

**ALMONT COMMUNITY SCHOOLS  
KIDS CLUB  
4664 KIDDER RD.  
ALMONT, MI 48003**

**SCHOOL AGE CHILDCARE  
PARENT/STUDENT HANDBOOK  
AND ENROLLMENT FORM  
810-278-2273**



# **ALMONT KIDS CLUB**

**Welcome to the Kids Club Program at Almont Community Schools. The program is available for school age children who need care before and after school. Kids Club is a service that both enriches and compliments your child's school experience. This handbook should acquaint you with the program and its policies that are designed for your child's wellbeing. We are located in the cafeteria/gym at Orchard Primary. Students must be potty-trained in order to participate.**

**Sincerely,**

**Laura Stacer, Kids Club Director**

**Patti Carter, Kids Club Aide**

**Kris Ladzinski, Kids Club Aide**

**Lora Hulett, Kids Club Aide**

## Kids Club Program Fees

### Morning Session Orchard Primary: Grades Preschool thru 4<sup>th</sup>

	1 child	2 <sup>nd</sup> + Child
6:00 until 8:20 (3 hours)	\$ 10.50	\$9.75
6:20 until 8:20 (2 hours)	\$ 7.00	\$6.50
7:20 until 8:20 (1hour)	\$ 3.50	\$3.25

### Morning Session Middle School: Grades 5 – 8<sup>th</sup>

Leave kids club at 7:10	\$3.50	\$3.25
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### After School Session Orchard Primary School: Grades BK – 4<sup>th</sup>

4:00 until 5:00 (1 hour)	\$ 3.50	\$3.25
4:00 until 6:00 (2 hours)	\$ 7.00	\$6.50
4:00 until 6:30 (3 hours)	\$ 10.50	\$9.75

### After School Session Middle School: Grades 5 -8<sup>th</sup>

Children will walk over from the middle school, through the playground, and enter through the doors closest to the gym.

2:45 – leave by 3:45 (1 hour)	\$3.50	\$3.25
2:45 – leave by 4:45 (2 hours)	\$7.00	\$6.50
2:45 – leave by 5:45 (3 hour)	\$10.50	\$9.75
2:45 – leave by 6:30 (4 hours)	\$14.00	\$13.00

Our program closes at 6:30 p.m. SHARP!! Late pick-ups create very stressful situations. As your child worries about you, our staff's families worry about them. Please have a back-up plan in case you experience inclement weather or traffic tie ups. A fee of \$20.00 every 10 minutes you are late will be added and after 3 late pick-ups, you may be asked to find other childcare arrangements. If we are unable to reach a parent by 7:00 p.m., the police will be called. We are very strict about these policies and no exceptions will be made.

## **OBJECTIVES**

The staff at Almont Kids Club believe that children have the right to a safe and caring environment and are entitled to a pleasant and harmonious atmosphere. The safety and wellbeing of your child/children is our first concern. Qualified professionals who have experience and training in child development and meet licensing requirement of the Bureau Regulatory Services will staff the program.

We will:

**\*Encourage personal responsibility and development**

**\*Provide a variety of offerings that may develop:**

- 1. Physical exercise**
- 2. Leadership**
- 3. Creativity**
- 4. Social interaction**

**\*Provide Free time for relaxation and socialization\***

**\*Work to develop a positive relationship with children and parents**

## **FEDERAL LAW**

It is our policy to comply with federal law prohibiting discrimination on the basis of race, religion, age, sex, marital status, or otherwise qualified handicapped individuals.

## **PROPER DRESS**

Kids Club adheres to the dress code of the Almont Community Schools. Whenever possible, we will take the children outside. It is recommended that children have the proper attire for the ever changing weather conditions.

## **BREAKFAST, LUNCHES, AND SNACKS**

Breakfast will still be available at your child's school. You may check with the school for pricing. Please note that if your child will be arriving at Kids Club early in the morning we encourage them to bring something from home. All children attending Kids Club all day (including ½ days) **MUST** bring a lunch and drinks from home. We have a microwave available. Kids Club does not provide

snacks. Please consider the amount of time your child will be attending and pack snacks accordingly.

### **CHILDREN'S CONDUCT**

- 1. Children must remain in the Kids Club area. Leaving without permission could result in dismissal.**
- 2. Children must respect the rights and property of others.**
- 3. Children are to act courteously, appropriately, be cooperative, and follow the instructions and request of the Kids Club Staff.**
- 4. Children must follow building rules and school wide guidelines.**
- 5. Appropriate and acceptable language is expected.**
- 6. Rules are made and enforced for the safety of everyone. Failure to follow them can result in dismissal.**
- 7. Please review these rules and the rules of the school handbooks to ensure they know what is expected.**

### **DISCIPLINE**

Children are entitled to a pleasant and caring atmosphere. Kids Club has set defined expectations for the kind of behavior that is acceptable, with the safety and wellbeing of the children as our primary concern. The staff will only use methods of discipline that will encourage and develop self-control, self-discipline, self-esteem and cooperation. We comply with the Family Independent Agency Licensing Regulations and expect behavior in accordance with the Almont Community Schools code of conduct. Most "situations" are handles with a warning or brief time out. If there are any outstanding concerns, a parent may be notified and /or called in for a conference. A privilege may be removed such as gym time or computer time. If a child exhibits inappropriate behavior that cannot be handled through normal disciplinary action, a probationary period may be instituted. If at that time the staff feels that positive progress has not been made, then the parents may be asked to find other childcare arrangements. The staff will make every effort to work with all

children but they do have the right to recommend removal from the program to the school administration if situations or behaviors warrant.

### **PARENT RESPONSIBILITY**

- 1. Registration forms must be filled out properly and completely in order to begin the program.**
- 2. All children must be signed into Kids Club in the morning, and signed out in the afternoon. DO NOT drop your child off and let them enter the building by themselves.**
- 3. Parents must pick their children up by 6:30 p.m. A late fee of \$20.00 for every 10 minutes will be added to your bill if you do not arrive on time. Three late arrivals may result in dismissal.**
- 4. Make sure your child knows the procedures for going to and from Kids Club from their classroom (or the Middle School) and remind them each day they are to attend. Please send teaches notes of your child's schedule and update them to reflect any and all changes. We will make every attempt to contact the bus garage if a child mistakenly rides the bus home instead of going to Kids Club, but please be aware that we are not responsible for them until they reach us. A back up plan with a neighbor or family member is recommended in case such an emergency arises.**
- 5. Parent are responsible for making alternate arrangements if their child is sick. We do not have the facilities to care for them. You will be contacted to make arrangements for pick up.**
- 6. If someone other than a parent or person on the emergency list will pick up your child, please notify us and proper ID will be required.**
- 7. We will follow the original schedule set by you unless your contact us in writing of changes.**
- 8. Please save all your payment receipts from Kids Club for tax purposes.**

## **FAMILY INDEPENDENT AGENCY**

Parents interested in receiving financial aid need to contact your counties FIA department. They will instruct you on the correct paperwork that needs to be completed. Please be advised that until you are accepted, all payments remain your responsibility.

## **HOURS**

Kids Club is open from 6:00 a.m. until the beginning of the OP school day. We will open again at the end of the Middle School day and remain open until 6:30 p.m. We are open on half days from the end of the Middle School day until 6:30 p.m. except the LAST day of school. If school is closed due to inclement weather, Kids Club is also closed. If school is delayed due to inclement weather, Kids Club will open at 6:00 a.m. If school closes after you drop your children off in the morning we will also close, you will be notified to pick up your child should this happen. Please remember we close at **6:30 SHARP!** If bad weather is predicted or construction interrupts your drive, please have a plan in place for pick-up to avoid late fees. Please keep in mind the drive home may be slow and dangerous in the winter. As your child may worry about you, our staff's families worry about them. Your cooperation is greatly appreciated.

## **PAYMENT POLICIES**

Registration fees and forms are due before your child may start.

\$45.00 for one child

\$55.00 for a family

Drop-in Fee \$5.50 per hour

Kids Club charges \$3.50 per hour in one hour increments. If your child is in Kids Club for 20 minutes the charge is \$3.50. Please read the PROGRAM FEES portion of the handbook for further information. All accounts must be paid by the end of each week. If your account is not current, children will not be able to attend until the balance is paid. Please be familiar with ACS Administrative Guideline 8500D:

**Any account that has a negative balance that exceeds \$20, will result in the District administration being notified of the situation. The student will be prohibited from participating in all fee based extracurricular activities until the balance is paid, or payment arrangements are made. These activities include:**

**Athletics, Fee based clubs, Homecoming Dance, Prom, Any other dances, Non-Academic trips, and Commencement Activities,**

## **KIDS CLUB DAILY SCHEDULE**

### **Morning Session**

**6:00 a.m. Open**

**Free Play**

**Computer Time**

**Coloring**

**Reading**

**Board Games**

**Cards**

**Homework**

**Gym Time**

**7:20 Middle School students will walk to MS**

**8:16 OP students will walk to their classrooms**

### **Afternoon Session**

**Outside/Gym**

**Movies**

**Board Games**

**Computer Time**

**Free Time**

**Homework**

**2:30 MS students begin arrive**

**3:45 OP students begin arriving**

**4:00 Snack, Outside/Gym, Occasional Movie**

**5:00 Free Play/Homework**

**6:30 Close**



# Almont Community Schools Kids Club Enrollment Form

Registration Fees: \$45.00 per student OR \$55.00 per family  
Must be paid at time of enrollment

Receipt# \_\_\_\_\_

Please Circle One:

New Family (1st time registering)

Returning Family (registered last year)

Student(s) Name	Date of Birth	Grade	Teacher

Days Attending: (Circle those that apply)

Monday   Tuesday   Wednesday   Thursday   Friday

A.M

P.M.

Both

**Additional days attending information:**

**Parent/Guardian Information**

Mother's Name \_\_\_\_\_ email \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Employer \_\_\_\_\_ Work phone \_\_\_\_\_

Father's Name \_\_\_\_\_ email \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Employer \_\_\_\_\_ Work phone \_\_\_\_\_

In case of accident or serious illness I request Kids Club contact me. If no contact can be made, I hereby authorize Kids Club staff contact the physician below. If the physician cannot be contacted, Kids Club staff may make whatever arrangements that seem necessary. I agree to assume financial responsibility for these emergency referrals including but not limited to hospital and ambulances.

Parent/Guardian Signature:

\_\_\_\_\_ Date \_\_\_\_\_

List any allergies or health concerns:

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Insurance Company and Card Info \_\_\_\_\_

\_\_\_\_\_

**Emergency Contacts Name and Phone:**

In an emergency, parents will be contacted first. If they cannot be contacted, the people listed below will be called in the order the names are listed until someone is reached. Please list people who live nearby who can come to pick your child up if they are sick or there is an unexpected school closing.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK REQUIREMENT**

**Child Care Organizations Act, 1973 Public Act 116**

**All child care centers must maintain a licensing notebook which includes all licensing reports, special investigation reports and all related corrective action plans (CAP). the note book must include all report issued and CAPs developed on and after May 27, 2010 until the license is closed.**

**This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action tools**

**The notebook will be available to parents for review during regular business hours.**

**Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).**

**I have read the above statement issued by ALMONT KIDS CLUB.**

**Parent Name**\_\_\_\_\_

**Parent Signature/Date**\_\_\_\_\_