



Kids Connection Childcare Program Parent Handbook

2026-2027 School Year

Revised 2026

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Program Coordination

Welcome to Haslett Kids Connection!

Kids Connection Childcare offers before and after school care to students Kindergarten–5th grade located at each elementary building. In addition to our school year services, we offer childcare on select school breaks and a full-day program during the summer months.

This handbook is intended to inform you of the purpose, philosophy, goals, and values of the program.

For further information contact:

Haslett Community Education
1590 Franklin Street
Haslett, MI 48840
517-339-2665

Program Philosophy and Goals

We believe that each child is unique and has specific, individual needs. It is our priority to provide a high quality program for your family that includes:

- A safe, nurturing environment for your child
- Dependable childcare, convenient location, and reasonable costs
- Activities which encourage your child's social, emotional, physical, and intellectual development, as well as to complement and enhance the school day program
- An open communication system that fosters a positive link between home and school

Implementation and guidance of the Haslett core values system in our interactions with children and parents. The core values are:

- Care
- Responsibility
- Respect
- Trust
- Fairness
- Citizenship

Hours / Locations

During the school year, all Kids Connection sites will be open before school from 7:00 AM until the start of school, and after school from dismissal until 6:00 PM. When open for school breaks/summer, Kids Connection will be open from 7:00 AM until 6:00 PM daily.

Wilkshire Kids Connection <i>Before/After School</i> Location: Cafeteria / Media Center Phone: 517-339-9857	Murphy Kids Connection <i>Before/After School</i> Location: Multi Purpose Room/Cafeteria Phone: 517-339-6049	Ralya Kids Connection <i>Before/After School</i> Location: Multi Purpose Room/Cafeteria Phone: 517-339-0099	Community Education Kids Connection <i>School Breaks/Summer</i> Location: Community Education Building Phone: 517-339-2665
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Each site is staffed with a Head Teacher and Childcare Aides. The ratio for all school-aged children set forth by the State of Michigan Department of Health and Human Services is 1:18.

Enrollment Procedures

Children who attend Kindergarten through 5th grade and reside within the boundaries of the Haslett School District, or who have chosen to attend a school within the district, are eligible to participate in the Kids Connection program.

Throughout the year, parents can enroll their child(ren) in the program as long as there are available spots. Enrollment is based on a first-come, first-served basis. Parents must commit to a consistent weekly schedule for their child, regardless of attendance. Childcare fees are charged based on enrollment, not attendance, including family vacations.

In order to enroll your child(ren), you must complete the online enrollment on the Haslett Public Schools website. This can be found online under Departments, Community Education, Kids Connection Child Care, then Kids Connection School Year Registration. Upon submitting, the Childcare Director will reach out within 1- 3 business days regarding program availability.

Additional required paperwork will be sent out via email and must be completed prior to starting. Once this paperwork is received, your child(ren)'s start date will be two business days after.

Scheduling

Haslett Kids Connection requires a set schedule for before/after school, or a combination of both. Priority is given to those in need of full-time care Monday through Friday. Set part-time schedules will be accepted as space permits.

If your child inadvertently comes to Kids Connection on a non-scheduled day, the parents will be notified. If parents choose to leave their child in childcare and space permits, it will be billed as an added day.

Permanent Schedule Change

If it becomes necessary to make a permanent change to your child's schedule, a two-week notice is required. For this situation, kindly send an email to the Childcare Director. There will be an additional \$5.00 schedule change fee added to your account.

Late Pick Up

Kids Connection sites close at 6:00 P.M. Children who are picked up after that time are considered late pick-ups.

A fee of \$15.00 for any part of the first fifteen minutes, and \$15.00 for any part of each additional fifteen minutes, will be charged for occurrences one through four. For occurrences five through ten, the fee will increase to \$25.00 for any part of 15 minutes. For more than 10 late pick-ups, the fee will increase to \$35.00 for any part of 15 minutes, with a possibility of loss of childcare.

NOTE: Parents who consistently disregard the established drop-off and pick-up times may have childcare discontinued.

Added Days

If it becomes necessary to add a day to your child's schedule on which they do not normally attend, kindly send an email to the Childcare Director. All added days are billed \$2.00 more than the normal rate.

Withdrawal Policy

A two-week written notice is required when withdrawing a child/children from the program. Parents are responsible for payment during the two weeks whether or not the child attends.

Kids Connection reserves the right at any time to suspend or withdraw a child due to inappropriate or difficult behavior.

All belongings (including medications) of the child must be collected when withdrawing. After withdrawal, the Kids Connection program will not be responsible for uncollected belongings or medications.

Tuition Rates

2026-2027 School Year Tuition Rates
Registration Fee (Non-Refundable, Due at Enrollment) \$55.00 per child (school year)
Registration Fee – Summer Session \$45.00 per child
Re-Enrollment Fee (same school year, per child) \$15.00
PERMANENT (SET) SCHEDULES
Before School Care \$10.50 per day
After School Care (includes snack) \$13.60 per day
Half Day (school dismissal time – 6:00 p.m.) \$26.00 per day
Added Days additional \$2.00 per session
NO SCHOOL DAYS
Full Days (7:00 a.m. – 6:00 p.m.) \$52.00 per day
Field Trip Fee \$15.00 per trip

Sibling Discount: If more than one child in a family attends the Kids Connection program, rates are reduced by 25% for the second child. The discount will be given to the child in the program that has the lower fee.

Late Payments: \$15.00

Schedule Change: \$5.00

Payment Schedule

Tuition must be paid before services are provided. Tuition bills are added to your Procure account ledger on the 15th of each month, or on the first business day following if the 15th falls on a weekend. After tuition has been applied to your account ledger, the Childcare Director will send an email notification.

Payments can be made online at www.myprocure.com, through the Procure app, by stopping at the Community Education Office, or by calling during business hours.

Tuition payments are due by the first of each month. Payments received after that time may incur a \$15.00 late fee. Billing periods that fall during holiday breaks may vary slightly.

Families who fail to pay their childcare tuition on time may face the discontinuation of their childcare services.

Custody Situations

In cases where the non-custodial parent is not allowed to have contact with the child(ren), the Kids Connection program will need a copy of the divorce decree or restraining order. The program needs to be notified of any changes in custody arrangements. Financial information will only be released to the parent signing the enrollment forms.

Half Day and No-School Day Registration

To participate in Haslett Public Schools Kids Connection Program during non-school days, a separate registration is required. Before each no-school day, the Childcare Director will send an email notification indicating that registration is open. This email will contain a Google form that must be completed to secure your child's spot in the program for that day.

No tuition refunds will be given for canceling once you have registered. Please refer to the Kids Connection School Year Calendar for dates on which childcare will be provided during the school year.

Inclement Weather Policy

When Haslett Public Schools are closed due to inclement weather (i.e., snow days, utility emergencies, etc.), Kids Connection programs will also be closed. To enable childcare staff to be paid for inclement weather days each year, tuition refunds will NOT be given for the first six days of inclement weather.

Signing In/Out Procedures

Parents are REQUIRED to accompany their young child(ren) (kindergarten and first graders) into their childcare site each morning and sign them in. Older children may sign themselves unaccompanied.

Parents are REQUIRED to sign their child out at the end of the day. Children will only be released to parents or persons authorized on the emergency card to pick up the child. The purpose of these restrictions is for the protection and safety of all the children in the program.

Parents can conveniently sign in and out daily using the Procure App by scanning their Kids Connection location's unique QR code. These QR codes are strategically located at each site for easy access and added convenience.

NOTE: An identification check will be done on unfamiliar adults (including parents) picking up a child.

Extra Curricular Activities

For staff to authorize a child's departure from a Kids Connection program for extracurricular activities like soccer, basketball, and enrichment classes, parents must complete and submit a release form. The form relieves Kids Connection of responsibility during that particular time in which the child is absent from Kids Connection. Please contact the Childcare Director if this form is needed.

Toys, Electronics, and Possessions

Kids Connection strongly discourages students from bringing toys and personal items to school. The exception to this request would be for the child's "sharing time." When personal items are brought to school by a child, the school will not be responsible or liable when items are lost, stolen, traded, damaged, or broken.

Snacks / Food

Students participating in the Before-School/Full Day program will be served a light breakfast. Children enrolled in the After-School/Full Day program will receive a daily snack consisting of a beverage and a nutritious food item.

Children are required to bring a non-perishable lunch on full-day childcare days.

Allergies

To ensure a safe and inclusive environment for all, it is crucial that you inform staff if your child has any food allergies or special dietary requirements. Children's allergies should be noted on the individual emergency cards.

A list of allergies will be compiled and posted in a prominent place for staff members to see. In such cases, alternative snacks will be provided to accommodate their needs and ensure their well-being.

Absences / Illnesses

Tuition fees for children are calculated based on enrollment rather than attendance. Accordingly, parents are obligated to pay the agreed-upon fees regardless of their child's presence at school. If a child experiences an extended illness and will be out for several days, please contact the Childcare Director.

To inform the Childcare Director about your child's illness, you can either email them or call the Community Education office. If your child falls ill during school hours, or if you forget to notify us in advance, the Head Teachers at each site will check with the office before dismissal to confirm any absences.

Children should be kept at home if any of the following occurs:

- The child has a temperature of 101°F (without fever-reducing medication).

- The child has been on antibiotics for less than 24 hours.
- The child has been vomiting during the last 24 hours.
- The child has had diarrhea during the last 24 hours.
- The child has a thick green mucus discharge.

If a child becomes unwell during their time at Kids Connection, the Head Teacher will assess the situation and determine whether the child is too sick to remain in the program. In such cases, parents will be promptly notified by phone regarding the child's symptoms and will be expected to collect their child. During this interim period, the child will be isolated in a designated quiet area under staff supervision.

Communicable Diseases

A child should not attend Kids Connection if he/she has a communicable disease (i.e., pink eye, chicken pox, strep throat, head lice, unidentified rash, etc.).

To safeguard the health and well-being of your child and others within our community, Kids Connection requires the reporting of communicable diseases. By promptly informing us, parents can be alerted if their children may have been exposed. Kids Connection reserves the right to request a medical note from a doctor confirming that the child is no longer contagious.

Medication Policy

For every medication (prescription or over-the-counter) administered during care, a Medication Permission and Instruction Form must be completed.

Prescription medication to be given at Kids Connection must be delivered by the parent/guardian in a container as prepared by a pharmacy, physician, or pharmaceutical company, with a printed label specifying:

- The child's full name
- The name of the medication and the dosage
- The time of day the medication should be administered
- The name of the physician

A written record of any medication administration will be kept on file.

Signed consent for staff or child(ren) to apply topical, non-prescription medication must be provided by the parent/guardian. This includes any of the following: sunscreen, insect repellent, chapstick, lotion, etc. If the parent/guardian has not complied with these guidelines, they will be contacted to come to school and administer the medication.

Minor Injury Notice

Upon pickup, parents will receive a Minor Incident form detailing any minor incidents involving their child. This form will include a description of the incident, as well as any interactions between teachers and the child related to the injury. Depending on the severity of the injury and the child's reaction, staff may also call the parents after the incident occurs.

Emergency Care

In situations where a child requires immediate medical attention, parents will be promptly notified. If, for any reason, the parents cannot be reached, the individuals listed on the emergency contact card will be contacted without delay.

In situations where none of the designated contacts can be reached and the situation is critical, the child will be transported to either the hospital indicated on the child's emergency card or the nearest available medical facility for immediate medical attention.

If an ambulance or medical treatment is needed, the parent or the parent's insurance is responsible for payment of such services.

Parent Communication

Each site displays daily schedules, including breakfast and snack menus.

Parent to Staff Communications

Through the Procure app's messaging feature, parents can communicate directly with staff members. The Childcare Director will also periodically send emails to provide updates and information about the Kids Connection Program.

If you ever have any direct questions or concerns, please contact your child's Site Head Teacher or the Childcare Director.

Newsletter

Stay up-to-date with Kids Connection activities through our bi-monthly newsletter, distributed by the Childcare Director. Please read each issue, as it contains crucial information for you. The newsletter may include:

- Reminders of school procedures
- Upcoming events on the school calendar
- Changes in procedures
- New staff introductions
- Informational updates on center activities

Visiting / Volunteering

Parents are invited and highly encouraged to visit their child's site. To ensure minimal disruption to daily routines and group activities, arrangements should be made in advance with the respective Head Teacher. Volunteers are closely supervised by Kids Connection employees and are never left alone with children.

Discipline Procedures

Every effort will be made to modify inappropriate student behavior through these procedures, as well as through parent communication and involvement. Kids Connection reserves the right to suspend or withdraw a child at any time due to inappropriate or difficult behaviors.

Intimidation / Harassment / Bullying

Racial and sexual intimidation are serious misdemeanors and will be dealt with according to the building's discipline policy. When a student or staff member believes they have been racially or sexually intimidated, either verbally or physically, they should bring this information to a teacher, principal, or supervisor immediately so that an investigation may take place.

If the behavior is between two students, the following guidelines shall be utilized:

- The students involved should report the incident to the office or administration, in addition to the classroom teacher at the elementary level.
- Parents of all students involved shall be notified in a timely fashion.
- Consequences will be determined individually, based on the circumstances, prior infractions of the students, and other relevant factors.
- Students will be given the option of talking to the school counselor or another significant school individual.

We have an expectation of mutual respect between staff and students, and our Board of Education and Administration will not tolerate intimidation, harassment, or bullying at any level.

Summer Kids Connection Program

Children entering kindergarten through sixth grade in the upcoming fall school year are eligible to attend the summer childcare program. This program offers full-time (weekly) or part-time (daily) childcare during the summer.

Children throughout the area are eligible to attend the school-age summer program; however, priority is given to residents of the Haslett Public School District.

At registration, parents commit to a summer schedule for their child and are billed accordingly. Parents will be billed for those sessions whether or not the child attends.

Tuition / Payment

Payments for the month of June must be received no later than three business days before the start of the summer program. Tuition for July and August is due on July 1st and August 1st, respectively.

See the Tuition Rates section of this handbook for specific fees.

Location / Hours of Operation

All children participating in the summer program will be located at the Community Education Building. Children will be divided into age-based groups.

The first day of the summer program will always fall on the Monday following the last day of school. The site will be open Monday–Friday from 7:00 A.M. – 6:00 P.M. Kids Connection will be closed Thursday and Friday of the week before school starts.

Weekly Activities

Each week, there will be a wide range of activities, including arts and crafts, indoor and outdoor physical activities, music, and field trips. Main camp activities are normally scheduled between 9:30 A.M. and 4:30 P.M.

Every week, Kids Connection will organize either a field trip or an on-site presentation. Parents will receive advance notice of the location and time for these events. The cost of the field trip or presentation will be included in the monthly tuition bill. If a parent prefers not to have their child participate in the scheduled field trip, they are responsible for making alternative care arrangements.

Meals / Snacks

From 7:00 A.M. to 8:15 A.M., a light breakfast will be provided. Children will also receive a snack during the mid-morning and mid-afternoon hours daily. These nutritious snacks include a beverage and a food item.

Kids Connection will provide milk for lunch daily. On Fridays, children will enjoy pizza for lunch, courtesy of Kids Connection. Please pack a non-perishable lunch for your child on all days except Fridays.

It is extremely important that you notify staff if your child has any food allergies or special dietary needs; alternative snacks will be provided for these children.

Clothing

To ensure children's comfort and participation in daily activities, they should wear attire suitable for the prevailing weather conditions. Clothing should be both casual and comfortable, allowing freedom of movement.

To prepare for unexpected weather changes or accidents, it is recommended to pack a complete change of clothes in their backpack each day. This additional set of clothing ensures that children have what they need to maintain their comfort and hygiene throughout the day.