

INTRODUCTION

Welcome to Kids Club!

This booklet is designed to make our procedures clear to all parents/guardians of children enrolled in Kids Club programs. Read it carefully and note any questions you may have. **Contact the Kids Club office about any questions you might have.**

All Kids Club programs are licensed by the State of Michigan and sponsored by South Lyon Community Education. Community Education programs are self-supporting, based on tuition and fees paid by participants.

Our objectives are:

1. To provide:
 - (a) For children to participate in a variety of developmentally appropriate activities and also allow for social, physical and intellectual stimulation.
 - (b) A safe, friendly and nurturing environment where children can feel comfortable and can socialize with peers.
 - (c) A well-equipped, pleasant and harmonious atmosphere where competent and caring staff offers creative activities with many choices.
2. To provide a program that has the following opportunities for each child:
 - (a) To plan, carry out, and evaluate the program and his or her individual activities.
 - (b) To experience a diversity of activities within the program and community.
 - (c) To participate in relaxation and recreational activities.

HOURS OF OPERATION

Little Kids Club (Preschool Care) and Kindergarten Care (for the full days and ½ day that children are not in school) are held at the Early Childhood Center, 310 N. Warren, South Lyon, MI 48178. Hours are 7:00 a.m. to 6:00 p.m.

Kids Club School Age Care (grades K – 5) is held at each South Lyon Elementary School. Those schools are:

Bartlett Elementary
Brummer Elementary
Dolsen Elementary
Hardy Elementary

Kent Lake Elementary
Salem Elementary
Sayre Elementary

School Age Care for **Middle School students** is held at Centennial Middle School. Students attending Millennium Middle School will be able to walk to Centennial in the company of a staff member. After-school care is provided from the end of the school day until 6:00 p.m.

Hours for the elementary School Age Care are Monday through Friday, 7:00 a.m. until school starts and from the end of school until 6:00 p.m.

Kids Club school year session follows the South Lyon Community Schools' calendar.

Kids Club may be open for some curriculum days, half-days and some other school vacation periods. Sign up for these days is separate and is available only to families currently enrolled.

Kids Club summer program is open from 7:00 a.m. to 6:00 p.m. Each year a calendar is published giving the days of operation.

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REGISTRATION

School year session

The school year session runs from the 1st day of school of the South Lyon schools until the last day of school. Registrations will be accepted on a first come, first serve basis from families using Kids Club. Then registration will be open; again on a first come, first serve basis, to members of the community.

For the elementary sites, there is a non-refundable family registration fee due at the time of registration for each school year.

For the middle school site, there is a registration fee for each session.

For children enrolled in Little Kids Club there is a non-refundable program fee charged per child along with a non-refundable family registration fee.

Summer session

Summer session begins some time after school is out for the year until approximately two weeks before school begins in the fall. Dates vary. Calendars will be made available. For the summer session there is a **non-refundable family registration fee**, an activity fee and a t-shirt fee due at registration.

The **activity fee and a t-shirt fee** are due in full before the summer session begins (check with the Kids Club office for exact dates). The activity fee is only partially refundable. If requested before the Summer session begins, 75% is refundable. If requested within the 1st week of the Summer session, 50% is refundable. No activity fee is refundable if requested after the 1st week of the Summer session.

The t-shirt fee is not refundable after shirts have been ordered. If the fee is paid, your child may have the t-shirt, even if he/she does not attend the program.

Children must be registered for each session they attend.

Enrollment is limited. If full, a waiting list will be created and parents/guardians will be called when space is available.

STAFF

A Site Leader is in charge at each Kids Club Site and/or classroom. Site Leaders are qualified by the Michigan Department of Human Services for their positions. Caregivers assist the Site Leaders. All Caregivers and Site Leaders bring a wealth of experience and expertise and many years working with children. They are certified in Basic First Aid and CPR. All personnel have a criminal records check through the Michigan State Police, fingerprinting through a national FBI database, and an abuse and neglect check through the Michigan Department of Human Services. All staff members have annual blood-borne pathogen training and receive 12 clock hours of annual training.

The Kids Club Data Processor deals with general questions, children's schedules and all billing for the program.

The Kids Club Director has a Master's degree in Early Childhood Education plus experience as a teacher and administrator.

The Kids Club Coordinator has a Bachelor's degree in Social Work.

ADMISSION REQUIREMENTS AND WITHDRAWAL

Kids Club is available to children ages 3 through 7th grade. No child will be denied admission because of race, color, creed, or national origin. The staff will make every effort to help all children adjust to the program, but the staff reserves the right to dismiss a child who fails to adjust.

Toilet trained – Little Kids Club

Children must be toilet-trained to attend Little Kids Club. A child is toilet-trained when he/she can verbalize their need to use the bathroom and can perform basic hygiene needs independently. Pull-ups and training pants are not permitted.

For liability reasons, if a child has an accident, the teaching staff will supervise and give any verbal instructions required in order for the child to clean up himself/herself. The parent/guardian may be contacted to pick up the child.

A good practice is to put an extra set of clothing in your child's backpack. Sometimes even children who normally do not have a problem may have wet pants on occasion.

Withdrawal

If you choose to withdraw your child from Kids Club please notify us, in writing, two (2) weeks prior to the last day of attendance.

FORMS

These forms must be fully completed and on file with Kids Club before your child's first attendance of each session:

Registration forms

Emergency cards with all spaces filled in (required by licensing)

For those children not enrolled in South Lyon Schools, we need a completed health appraisal form including an immunization record.

For children enrolled in South Lyon Schools, parents need to complete a form annually that states:

- (a) The child is in good health with activity restrictions notes.
- (b) The child's immunizations are up-to-date.
- (c) The immunization record or appropriate waiver is on file with the child's school.

Divorce

In the case of divorce, notify the Kids Club office which parent has custody.

According to the Michigan Department of Child Day Care Licensing:

"Until Custody has been established by a court action, one parent may not limit the other from picking the child up from care. *The child information card that the enrolling parent signs states "persons other than parent . . . It is not within your (the child care agency, Kids Club) legal right to withhold a child from a parent, unless there has been court action which limits one parent's right to the child."*

Kids Club requests that a copy of the Judge's order establishing custody be on file in order to prevent a non-custodial parent access to their child.

FEE SCHEDULE

A current fee schedule is available from the Site or the Kids Club office.

PAYMENTS

FEES ARE BASED ON THE SCHEDULE FOR WHICH YOU REGISTER YOUR CHILD. This is the information that we use to staff our program appropriately. Kids Club is not licensed to provide drop-in care, you must have a regular schedule on file with Kids Club.

Payments are due in full, in advance upon receipt of biweekly statement. You may make your payment at the site your child attends or at the Kids Club office at the Early Childhood Center, 310 N. Warren, South Lyon, MI 48178.

Cash payments are only accepted during office hours at the Kids Club office. Office hours are Monday-Friday, 8:30 a.m. – 3:30 p.m.

There will be an added \$5.00 charge for payments that are over 7 days late. If payment is three weeks past due, children will be excluded from the Kids Club program. All outstanding balances will be turned over to a collection agency.

You will not be charged when Kids Club is not in session for school holidays or for those days we are closed for inclement weather.

There will be added fees for field trips.

OUTSTANDING BALANCES

All outstanding balances must be paid before registering for another session. If your account was turned over to the collection agency and you wish to return to Kids Club, you must:

- Pay any outstanding balance, including fees assessed to Kids Club by the collection agency.
- Prepay your tuition for the month on or before the 1st of the month for the remainder of your child's attendance at Kids Club.

At any time that your tuition is not paid on or before the 1st of the month, your child will be dismissed from the program.

SCHEDULES

All children enrolled in Kids Club must have a schedule on file at the Kids Club office. Rotating schedules are permitted at school sites for 1st through 8th grade. Families with rotating schedules must provide, in advance, a written schedule of the days that their child(ren) will attend Kids Club. Additional fees will be charged for families with rotating schedules.

Parents/guardians should also communicate in writing their child's Kids Club schedule to their school teacher.

ROTATING SCHEDULES

Please see the Kids Club Fee Schedule for pricing for families who cannot provide a set weekly schedule (same days every week).

LATE PICK UP OF CHILDREN

There is a late fee of \$2.00 per minute when children are picked up after 6:00 p.m. Dismissal will occur if a late pick up occurs more than 5 times in a session.

The Procedure Used When Children Are Picked Up After 6:00 P.M.

6:05 p.m. Parents/guardians are called; a message will be left on voice mail or answering machines.

6:10 p.m. Emergency numbers and/or any other appropriate numbers from the child's emergency card will be called. Messages will be left on voice mail or answering machines.

6:20 p.m. Kids Club Coordinator is called.

6:30 p.m. Child will be given a small "late" snack.

6:30 – 7:00 p.m. Kids Club staff will continue to call parents/guardians and emergency numbers.

7:00 p.m. If no contact with the parent/guardian or an emergency number from the child's emergency card has been made, the police will be notified. They will be told that a child has been left in care for an hour after closing without any contact from the parents/guardians.

Make sure you know the phone number for your child's Kids Club Site in order to call when you are delayed picking up your child. (See Contacting the Kids Club Sites, p. 19.)

If you have any questions or need clarification of this procedure, speak to the Site Leader or call the Kids Club office.

If parents pick up children late more than 5 times in a school year, the child may be dismissed from the program.

There is a charge of \$2.00 per minute after 6:00 p.m. That charge will be billed to your account within the following two weeks.

ABSENCES

If your child will not be attending Kids Club because of a scheduled appointment, other planned absence or absence due to illness, parents/guardians must notify their child's Kids Club site before he/she is scheduled to attend. Parents/guardians are required to call the Kids Club Site and leave a voice mail message to report their child's absence. (See Contacting the Kids Club Sites, p. 19.)

School Age Care Sites

Absences without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the Site Leader will contact the parents. If the parents/guardians cannot be reached, the Site Leader will contact the child's emergency persons.

Elementary Sites:

A "no show, no call" fee of \$5.00 will be assessed to your account for this service. If this occurs 5 times within the school year session, dismissal will occur.

Middle School:

A "no show, no call" fee of \$5.00 will be assessed to your account for this service on the First occurrence. Second occurrence= \$8.00.

Third/subsequent occurrences=\$10.00. If this occurs 5 times within the school year session, dismissal will occur.

See **Contacting the Kids Club Sites, p. 19.**

SIGN IN, SIGN OUT

When dropping your child off each day at an elementary School Age Care Site or a classroom at the Early Childhood Center (ECC) or for the summer session, you must walk them into the assigned rooms and sign them in. The same procedure will be used when picking up your child. When children come to us directly from school, the staff will check them in. For the safety of your child, they cannot sign themselves in or out. The staff must be present and aware your child is there.

In the event of an emergency, the sign-in/sign-out sheets are one of the more accurate ways to account for each child present should we need to relocate for safety reasons. Kids Club will inform parents/guardians when children are not signed in and reserves the right to remove children from care whose parents/guardians do not comply.

If your child will not be attending Kids Club on any scheduled day, please notify the site/classroom your child attends. (See Contacting the Kids Club Sites, p.19.)

Your child will be released only to the people listed on the emergency card. In order for someone other than parents or guardians to pick up your child we should be notified in writing. When any one picks up a child and is not known by the staff, a picture-identification will be requested in order for the child to be released.

FIELD TRIPS

Parents will be required to complete permission forms for children to take part in field trips. Parents will be informed of field trips prior to their occurrence.

Parent's written permission shall be obtained annually for routine transportation of Kindergarteners between the child's school and the ECC.

TIME

Each Kids Club Site has a clock used for opening the program at 7:00 a.m. and closing at 6:00 p.m. Please make note of the time on these clocks because that is the time we will use to open, close and charge any fees that may be due.

Elementary school-age children and children attending the Little Kids Club or Kindergarten Kids Club program at the Early Childhood Center may not be signed in prior to 7:00 a.m. Parents/guardians and children should remain outside of the Kids Club area until 7:00 a.m. Kids Club reserves the right to dismiss any child whose parents/guardians do not follow this procedure.

DISCIPLINE

Goals for Kids Club include each child developing a sense of self-respect and respect for others. We work with children to encourage them to make positive choices, to enter and exit peer groups with increasing skills and to learn to live in a respectful and cooperative manner.

The staff is prohibited from using any form of corporal punishment, binding or tying, depriving of meals, snacks, rest or necessary toilet use, confining in an enclosed area, or the infliction of mental or emotional punishment on a child. The staff may use necessary interventions to prevent a child from harming themselves or other persons or property, exclusive of those forms of punishment mentioned above.

It is the desire of the Kids Club staff to help all children to have successful experiences. When a problem occurs, the staff uses positive methods of discipline encouraging self-control, self-direction, self-esteem and cooperation. Redirection and discussion of feelings and appropriate behavior regarding the specific problem that occurred are two of the methods that are used.

If a child has a persistent pattern of inappropriate behavior:

- The inappropriate behavior will be brought to the attention of the parent/guardian who drops off or picks up the child. In some situations, the parents/guardians will be contacted by telephone at home or at work.
- Chronic disruptive behavior will be dealt with in writing. A behavior incident report will be given to the parent/guardian and Kids Club Director by the Site Leader. A consultation meeting will be arranged with the parents/guardians and Site Leader to discuss and make suggestions for improving the child's behavior. The child may attend this meeting if appropriate.
- If a child receives a third behavior incident report, the child may be suspended from Kids Club for up to one (1) week. During that time the Kids Club Director, parents and Site Leader will meet to determine the conditions for reinstatement.
- If the child is reinstated and receives a fourth behavior incident report, the Kids Club Director may dismiss the child from the program.
- **Middle school youth: the Kids Club discipline policy will be enforced in conjunction with all current discipline policies/procedures of the middle schools.**

Please note: if a Kids Club student is suspended from school, they are also suspended from Kids Club.

It is our goal to provide a safe and pleasant environment for ALL children.

DISMISSAL FROM PROGRAM

A child may be dismissed from the program for:

- Hitting or kicking staff
- Disruptive behavior
- Antisocial behavior
- Evidence of unsuccessful adjustment
- Health information not updated
- Emergency cards not completed
- Parent/guardian verbally abuses or physically harms another child or a staff member
- Five (5) late pick-ups (see p. 4)
- Five (5) "no show-no calls" (see p. 5)
- Parent/guardian dropping off a child before 7:00 a.m.
- Non-payment of tuition or fees

INCLEMENT WEATHER, OTHER EMERGENCIES

Kids Club will be closed on days South Lyon Schools are closed due to inclement weather or other emergency situations. Early morning information is broadcast on radio and television. You can also get information on South Lyon Cable TV Channel or the school hot line, 248-573-8251.

If school is canceled after you have dropped your child off you will be called to come and get your child. If school is canceled prior to the start of the after school session, Kids Club will be closed for the afternoon and you will be responsible to make arrangements to have your child picked up from school.

LUNCH AND SNACK

Parents/guardians of children enrolled at the Early Childhood Center (ECC) in **Kindergarten** care must provide a daily lunch and drink for their child. Please LABEL your child's lunch box or bag. Refrigeration is not available for lunches, nor are we able to heat any food. Children enrolled at the ECC in the **Little Kids Club** program may purchase a school lunch for their child or they must provide a lunch and drink for their child. See the Payment schedule for more information.

Snack is provided during mid-morning and afternoon for children at the ECC for Little Kids Club and Kindergarten care. Snack is also provided for children at all the school sites after school.

Breakfast is available from the school food program for all children at the School Age Sites. Breakfast is not available for children attending the ECC.

Parents are responsible for payments to food service for their children's meals. Kids Club staff will not collect money at the School Age Sites for breakfast or lunch.

For the **summer session**, children are provided with a morning and afternoon snack. Some activities during the summer have lunch included as part of the day. See the summer activities calendar for more information. On days lunch is not provided, parents/guardians are responsible for providing a lunch for their child. Refrigeration is not available.

ILLNESS

It is important that you keep your child at home when he/she is ill. Sick children attending Kids Club risk passing their illness on to other children. Please be as considerate of other families as you would expect them to be of your family.

If your child is ill, please notify us each day by calling the Kids Club site your child attends. (See Contacting the Kids Club Sites, p. 19) Parents/guardians will be contacted when their child becomes ill at Kids Club and are expected to pick them up immediately.

According to the Oakland County Health Department –

Your child is too ill to attend Kids Club if they have

- **red or running eyes,**
- **cough, particularly if persistent or productive,**
- **sore throat,**
- **diarrhea of more than three stools in twelve hours,**
- **vomiting within the last 24 hours,**
- **swelling and tenderness of glands, particularly about the face or neck,**
- **pain and stiffness of neck and headache,**
- **jaundice – yellowing of eyes and/or skin,**
- **sores and crusts on the scalp, face, or body, particularly if red and swollen, or draining,**

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- any skin eruption or rash,
- or any contagious condition (head lice, impetigo, strep throat, etc.) South Lyon school policy is that children must be nit-free to attend Kids Club.

ILLNESS PAYMENTS

If your child is absent due to illness one (1) or two (2) days, you will be charged your same daily rate for those days. If your child is absent due to illness, three (3) consecutive days or more, you will be charged your daily rate for the first two days absent, after that no charge until your child returns.

MEDICATION

The following is Policy that has been set by the South Lyon Community Schools Board of Education. It is the same as that used in the district schools.

Parents are encouraged to administer medications at home. In the event prescription or over-the-counter medications need to be administered at Kids Club they shall ONLY be given if an “Authorization for Medication” form is filled out by both parent/guardian and physician.

All medications must be in the original container. Prescriptions must have the pharmacy label, including the doctor’s name, patient name, instructions on dispensing, name and strength of the medication. The staff will maintain a record as to the time and amount given.

PARENTS/GUARDIANS MUST BRING IN ALL MEDICATIONS. DO NOT LEAVE MEDICATION (PRESCRIBED OR OVER-THE-COUNTER) IN YOUR CHILD’S POSSESSION.

CHILD INJURIES

When a child is injured, the staff evaluates and cares for the child. Depending on the severity or nature of injury, such as those involving the head, parents will be called immediately or contacted when they pick up their child. In case of severe injury needing outside medical attention, parents will be contacted. If parents are not available, the emergency contact will be called. Please make sure your child’s emergency cards are up to date and complete.

EMERGENCY DRILLS

Each year all of the Kids Club programs practice fire drills, tornado drills, and crisis management drills on a number of occasions. Children and staff discuss the plan and then practice the drills.

HEALTH CARE POLICIES

Health care plan:

- All children and staff are required to wash their hands before handling food or eating and after using the restroom
- Staff receive blood borne pathogen training annually
- When handling children’s bodily fluids, staff are required to wear medical examination gloves and appropriately dispose of any contaminated materials
- Toys and equipment are cleaned and sanitized as needed, at least two times per year for school age and four times per year in Little Kids Club and Kindergarten Kids Club.
- Surfaces that are used for food service are cleaned and sanitized before and after eating
- Children who become ill at Kids Club are kept away from the other children and parents are requested to pick them up immediately.
- Oakland County health department is used as the resource for our health care plan.

VACATION – SCHOOL YEAR SESSION

During the school year anyone taking vacation other than when Kids Club is closed will be charged their regular rate. *There are no vacation credits allowed during the school year.*

VACATION - SUMMER

During the summer session, with written notification two (2) weeks in advance, non-payment vacation days allowed for children attending Kids Club are as follows:

Days per week in attendance	Non-payment (vacation) days allowed
5	10
4	8
3	6
2	4

Anyone taking more than the allotted vacation time will be charged your daily rate per day. If you do not use your allotted vacation days during the summer session you cannot carry them over to the school year session or be given a credit for them.

COMMUNICATIONS

Each Kids Club Site has an area where announcements are posted, newsletters are available and bills are filed for parents to take. Please check this Parent Information area regularly.

The Kids Club staff requests that parents/guardians communicate any changes in their child's life that may have an impact on their behavior at Kids Club. Together we can help children make appropriate and successful adjustments to these changes.

OUTDOOR AND GYM

All children in all Kids Club programs go outside every day, weather permitting. We do not have staff available to stay with children who are not able to go outside. If your child is too ill to go outside please keep them at home.

Gym time is available most days for children at the School Age Sites. Children should have shoes appropriate for gym play.

CHILDREN'S DRESS CODE

Appropriate dress would be clothing which is comfortable and allows free movement for participation in all activities. Children must have sneakers, tennis shoes or other rubber- soled shoes in order to participate in activities in the gyms. Because playgrounds have pea gravel, sandals may be uncomfortable for children to wear for outdoor play.

Boots, hats, mittens, coats and snow pants should be sent during the winter months. Please LABEL all of your child's clothing.

Children in Little Kids Club and Kindergarten Care should have an extra change of clothes LABELED in a bag.

GROUP SIZE

For licensing regulations, our ratio of caregivers to children is 1 to 10 for Little Kids Club, 1 to 18 for school age groups. The number in the group is determined by the size of the room. All of our sites are licensed by the State of Michigan and follow the guidelines set by the state.

HOMEWORK

School year session - Children may do homework during Kids Club hours except when the group goes to the gym or outdoors. Because the staff must care for all children in the group, they may not be available to help with homework problems. Kids Club staff are not responsible for children's homework assignments.

NAP/REST TIME

All children in the Little Kids Club and Kindergarten care have a "quiet" time in the afternoon. Little Kids Club children rest on cots, Kindergarteners rest on mats. All children should bring a small blanket and pillow, labeled.

TOYS FROM HOME

Children are discouraged from bringing toys or electronic games from home. Kids Club cannot be responsible for lost, broken or stolen items brought from home. Any toys that are considered inappropriate may be taken from the child and given to the parent when the child is picked up at the end of the day.

REPORTING TO PROTECTIVE SERVICES

South Lyon Schools Kids Club is mandated by Michigan Law, Act No. 238, governing all schools and child care programs to report any suspected abuse or neglect of children in their care.

OPEN DOOR

Parents with children enrolled are welcome to visit Kids Club at any time. We thank you for using Kids Club and welcome your ideas and suggestions.

The following section has been added in compliance with South Lyon Schools Board Policy:

STUDENT SEARCHES

Student lockers and desks are school property and remain at all times under the control of the South Lyon Community Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy for items placed in school property because school property is subject to search at any time by school officials. Periodic general searches of lockers and desks may be conducted by school officials for any reason, at any time without notice, without consent, and without a search warrant.

A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reason to suspect that the student is in possession of illegal, contraband, or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Only in exceptional circumstances when the health, safety or welfare of the student or of others is immediately threatened, search of a student's person shall be conducted by a person of the student's gender

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in the presence of another staff member. A search prompted by the reasonable suspicion that health or safety is immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons or property.

Parents of students who are searched will be notified that a search has been conducted. Items confiscated during a search may remain in the possession of school personnel, delivered to proper legal authorities for ultimate disposition, or returned to the student or the parent at the discretion of the building administrator.

Canine Searches

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices. Canine detection must be conducted in collaboration with law enforcement or other appropriately certified entities.

Adopted June 15, 1992

Revised March 20, 2006

KINDERGARTEN KIDS CLUB

Daily Routine

The daily routine for the Kindergarten children includes art, circle, story, snack, lunch, outside time (weather permitting), “gym” time in the “Big Room,” rest time and choice. Choices include playing in the housekeeping area, the block and building area, games and manipulatives, art activities, book corner, computer and sensory table. If time is short, the choices may be limited to one or two areas of the room.

Wednesday Schedule and Lunch

Wednesday is the half-day for all Kindergarten students. Children who are at Kindergarten Kids Club in the morning will have lunch before getting on the bus to go to their school. Children coming from school will have lunch after arriving at Kindergarten Kids Club. Children should bring a lunch from home on Wednesdays. Please label the bag or lunch box.

Rest time

All Kindergarten children who are at Kids Club in the afternoon will have a short rest period. Each child has a sleeping mat for him or herself. Children who do not sleep will be allowed to play quietly after a short period. Children who sleep will be allowed to sleep for about an hour.

Extra Clothing

A good practice is to keep an extra set of clothing at Kids Club. Sometimes even children who normally do not have a problem may have wet pants on occasion.

For liability reasons, if a child has an accident, the teaching staff will supervise and give any verbal instructions required in order for the child to clean up himself/herself. The parent/guardian may be contacted to pick up the child.

LITTLE KIDS CLUB

Daily Routine

The daily routine for Little Kids Club includes greeting and circle, story, music, small group, snack, lunch, outside time (weather permitting), “gym” time in the “Big Room,” naptime and choice time. During small group, children are actively involved in a teacher-initiated activity involving concepts based on children’s interests and needs. Choice time includes playing in the housekeeping area, the block and building area, games and manipulatives, art activities, book corner, computer and sensory table. If time is short, the choices may be limited to one or two areas of the room.

Rest time

Each child in Little Kids Club will have a rest period in the afternoon. Children who sleep will be allowed about 1 ½ hours of sleep. Children who do not sleep will be allowed to play quietly after a short rest period. Please send a small pillow and blanket for your child, make sure they are labeled.

Child Evaluations

Each year the Site Leader provides a child assessment for children entering Kindergarten the following fall. The assessment includes information on children’s social, physical and academic development. Parent-Teacher conferences are available for parents who request them.

Toilet-trained

Children must be independently toilet-trained to attend Kids Club (See page 3.)

EARLY LEARNING EXPECTATIONS FOR THREE- AND FOUR-YEAR OLD CHILDREN

“These expectations are meant to emphasize significant content appropriate for preschoolers at this very special time in their lives, to protect them from an underestimation of their potential and from the pressure of academic work meant for older children...These items are not meant to be exhaustive; children will demonstrate their progress in many ways.”

Language and Early Literacy Development

1. Children begin to understand written language read to them from a variety of meaningful materials, use reading-like behaviors, and make progress towards becoming conventional readers.
2. Children begin to develop writing skills to communicate and express themselves effectively for a variety of purposes.
3. Children develop abilities to express themselves clearly and communicate ideas to others.
4. Children grow in their capacity to use effective listening skills and understand what is said to them.
5. Children begin to develop strategies that assist them in viewing a variety of multimedia materials effectively and critically.
6. Children develop positive attitudes about themselves as literate beings – as readers, writers, speakers, viewers, and listeners.
7. Children begin to understand that communication is diverse and that people communicate in a variety of ways.

Creative Development

1. Children show how they feel, what they think, and what they are learning through experiences in the visual arts.
2. Children show how they feel, what they think, and what they are learning through listening, participating in, and creating instrumental and vocal music experiences.
3. Children show how they feel, what they think, and what they are learning through movement experiences.
4. Children show how they feel, what they think, and what they are learning through dramatic play.
5. Children develop rich and rewarding aesthetic lives.

Physical Development and Health

Physical Development

1. Children increase their ability to understand and control their bodies and learn that regular physical activity can enhance their overall physical, social, and mental health.
2. Children experience growth in gross motor development and use large muscles to improve a variety of gross motor skills in both structured and unstructured settings.
3. Children experience growth in fine motor development and use small muscles to improve a variety of fine motor skills both in structured and unstructured settings.
4. Children participate in activities that encourage self-motivation, emphasize cooperation, and minimize competition.

Health, Safety, and Nutrition

5. Children begin to have knowledge about and make age-appropriate healthy choices in daily life.
6. Children recognize that they have a role in preventing accidents or potential emergencies.
7. Children become aware of and begin to develop nutritional habits that contribute to good health.

Early Learning in Mathematics

1. Children begin to develop processes and strategies for solving mathematical problems.
2. Children begin to develop skills of comparing and classifying objects, relationships and events in their environment.
3. Children begin to develop the ability to seek out and to recognize patterns in everyday life.
4. Children begin to develop skills of sorting and organizing information and using information to make predictions and solve new problems.
5. Children explore and discover simple ways to measure.
6. Children can translate a problem or activity into a new form (e.g., a picture, diagram, model, symbol, or words) by applying emerging skills in representing, discussion, reading, writing, and listening.
7. Children begin to develop an understanding of numbers and explore simple mathematical processes (operations) using concrete materials.
8. Children build their visual thinking skills through explorations with shape and the spaces in their classrooms and neighborhoods.

Early Learning in Science

1. Children develop positive attitudes and gain knowledge about science through observation and active play.
2. Children show a beginning awareness of scientific knowledge related to living and non-living things.
3. Children show a beginning awareness of scientific knowledge related to the earth.

Early Learning in Social Studies

1. Children begin to understand and interpret their relationship and place within their own environment.
2. Children begin to recognize that many different influences shape people's thinking and behavior.
3. Children show growth in their understanding of the concept of time and begin to realize that they are part of history, which includes people, places, events, and stories about the present and the past.
4. Children begin to learn about the reasons for rules and laws, the importance of a democratic process, and the responsibilities of being a member of a classroom, a family, and a community.
5. Children increase their understanding about how basic economic concepts relate to their lives.
6. Children increase their understanding of the relationship between people and their environment and begin to recognize the importance of taking care of the resources in their environment.

Early Skills in Using Technology

1. Children explore and use various types of technology tools.
2. Children can name various components of computer systems and use various input devices.
3. Children work cooperatively with others while using technology tools.
4. Children demonstrate responsible handling of technology equipment.

To see the complete Michigan Department of Education Early Childhood Standards of Quality for Prekindergarten go to:

www.michigan.gov/documents/Early_Childhood_Standards_of_Quality_-_DRAFT_107748_7.PDF

LITTLE KIDS CLUB DAILY ROUTINE AT THE ECC

The Daily Routine may be different day to day depending on what's going on. Each day usually contains at least one of these time periods.

GREETING TIME & CIRCLE TIME

Greeting Time and Circle Time are when all the children are in a large group. The following activities often occur: singing, dancing, reading a story, learning finger plays and talking about special events in the classroom.

SMALL GROUP

Small Group is when the class is divided into small groups of 9 (or fewer) children. During this time children are actively involved with counting, classifying, drawing, cutting, learning about same/different, more/less and other important concepts based on their interests and the teachers' directions.

PLANNING TIME

At Planning Time children and adults meet together to talk about what each child wants to do during work time. It allows children to decide for themselves what they want to do. This process helps children learn that they can make things happen and that they can make decisions. It also helps children develop communication skills.

WORK TIME

Work Time is the longest time in the daily routine. This is a very active time as children carry out the plans that they have made.

CLEAN UP TIME

Clean-up Time is when the adults and the children work together to clean-up the room.

RECALL TIME

At Recall Time, children remember and share what they did at Work Time.

SNACK

Snack is a self-serve process, giving the children the opportunity to set the table, pass the food around and serve themselves.

OUTSIDE TIME

When outside, children are developing their large muscles by climbing, throwing balls, swinging, and running. Children also develop social skills as they play with other children.

How Parents Can Help Prepare Their Children for School **

Help your child discover books by:

- ◇ Reading to him/her.
- ◇ Asking questions about the stories.
- ◇ Talking about the pictures.

Take walks with your child in the community or neighborhood:

- ◇ Talk about what you see.
- ◇ Take him/her to see the public library, the neighborhood grocery store, the zoo.

Talk to your child:

- ◇ Let your child tell you what he/she is doing at school.
- ◇ Encourage him/her to talk about friends, interests and things he/she is doing.

Help your child develop independence:

- ◇ Give him/her small household jobs to do.
- ◇ Permit him/her to make small purchases at the grocery store.
- ◇ Allow your child to dress himself/herself, starting with their coat and shoes.

Help your child understand the meaning of good behavior:

- ◇ Teach him/her how to talk to adults.
- ◇ Show him/her how to act in public places.
- ◇ Let him/her know how you expect him/her to behave in school.

Give your child recognition for what he/she does:

- ◇ Recognize a job well done.
- ◇ Never make fun of his/her efforts.
- ◇ Build on his/her strengths.

Help your child by doing “with” him/her, not “for” him/her:

- ◇ Let him/her complete a task at his/her own rate.
- ◇ Encourage him/her to try new things.
- ◇ Teach him/her to complete tasks that he/she starts.

Accept him/her for what he/she is:

- ◇ Don't criticize his/her shortcomings and failures.
- ◇ Don't re-do what your child does.
- ◇ **BE PROUD OF YOUR CHILD!**

***Adapted from: E. Thurman & N. Neisen, Cincinnati Public Schools*

CONTACTING THE KIDS CLUB SITES

Each Kids Club Site and/or classroom has a direct line. These numbers have voice mail available 24 hours a day. You may leave a message at any time.

Bartlett Kids Club	248-573-8315	Kindergarten Kids Club	248-573-8353
Brummer Kids Club	248-573-8535	Little Kids Club	248-573-8328
Dolsen Kids Club	248-573-8380	Middle School Kids Club	248-573-8609
Hardy Kids Club	248-573-8654	Salem Kids Club	248-573-8435
Kent Lake Kids Club	248-573-8363	Sayre Kids Club	248-573-8465

ADDRESSES

Kids Club Office
Early Childhood Center
310 N. Warren Street
South Lyon, MI 48178
Office phone: 248-573-8360
Fax Number: 248-573-8340
Kindergarten Kids Club phone:
248-573-8353
Little Kids Club phone:
248-573-8328

Bartlett School
350 School Street
South Lyon, MI 48178
School phone: 248-573-8300
Kids Club phone: 248-573-8315

Brummer School
9919 Rushton Road
South Lyon, MI 48178
School phone: 248-573-8520
Kids Club phone: 248-573-8535

Centennial Middle School
62500 West Nine Mile Road
South Lyon, MI 48178
School phone: 248-573-8600
Kids Club phone: 248-573-8609

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Dolsen School
56775 Rice Street
New Hudson, MI 48165
School phone: 248-573-8400
Kids Club phone: 248-573-8380

Hardy School
24650 Collingswood Dr.
South Lyon, MI 48178
School phone: 248-573-8650
Kids Club phone: 248-573-8654

Kent Lake School
30181 Kent Lake Road
New Hudson, MI 48165
School phone: 248-573-8350
Kids Club phone: 248-573-8363

Salem School
7806 Salem Road
Salem, MI 48175
School phone: 248-573-8450
Kids Club phone: 248-573-8435

Sayre School
23000 Valerie Street
South Lyon, MI 48178
School phone: 248-573-8500
Kids Club phone: 248-573-8465