

# SUMMER SCHOOL AGE PROGRAM POLICY BOOK

## **WELCOME**

Welcome to the Rockford Child Care Services Summer School Age Program. Our program provides parents with the security of knowing their children are in a safe, fun and nurturing environment. Our purpose is to provide quality care for children with experiences to enhance their physical, intellectual, social, and emotional development, while also recognizing and encouraging individual interests and talents.

The Child Care Office is located in the Administration Building and is open Monday-Friday from 7:00am - 4:00pm. A 24-hour voice message system is also available.

## **TUITION**

The Summer School Age Program is tuition based, it is not funded by Rockford Public Schools. Returning students may not enroll if there is a previous or remaining balance on their Family Access account. We do not offer sibling discounts. The Summer School Age Program is set-up by child, not by family or parent. Each child enrolled will have their own account. You can locate your child's account through Family Access. A bill for services scheduled for the next month is generated in your Family Access account when the schedule is being entered. The bill must be paid in full by the 25<sup>th</sup> of the month for those services which are scheduled to occur in the following month. Payments are made by logging into Family Access using the Fee Management tab and paid via e-Funds. **Tuition is charged on the basis of enrollment, not attendance**, i.e., illness or vacation.

## **PAYMENT POLICY**

Rockford Child Care Services bills and collects tuition on a pre-pay basis. All payments are due on the 25<sup>th</sup> of each month for the services which are scheduled to occur in the following month. For example, if services are scheduled for the month of June, the entire bill must be paid in full by May 25<sup>th</sup>. Payments are made through Family Access under the "Fee Management" tab.

Non-payment of tuition will result in dismissal from the program. In the event of a dismissal, a dismissal notice will be sent via email and must be paid in full within seven days in order to remain in the program. If the past due balance is not paid within seven days, Child Care services will be terminated for the remainder of the summer.

## **LATE PICK-UP FEE**

Please be prompt in picking up your child. We understand there are unplanned circumstances that can hinder a timely pick up; however, parents are expected to make every effort to arrive on time or arrange for an alternate pick up. We employ a "No Exceptions" policy for late pick-ups. A "Late Pick-up Fee" will be assessed as follows:

- 1 – 5 minutes late = \$1 per minute
- 6 – 15 minutes late = \$2 per minute
- 16 minutes late or more = \$5 per minute
- After **five** occurrences, your child will be unenrolled from the program

## **CHILD ABUSE AND NEGLECT POLICY**

Staff is trained in abuse and neglect and is mandated by law to report any suspected abuse or neglect. This includes the importance of never leaving a child unattended, by an adult, in the car. Our staff is required by law to report any instances of neglect. Under Michigan law, leaving children unattended in a vehicle, even for a short period of time, (i.e., pickup and/or drop off times) is considered neglect. No staff with a protective service or felony criminal conviction involving harm or threatened harm will be hired in

compliance with the State of Michigan Department of Human Services Office of Children and Adult Licensing Administrative Rule.

### **Discipline Policy – Applies to all programs offered through Rockford Preschool & Child Care Services**

Students must be in good standing with their elementary school to attend the program.

The emphasis of our discipline policy is to assist a child in learning to develop inner control of his/her own behavior. In order to achieve this purpose, we will use the following guidelines:

1. Make the child aware of behavioral expectations.
2. Allow the child to accept the consequences of his/her behavior. This is done through the use of positive reinforcement and a discussion of the inappropriate behavior.

The above approach is successful in dealing with discipline problems involving the majority of children. Every effort will be made to modify inappropriate behavior by using these procedures as well as through parent communication and involvement.

### **STUDENT CONDUCT POLICY**

In the event that a student's behavior is disruptive, harmful or negative to the extent that it is detrimental to other students, program or staff, formal (written) documentation will be done and shared with parents, the program director and staff members who have contact with the student. A plan for handling future misbehavior will be discussed between staff, parents and student (if appropriate to do so). The plan may include behavior modification, positive reinforcement or redirection methods.

If we feel that a child is not adjusting to the program, we will advise you and suggest other options. We will give a minimum two-week notice to find alternative care, but in some circumstances it may be better for all concerned if a child is dropped immediately. The Child Care Director maintains the right to dismiss any child from the program that exhibits disruptive or inappropriate behavior that interferes with the quality and/or success of the program.

### **MEDICATION AND EMERGENCY CARE**

***BAC staff does not have access to the school office for medications and/or inhalers. Medications must be given prior to the start of BAC.***

It is the parent/guardian's responsibility for transporting medication to and from school and/or BAC. Students may not carry medication to or from school and/or BAC. If necessary, arrangements and procedures for using inhalers or Epi-pens will be coordinated by the school Principal, Child Care Director and BAC staff in consultation with the District nurse. All medication must be signed in on the medication permission form and put in the office. It must be in the original prescription bottle and have a pharmaceutical label providing the following information: date, student name, type of medication, dosage, and instructions for administering medication. Please make sure that if your child is attending the BAC Program, he/she is well enough to participate in all indoor/outdoor activities.

Parents will be called in the event a child requires emergency care. If parents are unavailable, persons indicated on the Child Information Sheet will be notified. In the event none of the above can be reached and it is an extreme situation, the child will be taken to the hospital listed on the child's information sheet.

### **FOOD POLICY**

Children may bring a breakfast/snack from home for morning BAC. We provide snack for afternoon BAC. If your child has any food allergies, please bring it to our attention.

### **PERSONAL BELONGINGS**

The program is not responsible for lost items. Valuables and electronic items should **NOT** be brought to the program.

## **PARENT INFORMATION BOARDS**

Parents learn much about the program from the parent information boards when they drop off or pick up their child. Advance notice of upcoming events will be posted. It is the parent's responsibility to check the board for information.

## **MICHIGAN "OUT-OF-SCHOOL" TIME MODEL STANDARDS**

The Department of Education requires Before and After School Programs to make public, which of their standards each program follows and which are deviated from.

### **Healthy, Safety and Nutrition**

Our Before and After Program is in compliance with each of the 8 standards.

- A. The health, safety, and security of children and youth are protected.
- B. Written policies and a training system are in place for emergencies.
- C. Staff members are all trained to handle emergencies.
- D. Positive policies and procedures ensure child and staff health.
- E. Appropriate transportation rules are followed.
- F. Proper procedures for the administration and handling of medication and individual medical procedures are developed.
- G. The program serves foods and drinks that meet the needs of children.
- H. Food is stored and prepared safely.

### **Human Relationships and Staffing**

We are in compliance with 10 of the 11 standards, due to Standard H, which we are in partial compliance with.

- A. Adult and Child Relationships are authentic and positive.
- B. Child management is handled with care and respect, focusing on prevention and using methodology, which promotes positive self-esteem.
- C. Staff to child ratios and group sizes are established to insure authentic, helpful, and caring relationships that can be established and maintained between children in the program and the staff. We meet the high-quality ratios of 1:10 for grades k-3 and 1-15 for grades 3-5.
- D. Staff develop open and supportive relationships focused on the needs of the program.
- E. Staff compositions and relationships with each other and the children regularly reflect sensitivity to diversity and gender equality.
- F. Policies and standards are developed and written related to staff qualifications for each position, including written job descriptions used in recruiting and hiring.
- G. A written plan for recruitment, orientation and retention of staff is developed and implemented.
- H. Each site has an adult site supervisor or director with decision-making responsibilities. (The model standards would like each site supervisor to be 21 and have college level classes in child development, child psychology, recreation, social work, youth development or a closely related field. Our lead teachers are 21, but not all of them have college level classes in the designated areas.)
- I. A written, board-approved compensation plan is developed to retain qualified staff and maintain quality programs.
- J. All staff who work with children are physically/mentally able to perform outlined job duties and are free of criminal convictions.
- K. Staff evaluation is established and used for ongoing professional development.

### **Indoor and Outdoor Environment**

We are in compliance with 7 of the standards.

- A. The indoor environment is established to offer a safe, comfortable, age-appropriate, stable facility with adequate space in which to carry out the program.

- B. The outdoor environment is established to offer a safe and age-appropriate area for daily outdoor play and sports.
- C. All materials and equipment, both indoor and outdoor, are purchased and maintained to provide learning and play experiences that are age-appropriate, individually supportive and regularly offer multiple choices.
- D. Materials and equipment provide an enriched environment with regularly refreshed materials.
- E. The environment is accessible to children and families with disabilities.
- F. The environment reflects the diversity represented in the population of the community and gender equality.
- G. The environment reflects various learning styles and abilities of all children.

### **Program and Activities**

We are in compliance with 8 of the 9 standards.

- A. Activities are planned and supported through resources which reflect the interests and abilities of the children enrolled and provide support for the school-day activities, especially supplementing the areas of development not regularly provided during the school day.
- B. The comprehensive curriculum addresses the needs of the whole child, individual as well as group needs, and supports the school curriculum.
- C. Materials are of sufficient quality and type to support the curriculum for all ages.
- D. Program development and implementation is carried out in such a way to include significant child choice and involvement in planning.
- E. School day and OST activities are linked in ways that support the academic development of each individual child.
- F. Staff is educated on the character education curriculum components and can demonstrate their presence in annual planning.
- G. Computer technology experience, which helps children become comfortable with both skills and materials should be available to all ages.
- H. The OST daily schedule provides for regular outdoor activities.

### **Administration**

We are in compliance with each of these standards.

- A. Prior to developing a new program, a comprehensive needs assessment is conducted and the results are used in planning.
- B. Stakeholders are involved and/or informed of the program, its benefits to the children and families, and the impact of the program on the community as a whole.
- C. The budget established reflects input from appropriate stakeholders, utilizing a process that is inclusive and comprehensive.
- D. Fund development, revenue, and fiscal management systems are planned for and implemented to provide for a high-quality program supporting these standards.
- E. The program has developed a policies and procedures handbook for parents and staff.
- F. A system of regular program evaluation is established and used for on-going program improvement.
- G. Program management training is in place for site directors.



**Preschool and Child Care Services - Tax I.D. # F386001986**  
**Administration Building - 350 N. Main Street, Rockford, MI 49341**  
**Phone: 616.863.6560 Fax: 616.866.5994**  
**Office hours: Monday – Friday, 7:00 am – 4:00 pm**