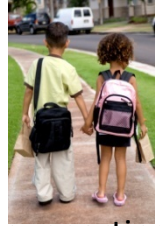


PENNFIELD BEFORE AND AFTER SCHOOL CARE PROGRAM



INTRODUCTION

Welcome to the Pennfield Before and After School Care Program! This is a self-supporting program administered by Pennfield Schools and licensed by the State of Michigan.

This program is designed to accommodate kindergarten through fifth grade students.

We hope this handbook will provide you with the information you need to make a well-informed decision about quality care for your child. Please read it thoroughly and keep it handy for reference during your child's participation. If you have any questions or concerns, please contact us. We look forward to getting to know both you and your child.

PHILOSOPHY

We believe that children are the most important part of any Pennfield School Care Program. Childcare is available to all Pennfield children (located at Purdy Elementary) in kindergarten through fifth grades. We are dedicated to providing a safe and comfortable environment for our children. We also promise to provide activities that will encourage your child's social, emotional, physical and intellectual development. We aim to provide dependable, convenient childcare at a reasonable cost. We will strive to maintain open communication between staff and parents. Although licensing only requires a 1 to 20 adult to child ratio, we try to maintain a considerably lower rate.

CHILD CARE LOCATIONS

Purdy Elementary School Building
Main rooms – (AM) Media Center
(PM) Gym

5:30 p.m. – 7:00 a.m. call 961-9796

7:00 a.m. – 8:10 a.m. call 441-9803

8:10 a.m. – 3:30 p.m. call 961-9796

3:30 p.m. – 5:30 p.m. call 441-5532



PERSONNEL

Our facility has dedicated staff who are responsible for programming, along with the supervision of students. Each and every one of our staff members looks forward to caring for your children in your absence.

Program information will be available at the program site. Any questions, comments or concerns may be directed to Jane Haudek, 961-9796.

CALENDAR

Childcare is only available during the school calendar year when school is in session all day. Childcare is **NOT** available during holiday breaks, half days or no school days. These days are used by the teachers for planning purposes and/or the janitorial staff for maintenance of the building. There is no tuition charged for those off days.

SCHOOL CLOSINGS AND ATTENDANCE

When school closings are announced prior to the start of school (i.e. snow days), childcare will not be available. **There is no tuition charged for school closings.**

- IF school closes early due to weather, etc, childcare will **not** be available. Parents will follow whatever emergency plan they have planned with the school.

REGISTRATION AND ATTENDANCE

Students may be enrolled throughout the school year based on availability. Enrollment is on a first-come, first-serve basis. **The weekly fee is:**

- **\$20.00 BEFORE SCHOOL CARE FOR FULL WEEK OR \$5.00 PER DAY**
- **\$35.00 AFTER SCHOOL CARE FOR FULL WEEK OR \$9.00 PER DAY**

A registration form, information, and other necessary paperwork must be completed prior to a child attending the program. A onetime **non-refundable \$25.00** enrollment fee is due with your registration when you enroll your child. This enrollment fee will be used for purchasing supplies.

HALF DAY AND NO SCHOOL DAY ATTENDANCE POLICY

We will NOT provide care on these days. Please plan ahead for other childcare for these few days. Regular childcare payments will not be expected for the days we are not open.

****We may re-evaluate the need for this service and space availability at a later date.**

TUITION AND HOURS OF OPERATION

Tuition fees are as follows:

Before school (7:00a.m. - 8:10 a.m.)	\$20.00 per week
After school (3:30 p.m. – 5:30 p.m.)	\$35.00 per week
Sibling Discount	\$ 5.00 per week

Penalties are as follows:

After 5:30 p.m.	\$ 1.00 per minute*
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*Please note that we **REQUIRE** children be picked up no later than 5:30 p.m. A PHONE CALL is also required and greatly appreciated. Just as your evenings are busy, our employees have evening commitments and families as well. If your child is not picked up by 6:00 p.m. and a parent cannot be reached, authorities will be contacted.

Tuition is due the Friday before the care occurs or no later than the Monday of the week care occurs. You may give your payment to one of the staff members. Deposits are made on Tuesday of each week and your payment will be considered overdue if it has not been received by Monday at 5:30 p.m. If payment is not received by Monday at 5:30 p.m., your account will be assessed a \$5.00 late fee. This fee will increase to \$10.00 if our account becomes 7 days past due. **Once your account is delinquent by two weeks, your child will not be able to attend Before and After School Care Program until tuition has been paid in full or payment arrangements have been made.** Each family will have a file at the childcare site. Each week you will receive a receipt of payments made. On Tuesday, a notice will be given if no payment has been made. **Checks, cash or money orders are acceptable, payable to: Pennfield Schools.**

Families who are receiving assistance from the Family Independence Agency will be required to pay a set amount based on the percentage of tuition paid by the agency. A case number will be required prior to your child's attendance.

If your child does not attend the Before and After School Care Program due to illness, you are still responsible for tuition. In the event of a prolonged illness (over one week) fees will not be charged for the absent child after the first week, and a place will be reserved for your child. **A NOTE FROM YOUR DOCTOR WILL BE NEEDED.** ****Please let us know if your child will be absent from the Before and After School Program.**

Our license required the Pennfield Before and After School Care Program to keep accurate attendance records. An important part of our record process is the sign in/sign out sheet at each site with your child's name on it. ****It is your responsibility to sign in/out your child on a daily basis. Please write the time and sign your name / initials each time you drop off or pick up your child. Please make sure that the information card you fill out lists all of the people that can pick up our child. Your child will not be released to anyone that is not on the card.**

A tax statement is available by February 1st for the previous year's childcare expenses.

****SCHEDULE CHANGES AND WITHDRAWAL POLICY****

- **If you know ahead of time that your child will not attend his/her regularly scheduled days, please let us know.**

- **Payment will still be expected. The only time payment is not due is when we do not offer care for the day or a long term illness.**
- **A two-week written notice is necessary when discontinuing the program.**

NUTRITION

A snack will be provided in the afternoon. We may occasionally ask parents to donate snacks to help defray expenses. Please notify our staff if your child has any special dietary needs or allergies so that we can make arrangements.

HEALTH POLICY

When your child is ill and unable to attend school/childcare, please notify the school (961-9795). It is important for us to know where your child is. If your child is coughing excessively, running a fever or is sick to their stomach, please keep him/her home. If a child becomes ill in our care, we will notify you by phone. In cases where the child is too ill to remain in our care, we will request that the child be picked up as soon as possible. In the event that a parent cannot be contacted, we will contact the person(s) listed on your information card.

MEDICATION

****We prefer to have all medications kept and dispensed in the main office during school hours, instead of us. The Before and After School Care Program does not keep over the counter medication at our site. A permission slip, **signed by a doctor**, must be filled out before any prescription medication can be given. All prescription medication must be in its original container, have a current date, and the child's name printed on the label. The Pennfield Before and After School Program will keep a record of the time, date and dosage administered.**

EMERGENCIES

Parents will be contacted in the event that their child requires emergency care. If the parents are unavailable, the person(s) listed on the information card will be notified. In the event that none of the above can be reached, and medical attention is required, the child will be taken to the hospital listed on the child information card. Parents will be contacted as soon as possible.

TRANSPORTATION

If your child is attending the Before and After School Care Program, please make sure you notify your child's teacher and the office. Transportation will not be provided for this program, so parents will have to make arrangements to pick their children up.

DISCIPLINE

When discipline is necessary, we will use a positive behavioral approach. In the event that his approach is ineffective, a “Time Out” situation may be necessary. Parents will be informed of any unusual circumstances requiring disciplinary action. Every child will be on a two-week trial basis when starting the program. Pennfield Schools reserves the right to remove a child from the program due to excessive behavioral problems.

PHOTOS

Photographs will occasionally be taken of children to hang in the rooms. From time to time, these pictures may be used in school brochures or newspaper articles, etc. If, for any reason, you do not wish you child to be photographed, please notify a staff member.

ITEMS FROM HOME

Please do not bring items/toys from home, however on special occasions children may be asked to bring an item from home. Pennfield Schools is not responsible for lost or damaged items from home.

PARENT’S RESPONSIBILITIES

1. When using Before and After School Care, parents are required to sign their child out at the end of the day and write the time down.
2. Inform childcare, teachers, etc of any unexpected changed in the child’s schedule.
3. Keep childcare informed of any changed in work or home phone numbers, so that we may contact you as quickly as possible should an emergency situation occur.
4. Inform staff of any situation that may require your child be given special attention (death in the family, etc).
5. Make tuition payments on time.

Parental Notice

The Pennfield Before and After School Care Program reserves the right to amend policies at any time throughout this year. Parents will be notified prior to the change.



I, _____, have read the parent handbook and
(Parents Name)

Understand the information and policies contained therein. I agree to abide by the policies contained in the handbook and understand that I am responsible for contacting the Program Coordinator should I have any questions.

Child's Name

Parents Signature

Date

Program Coordinator

Date

*****PLEASE RETURN THIS PORTION OF OUR HANDBOOK TO THE DIRECTOR WITHIN ONE WEEK OF YOUR CHILD'S START DATE IN OUR PROGRAM*****

Pennfield Before and After School Care Program Registration Form

Child's Name _____

Care Needed: _____ Days Needed: _____

Other: _____

Child's Grade: _____ Teacher: _____

Starting Date (for childcare) _____

Parent's Names: _____

Address: _____ City: _____ Phone #: _____

Please include a nonrefundable \$25.00 one time enrollment fee payable to the Pennfield Schools. If there is a problem with your registration, we will phone you. Otherwise, your place in the program is confirmed.

I understand that I am responsible for full payment of tuition or my child(ren) will be unable to attend the Before and After School Care Program.

Parent(s) Signature: _____

Date: _____

STATEMENT OF GOOD HEALTH

Childs Name: _____

_____ (initial) my child is n good health, and I assume responsibility for their health while at this program. I will notify the Before and After School Care Program of any recent accident or illness, and any health restrictions, allergies or medication that my child is taking. A current immunization record is on site with the school district.

_____ (initial) my child's immunizations are up to date and on file at my child's school.

Any restrictions for my child are listed below:

_____.

Sign _____ Date _____