Where Community Comes Together

Ann Arbor Public Schools
Community Education and Recreation

Before/After Care Program

PARENT HANDBOOK

2026-27

Community Education and Recreation
1515 S. Seventh St.
Ann Arbor, MI 48103
734-994-2300
aapschildcare@aaps.k12.mi.us
www.aareced.com

Before/After Care (BAC) CONTACTS

Community Education and Recreation
1515 S. Seventh St.
Ann Arbor, MI 48103
734-994-2300
Child Care Program Office: ext 53253
aapschildcare@aaps.k12.mi.us

Administrative Team:

Kate Porter, Manager	ext 53232	porterk@aaps.k12.mi.us
Zachary Brannock, Supervisor	ext 53208	brannock@aaps.k12.mi.us
Tamiko Davis, Program Director	ext 53255	davist@aaps.k12.mi.us
Luke Chapple, Interim Program Supervisor		chappell@aaps.k12.mi.us
Nick Stamos, Program Director	ext 53975	stamosn@aaps.k12.mi.us
Michelle Givens, Office Professional	ext 53253	givensm@aaps.k12.mi.us

Enrollment and billing: aapschildcare@aaps.k12.mi.us
Scholarships: scholarships@aaps.k12.mi.us
To report absences, student drop-off/pick-up changes, etc., contact your site's staff directly at:

SCHOOL	EMAIL	CELL PHONE
Abbot/Haisley	abbotbac@aaps.k12.mi.us	734-255-7546
A2 Steam at Northside	steambac@aaps.k12.mi.us	734-369-1658
Allen	allenbac@aaps.k12.mi.us	734-210-9887
Angell	angellbac@aaps.k12.mi.us	734-680-5191
Bach	bachbac@aaps.k12.mi.us	734-478-1341
Bryant/Pattengill	bryantbac@aaps.k12.mi.us	734-478-5170
Carpenter	carpenterbac@aaps.k12.mi.us	734-255-7338
Dicken	dickenbac@aaps.k12.mi.us	734-478-7831
Eberwhite	eberwhitebac@aaps.k12.mi.us	734-478-0283
Lakewood	lakewoodbac@aaps.k12.mi.us	734-277-9469
Logan	loganbac@aaps.k12.mi.us	734-478-1864
Mitchell/Pittsfield	mitchellbac@aaps.k12.mi.us	734-255-8307
Thurston	thurstonbac@aaps.k12.mi.us	734-478-0914
Wines	winesbac@aaps.k12.mi.us	734-680-5435

Community Education & Recreation

Ann Arbor Public Schools
1515 S. Seventh St., Ann Arbor, MI 48103 ◆ 734.994.2300 ◆ www.aareced.com

Dear Families,

Welcome to AAPS Rec & Ed's Before/After Care Program!! We look forward to providing a safe, fun, and enriching environment for your student(s). This Parent Handbook explains the program philosophy, guidelines and expectations.

Before/After Care (BAC) program goals include building a community where each student feels welcomed and part of the group, has enjoyable options, and thrives in a setting where they can grow socially and intellectually with friends and classmates. We continue to enhance the connections between the school day and the BAC Program, reinforcing the school rules and augmenting learning with complementary fun activities.

Our programs are licensed by the State of Michigan Department of Licensing and Regulatory Affairs and adhere to the policies and procedures as outlined in the licensing rules and regulations booklet. This information is available to parents online at www.michigan.gov/lara/.

We are proud of our thirty plus year history providing before and after care for the AAPS school community. We are also proud of our quality staff and their long-term commitment to working in the program.

We welcome your feedback and will ask for it throughout the school year. In the meantime, don't hesitate to come to any of us with suggestions, questions or concerns.

Sincerely,

Rec & Ed Before/After Care Program Team

Table of Contents

BAC Contacts	2	Absences	12
Welcome Letter	3	Primary account holder Notification Plan	14
Our Philosophy	5	Illnesses & Medical Emergencies	14
Statement of Non-Discrimination	5	Emergency Procedures	15
Schedule of Operation	6	Building Closures	15
BAC Calendar	6	Medications	16
Daily Hours of Operation	7	Special Needs	17
Enrollment Options	7	Behavior Management Policy	18
Enrolling for BAC	7	Human Sexuality Issues	19
Withdrawals	8	Asbestos Policy	19
Fees and Billing	8	Cold Weather Policy	19
Invoicing	8	Field Trip Policy	20
Paying Your Invoice	8	Snacks/Food Service Policy	20
Late Payments	9	Food Allergies	20
Special Payment Arrangements	9	Staff Qualifications	21
Financial Assistance	10	Reporting to Protective Services	21
Outside Subsidies/Reimbursements	10	LARA Licensing Notebook	21
Refunds & Credit Balances	11	Appendix: Supplemental Forms	
Tax Statements	11	Consent Form	22
Policies, Procedures and Protocols	11	Medication Authorization Form	24
Sample Daily Routine	11	Medical Authorization for Self Carry	25
Primary Account Holder Responsibilities	11		

PHILOSOPHY

Mission

The Ann Arbor Public Schools Community Education and Recreation Department is committed to enhancing the overall well-being of students who attend our Before/After Care Program. We believe that a quality childcare experience depends on continuity, planning, and students having a sense of belonging to the group. Our program is designed to both enrich and complement a student's school experience. We strive to bring the community together, provide excellence in service, and show others our caring nature through quality programming and professional relationships.

Vision

We endeavor to provide a safe, healthy, and stable program environment.

Values

- A capable, sensitive, caring and energetic staff who understand the needs of students in a before/after school environment and who take part in ongoing staff development.
- Well-organized, age-appropriate activities and games for recreation and skill acquisition, using materials in good condition.
- Realistic situations for informally learning new skills, for learning to take appropriate responsibility for the program environment, and for the practice and mastery of ways to get along well with other students and adults.
- A platform for growth and development through organized play and activities in an environment in which students' prior knowledge and natural interests are encouraged to help lead the programming.
- Diversity and community fostered as an extension of the school environment and its advantages.

STATEMENT OF NON-DISCRIMINATION

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status. In the AAPS, diversity is viewed as our strength, and we respect and value each of our students and their families.

SCHEDULE OF OPERATION

BAC PROGRAM CALENDAR 2026-27

Monday	August 31 - Half Day	Closed - All Sessions - First Day of School!
Friday	September 4	Closed - All Sessions - No School
Monday	September 7	Closed - All Sessions - No School
Monday	September 28	Closed - All Sessions - No School
Friday	October 9	Closed - All Sessions - No School
Monday	October 12	Closed - All Sessions - No School
Friday	October 30	No After Care - Half Day
Tuesday	November 3	Closed - All Sessions - No School
Wednesday	November 25	Closed - All Sessions - No School
Thursday	November 26	Closed - All Sessions - No School
Friday	November 27	Closed - All Sessions - No School
Monday - Friday	December 21 - Jan 1	Closed - All Sessions - No School
Monday	January 18	Closed - All Sessions - No School
Friday	February 12	Closed - All Sessions - No School
Monday	February 15	Closed - All Sessions - No School
Tuesday	March 9	No After Care - Half Day
Friday - Friday	March 26 - April 2	Closed - All Sessions - No School
Tuesday	May 4	Closed - All Sessions - No School
Thursday	May 13	No After Care - Half Day
Monday	May 31	Closed - All Sessions - No School
Tuesday	June 16 - Half Day	Closed - All Sessions - Last Day of School!

BAC is in operation:

- On school days throughout the school year

The BAC will not operate on:

- No-school days
- After school on half days
- During school break weeks (Rec & Ed day camps may be available).
- The first and last day of school

The BAC will be closed if:

- AAPS schools are officially closed for a weather or other emergency.
- All after school activities are canceled for weather or other emergencies.
- School is dismissed early due to severe weather or another emergency.
- Primary account holders will be notified of any mid-day closures by the School Messenger System.

DAILY HOURS OF OPERATION

AM Care: 7:15 AM to the start of the school day	**PM Care:** End of school day to **6:00 PM**

ENROLLMENT OPTIONS:

There are six schedule options listed below. These options require a payment of a non-refundable registration fee of $7 per AM and PM session per student. Families registering for Monday-Friday will need to register for Monday/Wednesday/Friday and Tuesday/Thursday separately.

1. **Before School Only Session**
   Monday-Friday (7:15 a.m. - bell ring)
   Before school
2. **Before School Only Session**
   Monday/Wednesday/Friday (7:15 a.m. - bell ring)
   Before school
3. **Before School Only Session**
   Tuesday/Thursday (7:15 a.m. - bell ring)
   Before school
4. **After School Only Session**
   Monday-Friday (bell ring - 6:00 p.m.)
   After school
5. **After School Only Session**
   Monday/Wednesday/Friday (bell ring - 6:00 p.m.)
   After school
6. **After School Only Session**
   Tuesday/Thursday (bell ring - 6:00 p.m.)
   After school

ENROLLING FOR BAC

NOTE: BAC has limited space. We cannot provide a spot for every student. Registration for continuing programs is available on a first come, first served basis and is for families who need continual care. We do not offer temporary or drop in care.

ELIGIBILITY: A Young-5 through 5th grade student who attends a participating Ann Arbor Public School may enroll.

WITHDRAWALS

A two-week written notice including requested withdrawal date is required by email.
Email bacrefunds@aaps.k12.mi.us

RE-ENROLLMENT AFTER WITHDRAWING (SAME SCHOOL YEAR)

Space is not guaranteed. To request re-enrollment:

- Contact aapschildcare@aaps.k12.mi.us with a restart date
- Upon approval, payment is required for
    - $15 re-enrollment fee per session
    - Care fees for the current billing period

FEES AND BILLING

Non-Refundable Registration Fee	$15 per session / per student (non-refundable)
Before and After School Care Monday-Friday	$718/month for 10 months September - June
Before School Care **only** M-F	$287/month for 10 months September - June
After School Care **only** M-F	$431/month for 10 monthsSeptember - June
Before School Care **only** M/W/F	$172.20/month for 10 months September - June
Before School Care **only** T/TH	$114.80/month for 10 months September - June
After School Care **only** M/W/F	$258.60/month for 10 months September - June
After School Care **only** T/Th	$172.40/month for 10 months September - June
Late Payment Fee	$15.00
Student Locator Fee	$25 per incident (per family)

INVOICING

- **Invoices are not sent to primary account holders.** Payments are automatically charged the month prior to service. Payment due dates are listed on registration receipts.

.

- **Additional administrative fees** may be posted at any time and may include:
    - Late Pick-up fees.
    - Student Locator fee.

PAYING YOUR INVOICE

- **The primary account holder is responsible for payment.**
- **Payments are due in full each month prior to service.**
- **The primary account holder may pay online at https://apm.activecommunities.com/aareced/ActiveNet_Login**
- **Payments not made online must be made with the Rec & Ed Office either by phone, the exterior drop slot, or by US Mail.**
    - Site staff are not permitted to collect fees.
    - After hours, primary account holders may use the exterior drop box located on the side of our building. Please be sure your payment is in an envelope marked “Before/After Care Program”
- **Check, cash, money order, or credit card (VISA, MasterCard, Amex) is accepted.** Make checks payable to **Ann Arbor Public Schools** and include your student’s name and “Before/After Care Program”.
- The primary account holder may set up Auto-Payments via credit card or e-check.
- Auto-payments run monthly and process the existing balance.
    - The primary account holder is responsible for keeping the Auto-Pay information up to date in RecNet.
    - The primary account holder is notified by email if their auto-payment fails for any reason.
    - The system does not re-run failed auto-payments.
- **Accounts not paid by the due date incur an automatic $15.00 late fee.**
- **Checks returned for non-sufficient funds incur a $35.00 processing fee in addition to any bank fees.** Chronic offenders will be required to make future payments by cash, credit card, certified check or money order.
- **All accounts are required to have a zero balance by Tuesday, May 27, 2027.**

LATE PAYMENTS: DELINQUENT AND SUSPENDED ACCOUNTS

- **Delinquent account holders receive a courtesy email** within a day or two of the missed due date and are expected to pay their balances in full immediately.
- **Accounts that remain unpaid for 30 days are “considered suspended”** and are at risk for immediate disenrollment from the program.
- **Suspended account holders receive a warning email** indicating a deadline to pay in full in order to avoid termination of services.
- **The following services are unavailable to delinquent/suspended accounts**, including those with payment agreements, until the account is fully up to date:
    - Rec & Ed activity registrations for the entire family

SPECIAL PAYMENT ARRANGEMENTS

If you anticipate difficulty meeting a payment due date at any time, please contact our office prior to the due date at aapschildcare@aaps.k12.mi.us or (734) 994-2300 ext. 53253 to discuss options.

- **Special payment arrangements require the approval of the BAC Manager and/or the Rec & Ed Finance Director.**
- Primary account holders that fail to adhere to their payment agreement risk disenrollment.
- Primary account holders with special arrangements are expected to have a zero balance by the agreed date in the payment agreement.

FINANCIAL ASSISTANCE

Rec & Ed BAC Scholarships are available to primary account holders who qualify for a Community Education & Recreation Standard Scholarship. Scholarships provide a discount on the monthly fees for care. The amount of the discount depends upon the primary account holder's financial qualification.

- Families must meet all the conditions listed to qualify for a BAC scholarship:
    - They financially qualify
    - They receive no other financial subsidy
    - They reside in the AAPS district OR the students on the application attend an AAPS school through Schools of Choice.

- The following fees are not covered by the scholarship discount:
    - Enrollment fees
    - Late payment fees
    - Student Locator fees
    - Other administrative fees

- All applicants must submit:
    - Community Education & Recreation Standard Scholarship Application with required accompanying financial documentation
        - Applications are accepted any time throughout the year.
        - Awards are valid through June 30th of the applicable school year, regardless of the family's Rec & Ed scholarship expiration date.
- Families must reapply each school year.
- Discounts become effective upon approval.
- For detailed information, visit https://reced.a2schools.org/about3/scholarships.

OUTSIDE SUBSIDIES AND REIMBURSEMENTS

- The Childcare Network has a family support program. More information **here**.
- Rec & Ed now accepts CDC Subsidies. Contact porterk@aaps.k12.mi.us for more information.
- Families expecting outside reimbursements or subsidies are responsible to pay the full amount on their invoice by the regular payment due date.

    - Waiting to pay until after reimbursements arrive can result in repeated late payment penalties, so we strongly recommend paying your first month's fees on time and in full in order to stay ahead of the payment due dates going forward.
- Claim or verification forms:
    - The agency's required form may be submitted for signature via US Mail, dropped off at the Rec & Ed office, or sent in PDF format to: aapschildcare@aaps.k12.mi.us.
    - Please allow 2-3 business days to complete.
- The Michigan Tri-Share Program also offers assistance to qualifying families through their employers. More information here.

REFUNDS & CREDIT BALANCES

- **No refunds are available to accounts for snow days, emergency school closings, early pick-ups, or for absences for any reason, including family vacations.**
- **Credit balances** on account after withdrawal or when school ends in June remain on account for future use in BAC, but a refund may be requested in writing.

TAX STATEMENTS

- The Ann Arbor Public Schools Tax ID# is **38-6004028**.
- Primary account holders may obtain and print tax statements from their Rec & Ed account.
    - Click "Tax Receipts."
    - "Select All" family members.
    - Then click "Generate Tax Receipt."

POLICIES, PROCEDURES AND PROTOCOLS

SAMPLE DAILY ROUTINE

Before-School:
Opens at 7:15 AM
A nutritional self-serve snack will be provided (students may bring nut free snacks from home)
Structured and unstructured activities in the BAC rooms, gym and/or outside
Clean-up time 15 min before school starts

After-School:
Students report to BAC as soon as school is dismissed
A nutritional self-serve snack is available (students may bring nut free snacks from home)
Structured and unstructured activities in the BAC room, gym and/or outside
Clean-up at 5:45 PM

PRIMARY ACCOUNT HOLDER RESPONSIBILITIES

1. All families will cooperate with the BAC policies and procedures. We reserve the right to dis-enroll families for:

- nonpayment of fees
- unacceptable behaviors
- failure to adhere to program policies and procedures

2. All primary account holders must complete ePACT registration and sign the BAC Consent Form in order to participate in our programs.

- Primary account holders sign the form electronically during the online enrollment process.
- A copy of the Consent Form is included in the Appendix to this Parent Handbook.

3. Signing in at Before School Care

- Upon arrival at the BAC location, authorized adults contact BAC staff on the site cell phone.
    - The site cell phone numbers are listed on page 2 of this document.
- The primary account holder or an authorized adult must accompany the student(s) to the school entrance.
- An authorized adult, including BAC site staff, will sign in students upon arrival at the main entrance.
- The authorized adult should greet the BAC staff to ensure that she/he knows your student has arrived.
- If unforeseen circumstances occur and BAC staff are not available to meet your student at the entrance, authorized adults should not leave a student(s) unattended and/or allow students to enter the building unescorted.
- The BAC program cannot be held responsible for students who are not signed in.
- Drop-off may include unspecified wait time for BAC staff to give access to the building.

4. Signing Out at After School Care

- Authorized adults must call/text site cell phone upon arrival.
    - The site cell phone numbers are listed on page 2 of this document.
- The primary account holder or an authorized adult must meet student(s) at the entrance door with valid identification.
- BAC staff **must** check an authorized adult's ID.
- An authorized adult, including BAC site staff, must sign the student(s) out.
- Pick-up may include unspecified wait time for BAC staff to escort students to school entrance/pick-up location.

5. Primary account holders are responsible to pick their students up no later than 6:00 PM.

- Call your BAC site's direct phone line (on p.2 of this Handbook) if you are running late.
- If the primary account holder has not called the BAC site or if a BAC staff person has not been able to reach anyone at an emergency number by 6:10 pm, department administrators will be called to assist. Actions may include a call to local law enforcement for a well-child check at the family home.
- The BAC administrators reserves the right to terminate chronic offenders.

6. Late Pick-Up Fees

- Primary account holders whose student is picked up after 6:00 PM will be charged a late pick-up fee.
- Fees will be calculated at $5 for the first 5 minutes and $3 per minute thereafter per family.
- The BAC staff will issue a late pick-up form to the primary account holder.
- A copy of the form will be forwarded to the Rec & Ed Office and the fee will be added to your account regardless of whether you sign the form.

7. Absences

- If your student will not be attending the BAC afternoon session for any reason, please contact your student's site. Site contact info is on page 2 of this handbook. Please leave a voicemail, email or text. **Do not call or email the Rec & Ed office. If the BAC OP is absent, the site will not receive the message. Informing the school office/teacher is not sufficient for absence in aftercare.**
- **No credits or deductions will be made for absences, family vacations, school camp days or field trips, after school activities/classes, snow days or emergency school closings.**
- **Primary account holders are responsible to notify their BAC staff directly no later than 1 hour in advance of the absence, if the student(s) will not be attending aftercare.** Site phone numbers and email addresses are on the inside front cover of this Handbook and are available on our website and at each site.
- Families who register for an after school enrichment class must email the BAC site to make staff aware of students' participation in class.
- Students will be marked absent from BAC on scheduled class days and should go directly to the enrichment class for attendance.
- Students participating in enrichment classes must be picked up directly from the enrichment instructor at class end.
- A student(s) absence does **not** need to be reported for morning sessions. BAC staff will not treat a morning session absence as a missing student.
- **Calling the school office is not sufficient to notify the BAC site staff.** Primary account holders are responsible for informing their classroom teachers separately of variations in their student's after school routine.
- **Absences without prior notification may constitute a missing student** and unnecessary concern and time may be spent searching for the student's whereabouts. If a student does not arrive at the program as intended, the staff will follow the procedure below:
    - Site staff will contact both account holders by phone.
    - If account holders are not reachable, site staff will call the BAC office and report the missing student.
    - BAC Admin will contact account holders, emergency contacts and other contacts in the system via phone and email.
    - BAC Admin will contact the Ann Arbor Police if they have not heard back from an account holder in 30 minutes after program start.
    - A fee of $25 will be assessed to your account if staff need to contact account holders to locate a student.
    - The BAC program reserves the right to terminate services to primary account holders who continually neglect to call absences into the BAC staff.
- **Continued absences on specific days**
    - If your student will not be attending BAC on recurring sessions, written notice is required to the Site Supervisor prior to the absence.

9. Schedule Withdrawals

- Primary account holders must provide **a two-week written notice to the BAC Office at Rec & Ed** to put a withdrawal into effect.
    - Billing will continue through the two-week notice period whether or not the student is in attendance.

- Informing the site staff is appreciated, but it does not change schedule, billing or payment obligations.
- See “Withdrawals” above for full instructions.

10. Procedures for getting students from the classrooms to the BAC room

- Procedures will vary from school to school.
- Account holders are encouraged to:
    - Familiarize their students with their daily schedules, including how to get to and from the BAC room. (Note: Young 5’s and Kindergartners are escorted to and from their classrooms.) Primary account holders need to keep their student’s classroom teachers informed of their BAC schedule and any other after school routines.

11. Student’s Personal Items

- Students may not bring toys or other personal items to BAC.
- Students are not permitted to use personal electronic devices during BAC unless there are special circumstances approved by an Administrator.
- Students should not use cell phones during BAC without prior approval and only for health or other approved reasons.
- BAC is not responsible for any personal belongings your student brings to childcare.
- The district will not be able to reimburse you for any lost or stolen items.

12. Pick-up Safety Protocols

All individuals picking up a student must show a photo ID before the student is released.

- Only adults listed in the system as authorized for pick-up will be permitted to sign out the student from the BAC site.
- Additional people may be added to the authorized pick up list at any time. The site staff will need the name and phone number of the added person.
    - Authorized signers suspected of being under the influence of alcohol or drugs or unable to drive safely:
        - BAC staff will offer to call a taxi or another driver.
        - If the authorized signer denies assistance, staff will call 911 to report their concern and provide information to ensure the student’s safety.

13. Primary account holders must maintain current emergency contact information in the ePACT system

- Phone numbers
- Place of employment
- Address
- Emergency contacts

PRIMARY ACCOUNT HOLDER NOTIFICATION PLAN

- Primary account holders will be notified immediately of any accidents, injuries, incidents and illnesses that result in an interruption of a student’s typical activities or play, or if changes in health are observed.
- Primary account holders will be contacted by phone and/or email the same day of the occurrence.
- Staff will complete an incident/injury report form and offer a copy to primary account holders within 24 hours.

ILLNESSES & MEDICAL EMERGENCIES

1. If a student becomes ill at BAC, a staff person will call the primary account holder to pick up the student. If a call is made for a student to be picked up from BAC, an authorized adult must pick up the student as quickly as possible. BAC sites may not have a separate place for your student to rest or extra staff to stay with your student when he or she feels sick.

2. A student who has been ill may return to childcare

- No less than 24 hours after the last incidence of vomiting.
- No less than 24 hours after the last incidence of fever without a fever reducer.
- Do not send your student to childcare when you know they are ill.

3. A student with any communicable condition may return to childcare

- When the doctor permits.
- According to the Ann Arbor Public Schools' guidelines regarding attendance and contagious diseases.
- Please check with your school office if you have any questions.

4. Accidents and Medical Emergencies

- BAC staff will follow the student's Emergency Action Plan (see example in Appendix of this Handbook).
- In the absence of a Plan, staff will:
    - Administer first aid or CPR to the student
    - Call for professional assistance (9-1-1, police, etc.)
    - Contact the primary account holder
    - Notify the BAC Administrator
- If the primary account holder does not reach the site of an emergency before the ambulance arrives, a staff person will accompany the student to the hospital (provided there is sufficient staff coverage at the BAC site), and the parent/guardian will be asked to meet the ambulance at the hospital.
- An incident report will be completed within 24 hours.

EMERGENCY PROCEDURES

Phone numbers for emergency personnel and the location of emergency supplies and records are listed on the emergency phone sheet posted near the site phone.

1. Fire, Tornado, Natural Disaster:

- BAC staff will follow protocols per the Staff Handbook.
- If students have been moved from the childcare room, their location will be posted on the BAC room door.

2. Crisis Management:

- BAC staff will follow protocols per the Staff Handbook in the event of a crisis such as
    - students unaccounted for
    - custody disputes
    - power outages
    - other crisis situations

3. Evacuation Policy:

- Each BAC site has a clean and safe designated relocation site if needed.
- Primary account holders will be contacted via email or text when students have been relocated.
- BAC staff will work with BAC and district administrators, and the police will be notified.
- Evacuation procedures are detailed in the Staff Handbook and listed on the Substitute Information Sheet located near the site phone.

BUILDING CLOSURES

- If schools are closed due to inclement weather, BAC is also closed.
- If a building is closed midday due to an emergency or building problem, BAC staff will remain until the last student is picked up if the program is in session.
- Primary account holders will receive an email blast confirming whether BAC is in operation and requesting early pick-up.
- If all after school activities are canceled due to weather or emergency, BAC will be canceled.

When severe weather occurs during the BAC Program

- If the schools remain in session, the BAC programs will maintain regular hours, or close as soon as the last student is picked up prior to 6:00 pm.
- If the severe weather occurs during BAC hours and warrants closing the program, primary account holders will be notified and must pick their students up as soon as possible. The program will close as soon as the last student is picked up.
- If the students and staff at the BAC take cover, a sign will be posted showing their location.
- If the primary account holder or designated person has not picked up the student by 6:00 pm, late pick up fees will be charged.

NOTE: Account credits are NOT issued for emergency building closures, including snow days, water main breaks, power outages, etc.

MEDICATIONS

1. Authorization Form Required:

- ALL medications used at BAC, both prescribed and over-the-counter, require a doctor's and parent/guardian signature, per licensing and district policy.
- If the need for medication is indicated, primary account holders will receive pertinent forms during the enrollment process.
- All medical and special needs forms are included in the Appendix of this Handbook
- Equivalent forms from your pediatrician's office may be used.

2. Providing the Medication:

- Primary account holders are expected to provide medication.
- Primary account holders must provide separate medications for BAC; any medications kept in the school office are inaccessible during BAC hours.
- Life-saving medications (such as Epi-pens and asthma inhalers) must be received and all forms completed before the student may attend BAC. The student's start date will be determined by BAC administrators.

- Prescription medications must have the original prescription labels; non-prescription meds must have the student's name written on the label. All medications must be:
    - In original packaging
    - Unexpired
    - In a gallon zip-lock bag labeled with the student's name and school.
- All medications must be brought to the BAC Office at Rec & Ed. Site staff do not receive medications from primary account holders. An BAC Administrator or staff will transport the medications to the site.
- Medication will be returned to families at the site on the last day of school/enrolled session. Medication not picked up will be brought to the Rec & Ed office for parent pick-up.

3. Administering the Medication:

- BAC follows district policy re: Epi-pen injections.
    - Staff receive basic Epi-pen training.
    - It is the primary account holder's responsibility to communicate any special concerns to the BAC Administrator
    - The site supervisor will record when medication is dispensed.

SPECIAL NEEDS

Rec & Ed strives to make the BAC accessible to Young-5's through 5th graders who are enrolled in participating schools. BAC complies with the Americans with Disabilities Act and will provide and make reasonable accommodations to assist students with disabilities so that they may participate in the program.

1. **All students enrolled in BAC are expected to be able to participate independently and safely in a 1:18 staff to student ratio.**
    - As a licensed childcare program, BAC follows the State of Michigan required ratio for school age students. The BAC is centered on student choice, with students expected to move safely between different types of activities in a multi-age setting. Students enrolled in BAC must be toilet trained and able to use the bathroom independently.

2. **For special needs accommodations, the new and returning student's parent/guardian must do the following at least 4 weeks in advance of desired first day of care:**
    - Complete the "Special Needs" section in ePACT.
    - Meet with BAC administrative staff by phone, zoom or in person. An BAC administrator will contact the family to review the SN, discuss how the program is structured, determine the level of support needed, and how the student may be supported. Parent/guardian input is critical to successful planning. Parents may share relevant information from 504 or IEP plans. New families will be invited to meet with an BAC administrator to learn about the program, share information about their student and determine if the program is a good fit.
    - Failure to fill out the Special Needs section in ePACT annually, meet with an BAC administrotor prior to care, or inform an administrator of your students' changing needs throughout the school year may result in a delay, interruption, or suspension of BAC services.

3. Reasonable accommodations include:
Basic behavior plans, basic medical assistance (that does not require a special credential), posted graphics, modified breaks, permission to bring special items from home, verbal cues, and assistance with fine motor skills. **Please note that BAC does not provide diapering or toileting assistance.**

4. Discipline
The BAC behavior/student management policy applies to all students. Any student who poses a direct threat to the health and safety of others in BAC may be suspended or dismissed from the program. See below.

BEHAVIOR/STUDENT MANAGEMENT POLICY

The AAPS Community Education and Recreation Department is committed to encouraging students to develop their own solutions to disruptive or harmful behaviors.

1. **At the sole discretion of an BAC Administrator and BAC staff,** a serious behavior problem exists whenever a student consistently inflicts physical or emotional harm on other students, physically abuses staff, or otherwise refuses or proves unable to interact within the rules and guidelines of the program.
2. **If a student has a chronic behavior problem,** the staff will work with both the student and the primary account holder. If positive outcomes cannot be achieved, BAC reserves the right to call the primary account holder for immediate pickup and to suspend and/or dis-enroll the student without credit.
3. **All students** are expected to participate behaviorally within the parameters of a staff-to-student ratio of no less than 1:18.
4. **The staff uses positive methods of behavior management** that encourage self-control, self-esteem, and cooperation. When warranted, staff will intervene in a positive, non-threatening manner. Students are encouraged to develop their own solutions and will be given guidance to develop successful, age-appropriate alternative behavior patterns.
5. **The staff adheres to the guidelines** issued by the State of Michigan for Child Care Centers.
6. **Prohibited behavior management methods** include physical manipulation (barring a safety issue), and verbally, mentally or physically threatening a student.

BEHAVIOR/STUDENT MANAGEMENT DISMISSAL POLICY

The AAPS Community Education and Recreation Department is committed to providing a safe, healthy and stable childcare environment. To ensure a safe environment, students are expected to abide by the Expected Behaviors below.

EXPECTED BEHAVIORS

- Respect the rights and property of others
- Act in a courteous and cooperative manner
- Use acceptable and appropriate language
- Be responsible for own actions
- Follow BAC program rules

INAPPROPRIATE BEHAVIORS DEFINITION

Physical harm to another student, staff member, self-harm, destruction of property, leaving the BAC Program without permission, or any verbal or physical behavior that can be considered bullying.

PROGRESSIVE STUDENT BEHAVIORAL MANAGEMENT POLICY

First Incident: BAC staff notifies primary account holder verbally, Incident Report completed and submitted to BAC Administrators, follow-up email will be sent to the primary account holder within two business days.

Second Incident: BAC staff notifies primary account holder verbally, Incident Report completed and submitted to BAC Administrators, follow-up email will be sent to the primary account holder within two business days requesting a meeting. The primary account holder will be required to meet with the BAC Admin Team to develop a plan to correct the unsafe behavior.

Third Incident: BAC staff notifies primary account holder verbally, Incident Report completed and submitted to BAC Administrators, follow-up email will be sent to the primary account holder within two business days and a temporary suspension from BAC Program will occur and primary account holder will be sent a formal letter indicating that upon returning to BAC, if there is another inappropriate behavior occurrence, the student will be dismissed from the BAC program for the remainder of the school year. BAC will notify the building principal and office staff.

Re-Admittance Consideration
At the primary account holders request, a meeting can be scheduled with the BAC Administrative team to discuss re-admittance to the BAC program. At this meeting, it will be determined if BAC provides the right environment to support the student and if the student has shown significant improvement in behaviors during the dismissal time period. BAC will seek input from the building principal.

If the BAC Administrative Team determines it is for the student's best interest and the student is able to participate independently in the 1:18 ratio to begin BAC again, the primary account holder will be required to sign off on their understanding that the re-admittance to the program is based on the students' ability to participate independently in the BAC program. Any future incidents will result in immediate Third Incident steps.

HUMAN SEXUALITY ISSUES

Sexuality is a positive and fundamental part of human existence and affects all aspects of our lives. Students are naturally curious about their bodies, and we know that questions and behaviors may arise during day-to-day interactions. Parents are their student's most important teachers. In responding to student questions and behaviors, staff will follow the guidelines established in their Staff Handbook. These guidelines are available to any parent upon request.

ASBESTOS POLICY

Regarding asbestos containing building materials per 40 CFR, Part 763 of the Environmental Protection Agency. Some buildings operated by the Ann Arbor Public Schools may have asbestos-containing building materials present. Each facility has on file, in the main office area, a copy of the approved Asbestos Hazard Emergency Response Act (A.H.E.R.A.) management plan for your review. Ann Arbor Public School District administrator responsible for asbestos issues is the Director of Physical Properties. Call 994-8118 or contact the AAPS Administrative Offices at 2555 S. State Street, Ann Arbor, MI 48104.

COLD WEATHER POLICY

BAC follows the AAPS cold weather policy. The following conditions constitute the basis for an Indoor Day:

- Rain
- Temperature below 0 degrees – either as a straight thermometer reading or wind chill factor
- The discretion of the Supervisor

FIELD TRIP POLICY

1. **"Spontaneous" walking field trips in the surrounding neighborhood** may occur from time to time. Spontaneous trips are announced on the site bulletin boards and always involve short distances to nearby parks and the like. They will never involve extended childcare hours.

SNACKS/FOOD SERVICE POLICY

Rec & Ed recognizes that there are a growing number of students with potentially life threatening allergies enrolling in our programs. A collaborative approach makes for the safest environment. Primary account holders, students and site staff work together to reduce the risk of an allergic reaction.

1. **We offer a light snack at each childcare session.**

2. **These snacks are not a meal.** Please make sure your student has had breakfast before coming to the BAC program and is supplied with an adequate lunch.

3. **Students with severe allergies** are served BAC snacks strictly in accordance with their signed and approved waiver on file. Primary account holders of allergic students may provide snacks from home for their students. During the first two weeks of school, all students will be served only fruits and vegetables.

4. **We are a no-nut program.** Please do not send nuts or nut products with your student. If you receive a message or see a sign indicating that a building or area restricts any foods, please be respectful of that rule if you send food with your student.

FOOD ALLERGIES

1. **Primary account holders must indicate a student's food allergy at enrollment** so that appropriate precautions can be taken. Life-threatening allergies may necessitate a slightly delayed start date while medication authorizations, etc. are put in place (See "Medications" above).

2. **BAC staff <u>will not</u> read labels to accommodate students with food allergies.** Snacks are planned to accommodate all students, taking food preferences, religious prohibitions and allergies into account. Certain foods that can cause airborne allergic reactions, such as peanut butter, will not be served. Snack menus are provided to primary account holders upon request.

3. **We require primary account holders of students with life-threatening food allergies to provide snacks from home.** BAC may be able to provide a portion of the snack if a written waiver is on file.

4. **BAC staff will not give any snack to a student who has food allergies without a signed, written waiver on file.** There are three categories of students in care:

    - Students who have food allergies and their primary account holders provide their snacks.
    - Students who have food allergies but have a signed document on file indicating specific foods they can be served at care.
    - Students who do not have food allergies and eat snacks as served.

STAFF QUALIFICATIONS

1. **All BAC staff have had background checks.** Effective September 2018, all staff are required to have a comprehensive background check on file which includes an FBI search. Staff registered on the public sex offender registry are prohibited from having contact with any student in care. For more information on the AAPS background check procedures, contact a BAC Administrator.

2. **BAC staff are required to obtain 16 clock-hours of professional development annually.**

3. **Volunteers** include parents, students or other non-staff who work with students in BAC. The Executive Director and Program Administrators shall ensure that all BAC volunteers have appropriate experience for their placement, receive necessary training and information, and are placed under the direct supervision of a district employee. A volunteer's service may be discontinued at any time at the discretion of the Superintendent, the Executive Director of Rec & Ed or the BAC Administrators. Volunteers are expected to have supervised contact with students in child care. All volunteers will have a background check on file. Volunteers registered on the public sex offender registry are prohibited from having contact with any student in care.

REPORTING TO PROTECTIVE SERVICES

The Ann Arbor Public Schools Before/After Care Program is mandated by Michigan law, Act. No. 238 governing all schools and childcare programs, to report any suspected abuse or neglect of students in their care.

LARA LICENSING NOTEBOOK

Each BAC site has a licensing notebook that includes all licensing inspections, special investigation reports and related corrective action plans since May, 2010. The notebook is available to primary account holders during regular childcare hours. Licensing inspections and special investigation reports for at least the past two years are also available on the child care licensing website at www.michigan.gov/michildcare

2026-27 Before/After Care Program Consent Form

The following consents are included in the registration process and are listed here for your additional review.

Attendance procedures:

1. I agree to keep my contact information up to date.
2. I agree that I (or an authorized adult) will record the time and sign the attendance sheet each time I drop off and/or pick up my student.
3. I agree to call or email the site staff at least 1 hour prior to the program start to let them know when my student will be absent for the afternoon sessions.
4. I understand that if my student's afternoon absence is not reported to the site staff and efforts are made to locate the student, a $25 locator fee will be assessed.
5. I understand that after 6 pm I must pay a late fee of $5 for the first five minutes and $3 per minute thereafter for every minute that my student is left in care. I understand the student of a chronic offender may be dis-enrolled.
6. I agree to allow my 3rd grade or older student to sign themselves in or out of the program and to inform the staff in writing of the days they may do so. I understand my older student may not sign out a younger sibling. I understand staff are not responsible for my student(s) before they sign in or after they sign out.
7. I understand that my student may be released to either parent/guardian unless I provide legal documentation explaining restrictions.

Permissions and waivers:

1. I agree that my student may participate in walking field trips, spontaneous and planned, in the BAC Program. I understand that I will be notified in advance of planned trips and that spontaneous trips (e.g. a walk to a neighborhood park) will be posted at check-in.
2. I understand that the before and after school programs use the public elementary school playgrounds on site, which may or may not fully comply with current LARA (formerly DHS) licensing guidelines [see LARA Licensing Rules for Child Care Centers, Reference Rule R 8170 (19)].
3. I understand that a notebook containing all current state licensing information, including inspection and investigation reports and any related corrective action plans, is kept at the site and can be viewed in the presence of a staff person upon request (some information in the notebook is confidential). Reports covering the last two years can be viewed at www.michigan.gov/michildcare.

Billing and scheduling:

1. I understand I must pay a $15 late fee each time I do not pay the monthly fee by the 22nd of the preceding month. I understand that I am responsible for payment in full by that date even if no invoice is received. I understand that payments are due prior to the program and that my student can be dis-enrolled if payment is not received.
2. I agree to give a two week written advance notice by email to aapschildcare@aaps.k12.mi.us if I decide to withdraw my student from the program. I understand that I am responsible for accrued fees until notice is received and my withdrawal has gone into effect. I understand refunds must be requested in writing and that check refunds require a $10 processing fee.
3. I understand that no credits or deductions can be made for absences for any reason, including family vacations, school camp days or field trips, snow days and emergency school closures.

Health and emergencies:

1. I understand that if my student is brought to the BAC program ill, they will be isolated until picked up.
2. I confirm that my student is in good health and able to participate in all activities unless otherwise indicated in this registration. I confirm my student is up to date on their immunizations, and that a current immunization form or waiver is on file in the school office.
3. I agree to complete the Child Information Form that will be provided to me after my registration is complete.

4. I agree that if my student needs emergency medical or dental treatment, I will be responsible for any treatment deemed necessary by a physician or dentist.
5. I understand that if my student has special needs, a Special Needs Planning Form must be submitted annually and any agreed upon accommodations must be in place before my student may attend the BAC program. I understand the BAC program staff are unable to toilet students and provide care when specialized credentials are required.
6. I understand that failure to provide a completed form and/or additional information if requested will postpone my student's start date, and that failure to disclose a special need at enrollment can result in suspension of services.
7. I understand that if my student needs emergency medications during program hours, I must provide labeled medications along with a Medication Authorization and Action Plan. I understand that medications kept in the school office for my student are not accessible during the BAC program hours and that separate medications must be provided for the BAC program. I further understand that non-emergency medications, including over-the-counter and topical preparations, also require a Medication Authorization signed by a physician.I understand that if my student has food allergies, I will provide snacks from home unless and until I have completed the "Food Allergy Authorization Form" specifying what foods my student can/cannot be served and the form is approved by an Administrator.
8. I understand that my student's school may restrict nuts and I will follow the guidelines of the district's nut policy when sending a special treat or snack to the BAC program.

Behavior:

1. I agree to assume full responsibility for any damage to person or property caused by my student.
2. I agree that if the behavior or health of my student should necessitate sending him/her home, I (or someone on my emergency contact list) will immediately pick up my student from the program location.
3. I understand that if my student has a persistent pattern of negative behavior and interventions have not been successful, I may be required to remove my student from the BAC program.

PHOTO & SOCIAL MEDIA WAIVER: I understand and agree that the Ann Arbor Public School's Rec & Ed Department may take pictures or videos of youth and adult participants in any Rec & Ed activity, including classes, team sports, and childcare. Images may be used in Rec & Ed or school district promotional materials, (brochures, catalog, website, social media). For your safety, names will never be used, we do not grant authorization for any 3rd party to produce, reproduce (or reuse), edit videos, take pictures, print, and record sound of an individual. Yes / No

Ann Arbor Public Schools

Medication Administration Form*

Authorization for the Administration of Medications by
Before/After Care Program Staff

The Ann Arbor Public Schools require a physician's written order and the parent's or guardian's written authorization for administration of all medications, including over-the-counter medications.***Note: An equivalent form from your student's doctor's office may be used, as long as it is also signed and dated by a parent. All medical forms must be completed annually.**

PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION

Name _____ Date _____

Address _____ Birthdate _____

Diagnosis _____

Name of medication(s) _____

Time(s) of administration and dosage _____

Relevant side effects, if any _____

Other suggestions _____

The length of time that the medication may be administered shall be one school year, from September through August. All medication authorizations must be renewed at the start of each school year.

Physician Signature _____

Address _____

I hereby request that my student be administered the above medication(s) by EDP/camp personnel. I understand that the medication(s) will be administered as directed by the above named physician and that each medication must come in its original container. I will notify the school in writing if an authorized medication is to be discontinued. If the administration of an authorized medication needs to be otherwise changed, I will resubmit an Authorization for the Administration of Medication form with physician signature.

Parent/Guardian Signature _____ Date _____

Self-Carry Medication Administration Form
Rec & Ed Before/After Care Program
Authorization for Student to Carry and
Self-administer Medication

AAPS Before/After Care Program requires written authorization by a Physician, the Parent or Guardian, and the BAC Administrator in order to permit students to carry and self-administer medications, including over-the-counter medications. *The student must be able to responsibly manage the medication.* **This form authorizes carrying and self-administration of medication during BAC program hours**.

PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION

Student Name: _____ Date: _____

Address: _____ Date of Birth: _____

Diagnosis: _____

Name of medication(s):_____

Time(s) of administration and dosage: _____

Relevant side effects, if any: _____

Other suggestions: _____

**The length of time that the medication shall be administered shall be one school year, from September to August. All medication authorizations must be renewed at the beginning of each school year.*

_____ _____ _____ _____
Physician Signature Date Before/Aftercare Administrator Date

_____
Physician's Address

I hereby request that my student be **permitted to carry and self-administer** the above medication at school. I understand that self-medication of medicines at school is contingent upon the permission of the BAC Administrator and the responsible management of the medication by the student. I will notify the BAC Office in writing if this medication is to be discontinued. If the administration of the medication needs to be otherwise changed, I will resubmit an Authorization Form for Carrying and Self-Administration of Medication.

_____ _____
Parent/Guardian Signature Date