

**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,

Patti Carter and Kris Ladzinski - Kids Club Coordinators

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, LUNCHESES, 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.

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. Your cooperation is greatly appreciated.

KIDS CLUB DAILY SCHEDULE

Before School

6:00 am - 8:20 am Games, Crafts, Activities, Homework

7:20 am – Middle School dismissal

7:20 am - 8:20 am Open Gym by grade level

8:05 am - Breakfast

8:20 am – Clean-Up

8:25 am - 4th grade Safeties Duties Dismissed

8:30 am – Elementary Students Dismissed to Classrooms

After School

2:30 pm – Middle School Students Arrive

3:30 pm – Preschool Students Arrive

3:45 pm – Elementary Students Arrive

2:30 pm - 6:30 pm – Games, Crafts, Activities, Homework

4:00 pm – 5:00 pm – Open Gym/Playground by grade levels

6:30 pm – Close

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 requirements 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**

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 handled 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. Please see the lists below that outline minor/major behavior problems and the steps that will be taken to resolve the issues.

Minor Problem Behavior

- ☐ Inappropriate Language
- ☐ Physical Contact (slapping/pushing/tripping)
- ☐ Disruptive
- ☐ Failure to Follow Rules
- ☐ Property Damage
- ☐ Disrespectful Behavior
- ☐ Defiance
- ☐ Other

Major Problem Behavior

- ☐ Aggressive Physical Contact (hitting/biting)
- ☐ Bullying/Harassment
- ☐ Stealing
- ☐ Disrespect/Insubordination (includes repeated violation of rules)
- ☐ Property Damage
- ☐ Verbal or Written Threats
- ☐ Use/Possession of Weapons
- ☐ Repeated Minor Violations
- ☐ Other

Steps to Correct Behavior is as follows:

- 1st offense- Staff will verbally discuss behavior expectations and redirect student
- 2nd offense- Staff will give a 5 minute time out and talk with the student about what to do differently. A Phone call will be made to the parent/guardian.
- 3rd offense- The student will receive a written disciplinary report to be signed by the parent/guardian.

- **4th offense- A parent meeting will be scheduled wherein a behavioral contract will be put in place. If not followed, the student may be dismissed from the program.**

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 teachers 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. Parents 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 you contact us in writing of changes.**
- 8. Please save all your payment receipts from Kids Club for tax purposes.**

PAYMENT POLICIES

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

\$60.00 for one child OR \$75.00 for a family

Hourly Fee: \$4.25 per billing hour per child; \$4.00 per billing hour per sibling.

****Sibling(s) must be in attendance at the same time to receive sibling discount.***

Drop-in Fee \$5.50 per billing hour per child (registration fee not applied)

Kids Club charges in one hour increments per billing hour. If your child is at Kids Club for only 10 minutes the charge will still be a minimum fee of one hour. Please read the Program Fees portion of the handbook for more information.

Registration fees and forms are due before your child may start. Any outstanding balances must be paid in full OR payment arrangements must be made with Central Office before your child may start.

Kids Club accepts cash, check, or credit card payments. Online payments can be made through Procure's Tuition Express.

A payment towards your account balance should be made at the end of each week. If your account is not current, children will not be able to attend Kids Club until payment is made. 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 Program Fees

Registration Fee \$60.00 for one child OR \$75.00 for a family

Hourly billing Cycles for Preschool thru 3rd Grade

Billing Hour Increments Mornings	1 child	2nd + Child
6:00 until 8:30 (3 hours)	\$ 12.75	\$12.00
6:29 until 8:30 (2 hours)	\$ 8.50	\$8.00
7:29 until 8:30 (1hour)	\$ 4.25	\$4.00
After School Session		
3:45 until 4:30 (1 hour)	\$4.25	\$4.00
3:45 until 5:30 (2 hours)	\$8.50	\$8.00
3:45 until 6:30 (3 hours)	\$12.75	\$12.00

Hourly billing Cycles for Middle School Grades 4-8

Billing Hour Increments		
Morning	1 child	2 + children
6:00 until 7:20 (2 hours)	\$8.50	\$8.00
6:20 until 7:20 (1 hour)	\$4.25	\$4.00
After School Session		
2:30-3:30 (1 hour)	\$4.25	\$4.00
2:30-4:30 (2 hours)	\$8.50	\$8.00
2:30-5:30 (3 hours)	\$12.75	\$12.00
2:30-6:30 (4 hours)	\$17.00	\$14.00

*For the morning session dismissal and after school arrival, Middle School students must be responsible for walking to and from the middle school independently.

LATE FEES: Our kids Club program closes at 6:30 pm SHARP!! Please have a back-up plan in case you experience inclement weather, traffic tie ups, or an emergency that prevents you from picking up.

A late fee of \$10.00 for every 10 minutes you are late will be added for the first two occurrences. For the 3rd and subsequent occurrences, a \$20 late fee every 10 minutes you are late will be added. 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.

Kids Club Secured Entrance:

Almont Community Schools is continually working to monitor and improve our building's security procedures. Keeping our building safe and secure is very important to us. In order to ensure our building is secure at all times, all Registered Kids Club parents will be issued a key fob that will be programmed to open the locked entrance. Please see below for important details regarding the secured entrance system for our Kids Club families.

- The main entrance will be locked at all times before and after school.
- The main entrance will be open from 8:00 a.m. - 4:00 p.m. during school hours. All visitors will continue to buzz into the main office and enter/ sign-in through the main office.
- All registered Kids Club parents will be issued a key fob – key fobs will be programmed to work from 6:00 a.m. - 8:00 a.m. and 4:00 p.m. - 6:30 p.m. They will not work at any other times. Anyone coming in during school hours will use the secure entrance system to enter and sign in through the main office.
- Key fob readers are located at the main entrance and the vestibule doors for Kids Club families to gain access to the building & walk down to Kids Club.
- If you don't have your key fob with you, you can call Kids Club, 810-278-2273, and they can come to the doors and let you in. Key fob Instructions & Agreement Policy- Parents are

responsible for following the key fob care instructions and agreement policy for the key fob. If the key fob is lost or stolen, it is extremely important that you notify Kids Club, 810-278-2273, as soon as possible so that it can be deactivated. Lost, stolen, and/or damaged cards will be replaced for a non-refundable cost of \$5.00 per card. All key fobs are the property of Almont Community Schools and must be returned to Kids Club on or before the last scheduled day of Kids Club operation. Cards not turned in before summer break will result in a \$5.00 charge per card, to the parent's latchkey account.

Almont Kids Club Key Fob:

Key Fob Instructions & Agreement Policy: The technology that makes a key fob work includes an electronic chip. Both of these are embedded into the key fob when it is manufactured. Please review the following list for specific Card Care Instructions:

1. Do not use for any other purpose than accessing the OP Kids Club secure doorways.
2. Upon receiving your Fob please remove your name label.
3. Do not write on Fob, place stickers on Fob or attach anything to the Fob that would identify it as belonging to Almont schools.
4. Do not expose Fob to extreme heat (direct sunlight on the dash of your car, clothes dryer or iron).
5. Do not expose to organic solvents, thinners or mineral spirits.
6. Do not machine wash.
7. Store key fob in purse or wallet.
8. Clean with a soft non-scratching cloth and water.

Please review the following Key Fob Care Agreement Policy:

- ☐ If your key fob is lost or stolen, it is extremely important that you notify us as soon as possible so we can deactivate the key fob. Please call 810-278-2273 (Almont Kids Club) or 810-673-9406 (Almont Schools -Tech Department) to report a lost or stolen key fob. If no one answers, please leave a message.
- ☐ Key Fobs are the property of Almont Community Schools and must be returned to Kids Club staff on or before the last scheduled day of Kids Club operation.
- ☐ Lost key fobs will be replaced for a non-refundable cost of \$5.00 per fob. Key fobs not turned in before summer break will result in a \$5.00 charge per fob, to the parent's latchkey account.

Thank you, Almont Community Schools Kids Club & Technology Department

Online payments through Procure's Tuition Express

Dear parent/guardian,

Almont Community Schools is pleased to offer MyProcure, a free online portal for you to access account information and easily pay tuition. MyProcure is safe, secure and created with your convenience in mind.

Log in today!



1. Go to MyProcure.com.
2. Enter your email address (the email you have on file with Kids Club) and choose Go.
3. Enter the confirmation code sent to your email, choose a password, and press Go.
4. Then you may:
 - a. View your child's schedule, time card, and more.
 - b. Use the Pay button to make a payment with your card.

Thank you! Almont Community Schools, Kids Club, and MyProcure

Almont Community Schools

Kids Club Enrollment Form

Registration Fees: \$60.00 per student OR \$75.00 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 _____

Key fob Requests: Please list the name and relationship to child, of the person(s) who is requesting a key fob. Limit 2 per family. Please remember you are responsible for any lost, stolen, and/or damaged cards and applicable fees.

1. _____

2. _____

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.

List any allergies or health concerns:

Physician _____ Phone _____

Insurance Company and Card Info _____

Parent/Guardian Signature _____ Date _____

Emergency Contacts Name, Relationship 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.

NAME	RELATIONSHIP TO CHILD	PHONE NUMBER
1.		
2.		
3.		

DISCLOSURES OF DIRECTORY INFORMATION

Kids Club may disclose appropriately designated "directory information" without written consent, unless the parent advises Almont Community Schools to the contrary by filling out, signing and returning the opt-out form to Almont Community Schools. (Ref. District Policy 8330 – Almont District Website.) The primary purpose is to allow Kids Club to include this type of information in school publications and/or social media posts. Please see Almont Community Schools Student Parent Handbook for more information.

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.

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

Parent Name_____

Parent Signature/Date_____