. Parents are required to have a medical plan on file that includes any allergies that is completed with their enrollment at Campus Kids, as we do not share medical plans between buildings.

### SIGNING CHILDREN IN AND OUT

- Parents (or designees) must bring children into the building and wait while the staff signs them in.
- Parents must come into the building to pick up their child at the end of his/her stay.
- It is important for staff to see you and communicate with you every day.
- A child will not be released to anyone other than a parent/guardian unless that person is designated on the Child Information Record.
- A written statement of parental consent must be given to the director/coordinator to alter pick-up arrangements.
- All persons picking up children should be prepared to present picture identification at all times. For the safety of your child, caregivers who are not familiar with the parent or designee are instructed to ask for ID.
- You may not list a biological parent in the "Unauthorized to pick up" area unless it is accompanied by a court order.



## INTEGRATED PEST MANAGEMENT PLAN

Families will receive advanced notification of pesticide applications through the following two methods:

- Letters will be sent home with students through their school
- Notices will be posted at the Center entrance and on Family Information Boards

This advanced notice shall contain the following information:

- Information about the pesticide, including the target pest or purpose
- Approximate location and date of the application
- Contact information at the Center
- The toll-free number for the National Pesticide Information Center (NPIC):
  - 1-800-858-7378 (answers questions about pesticides, 9:30 am to 7:30 pm Eastern Time, seven days a week except for holidays).

Per child care licensing regulations, liquid spray or aerosol insecticide applications will not be performed in any room unless the room will be unoccupied for not less than 4 hours or longer if required by the pesticide label use directions.

## QUESTIONS AND CONCERNS

There is a lot of information contained in this handbook. Its purpose, however, is to help provide consistent operating procedures. Please keep it handy to refer to when you are unsure of a procedure. Please direct any questions or concerns to the Campus Kids Director.

### Notice

The Cedar Springs Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, political belief, disability, or handicap in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination process: Scott Smith, Superintendent, 204 East Muskegon St., Cedar Springs, MI 49319, 616-696-1204.