

**Cadillac Area Public Schools**

**Clubhouse**

**Parent Handbook**

**2015-2016**

**Clubhouse Sites:**

**Annex: all day for GSRP /before and after for Franklin/ after school for MTMS**

**Forest View: before and after school**

**Kenwood: before and after School**

**Lincoln: before and after School**

**All sites available for late start Mondays**

## **INTRODUCTION**

Welcome to **Cadillac Area Public Schools Clubhouse** school age childcare program with certified staff. We hope you and your child will find this child care center a rewarding place to learn and grow. Please check in at the school office before coming to the Clubhouse room. We maintain an open door policy and parents are welcome to visit any time.

## **PHILOSOPHY**

**Our philosophy is to respect each child as an individual, recognize and encourage individual interests, talents, and provide choices in a safe, dependable, quality childcare. We will provide a happy, healthy, stimulating environment offering a variety of activities, which will enhance physical, intellectual, social and emotional growth in each child.**

**Comments or questions may be directed to: Franklin School - Joy Beth Hicks: Executive Director of Clubhouse 231-876-5206**

## **ADMISSION PROCEDURE**

A parent (guardian) will first fill out an application form, available at all elementary school offices, as well as the Clubhouse sites. When the form is turned in with the \$5.00 application fee, the parent (guardian) will receive the Clubhouse Admission Packet which includes the following information:

1. Parent Handbook
2. Child Information Card
3. Immunization Form
4. Health Appraisal
5. Statement of Child's Health and Participation Form
6. Parent/Center Contract
7. Medication Permission Form (when applicable)
8. Lunch Policy
9. Food Program Form
10. Food Allergy Form (when applicable)
11. Transportation and Field Trip Permission Documentation

The child may attend Clubhouse as soon as all of the above paperwork is turned in to the Clubhouse staff at the site of which he/she will be attending.

Please notify your child's teacher and the school office when your child becomes a Clubhouse child and is enrolled in one of our sessions.

## **DHS PAYMENTS**

Paperwork must be turned into DHS and proof of approval before your child may attend Clubhouse.

Cadillac Area Public Schools Clubhouse operates on days when Cadillac Public Schools are in session, as well as snow days, ½ days, breaks and school delays. Children are encouraged, not forced, to participate in the following activities available to them daily: arts and crafts, dramatic play, reading, quiet play, table games, outdoor activities on the school playground, homework help, large motor activities, blocks/construction, hands on math.

## **HOURS of OPERATION**

Kenwood, Forest View and Lincoln are open before and after school. These sites are open from 6:30 -8:15 am and 3:35 -6 pm.

Franklin/Annex =open at 6:30-8:30 am and 3:35-6 pm

MTMS/Annex=2:30-6pm

Clubhouse Annex open at 6:30 am and close at 6 pm.

**Clubhouse will be closed for the following holidays:** Christmas Break, Good Friday, Memorial Day, Labor Day, Thanksgiving Break, Spring Break and July 4<sup>th</sup>.

## **DAILY SCHEDULES**

### **Example of a daily schedule for Kenwood, Lincoln, Franklin and MTMS Clubhouse**

#### **(Before and after school)**

6:30 am	Open
6:30-8:10am	Free choice (Lead Caregiver will give a minimum of four activities for the children to participate in. This includes a large motor activity in the gym)
8:10 am	Clean up
8:15 am	Children line up for school and are dismissed.
3:45 pm	Open and children check in for attendance
4:00pm	Snack
4:15pm	Free choice (Lead Caregiver will give a minimum of four choices for the children to participate in. This includes large motor activities in the gym or on the playground, based on the weather. In the classroom: art/craft, project, free choice of various activities.
6:00pm	Closing Time

### **Example of a Daily Schedule for Annex Clubhouse**

#### **(6:30 am – 6 pm )**

6:30 am	Open
6:30-8:00am	Breakfast available in classroom
6:30-8:10am	Free choice (Lead Caregiver will give a minimum of four choices for the children to participate in. This includes a large motor activity in the gym)
8:10 am	Clean up
8:15 am	Children line up for school and are dismissed.
8:25 am	Calendar, Weather

8:45 am Letter of the week: Literacy/Math Centers, Creative Curriculum  
2 centers with aides and 2 centers independent

9:30 am Clean up and wash up for snack

9:45 am Snack

10:00 am Outside recess

10:25 am Art

10:50 am Clean up

11:00 am Story Time

11:15 am Music (Singing songs, moving)

11:30 am Wash hands and line up for lunch

11:40 am Lunch

12:15 pm outside for recess

12:45 pm Rest time

1:30 pm Free Choice

2:15 pm Folder Activities (Literacy and Math)

2:45 pm Outdoor Large Motor Activities

3:10 pm Story Time, Songs

3:30 pm Free Choice of fine motor activities

3:45 pm Children check in for attendance

4:00pm Snack

4:15pm free choice (Lead Caregiver will give a minimum of four activities for the children to participate in. This includes large motor activities or on the playground, based on the weather. In the classroom: art/craft project, homework, dramatic play, reading, constructing.

6:00 pm closing

## **FEE POLICY**

Fees are due by Friday unless other arrangements, being a signed contract, have been made in advance with the lead caregiver of the school your child is attending. These fees are due regardless of the time of arrival or departure of your child. Clubhouse has a 3- day minimum, which means fees are charged for at least 3 days a week, even if your child is absent. This procedure is implemented because we have to know in advance how many staff is needed to keep our ratio of adults to children in compliance with the state mandates.

Each family is allowed 3 weeks vacation at no charge to you. Please let the lead caregiver know if you would like to use your vacation week, or a bill will be issued to you.

Receipts will be given upon payment and should be saved for tax purposes. We do not prepare year end statements.

**If fees are not paid in full every two weeks, your child will be dropped from the program until the balance is paid in full.**

### **FEES:**

<b>AM Session</b>	<b>First Child</b>	<b>Second Child</b>	<b>Third Child</b>
<b>6:30-8:15 am</b>	<b>\$4.50</b>	<b>\$4.50</b>	<b>\$3.50</b>
<b>PM Session</b>			
<b>3:45 -6:00 pm</b>	<b>\$5.50</b>	<b>\$5.50</b>	<b>\$4.50</b>
<b>½ Day (6 hours or less)</b>	<b>\$14.00</b>	<b>\$14.00</b>	<b>\$12.00</b>
<b>Full Day</b>	<b>\$20.00</b>	<b>\$20.00</b>	<b>\$18.00</b>
<b>MTMS pm session 1<sup>st</sup> and 2<sup>nd</sup> child= \$6.50 3<sup>rd</sup> child = \$5.50</b>			

## LATE FEE POLICY

Late fee of \$10.00 will be assessed if you pick up your child after 6:00p.m. And \$5.00 every 5 minutes thereafter. This fee is due at the time you pick up your child on the day you are late. This is not covered by DHS. Please call if you have an emergency and cannot pick up your child on time. We will contact your emergency contacts to arrange your child to be picked up.

## LATE START MONDAYS AND EARLY DISMISSAL

Clubhouse offers extended care on these occasions when the opening of school is delayed one or two hours due to inclement weather. Breakfast and A.M. snack will be provided by Clubhouse.

Late start Mondays and early dismissal is charged by the hour:

First Child	Second Child	Third child
+2.00	+2.00	+1.00

## HALF DAYS

Clubhouse offers care when school is in session for only half day due to conferences or teacher professional development. Half days may include special projects and activities. Breakfast and snacks will be provided by Clubhouse. Parents are responsible for a nutritious lunch and drink.

Parents must pre-register for these special days at each individual clubhouse. This allows Clubhouse to determine staffing needs. CLUBHOUSE WILL NOT ACCEPT DROP-INS. However if an emergency occurs you may call Clubhouse.

½ Day Fee:	First Child	Second Child	Third Child
	\$14.00	\$14.00	\$12.00

## SNOW DAYS

Clubhouse provides daycare at the Annex for MTMS, Franklin, Lincoln, Kenwood Forest View and Annex children on snow days.

However if State Police request everyone to stay off the roads, Clubhouse will not be open. Please watch 9&10 news on the days we have blizzard conditions and/ or freezing rain.

## SUMMER BREAK

Clubhouse provides childcare at the Annex during Cadillac Area Public School summer break. **Our children are divided into two groups, age's 3-5years old and 6-12 years old, during the summer session.** This allows our staff to provide developmentally appropriate activities for the children. A full day program includes special projects, library, reading program, organized games, movie day, beach days and field trips in town and 2 major fieldtrips out of town. We will take walking field trips in town and other fieldtrips will be by bus. **There are fees for the field trips.** The Clubhouse staff will provide written information on the fieldtrips, including: destination, cost, dates, departure and arrival times, if extra clothing is needed, lunches, etc. Breakfast, a.m. and p.m. snack will be provided by Clubhouse. **Advance sign up is required for these sessions.** This sign-up sheet allows us to determine staffing needs. Families enrolled in Clubhouse throughout the school year are guaranteed a spot during breaks, if they pre-register.

Additional paperwork is required for summer break. Parents must return the completed paperwork before the first day of summer break.

## PRE-SCHOOL CARE

Clubhouse offers childcare at the Annex and for any child who is enrolled or on a waiting list for the Great Start Readiness Program (4 year old program). **Parents are responsible for providing a lunch and drink.** Clubhouse will provide a healthy snack in the a.m. and p.m. Children will have rest time for 45 minutes in which **they will need a small blanket and pillow** to be kept at Clubhouse. This will be sent home on a weekly rotation so it can be washed. This age group also needs an extra set of clothing to be kept at Clubhouse in case of spills and accidents.

## PROTECTIVE POLICY/CHILD ABUSE AND NEGLECT POLICY

Child abuse and neglect are against the law. The staff members at CAPS CLUBHOUSE are mandated by law to report all actual or suspected child abuse or neglect to the Michigan Department of Human Services within 24 hours.

Reporting Requirements:

Staff "who have reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the MICHIGAN DEPARTMENT of HUMAN SERVICE. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. STATE of MICHIGAN DEPARTMENT of HUMAN SERVICES, CHILD PROTECTION LAW, ACT No. 238, rev. 9-06. The reporting person shall make a copy of the written report, DHS-3200,



available to their supervisor and subsequent administrators. Reporting the situation to administration or supervisor does not relieve the staff member of the mandated responsibility to report.

## **HEALTH CARE POLICY**

All staff, students and volunteers are required to wash their hands after using the bathroom, before eating, serving snack, after coming in from the outside, and after participating in specific activities that will require hand washing. Our staff will wear protective gloves while caring for injuries and illnesses.

Bodily fluids are also handled with protective gloves and caution. All surfaces, equipment, and materials are sanitized on a regular basis in order to control illness and infection.

Parents will be notified of any injury during Clubhouse hours.

All medication given to children by the Clubhouse staff must be a written prescription from the child's physician. The parent must fill out a medication form. No over the counter medication unless prescribed by a physician.

Criteria for excluding children from the program:

1. The child's temperature is 100 or higher. The child must be dismissed until he/she has been clear of a fever for 24 hours.
2. Vomiting: the child must be clear of vomiting for 24 hours.
3. Mouth sores: until a physician determines it is non-infectious/ note from the physician.
4. Rash with fever: until physician determines it is non-infectious/ note from the physician.
5. Impetigo: until 24 hours after treatment: note from the physician.
6. Pink eye: until 24 hours after treatments began/ note from the physician.
7. Tuberculosis: until written statement from the physician stating child is non infectious.
8. Strep throat: until 24 hours after treatment began/ note from the physician
9. Chicken Pox: until 6 days after the rash appears
10. Mumps: until 9 days after the onset of gland swelling
11. Hepatitis A: until the health department has determined it is non infectious
12. Measles: until 6 days after the rash appears.
13. Rubella: until 6 days after the rash appears.
14. Head Lice or Scabies: until 24 hours after the treatment has begun and Clubhouse staff has verified that there are no more lice or scabies.
15. Severe coughing, until 24 hours after treatment has begun.

***Parents or emergency contacts are expected to pick their child up within one hour from the time you receive a call from Clubhouse staff about your child's illness.***

## **INJURY AND INCIDENT/ACCIDENT POLICY**

Parents will be notified of any injury during clubhouse hours. This would not mean minor scrapes that only require cleaning and a Band-Aid. Incident and Accident reports are kept on file.

## **SANITIZING EQUIPMENT**

All tableware, utensils, food contact surfaces and food service equipment shall be thoroughly washed, rinsed and sanitized after each use with an approved sanitizing solution. Children's toys and equipment will be sanitized regularly to adhere to Child Care Licensing Rules and Regulations.

## **NUTRITION POLICY**

Children attending full and half day session will be provided a nutritious breakfast, available between 6:30-8:15a.m. A morning snack is provided at approximately 10:00 a.m. A snack is provided for the afternoon session at approximately 4:00 p.m. with the children assisting in preparation and serving. Clubhouse is a participant of the Michigan Department of Education Child Care Food Program and implements their guidelines for good nutrition.

In accordance with the federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, origin, sex, age, or disability. To file a complaint of discrimination, write:

USDA Director, Office of Civil Rights

1400 Independence Avenue S.W.

Washington, D.C. 2052520-9410

Or call: 202-720-5964 (voice and TDD)

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## **EMERGENCY PROCEDURES**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that address the following goals and/or objectives:

- A. the health and safety of students and staff are safe guarded;
- B. the time necessary for instructional purposes is not unduly diverted;
- C. minimum disruption to the educational program occurs;
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of district facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

Clubhouse shall conduct at least six (6) evacuation/fire drills, two (2) tornado drills and two (2) lock down drills each year.

The superintendent shall develop administrative guidelines for the handling of emergency situations.

Parents will be notified by CAPS if any emergency shall occur, along with plans on how children will be released.

## **CLUBHOUSE DAILY RULES**

The following rules are posted in each Clubhouse room:

1. Children will respect the rights, feelings, and property of the other children and adults at all times.
2. Children will use manners and talk in an appropriate level with no yelling or screaming.
3. Children will ask for permission to go to the restroom and return promptly.
4. Children will play outside only when a Clubhouse staff is present on the playground.
5. Children will clean up their area, placing the materials in the correct space.

## **OUTSIDE ACTIVITIES POLICY**

Weather permitting; the students will go outside every day. Licensing requires that all our children spend time outdoors daily, weather permitting. The outside temperature must be at least 0 degrees or higher, including wind chill, and no rain. Children will be using the schools playgrounds. For the safety of the children, they will only use the equipment that has been approved for their age group by the playground inspector and safety guidelines. Playgrounds are regularly inspected with documentation per Child Care Licensing. Clubhouse asks that children come prepared for outside play. This would include hats, mittens, snow pants, boots and coats.

## **DISCIPLINE POLICY**

(8030, 8230, 8240, 8245, 8300, 8320, 8321, 8322, 8340, 8350, 8351, 8352): The Cadillac Area Public Schools Board of Education gives its representatives the right and responsibility to maintain disciplinary measures and to protect the rights of the individual to learn as well as to insure proper operation of the school. Clubhouse operates on a no-violence policy and support and implement “Keepin the Peace” Program along with training in “Conscious Discipline”. Violence is defined as a mean word, look, sign or act that hurts a person’s body, feelings, or things. Discipline is age appropriate and typically will be handled in Clubhouse. Any problem that is unable to be resolved in Clubhouse will require parent involvement. Clubhouse reserves their right to establish other rules as the need arises. We will guide children’s social and emotional development, including making friends and learning how to solve conflicts.

**If a child is suspended from school, he/ she cannot attend Clubhouse during their suspension.**

## **ABSENCE and WITHDRAWAL POLICY**

For your child’s safety, Clubhouse must be notified the day your child will be absent from their session. Please leave a message anytime day or night. **Annex, Franklin, Kenwood, Lincoln and MTMS, Clubhouse must be notified by 2:00 p.m. if your child will not be attending the p.m. session.** If this is to happen a second time, there will be a charged nuisance fee of \$2.00. If your child misses one week of Clubhouse without prior notification, she/he may be dropped from the program. Re-entry will be on a space available basis.

## **SIGN IN AND OUT POLICY**

Parents are expected to come into the building to drop off or pick up their child (ren). A parent sign in, sign out sheet will be at the Lead Caregiver's desk. A parent's signature is required every day at drop off and pick up along with the time the child was dropped off or picked up.

## **RELEASING CHILDREN**

Clubhouse is required to release the child to either parent unless a court order states otherwise. Parents should submit to the childcare site a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick-up by the non-custodial parent. Documentation must be kept in the child's file and kept current at all times. This will be kept confidential and strictly enforced by the Clubhouse staff. People allowed to pick up your child must be on the child's information card for us to release your child to that person. If you have made arrangements with another person to pick your child up, please inform clubhouse. Clubhouse will ask for picture ID if they are not known to the staff.

If Clubhouse staff is uncomfortable in releasing a child to a parent who seems incapacitated due to drugs or alcohol use, we will offer to:

1. Keep the child in our care for an extended period of time.
2. Call the adult(s) on the child's emergency form
3. If the adult refuses these offers, we may call the police for the child's safety.

***Parents: Please refrain from using your cell phone in the building when picking up or dropping off your child. This time is extremely important for sharing information about your child.  
Thank you.***

## **CLUBHOUSE STAFF**

All Clubhouse staff has been trained in CPR, First Aid and Blood Borne Pathogens. All staff members are required to have a minimum of 20 hours of annual training in topics including child development, curriculum, child discipline, health, safety, nutrition, working with parents and licensing rules.

## **STAFF SCREENING PROCESS**

The Cadillac Area public Schools Board of Education recognizes that it is vital to the successful operation of the district that positions created by the board be filled with qualified and competent staff. Employees shall abide by all board policies and district guidelines. All staff is required to:

- Meet all Caps and State of Michigan License requirements
- Complete an application for employment
- Secure DHS central clearance every two years
- Finger printing
- Criminal Background check every two years
- Physician check up
- Staff cannot be present in the schools with a felony conviction of harm or threatened harm, or conviction of child abuse or neglect.

## **STAFFING PLAN**

Per licensing requirements we will have an adult to child ratio of:

1 adult for every 18 children with the 5- 12 year olds

1 adult for every 10 children with the 3-4 year olds

## **VOLUNTEERS**

All volunteers including parents must report to the office of that site. Before volunteering in Clubhouse, the person must fill out a volunteer form from the office and be fingerprinted. Once the volunteer has been cleared by Cadillac Area Public Schools Central Office, he/she may volunteer.

## **PARENT GOALS**

- 1. Respect and support staff**
- 2. Follow all policies and procedures**
- 3. Communicate pertinent information to the Clubhouse staff**

Any questions or concerns please contact the Lead Caregiver at your child's building:

Annex: 876-5824 Franklin and MTMS at the annex 876-5844

Forest View: 876- 5116

Kenwood: 876-5331

Lincoln: 876-5434

If you have discussed an issue with the Lead Caregiver and felt that your concern was not addressed, please call the

Executive Clubhouse Director: Joy Beth Hicks/ Franklin Principal: 876-5206

## ACKNOWLEDGE PAGE

**My signature below verifies that I have received, read and understand the Cadillac Area Public Schools Clubhouse Parent Handbook. I agree to abide by the policies.**

**Child's Name** \_\_\_\_\_

**Parent's Name**  
**(printed)** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Person Responsible for payment** \_\_\_\_\_

**Date** \_\_\_\_\_

**Site Name** \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND RETURNED TO CADILLAC AREA PUBLIC SCHOOLS CLUBHOUSE. You will receive a copy of this form.**

Items in Parent Handbook are subject to change due to state and federal policies/mandates. Written notification of changes will be provided to parents and will supersede this handbook.