Plymouth-Canton Community Schools

Kids' Time Program



Family Handbook

2026-2027

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Philosophy

Plymouth-Canton Community Schools Kids' Time is committed to providing a before and after-school care program to meet the needs of the families and elementary school children within the district. It is our belief that elementary-age children should not regularly be without adult care. Children have a right to a safe environment, free from the fear of both physical and emotional harm. We also believe that we can support working parents/guardians by providing a safe, affordable program staffed by professional, nurturing, competent, and responsible people.

Kids' Time fosters the development of the total child, some experiences could include: social, emotional, physical, homework support, cultural sharing, character development, and creative expression. This program provides an interactive environment, free of the constraints of an academic, adult-led day at school. A variety of challenging enrichment opportunities are provided with adults who support curiosity and exploration. Kids' Time is relaxed and unhurried with a neighborhood-like feel, where inter-age play activities are encouraged.

Open House

An open house is scheduled in August or September before school starts at every building. Our staff will have a table set up to answer questions and help with any transition support you may need.

Staffing Guidelines

Our dedicated site directors are professionally trained and educated in the growth and development of school-aged children. Our site directors and assistants continue to grow professionally by participating in continuing education workshops and conferences. All site directors possess at least 60 hours of college credit, with 12 being in child development. All staff are required to undergo a criminal background check and they are fingerprinted prior to working with students. Staff are certified in CPR and First Aid.

All programs are licensed with the MI Department of Human Services, Bureau of Children and Adult Licensing. Minimum staffing ratio is 1:18. A licensing notebook with licensing inspection reports conducted after May 27, 2010 is available for review at each site and in the Extended Day Office. Inspection reports for the past two years are available on the Bureau of Children and Adult Licensing website at **www.michigan.gov/michildcare**.

Schedule of Operation

The Kids' Time programs will operate following the Plymouth-Canton District school calendar. The morning programs will begin at 7:00 a.m. and the afternoon programs will end at 6:00 p.m.

- During Spring Break limited care is available at designated sites on a first come, first serve basis to all registered families. No care is offered on holidays, during Thanksgiving Break, during Winter Break, or during Mid Winter Break. No care on the first day of school and only AM care on the last day of school.
- The programs will be in operation at each site on designated half days (see schedule on page 18.) Each family needs to register online through the email link before each half day.

- On days when it is necessary to close schools due to adverse weather conditions or other emergencies, announcements will be carried on:

WWJ-AM	WJKB-TV Channel 2
WJR-AM	WDIV-TV Channel 4
	WXYZ-TV Channel 7

A robocall will go out to all families, you can also check the district's website at www.pccsk12.com for school closings. When the district is closed due to adverse weather conditions or emergencies, all Extended Day programs will be closed. ***Childcare fees will not be waived***.

PCCS Calendar

The PCCS Schools Calendar is available online at www.pccsk12.com.

Office

The Extended Day office is located at Allen Early Learning Academy, 11100 Haggerty Road, Plymouth 48170. Office hours are 8:00 a.m. – 4:00 p.m. Monday – Friday. The phone number is (734) 416-6194. Billing Office (734) 927-6290.

Fees

Registration: All families in the Extended Day program will be required to pay a non-refundable enrollment fee of $100 ($90 each additional child) at the time of enrollment and re-enrollment.

The following additional enrollment documents are needed and are to be completed in the Eleyo registration process.

Signed Parent Consent Form	
Completed Family History Form	
Signed Health Form	Internet Consent Form

Per Session Rate: Fees will be charged on a per session rate. Rates are listed below for the first child; a 10% discount will be applied for each additional child.

A.M. (before school):	Fixed schedule	$12.50
	Flexible schedule	$13.50
P.M. (after school):	Fixed schedule	$14.50
	Flexible schedule	$15.50
A.M. & P.M. 10 sessions:	Fixed schedule	$24.00 per day

There is a minimum schedule of 2 days per week per child for families using a fixed schedule. There is a minimum schedule of 2 a.m. or 2 p.m. sessions per week per child for families using a flexible schedule. We require families on a flex schedule to submit a schedule of days they will use each week to the site director. These flex schedules are due a week ahead. This will assist staff in knowing when your child will be attending care. We offer a 2 or a 3 day flex schedule.

Billing: Invoices are emailed the Tuesday before the week starts. Make sure at the time of registration, an email is included as that is used for all correspondence. **Fees are billed in advance starting in August through June**.

Payment:
In light of the current budget alignments, the P-CCS school district will no longer be absorbing the credit card convenience fees for credit cards and electronic checks. Beginning with your first fall payment, families will be paying a 3.69% fee when making payments.

Convenience fees for electronic payments will be passed on to all buyers using P-CCS payment platforms including Eleyo, RevTack and GoFan.

Payment is done by **AutoPay** each Friday morning with a 2 day grace period before late fee is automatically added. All families will be required to sign up for autopay using a bank account or credit card. Your fee pays for the direct operational costs of the program. When you enroll and sign up for specific days, you are reserving the time, space, staff and provisions for your child whether they attend or not.

Hence, no deductions or credits will be made for sick days, vacation days, custody arrangements, school camp days, field trips, snow days or other emergencies resulting in school closings. Exceptions may be given only for extended illnesses and must be approved by the Extended Day Coordinator. For divorced or separated families, contracts and correspondence will be emailed only to the designated person. Repeated problems with insufficient funds may result in payment money order only.

Credit Card/echeck Payments: Parents must pay the tuition by signing up for autopay. We accept VISA , MasterCard, American Express, or electronic checks. All payments will be processed on the Friday of the week. Parents are responsible for changing and updating the account in Eleyo when there is a change in status with their card, i.e. lost, expired, etc.

Extra Care/Schedule Changes: If extra sessions are needed as an emergency or "one time need", the Kids' Time Site Director must be notified. If space allows, the child will be placed in additional sessions, you can do a drop in session. You will be billed for the extra day/session. Drop in sessions are not guaranteed, and cannot be used regularly.

If it becomes necessary to change a child's schedule, log into your Eleyo account to request a schedule change and if space allows, your schedule will be changed. One schedule change will be permitted **prior** to **July 15th** without a fee. Subsequent changes will be charged a $25 change fee.

Flex Schedules (Pick Your Day): Flexible scheduling is available for families whose child care needs vary from week to week. A minimum of 2 am sessions or 2 pm sessions per week is required. Families must submit their child's schedule to their Eleyo account at least one week in advance. We offer a 2 or a 3 day flex schedule.

Late Payment Fees: If payment is not done by the 2 day grace period, a **$25.00 late fee** will be automatically assessed.

***Accounts in Arrears**:* Parents are expected to know their payment amount and the payment due date (the Friday of every week) upon receiving this handbook.

If payments are more than five (5) days late, the following procedures will be initiated:
A tuition reminder will be emailed and a $25 late fee will be automatically added
Payment must be paid online using your Eleyo account. **Recurring violation of non-payment will be grounds for removal from the program.**

Late Pick Up & Early Drop Offs: The Kids' Time programs open each morning at 7:00 a.m. Children may not be dropped off prior to the opening of the program as adult supervision and safety cannot be guaranteed.

If a child is picked up after 6:00 p.m. the parent will be assessed a late fee of $5.00 per minute up to 6:10 p.m. and $3.00 per minute thereafter for each child. The deciding clock regarding time is the clock on the Eleyo attendance application.

If you discover that you will be late:

- Call the designated person in Eleyo on your contact list. Someone other than the designated person may pick up your child provided the parent adds this pick person to the contact list in Eleyo in advance and gives written/verbal permission for a specific day. Adults must show a picture I.D. to sign your child out.
- Call your Kids' Time Site Director to indicate who will be picking up your child.
- Staff members are not permitted to drive children home for any reason.
- If a parent has not called or the Kids' Time Site Director has not been able to reach an emergency contact by 6:30 p.m., the Extended Day Coordinator will be called to address the situation.

Please note: **Late pick-ups and early drop-offs of children are strictly against policy. The Extended Day program reserves the right to terminate chronic offenders.**

The safety of your child is our first priority, therefore, if the person picking up your child appears to be under the influence of alcohol or other drugs or unable to drive safely, the following procedures will be implemented:

1. Site Staff will offer to call a taxi or another driver.
2. If the person insists on driving with your child, the staff member will call 911 to report the concern and provide information to ensure the child gets home safely.

Attendance/Notification of Absence: Parents are required to notify the Kids' Time site when their child is absent. Children who have not attended school during the day, i.e. illness, suspension, etc. may not attend Extended Day programs. Credit is not given for days missed. If the Kids' Time site is not notified and this becomes a consistent occurrence, families may lose their spot in the program. Tracking down students at the end of the day takes time away from the supervision of students.

Child Custody Agreements: By law, the district must provide access to students for both custodial and non-custodial parents. It is not the role of the district to enforce custody arrangements. A court order is necessary to prevent the school from releasing a child or child

information to a parent. It is our goal to establish positive relationships with both parents for the sake of the child.

Eligibility – Withdrawal

Any child in grades K-5, enrolled at a Plymouth-Canton Community School, is eligible for admission to the Extended Day Program. A child in a magnet or categorical program classroom will be eligible for childcare at their neighborhood school only. Enrollments are limited and children will be placed on a first come, first serve manner. If the program is filled, a waiting list will be maintained (see waitlist policies).

The following are grounds for removing a child from the Extended Day program:

- Fees are unpaid or consistently in arrears.
- Repeated failure of parent(s) to comply with the policies of the Plymouth-Canton Community Schools Extended Day Program.
- The presence of a child who poses a threat to the physical, emotional, or mental health of other children, or demands an inordinate amount of adult attention and/or supervision.
- Failure to provide a weekly schedule of a child's care schedule if using flexible/pick your day.

If it becomes necessary to withdraw a child from the Extended Day program, parents are responsible for notifying the Extended Day office of the withdrawal date. **A two week notice is required.** In addition, failure to notify the Extended Day office will result in parents being charged for scheduled days even if the child does not attend. Upon notification, a final statement will be issued summarizing total fees up to and including the final two weeks of attendance. Once the withdrawal is confirmed, families will forfeit their currently enrolled family status for any future registrations and enrollments will not be carried over to the following school year. **All registration fees are non-refundable.**

If a parent withdraws a child because of dissatisfaction with the quality of care received, Kids' Time encourages parents to share these concerns in person or in writing. Every attempt will be made to meet the needs of families and children.

Just as parents may be concerned about the supervision a child receives, the Extended Day staff may have concerns about our ability to meet the needs of a particular child. If a child has displayed a pattern of acting out or, for some reason, needs one-on-one care, this will necessitate a series of conferences. The following format will be followed:

- *Initial Conference* – This will be an opportunity for those involved to discuss the behaviors that are causing concern and what methods will be implemented to assist the child.
- *Follow up Conference(s)* – Follow up conference(s) may be held: a) discuss progress to date and plan for the future of the child within Kids' Time or b) make the difficult decision that the child's needs will not be met at this time in the program.

Special Needs

The Extended Day program will provide reasonable accommodations without discrimination regarding a child's special needs or impairments. It is expected that the child's parent or guardian shall communicate the nature of the child's special needs on the registration form, family history form and prior to the child's first day in the program.
The Extended Day Coordinator or Site Director will contact the parent to discuss their child's needs prior to the start of the program. When appropriate, the Extended Day staff will also consult with the child's teacher. The Child Management Plan applies to all children in child care.

Child Management Plan

Management and guidance strategies appropriate to the skills and interests of preschool,elementary, and middle school children will be used in the Extended Day Programs. Our expectations are in accordance with district expectations as outlined in the PCCS Board of Education and the PCCS K-12 Student Handbook.
www.pccsk12.com/parents/k-12-student-handbook.

The philosophy of the Extended Day program is to create an environment whereby children make positive choices and interact with each other in a respectful and cooperative manner. Positive behavioral expectations are clearly established within the program. Every attempt is made to provide support for students as they learn to manage their behavior and accept responsibility for their actions. Positive communication between home and Extended Day staff is essential to helping students develop responsible behavior and self-control. When students understand that parents and staff are working together, most behavior problems are resolved.

When a problem arises, the following steps will be taken:

1. Staff will work with the child, discussing the problem, suggesting and supporting behavior changes, explaining and redirection. Staff will problem-solve with the child, helping them choose a more prosocial behavior.
2. If a pattern of negative behavior persists, the site director will talk with the parents in order to obtain assistance and suggestions for developing effective approaches with their child. A behavior plan may be developed. Conferences with the parent, Site Director and Extended Day Coordinator will be held if these approaches are unsuccessful.
3. If all reasonable approaches are exhausted, the pattern of negative behavior continues and/or is a threat to the well-being and safety of other children and/or staff, the student may be suspended from the program. Depending on the severity of the behavior, a student may be suspended from 1-5 days. Parents will be charged for suspension days. Continued behavioral concerns or severe infractions may result in permanent suspension from Extended Day. Behaviors that may result in suspension include physical violence or the threat of physical violence, persistent bullying, biting, consistent

disregard of staff directions, verbal harassment of students or staff and leaving the program without staff permission.

Parents may seek to re-enroll a permanently suspended student once the behavior is resolved. To re-enroll, the parents and student must meet with the Extended Day Coordinator, Site Director and designated school personnel (when appropriate). A behavior contract will be developed and agreed upon by the parents and student. The student may return on a probationary basis based upon compliance with the behavior contract.

Waitlist Policies

Unfortunately, at some Plymouth-Canton Schools, the demand for Kids' Time is greater than space can accommodate. When this occurs, the Extended Day office begins a waitlist on a first come, first serve basis. As space becomes available, the first family on the list will be contacted. If they fail to respond by the requested deadline, it will be determined that they no longer need Kids' Time services and will be dropped from our wait list. We will then contact the next family on the list.

Once a family from the waitlist accepts a space in Kids' Time, the family must begin service within ten (10) days. If a family declines the space offered, they will be removed from the waitlist. Exceptions to this are families currently involved with a job loss, maternity leave or extended illness. They will be given the next space open after the space is declined. If they decline the second position, they forfeit their space on the list.

If spaces are available for the following year, families on the waitlist will be given first priority. However, in the event that space is not available, the wait list will rollover to the next school year. Contact will be made with each family at that time to determine if each family would like to remain on the waitlist before going to new family registration.

Half Days

Extended Day will provide programming on scheduled half days: ***Excluding the first & last day of school.*** The Extended Day Coordinator reserves the right to cancel care if the need at any site does not meet a minimum number of students registered.

The Extended Day staff will post half day information approximately three weeks before each half day. In order to make it a fun day for the children, special activities are planned. These may include field trips, picnics, site parties, etc.

Half Day fees are due at the time of registration: First child fee of $33.00/half day. Each additional child will be $29.70/half day.

Parents must sign up for half-day services by the deadline date. Due to field trip reservations, transportation arrangements, and materials, no registrations will be accepted after the deadline. Cancellations after the deadline date will result in you being charged for the day.

Kids' Time Spring Break Care

Spring Break care is provided at centrally located sites (TBD). Registration information will be distributed one month before the break with a deadline to complete the registration one week later. Space is limited and registration will be taken on a first come, first serve basis.

Field trips and activities are planned during break care. The hours of operation are 7:00am-6:00pm. Transportation for field trips will be provided by a PCCS school bus.

A fee of $48.00 will be assessed per day. Each additional child will be $43.20. Parents must sign up by the deadline date.

Kids' Time will be **closed** and will not provide services on:

- Election Day
- Thanksgiving Break
- Winter Break
- MLK Day
- Mid Winter Break
- Memorial Day
- First & Last Half Day of School
- Professional Development Days

Emergency Procedures

A parent or guardian will be required to complete a Child Information/Emergency Card that contains contact phone numbers and authorization to seek medical care. This card, along with emergency medical numbers of an ambulance service and poison control center will be available by each program's phone. An Emergency Contact Process Form will also be completed. As this form lists phone numbers in order to be called, it will assist the staff in quickly reaching a parent/contact in the event of an emergency or closure during the school day.

If a child who is scheduled to attend on a given day does not arrive from their classroom, the Extended Day staff will contact the parent and/or emergency contact provided on the emergency card. It is important to notify staff if your child will not be attending on a scheduled day. If your child does not attend school due to illness, your child may not attend Kids' Time. Please notify the Site Director when there is a change in work phone numbers, emergency contacts, etc.

***Injuries**:* Only minimal first aid will be administered by school personnel. You will be notified of injuries that are of special concern to us. Parents will be notified any time a child has bumped his/her head. Although most head injuries are not serious, the phone call home alerts parents to keep an eye on their child throughout the afternoon and evening, in case there are unexpected side effects later in the day. Children who are injured will be turned over to the parent or guardian as soon as possible.

If a serious situation requiring immediate medical attention occurs, the program staff will call for emergency medical help. If a parent or emergency contact person cannot be reached, the child will be transported by EMS to the nearest medical facility. A staff member will accompany the child until a parent or guardian appears at the hospital.

Tornado/Severe Weather/Fire Evacuation Plan: Procedures for both a fire and severe weather emergency are posted at each Extended Day program. Should an emergency arise, the site director will take the sign-in sheet as the children and other members evacuate the school following the plan established for each individual elementary building. Attendance will be taken as the children reach the safety of a predetermined site. Severe weather, shelter-in-place, lockdown, evacuation and fire drills are practiced during the year with the children. Children with special needs /medical conditions will have an individual plan in place to accommodate them for each type of emergency. Staff are aware of their responsibilities in the event of an emergency.

District Closure/Building Closure: Should weather or other factors result in the district canceling school/building, all child care programs will also be canceled. Official notice of district closure will be announced through the local media. You will be billed for this day(s).

If the district cancels all after school activities, Extended Day programs will also close. Parents will be notified of the closure and the need to pick the children up at the end of the school day. We recognize parents may not be able to leave work . Families must develop a backup plan so children can be picked up in a timely manner. You will be billed for this day(s).

No refunds will be issued due to district closures.

Medication Policy

Plymouth-Canton Community School's policy prohibits employees from diagnosing, prescribing or dispensing medication of any kind to students without permission from the student's physician. If it is essential that medication be administered at school, the following are necessary:

1. Written permission from the student's parent or guardian must be on file in the school office and with Extended Day.
2. A written statement **FROM THE DOCTOR** must be on file in the school office and Extended Day. This must include the student's name, medication and physician's signature.
3. Medication must be in the **ORIGINAL CONTAINER FROM THE PHARMACY** clearly marked with the student's name, medication, dosage and time to be given.
4. Parents must bring all medications to Extended Day for storage in the school office. Medication may not be hand carried to school by students.

Please Note: Emergency medication i.e. epipens and rescue inhalers may be carried by students under special circumstances (a medication permission form is still needed to hand-carry these emergency medications). Please contact the school office if you have further questions about the parameters surrounding emergency medications.

The parent/doctor permission slip **is available through the Extended Day site or the school office and IS REQUIRED FOR ALL MEDICATIONS, including over-the-counter items such as aspirin, cold remedies, cough medicines, cough drops, eye drops, ointments, etc. It is the responsibility of the parent to secure the information from the physician along with the required signature. Medications will be stored in the school office. Emergency medications, i.e. epipens, rescue inhalers will be stored at the Extended Day site. No medication of any kind is to be sent to school to be taken independently by the child. These precautions are necessary as a safeguard for all children. Your cooperation and understanding are appreciated.**

Illness Policy

Any child running a fever of 100.4 degrees or more and/or presents signs of a contagious disease will be sent home from the program. The parent will be contacted and asked to make arrangements to pick their child up from care. Please keep emergency phone numbers up to date and provide Extended Day with several names and numbers of people who can care for your child if you are unavailable.

1. A child with a fever of 100 degrees or more should remain home and not return to school until 24 hours of normal temperature has passed. Active, heavy coughing with a runny nose and sneezing are symptoms that may need a doctor's evaluation. Allergy symptoms can be controlled with medications. A child with a cold needs additional rest and fluids in order to avoid complications and should remain home until symptoms have diminished.
2. Any child who vomits should not return to school until 24 hours have passed with no vomiting. Diarrhea may be difficult for a child to manage and may be a symptom of a contagious disease. Treatment requires diet modification, rest and fluids, which can be best managed at home.
3. Children who have had a contagious illness will be readmitted when recovery is complete and danger of contagion is past. Children who do not attend school during the school day due to illness may not attend Extended Day programs.
4. Please report all cases of head lice to the school/Kids' Time program. If live insects or nits (eggs) are detected, the student will be sent home. A student may return to school once treatment with a medicated shampoo has been given and all nits are removed. Upon returning, the student will once again have his/her hair checked. If any nits are detected, the student will again be sent home. Children who have had head lice must remain out of school until all nits are eliminated.

Snacks

Children in the morning program may bring breakfast or purchase breakfast through food service. A daily snack will be provided in the afternoon sessions. The snack menu is designed in consultation with the district's registered dietitian. Children with food allergies may choose an alternative snack or bring one from home. Select foods will be restricted in rooms if a child has a food allergy.

Outdoor Play

Outdoor play is an important recreational activity in the Extended Day programs. Students will spend time outside when it is not raining and the wind chill index is at or above 15 degrees Fahrenheit. When the wind chill index drops below 10 degrees Fahrenheit, students will remain inside. When the wind chill index is between 10-15 degrees Fahrenheit, students may be outside for a short period of time. Please be sure your child is appropriately dressed for winter conditions, including gloves, hats, boots, scarves, snow clothes, etc.

Kids' Time Program Plan

The Kids' Time program runs from 7:00 a.m. until the beginning of school and from after school until 6:00 p.m. There are many opportunities for physical activities, self-expression through arts and crafts, and socialization with peers. These activities are appropriately varied and challenging for the children in grades K-5. Self-selection and self-initiation will be encouraged as well as responsibility and reliability.

A sample of a typical Kids' Time morning schedule:
7:00 a.m. – 8:00 a.m. – welcoming the children to the site, participating in quiet, low-key individual or small group activities (i.e. reading, small manipulatives, quiet board games)

8:00 a.m. – 8:15 a.m. – gathering for a group activity planned by staff (i.e. story with discussion, game, sharing), breakfast

8:15 a.m. – 8:45 a.m. – choosing additional individual or small group activities (gym, craft or game, preparing homework)

8:45 a.m. – 8:50 a.m. – clean up (all Extended Day sites use shared space)

A sample of a typical Kids' Time afternoon schedule:

4:00 p.m. – 4:15 p.m. – gathering in center as a group (attendance)
eating snack, teacher led activity (story, group game, or sharing) presenting afternoon choices

4:25 p.m. – 5:45 p.m. – homework time, selecting enrichment activities (constructive & dramatic play, exploration of nature, science, arts & crafts), choosing individual space, playing actively or quietly (playground, gym, cooking)

5:45 p.m. – 6:00 p.m. – clean up

Human Dignity

The Board of Education, recognizing that we are a multi-racial, multi-ethnic school district, believes it is a part of our mission to provide a positive, harmonious environment in which respect for the diverse make-up of our school community is promoted. A major aim of

education in the Plymouth-Canton Community Schools is the development of a reasoned commitment to the core democratic values of our nation.

In accordance with this aim, the school district will not tolerate behavior by students or staff, which insults, degrades, or stereotypes any race, gender, handicap, physical condition, sexual orientation, marital status, ethnic group, or religion.

Plymouth-Canton Community Schools is a tobacco, drug and weapon-free zone. Possession or use of any of these items will result in immediate disciplinary actions. Please emphasize with your child (ren) the importance of treating others with respect and the avoidance of any threats or harassing behavior. Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes.

As of January 1, 1995, the Gun Free Schools Act and Michigan PA 328 went into effect. These laws require that a student shall be expelled if he or she brings a dangerous weapon to school or possesses a dangerous weapon at school.

Non-Discrimination Policy

The Board of Education shall comply with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to

prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII 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; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. Plymouth-Canton Community School District is committed to a policy of non-discrimination because of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

If any individual believes that he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, a complaint should be directed to the following coordinators:

Title II - Facilities Construction Manager
Title IV, VI, 504-students, Special Education/IDEA - Director for Student Services
Title VII, 504-Employees, Age Discrimination, ADA - Executive Director for Human Resources
Title IX – Director of Secondary Education

All complaints and/or requests for accommodations should be directed to the persons specified above and will be handled in accordance with Board Policy and Administrative Guidelines.

School Violence Hotline

A toll-free ***School Violence Hotline*** has been established by the Michigan State Police Operations Center and is operational 24-hours per day, 365 days per year at **1-800-815-TIPS.** The School Violence Hotline is intended to provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The hotline should only be used when the student feels he/she cannot talk to a trusted adult first. Confiding in a trusted adult is by far the best way to deal with information about school violence with contacts made to the local police department as well as school officials. Any risk of immediate harm should be reported to 911 immediately.

Abuse or Neglect of Children

Michigan law requires any staff member having reasonable cause to suspect that a student has been physically or emotionally abused or neglected to immediately report this to the Department of Social Services. In addition, parents may report any suspected neglect or abuse they feel may be happening to a child in the neighborhood by calling the Family Independence Agency at (855) 444-3911. All referrals are handled confidentially.

Extended Day Parent/Guardian Responsibilities

1. In the morning, a parent/guardian must accompany the child (ren) to the child care room, and sign the child in. Parents should greet the site director so she/he knows that the child has arrived. The program cannot be held responsible for children who are not signed in by a parent or guardian for the morning session.

2. In the afternoon, a parent/guardian must sign the child out, noting the time. Please let the site director know that the child is leaving.

3. Parents are responsible for notifying Kids' Time staff of their child (ren) child care schedule changes and absences, including calling in when absent.

4. Parents are responsible for notifying the Extended Day office of their child care contract schedule changes.

5. Parents must provide a two week notice to the Extended Day office when canceling program services.

6. Parents are encouraged to familiarize their child with their daily schedules, including how to get to and from the Kids' Time room. Procedures for getting children from the classrooms to the site will vary from school to school.

7. Parents should read the Parent Board at least once a week to note the curriculum plans for that week, any planned activities, upcoming registrations, program needs and weekly snack schedule. This information will help you keep in touch with the program, your child's activities, and provide opportunities for conversation between you, your child and the staff.

8. Children are discouraged from bringing toys and other items to care with them. Extended Day is not responsible for anything your child brings to the program (toys, electronic items, eyeglasses, clothing, etc.) The district will not reimburse for lost, damaged or stolen items. Student cell phone use is in accordance with the district policy. All phones are turned off and stored in backpacks during the program.

Bathroom

Students must be fully independent in a school restroom situation which includes getting on and off the toilet independently, attending to toilet needs, such as wiping and redressing themselves. Pull-ups and diapers are not allowed as an alternative to restroom independence. Staff are not permitted to physically assist students in the restroom, but can provide coaching and encouragement. The exception to this may be students who are eligible for and receiving Specialized Services and have documented the need for toileting assistance in the Individual Education Plans (IEP).

Student and Family Engagement

Partnerships are essential for helping students achieve at their maximum potential and, while parent and community involvement has always been a cornerstone of public schools, greater recognition and support of the importance of these collaborative efforts is needed.

Family-school-community partnerships are a shared responsibility and reciprocal process whereby schools and other community agencies and organizations engage families in meaningful and culturally appropriate ways, and families take initiative to actively support their children's development and learning. Schools and community organizations also make efforts to listen to parents, support them, and ensure that they have the tools to be active partners in their children's school experience.

More information can be found here:
https://www.pccsk12.com/about-p-ccs/departments/student-and-family-engagement

Failure to Report Afternoon Absence Policy
Kids' Time only

Attendance/Notification of Absence: Parents are required to notify the Kids' Time site when their child is absent. Children who have not attended school during the day, i.e. illness, suspension, etc. may not attend Extended Day programs. IF a student will not be at afternoon Kids' Time you must contact the Kids' Time site.

Credit is not given for days missed. If the Kids' Time site is not notified and this becomes a consistent occurrence, families may lose their spot in the program. Tracking down students at the end of the day takes time away from the supervision of students. We are responsible for making sure students are safe at the end of the school day and where they should be.

Failure to bring an absence to the attention of a Kids' Time staff member by email, phone message, or Remind message will cause the following.

- A 1st occurrence - Verbal warning and reminder of policy.
- 2nd occurrence a $25 no call fee will be added to your Eleyo account.
- Each time after the 2nd occurrence the Kids' Time staff is not notified of your students' absence, a $25 fee will be accessed.

Withdrawal from the program may be requested for subsequent occurrences

Attachments

PCCS Extended Day Consent Form 2026-2027

1. I agree to sign in and out my student(s) with the time and my signature on the i-pad each time I drop off and/or pick up my child.

2. I agree to follow rules and procedures outlined in the Parent Handbook. The handbook is posted on the Extended Day page of the PCCS website (pccsk12.com). If I cannot access it online, I may request a copy from the site.

3. I agree to contact the child care site to inform the staff whenever my child will be absent.

4. I understand that snacks will be offered daily and, unless I specify in writing otherwise, he/she may eat those snacks. I understand that if my child has allergies, I will provide their own snacks from home.

5. I understand that the child care site room may be "nut free". I will follow the guidelines of the "no-nut" policy in the district when sending lunch or other food items with my child.

6. I agree to assume full responsibility for any damage to person or property caused by my child.

7. I further agree that if the behavior or health of my child should make it necessary to send him/her home, I, or an emergency contact person, will immediately pick up my child from child care.

8. I understand that if my child has a persistent pattern of negative behavior, and interventions have not been successful, I may be asked to remove my child from the Extended Day program.

9. I understand that I must pay a late fee of $5.00 per minute, per child, up to 10 minutes after 6:00 p.m. and $3.00 per minute, per child, after 6:10 p.m. for every minute I am late in picking up my child/children.

10. I understand the Extended Day program is not responsible for items brought to the program (toys, electronic items, clothing, cell phones, etc.) The district will not reimburse for lost, damaged or stolen items.

11. I understand that if my child brings a cell phone to school, my child will follow the district policy regarding cell phone use. Cell phones may not be used and will remain off and in their backpack during program hours. The district is not responsible for lost, damaged or stolen cell phones.

12. I understand child care payments are due on **Friday of every week**. I agree to make those payments on time and understand that a **late fee** of **$25.00** will be assessed for payments received after the Monday of every week. After 30 days of nonpayment, it will result in my child being disenrolled.

13. Because Extended Day guarantees appropriate staffing and snacks regardless of whether or not my child attends scheduled days, I agree to pay for reserved sessions for which my child may be absent due to illness, vacations, and school field trips or any other reason.

14. I understand that if it becomes necessary to change my child's schedule, I will contact the Extended Day office via email extendedday@pccsk12.com to request a schedule change and if space allows, your schedule will be changed. One schedule change is permitted prior to July 15th without a fee. Subsequent changes will be charged a $25 change fee.

15. I agree to give two weeks advance notice when withdrawing my child from the program. I understand I am responsible for paying accrued fees until notice is given to the Extended Day office and my withdrawal has gone into effect.

16. I agree that if I cancel my Extended Day enrollment for any reason, I will forfeit my currently enrolled family status for any future registrations and my enrollment will not be carried over to the following school year. I understand that all registration fees are non refundable.

17. P-CCS has a Pest Management Plan. Advance notice of applications will be posted or shared via email with parents.

18. I understand that playgrounds operating in school buildings are exempt from inspections.

19. The center does not keep a licensing notebook, but the internet is available onsite. Inspection reports for the past three years are available on the Bureau of Children and Adult Licensing website at **www.michigan.gov/michildcare**.

I have read, understood the above Consent Form policies.

Signature of Parent/Guardian:_____Date:_____

Child/Children's Names (Print)_____

School:_____