



Kids Club



Parent Handbook
2017-2018

<u>SECTION</u>	<u>PAGE</u>
Absences	10
Addresses	24
Admission requirements and withdrawal	6
Canine Searches	21
Child injuries	15
Children's dress code	17
Communications	17
CONTACTING THE KIDS CLUB SITES	24
Discipline	12
Dismissal from program	13
Divorce/custody	8
Emergency drills	16
Fee schedule	8
"Finder's Fee"	11
Field Trips	11
Forms	7
Group size	17
Health Care Policies	16
Homework	18
Hours of operation	4
Illness	14
Illness payments	15
Inclement weather, other emergencies	13
Introduction	4
Late pick up of children	10
Lunch and snack	13
Medication	15
Mission Statement	3
Nap/rest time	18
Open door	18
Outdoor and gym	17
Outstanding balances	9
Payments	8
Phone numbers	24
Registration, School year session	5
Registration, Summer session	5
Reporting to Protective Services	18
Schedules	9
Sign in, Sign out	11
Staff	6
Student Searches	20
Time	12
Toilet trained	7
Toys from home	18
Vacation	16

Non-Discrimination Statement

The South Lyon Community School District does not discriminate on the basis of race, color, national origin, sex, disability, weight, religion, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Maureen Altermatt
Assistant Superintendent for Administrative Services
South Lyon Community Schools
345 South Warren
South Lyon, MI 48178
(248) 573-8130 or (248) 573-8140

Kids Club Mission Statement

Kids Club is a trustworthy and reliable program that provides a safe and nurturing atmosphere. Children grow with friends and learn through a variety of positive experiences. We work harmoniously to create a family environment with diversity, balance, and communication. Together we help children develop into respectful, responsible, creative, and compassionate members of the community.

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 don't hesitate to contact your Program Director or 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.

Objectives

1. To provide:
 - Opportunities for children to participate in a variety of developmentally appropriate activities and also allow for social, physical, and intellectual stimulation.
 - A safe, friendly, and nurturing environment where children can feel comfortable and can socialize with peers.
 - A well-equipped, pleasant, and harmonious atmosphere where competent and caring staff offer creative activities with many choices.

2. To provide a program that has the following opportunities for each child:
 - To plan, carry out, and evaluate the program with individual activities.
 - To experience a diversity of activities within the program and community.
 - To participate in relaxation and recreational activities.

HOURS OF OPERATION

Little Kids Club (Preschool Care) is held at the Early Childhood Center, 310 N. Warren, South Lyon, MI 48178. Hours are from 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 include:

Bartlett Elementary
Brummer Elementary
Dolsen Elementary
Hardy Elementary

Kent Lake Elementary
Pearson Elementary
Salem Elementary
Sayre Elementary

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

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

Kids Club may be open for some curriculum days and half-days. Sign up for these days is separate with an additional fee and is available only to families who are currently enrolled in the program.

Kids Club is not held on days the district is closed including weather-related closings.

Kids Club **Summer** Program is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. The program generally begins the week after school lets out and ends two weeks before the new school year begins. Please contact your Site Leader or the Kids Club Office for specific dates.

REGISTRATION

School year session

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

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

For children enrolled in Little Kids Club there is also a non-refundable registration fee.

Summer session

The summer session begins the Monday after school ends until approximately two weeks before school begins in the fall. Dates vary. Calendars will be made available on the first day of the summer session. For the summer session there is a **non-refundable family registration fee** and a t-shirt fee.

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 for both the school year and summer sessions. If full, a waiting list will be created and parents/guardians will be called when space is available.

Kids Club Parent Handbook
June 2017

STAFF

A Program Director is in charge at each Kids Club Site and/or classroom. Program Directors are qualified by the Michigan Department of Human Services for their positions. Caregivers assist the Program Directors. All Caregivers and Program Directors 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 16 clock hours of professional development.

A staff member shall not be present in the Kids Club site if he or she has been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL28.722
- Child abuse or child neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

All staff working directly with children must have a TB test prior to beginning work. Staff diagnosed with any communicable disease listed by the Oakland County Health department as reportable by schools must not work until consulting with their supervisor.

The list of these diseases can be found on the web (as of 5/15) here:
https://www.oakgov.com/health/services/Documents/cd_report_list.pdf

The Early Childhood Center 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 as well as experience as a teacher and administrator.

The Kids Club Coordinator has a Master's degree in Education as well as experience as a certified teacher and administrator.

ADMISSION REQUIREMENTS AND WITHDRAWAL

Kids Club is available to children ages 3 through 5th 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.

Kids Club Parent Handbook
June 2017

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.

LICENSED PROGRAM

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 inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports 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 plans.
- 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.

FORMS

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

- 1) Registration form
- 2) Child Information Record (Emergency Card) with all spaces filled in (required by licensing back and front)

Kids Club Parent Handbook
June 2017

3) Parent Agreement Letter

* For those children enrolled in Little Kids Club, a completed health appraisal form including an immunization record is also needed.

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 your Kids Club 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, your child must be pre-registered with Kids Club.

Payment for Kids Club/Little Kids Club is due in full, monthly, according to the billing and payment schedule. One bill will be provided per family. Your bill will be placed in your file folder located next to the sign in sheet at the Kids Club school your child attends. Parents will be notified when current bills are available for pickup in their child’s folder.

You can make your payment by check only at the site your child attends. Cash and credit card payments are NOT accepted at your Kids Club site.

You can also make your payment by cash, check, or credit card at the Kids Club office at the Early Childhood Center, 310 N. Warren, South Lyon, MI 48178. Office hours are Monday - Friday, 8:30 a.m. – 3:30 p.m.

Kids Club Parent Handbook
June 2017

Credit card payments can be made online at: www.tuitionexpress.com or myprocare.com. Please request access to arrange payment using either of these portals by emailing the Early Childhood office at ecc@slcs.us. The office will then email information to you on how to register your account to pay online.

A late fee of 10% of the outstanding balance will be charged on all overdue accounts as of the date noted on the Kids Club Payment and Fee Schedule.

If a balance is outstanding by three (3) weeks it will result in the child/children being dismissed from the program. All outstanding balances will be turned over to a collection agency.

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

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 monthly payment due date on the Kids Club Payment and Fee Schedule, your child will be dismissed from the program.

SCHEDULES

All children enrolled in Kids Club must have a set schedule on file at the Kids Club office. Families must provide a set schedule that is the same each week. No minimum days or sessions are required. If you need to add days to your set schedule you must request the day a week in advance from the Program Director at your child's Kids Club site. We do not guarantee that space will be available for your child for added days. Please see fee schedule for fees. Parents/guardians should also communicate in writing their child's Kids Club schedule to their school teacher.

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 may 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. 24.)

If you have any questions or need clarification of this procedure, speak to the Program Director 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, page 24.)

Kids Club Parent Handbook
June 2017

FINDER'S FEE FOR 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. It is imperative that you contact your Program Director ahead of time if your child is absent, has been picked up early from school, or will not be attending Kids Club on a day he/she is scheduled to attend. **If a child does not arrive at the program as scheduled, the Program Director will contact the parents.** If the parents/guardians cannot be reached, the Program Director will contact the child's emergency persons.

A "no show, no call" finder's fee of \$15.00 will be assessed to your account for this service. If this occurs 5 times within the school year session, dismissal may occur. (See Contacting the Kids Club Sites, page 24).

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) for the summer session, you must walk them into their assigned room 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 reserve the right to remove children from the program when 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, page 24)

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 anyone 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 (summer)

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.

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 Little 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.
- Severity of incident could result in accelerating the discipline process.

Kids Club Parent Handbook
June 2017

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:

- Health information not updated
- Emergency card not completed
- Parent/guardian verbally abuses or physically harms another child or a staff member
- Five (5) late pick-ups (see page 10; Late Pick Up)
- Five (5) “no show - no calls” (see page 11; Finder’s Fee)
- Parent/guardian dropping off a child before 7:00 AM and/or in an unsupervised situation
- Non-payment of tuition or fees
- Intentionally physically harming another child or staff member
- Disruptive behavior
- Antisocial behavior
- Evidence of unsuccessful adjustment
- Repeated bladder or bowel control issues

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 find information by calling the school hot line at **248-573-8251** or accessing the South Lyon Community Schools website at **www.slcs.us**.

If school is canceled after you have dropped your child off you will be called to come and pick up 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 for making arrangements to have your child picked up from school.

LUNCH AND SNACK

Parents/guardians of children enrolled at the Early Childhood Center (ECC) Little Kids Club must provide a daily lunch and drink for their child. Please LABEL and date your child’s lunch box or bag on a daily basis. Refrigeration is not available for lunches, nor are we able to heat any food.

Kids Club Parent Handbook
June 2017

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

Breakfast is available from the school food program for all children at the School Age Sites. Please contact district Food Service department for more information. 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, nor are we able to heat any food. Please LABEL and date your child's lunch box or bag on a daily basis.

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, page 24). Parents/guardians will be contacted by phone, text, and/or email when their child becomes ill at Kids Club and are expected to pick them up immediately. If you cannot be reached we will begin contacting individuals from your emergency card.

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

- any skin eruption or rash
- 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, and after that there will be 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.

ACCIDENTS, INCIDENTS, AND EMERGENCIES

When a child is injured, the staff evaluates and cares for the child. Staff is trained in CPR and First Aid to provide appropriate care. Depending on the severity or nature of injury, such as those involving the head, parents will be called immediately. Otherwise, the parent will be contacted through text or email with additional discussion 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. If a child is involved in an accident or injury while in our care the parent will be contacted immediately by phone.

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.
- 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. *Vacation credits are not issued during the school year.*

VACATION – SUMMER

Beginning the first day of the Summer Kids Club program, with written notification two (2) weeks in advance, each family will be allotted up to 2 weeks of vacation credits dependent on the number of days their child is scheduled per week.

Regardless of your start date, you will be responsible for paying for the summer program from the date it begins. Your allotted vacation time can be used, with notification, in lieu of payment for a delayed start date. Please be aware that your allotted vacation time will be reduced by the number of days if used for this purpose.

<u>Days per week in attendance</u>	<u>Non-payment (vacation) days allowed</u>
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 every Kids Club program 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. Due to playground surfacing, sandals may not be comfortable footwear for children 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 care have a "quiet" time in the afternoon. Little Kids Club children rest on cots. All children should bring a small blanket and pillow, labeled with their name.

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.

PARENT/GUARDIAN VOLUNTEERS

South Lyon Community Schools does not use outside volunteers in the classroom.
However, parents are welcome to help in their child's classroom.

Parents in the classroom will be required to complete the South Lyon Community Schools' Volunteer Background Check Authorization Form prior to spending time in the classroom.

This form states:

As a prospective volunteer of the South Lyon Community School District, I understand that it is the school district's policy to secure criminal history information using the Internet Criminal History Access Tool (ICHAT), the Sex Offender Registry (SOR), and/or the Offender Tracking Information System (OTIS) as part of its volunteer screening process. I understand that the information below is required by the Central Records Division of the Michigan State Police and I authorize the South Lyon Community School District to utilize the information for the sole purpose of completing a criminal history file search. A new form must be completed each school year

The South Lyon Community School District reserves the right to approve or deny any volunteer service upon review of the background check returned through ICHAT, OTIS or SOR. The determination will be based upon the individual's fitness to have responsibility for the safety and well-being of children. Providing false information, or information contradicting the background check information, is grounds for immediate volunteer denial.

By signing this form you declare your statements herein are true and give full consent to the South Lyon Community School District to complete a background check through ICHAT, OTIS and SOR. You also agree to notify SLCS Personnel Department if the status of your criminal history changes in any way after the date on this form.

Licensing Rule 400.8125 (Subrule 6 & 8)

Documentation shall be on file at the center that a volunteer has not been convicted of any of the following before having unsupervised contact with children:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295 MCL 28.722
- Child abuse or neglect
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the center

Documentation from the department of human services that a volunteer has not been named in a central registry case as a perpetrator of child abuse or child neglect shall be on file at the center before having unsupervised contact with a child in care.

Volunteers diagnosed with any communicable disease listed by the Oakland County Health department as reportable by schools must not volunteer until cleared, in writing, by a physician.

Kids Club Parent Handbook
June 2017

Supervision of classroom adult helpers. All classroom adult helpers will be supervised by the paid staff. No adult helper will be allowed to be with children alone. No adult helper will be allowed to discipline a child other than their own. All discipline of children in the classroom must be in a manner consistent with the guidelines of the program. Parents and adult helpers are expected to respect the confidentiality of what is seen and heard in the classroom and the school building. It is best to arrange child care for other siblings when helping in the classroom.

SECURITY PROTOCOLS

Security protocols are in place at all South Lyon School buildings. Parents/guardians must follow all rules specific for the building in which their child is registered.

SECTION 504 NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the South Lyon Community School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the South Lyon Community School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact Melissa Baker, Assistant Superintendent for Administrative Services, 345 South Warren, South Lyon, Michigan 48178, 248-573-8130, who has been designated by the South Lyon Community School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504.

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, and 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 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

SCHOOL AGE CARE SITES

These are samples of daily routine activities for the school age care sites at the Elementary Schools.

Activities

Teacher planned activities vary with at least 2 activities available each day. These activities include:

- 1 sensory activity per week
- 1 math/science activity per week
- arts and/or craft activities per week
- other activities related to music, cooking, drama, sports, etc.

Clean-up

Children are reminded as they move from each activity to clean-up what they played with. A set time is established with a 5-minute warning given prior to a general clean-up time. Everyone is responsible for keeping the space neat and clean.

Free choice

During free choice time children are allowed to choose what to play and with whom they will play. All materials are available for children

Focused Literacy

Literacy happens throughout the day. This period is specifically devoted to choices of:

- Reading or writing independently.
- Staff reading to children.
- Children partnering in reading or literacy activities.
- Group games that specifically target literacy.
-

This is a specific licensing requirement.

Group meeting

Group meetings provide discussions about site and/or program business, the options for the day and/or week, and any announcements. Discussions might include: birthday lists, holiday/vacation plans, feedback and planning.

Kids Club Parent Handbook
June 2017

Homework

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

Outside/gym

Children go outside when weather permits. Staff allow children a choice of activities or provide a group game experience. Gym activities can be whole-group or child-choice. Whole-group gym activities are focused on games that allow children to play continuously. Staff members closely monitor and impartially referee all gym games. *South Lyon schools prohibit dodge ball or any games where balls are thrown at children.*

Snack/Socializing

Snack is a self-serve choice. Children who do not eat snack can socialize with one another. A limited number of choices of materials are available during this time.

LKC Daily Schedule

7:00 (Arrival) – Child's Choice
8:15 – 8:45 - Big Room
8:45 – Large Group
9:00- Morning Message
9:15- Snack & Reading club
9:40- Small Group
10:00- Planning & Work time
10:45 – Clean-up & Recall
11:15 - Large Group
11:30- Outside time
12:00 – Lunch
12:45 – Story & Rest time
2:00 – Work Time
3:00 – Large Group
3:15 – Snack
3:45 – Outside Time
End of the day activities

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	Little Kids Club	248-573-8326
Brummer Kids Club	248-573-8535	Pearson Kids Club	248-573- 8760
Dolsen Kids Club	248-573-8380	Salem Kids Club	248-573-8435
Hardy Kids Club	248-573-8654	Sayre Kids Club	248-573-8465
Kent Lake Kids Club	248-573-8363		

ADDRESSES

Kids Club Office

Early Childhood Center

310 N. Warren Street
South Lyon, MI 48178
Office phone: 248-573-8330
Fax Number: 248-573-8340

Little Kids Club phone: 248-573-8326

Bartlett Elementary School

350 School Street
South Lyon, MI 48178
School phone: 248-573-8300

Kids Club phone: 248-573-8315

Brummer Elementary School

9919 Rushton Road
South Lyon, MI 48178
School phone: 248-573-8520

Kids Club phone: 248-573-8535

Dolsen Elementary School

56775 Rice Street
New Hudson, MI 48165
School phone: 248-573-8400

Kids Club phone: 248-573-8380

Hardy Elementary School

24650 Collingswood Drive
South Lyon, MI 48178
School phone: 248-573-8650

Kids Club phone: 248-573-8654

Kent Lake Elementary School

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

Kids Club phone: 248-573-8363

Pearson Elementary School

57900 Eleven Mile Road
South Lyon, MI 48178
School Phone: 248-573-8750

Kids Club Phone: 248-573-8760

Salem Elementary School

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

Kids Club phone: 248-573-8435

Sayre Elementary School

23000 Valerie Street
South Lyon, MI 48178
School phone: 248-573-8500

Kids Club phone: 248-573-8465

Kids Club Parent Handbook
June 2017