Kids Club
Family Handbook

Grosse Pointe Public School System

It is the policy of the Grosse Pointe Public School System that no person shall on the basis of race, creed, color, national origin, sex, marital status or handicap be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity including employment.

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Welcome to Kids Club!

Thank you for your interest in our program. The School-Age Child Care program, more commonly known as Kids Club, is committed to providing a safe and relaxing environment where children's physical and emotional needs are met. Kids Club allows children to develop an enthusiasm for learning, creating, and exploring through constructive play.

Our staff is in constant communication with parents. Communication includes but is not limited to, email, face-to-face, phone, Brightwheel, flyers and much more! Ask your on-site director for the best way to get in contact with them.

Our staff knows how important child care programs are to the community and we are doing our best to make informed decisions regarding care. The safety of our students and staff takes precedence over everything. We are following the recommendations from the CDC and the State of Michigan's guidelines very closely in order to maintain our safe and healthy environment for everyone.

Kids Club Goals and Philosophies

Kids Club focuses on constructive play through art, drama, literature, music, and movement. We aim to establish an atmosphere of respect for self and others, as well as respect for our equipment and materials. Kids Club teaches and encourages self-control, self-esteem, and cooperation. Students will gain a clear understanding of expectations. We provide many opportunities for children to develop coordination and large motor skills through physical activity and outdoor play. Our program provides opportunities to become independent and responsible through self-directed and individualized activities.

Kids Club provides a safe and comfortable environment where children can explore, play, and relax. Our activities foster cognitive, social, emotional, linguistic and physical growth and development. We have a wide variety of books, crafts, games, toys, and equipment.

Arts and crafts are an important part of our program. We make every effort to see that children's clothing is protected while they work on their projects. Parents should be aware that the school system is NOT responsible if dirt, paint, glue, crayons, markers, etc. get on children's clothing.

Kids Club Numbers:

Director of School-Age Child Care: Crystal Fletcher 313-432-3009 fletchc@gpschools.org	**Billing Department:** Michelle Radziewicz 313-432-3067 radziem@gpschools.org
Assistant Director of School Age Child Care: Kimberly Danielewicz 313-432-5853 danielki@gpschools.org	**Kids Club Main Office:** Barnes Early Childhood Center 20090 Morningside Dr., Grosse Pointe Woods, MI 48236

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Building Line	Kids Club Line	Building Line	Kids Club Line
Barnes 432-3803	432-3009	**Maire** 432-4303	432-4309
Defer 432-4003	432-4009	**Mason** 432-4403	432-4409
Ferry 432-4103	432-4109	**Monteith** 432-4503	432-4509
Kerby 432-4203	432-4209	**Richard** 432-4903	432-4909

Criteria for Admission/Withdrawal

In order to be fully enrolled in the Kids Club program, the following process must be completed:

- Complete all registration forms
- Email registration forms to: kidsclub@gpschools.org
- Create a Brightwheel account
    - Families will not be connected to/receive an invoice until all forms are processed.
- Once all above steps are taken, families will receive a confirmation email with their schedule or waitlist status.

Students are not permitted to attend Kids Club at any site if they are not fully registered. Each form must be fully completed and signed by a parent or guardian. Please ensure that all names and phone numbers are current and accurate. If anything should change, please notify your on-site Kids Club director immediately to make those changes.

All Kids Club locations may develop a waiting list based on demand. **Registering by the deadline does not guarantee placement or avoidance of the waiting list.** Families will be made aware of a waitlist as soon as possible. Families are added to the waitlist based on form submission time & date. Contact will be made as soon as space becomes available for students to attend the program.

If you would like to withdraw your child from the Kids Club program, please contact the Kids Club office at 313-432-3067. Credits will be issued on a case by case basis.

Hours of Operation

Kids Club takes place Monday-Friday before and after school. Our hours are as follows:

Monday AM	7-9:05am
Tuesday-Friday AM	7-8:20am

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Monday-Friday PM	3:38-6:30pm
Monday-Friday ½ PM Day Hours	11:36am-6:30pm

Sign-in and Pick-up Procedures

Every parent/guardian dropping off or picking up is required to “buzz” into the building. Every site has a buzzer. Once the buzzer has been pressed, a Kids Club staff member will meet you at the door.

Parents will sign their child into Kids Club each day. Parents may NOT have their child wait at the door to be let into the building while waiting in their car. Parents must walk their students to the door.

No one is to enter the building before 7:00am. Although this is the time when Kids Club begins, it is also the same time that Kids Club staff are allowed to enter the building. Staff cannot enter a GPPSS elementary building until 7:00am. We are not licensed to care for students before 7:00am.

All students have to be picked up from each site by 6:30pm. At pick-up, parents will use the buzzer to alert Kids Club staff they have arrived. A staff member will meet the parent at the door with the child. Those picking up from Kids Club should always carry their identification on them in case a substitute is at your site and is not familiar with you.

If 6:30pm arrives, your child is still at Kids Club and the staff have not heard from anyone, phone calls will be made to all numbers attached to the parents/guardians. If all numbers have been exhausted and no contact has been made, staff will begin calling emergency contact/pick-up persons. Kids Club is only licensed to care for students until 6:30pm. If time passes and no contact has been made, Kids Club staff have no option but to contact local authorities if the time has reached 7:00pm. Children are not allowed to sign themselves out of Kids Club for the afternoon session. In the event of a late pick-up, your account will be charged (see fee sheet).

Students will ONLY be released to authorized names listed on their Child Information Record. All adults picking up a student must bring photo identification. If someone does not have a photo identification and the site staff members have never met the person, the student will not be released to that person. This is a state mandated rule. We will only add names to the Child Information Record in person. If your child will be participating in extracurricular activities and will be late for Kids Club or not in attendance, please contact your on-site director.

A student can only attend any Kids Club session (½ day or regular AM/PM session) if they come to Kids Club directly from school. If a student does not attend school that day for any reason, they are not permitted to attend Kids Club.

Students may not attend Kids Club in the event of an out school suspension until that suspension is over.

Program Licensing Notebook Availability

Each Kids Club site has a Licensing Notebook for viewing. This notebook contains all licensing inspections, special investigation reports and related corrective action plans

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dating back to 2019. It is available to parents during regular program hours. Licensing inspections and special investigation reports from the last two years are available on the child care licensing website at **www.michigan.gov/childcare.**

Brightwheel App

Upon enrollment, you will receive an invite via email to set up your Brightwheel account. Through the app, you can communicate with your child's Kids Club teacher or administration via messaging, as well as pay monthly tuition.

- Create a free Brightwheel account. When you receive an invitation please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- Confirm your child's profile. You will see your child's profile after you create an account - you can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- Add a recent photo of your student on the app.
- Make sure your phone number is up to date and correct on the app. Text alerts will be sent for emergencies and school closures such as a snow day.
- Set your account preferences. You can adjust your notification preferences within your profile settings on the app.
- Add your payment information. Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

Kids Club Rates

The following rates* are per child/per day for the 2026/2027 school year:
Monday AM - $11.75/child/day
Tuesday-Friday AM - $10.50/child/day
Monday-Friday PM - $14.25/child/day
*Kids Club is staffed based on the number of children scheduled for each day. We are unable to give credit for absences to illnesses or activities.

Vacation Credit:

A vacation credit equal to the number of days your child attends in a week (5 days max) will be allowed each school year, September - June. Your account must be current at the time of the vacation request, and cannot be used on days when the school is closed or days your child is not scheduled to attend. Requests for vacation credit must be made in writing, at least one week prior to use, to the Billing Coordinator. **Notifying the Kids Club staff of an absence, does not generate the vacation credit.** It must be requested through the billing department.

Unused vacation credit cannot be carried over into the next school year.

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Schedule Changes:
To ensure accuracy in billing, we require that any schedule changes be communicated to our office *prior* to the issuance of monthly invoices. Invoices are generated on the 15th of each month.

- If a schedule change is requested **before the 15th**, we will adjust your account accordingly.
- If a schedule change is requested **after the 15th**, you have two options:
    1. Request a vacation day.
    2. You will be responsible for payment for the originally scheduled dates.

Please note, if you withdraw your student from an afterschool program for any duration of time without payment, we cannot guarantee that a spot will be available upon your return.

½ Day Rate:
Monday-Friday ½ Day (11:36am-3:38pm) - $25
If a student is still in attendance after the full day release time (3:38pm), the PM daily rate of $14.25 will also be charged.

Registration Fee:
There is a $50/child registration fee due each school year. This fee is required if you begin Kids Club at any point in the school year.

Late Payment/Late Pick Up Information
A late fee of $20 will be charged per child on payments arriving after the due date. Payment must arrive by the due date. If you do not receive an invoice via Brightwheel by the 20th of any month, call 313-432-3067.

When applicable, a late fee of $20 per child for every 15 minutes (or fraction thereof) is charged to cover staffing costs when your child is not picked up by 6:30pm. **After the third late pick up and/or payment, your child may be dismissed from the program**. Always phone the On-Site Director if you are not able to make it by pickup time.

Kids Club privileges are suspended for 30 days after the 4th late pickup.

Frequent delinquent payments may result in forfeiture of your placement in the program. Following a third delinquent payment, your account will be required to enroll in automatic payments through Brightwheel. An account's fourth delinquency will result in removal from Kids Club for the remainder of the corresponding month.The fifth delinquency will result in removal from the program for the remainder of the corresponding school year.

Financial Assistance

Families in need of financial assistance are referred to the Department of Human Services (DHS). Kids Club accepts subsidies from this agency. Parents will be responsible for full payments until authorization has been received and then a monthly copay after a determination amount has been calculated. If at any time assistance is stopped, parents will be responsible for full tuition as of the date the assistance ended.

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Payment plans may be available on a case by case basis. Legal guardians are responsible for any balance on their child's preschool account. Accounts must be kept current. Please contact our billing office for more information by calling 313-432-3067.

Inclement Weather/Closures

Inclement weather or power outages may require that the program be closed. Parents are encouraged to tune in to school closings listed on television or radio (watch for Grosse Pointe Public Schools or your specific school) or visit the district website www.gpschools.org. A test notification will be sent through the Brightwheel app. Please make sure your phone number is added and kept up to date. No tuition refunds will be given for days the program is closed for circumstances beyond our control, including severe weather, power outages, or any emergency school closures.

Mandated Reporting

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Our employees are considered Mandated Reporters under this Act and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under this Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to investigate the cause of any suspicious marks, behavior or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate agency.

Behavior Expectations

Please discuss the following rules with your child:

- Respect all Kids Club staff members
- Respect your peers
- Do not use profane or crude words
- Respect program equipment and school property
- Stay in the Kids Club area unless given permission to leave the room
- Stay with the group at all times
- Clean up after using games, doing crafts, or eating snack

Operating Information

Kids Club takes place Monday-Friday during the school year. The morning session begins at 7am and runs until the morning bell (9:05 am- Monday and 8:20 am- Tuesday through Friday. The afternoon session begins at 3:38pm and goes until 6:30pm. Kids Club is available on select ½ days and days that school is closed (see table below). These days must be pre-arranged and are assessed an additional fee.

Kids Club ½ Day Care Dates (Elementary Schedule)
9/8/26
10/8/26
10/30/26

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1/22/27
3/18/27
3/19/27
6/15/27
KIDS CLUB ½ DAY OFFERINGS MAY CHANGE DUE TO STAFFING.

Kids Club Closings (not including snow days and other emergency closings*)	
District PD (NO Kids Club)	11/3/26
Thanksgiving Break (NO Kids Club)	11/25/26-11/27/26
Winter Break (NO Kids Club)	12/23/16-1/1/27
MLK Day (NO Kids Club)	1/18/27
Mid Winter Break (NO Kids Club)	2/15/27-2/19/27
Spring Break (NO Kids Club)	3/26/27-4/2/27
District PD (NO Kids Club)	4/19/27
Memorial Day (NO Kids Club)	5/31/27
Last Day of School (AM Kids Club ONLY)	6/16/27

***Kids Club will NOT be available on snow or other emergency school closing days.**

To contact a Kids Club program, you may call the Kids Club line at your school directly. If you are calling outside of Kids Club hours, please leave a detailed message and the on-site director will contact you once they receive it.

Enrollment and Withdrawal

Students must be enrolled prior to admittance into the program. Registration forms should be sent electronically (kidsclub@gpschools.org). If you are unable to send your paperwork electronically, an appointment will have to be made to turn your paperwork in at Barnes Early Childhood Center. In order to attend Kids Club during the first week of school you must have your registration and payment sent in by the stated deadline. If you need care immediately, please inform our billing department to check for availability. There is a three-five day processing time so please be aware of this. Please indicate on your forms what days/sessions your child will be attending.

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The enrollment fee is as follows:

- Registration Fee (non-refundable, due yearly): $50/child

Families choose a schedule based on their needs. All families must be scheduled for specific days (weekly recurring schedule, i.e. every Monday/Tuesday/Wednesday afternoon). We have a three day attendance minimum for Kids Club.

Drop in days may be requested one week prior and will only be permitted if space is available.

Families must register and pay for ½ day Kids Club one week prior to attendance. Drop-in's are NOT permitted. No student can attend ½ day Kids Club if they have not been enrolled into the 26/27 Kids Club program. **Sign up for ½ day care will be done through a Google Form via Brightwheel.**

If you choose to withdraw from the program, please contact our billing department at 313-432-3067.

PM Daily Schedule

The daily schedule varies from site to site but the below sample schedule is a great guideline. Activities can change from day to day. Please see your on-site director with any specific activity questions. Below are examples of AM/PM Kids Club schedules. If you are attending our full day program, your child will follow their schedule given to them by their teacher.

AM Schedule of Activities Example	
Monday 7:00am-9:05am **Tuesday-Friday** 7:00am-8:20am	Board games, puzzles, projects, card games, crafts, gym games, gym games

PM Schedule of Activities Example	
3:38pm - 4:00pm	Check-In/Snack (Snack from home)
4:00pm - 4:15pm	Large Group Game
4:15pm - 4:45pm	Outdoor Play (weather permitting)/Gym/Arts and Crafts
4:45pm - 5:15pm	Homework/Quiet Time: reading, storytelling, homework
5:15pm - 6:30pm	Centers: Board games, puzzles,

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	projects, card games, crafts, gym games

Homework is encouraged but not mandatory. If you would like, or not like, your child to do homework during Kids Club, please let your on-site director know. Staff is able to assist with homework.

Kids Club and the Grosse Pointe Public School System are not responsible for lost, stolen, or broken items. Bring in personal items at your own risk.

Kids Club will no longer provide a daily snack for students. Please send in an extra (healthy) snack for your child to eat during Kids Club.

Medication

Kids Club staff will administer prescribed medication that is in its original container with the updated prescription label. All medications, including over the counter and prescription, must be accompanied by a doctor's note and school medication form. The container must include the physician's name, the child's name and instructions, name and strength of the medication. The Kids Club staff will keep a record of the time and the amount of medication administered to your child. All medication will be kept out of reach of children and will be returned or destroyed after it is no longer needed or has expired.

Over the counter medications and vitamins must also be accompanied by a doctor's note and medication form and should never be packed in your child's lunch. Over the counter medications must have a physicians, PA, or NP note indicating dosage, frequency, with an end date. It should also be in their original container with a label that clearly states the dosage. We will not administer a dosage larger than what is stated on the label. Please provide a liquid measuring syringe or measuring spoon for administering medication. You may send in over the counter diaper creams, sunscreen lotions and insect repellants, labeled with your child's name. You must complete a medication permission form.

Code of Conduct and Discipline Procedures

The Kids Club staff use positive methods of discipline that encourage self-control, self-direction, and cooperation. We utilize a progressive discipline policy that aligns with the GPPSS Student Code of Conduct. Limits and expectations will be stated clearly and appropriately for each child's developmental level. When children are asked to change their behavior, reasons will be given and the adult will state an alternative behavior. Inappropriate behavior will be redirected. Children are never left alone. Physical or emotional punishment is prohibited, including spanking, bribery, shaming, threats or deprivation of snacks or other privileges. It is expected that parents refrain from using physical punishment or threat of punishment while on the premises.

Should an incident occur during Kids Club, parents would be notified via telephone or by face-to-face communication. If an injury occurs, aside from being notified via the above ways, an accident report will be given to parents to sign. Parents take a copy of the report with them. Parents will be given appropriate notice if problems arise that cannot be accommodated. It is under the discretion of Kids Club administration to determine student suspension/removal from the program. Kids Club will use a Progressive Discipline Matrix.

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The Student Code of Conduct can be found on our district website, www.gpschools.org, under School Board, Policy. For a printed copy, please call 313.432.3010.

R 400.8140 Discipline

R 400.8140(1) Discipline.

(1) Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation must be used.

R 400.8140(2) Discipline.

(2) All of the following means of punishment are prohibited: (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. (b) Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar. (c) Restricting a child's movement by binding or tying him or her. (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. (e) Depriving a child of meals, snacks, rest, or necessary toilet use. (f) Excluding a child from outdoor play or other gross motor activities. (g) Excluding a child from daily learning experiences. (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure. (i) Time out must not be used for children under 3 years of age.

R 400.8140(3) Discipline.

(3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.

R 400.8140(4) Discipline.

(4) A written policy must be developed and implemented regarding the age appropriate, nonsevere discipline of children. The policy must be provided to staff and parents.

Unsafe Behavior Policy

Safety is our top priority. Kids Club students that display behaviors that put others at risk will be subject to this policy. These behaviors include, but are not limited to, pushing, scratching, hitting, kicking, throwing objects, etc. The Kids Club program will take the following actions if necessary:

- Document behaviors
- Notify parents if a problem occurs within the program
- Set up a meeting with Kids Club staff, program director and parents to discuss preventive strategies
- Develop a behavior program and share with the parent(s)

If the behavior continues despite the interventions taken, the student may be withdrawn from the program. If re-entry is considered, a timeline will be discussed on a case by case basis.

Staff Training and Screen Process

In alignment with the State of Michigan, Kids Club operates at a 1:18 ratio. Our qualified personnel care about your child's well-being, happiness and safety. Every Kids Club staff member is required to undergo a Comprehensive Background Check and Fingerprint through the Michigan Department of Child Care Licensing. All sites are licensed by the State of Michigan. Each site has a parent handbook available for review at any time.

Staff members are required to receive at least 16 clock hours of training each school year. Staff members also are required to successfully complete training in "blood borne pathogens" and CPR/First Aid. All staff members of the Grosse Pointe Public School System are required to have their fingerprints checked at the state and federal level.

The GPPSS Department of Human Resources must have these prints on file in order for an employee to begin working. Staff members working for the GPPSS Kids Club program have an additional set of clearances they must complete for employment. All new employees must submit documentation through the Department of Human Services "Family Independence Agency" indicating that they have no history of abuse or neglect. New employees must also submit current physical and TB test results.

Volunteers

Volunteers will submit an ICHAT through the State of Michigan and sign a mandated reporter abuse and neglect statement.

Injuries/Child - Staff Illnesses and Parent Notification Plan

All Kids Club staff and the program director are required to maintain current certification in CPR and basic First Aid. In the event of an accident involving your child:

- Staff will administer basic first aid.
- Staff will comfort your child.
- Staff will notify you at pick-up if your child suffered a minor accident.
- Staff will notify you via phone if the injury is non-threatening but is more involved than a scrape or bump.
- Staff will complete an accident report and a copy will be sent home with you. A copy of the report signed by you will be kept on file at the GPPSS Administrative offices.

If your child's injury is on the head, neck or back or is more significant, we will call you immediately to discuss the injury. The program director and/or the Kids Club staff may recommend that you pick up your child and take him or her home or to your child's pediatrician for a more complete assessment.

In case of a serious injury, staff will implement the GPPSS Kids Club Emergency Plan in Case of a Serious Injury:

- 911 will be called for an ambulance, if necessary.
- The Director of School Age Child Care will be notified of the situation via a phone call from the Program Director.

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- The child's parents will be notified via a phone call from the child's on-site director. Parents will be notified of the hospital their child is being transported to.
- The Program Director will accompany the child to the hospital in the ambulance.

If the Program Director is unavailable, the child's on-site director will accompany the child to the hospital in the ambulance and the other Kids Club staff members will assume director responsibilities.

If staff or volunteers become ill while at the child care center, they will be sent home to prevent further spread of the illness. If children become ill while in our care, the child will be separated from the group to prevent further spread of the illness to other children. Parent or emergency contact person will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent.

We ask that you keep your child home if they are feeling sick. Please have a few alternate plans in the event your child cannot come or stay at school because of illness. Parents, please be prepared to get a phone call if your child is experiencing any of the following:

- Shortness of breath
- Difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Nausea
- Vomiting or diarrhea

Children, staff, and volunteers cannot be present at the child care and will be excluded if any of following exist:

- Fever of 100 degrees - (must be fever free for 24 hours without the aid of fever reducing medication in order to return to care)
- Diarrhea- (must be symptom free for 24 hours without the aid of medication to return to care)
- Vomiting- (must be symptom free for 24 hours without the aid of medication to return to care)
- Rash (exception: mild diaper rash)
- Communicable diseases (such as chicken pox, measles, lice, ringworm, pinkeye, scabies...etc)

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