

# **BAC POLICY AND PARENT HANDBOOK**

## **WELCOME**

Welcome to the Rockford Child Care Services Before and After School Care Program. We are happy to have your child participate in our program and look forward to a successful year together. Working with you and your child/children to provide the best possible experience is our responsibility and our goal. In keeping with this promise, we are providing this handbook to acquaint you with our program. The rules and guidelines included are necessary to make the program an effective place for children to grow socially and emotionally. Please keep this booklet handy and refer to it as questions arise.

## **ROCKFORD PUBLIC SCHOOLS MISSION STATEMENT**

*The mission of the Rockford Public Schools is to provide a safe teaching and learning environment which will ensure, with the support of the students, parents and community, that all students, upon graduation, will have the academic and social skills to be successful, lifelong learners in a global society.*

## **PROGRAM CONTENT**

Activities in our Before and After school programs are designed to be flexible enough to meet each child's individual developmental needs. The environment is child-centered with small and large group activities. These may include arts and crafts, games, sports, and time for homework. The importance of peer interaction is considered when planning activities. Children will be supervised at all times by professionally trained, licensed, and experienced staff.

## **ROCKFORD CHILD CARE ADMINISTRATION**

Rockford Child Care Services 350 N. Main St, Rockford, MI 49341 616-863-6560

Melissa Cochrill – Director of Child Care Services – [mcochrill@rockfordschools.org](mailto:mcochrill@rockfordschools.org)

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The Child Care Office is located in the Administration Building and is open Monday-Friday from 7:00am - 4:00pm and open limited hours on district no school days. A 24-hour voice message system is also available.

## **ADMISSION POLICY**

Students entering DK through the fifth grade are age eligible to receive care at their perspective elementary sites. Admission is open to all Rockford Public Schools Students. Registrations will be approved until the site reaches the capacity designated by the State of Michigan. There is an annual \$25 registration fee per Family. The Registration Fee will be billed along with the first month's child care charges.

## **ENROLLMENT PROCEDURE**

Enrollment forms are available on the childcare website. All enrollment forms must be complete before registration will be approved. All forms are required to be updated annually per licensing regulations. Returning students may not enroll if there is a previous or remaining balance on their Family Access account.

## **WITHDRAWAL POLICY**

We require a five (5) business day notification for withdrawal from the program. Please contact the child care office by phone or via email.

## **TUITION**

Rockford Before and After Care is a prepaid program. The BAC program is tuition based, it is not funded by Rockford Public Schools. We do not offer sibling discounts. Tuition is charged on the basis of enrollment, not attendance, i.e., illness, vacation. If BAC is open, you will be charged if your child was scheduled to attend.

Each child enrolled will have their own account. You can locate your child's account through Family Access.

## **PAYMENT**

Services scheduled for the next month is generated in your Family Access account when the schedule is being entered. Tuition 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. **A late payment charge of \$25.00 will be applied to any accounts over 10 days late.** Payments are made by logging into Family Access using the Fee Management tab and paid via e-Funds. You can also opt to have the payment taken electronically from your bank/credit union account via e-funds. Checks are also accepted and can be mailed to the childcare office. Please make your check payable to Rockford Childcare Services.

### **Making your payment through your Family Access account.**

*Payments are made through Family Access under the "Fee Management" tab and "Make a Payment." You will then be routed to the "e-Funds for Schools" banking website where you set up payment. **If you are a new user, you will need to create a User ID and Password. Then click on "Manage Students" and add your child/children to your account using their last name and Student ID number.** If you already have an existing e-Funds account, you can add your student to your current account using their last name and Student ID number. Student ID numbers are located in Family Access under the "Student Info" tab. It is listed as "Other ID" below the child's photo.*

### **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 to remain in the program. **If a dismissal email is issued more than twice in one school year, you will be asked to find child care elsewhere.**

## **TUITION RATES:**

- Enrollment Fee - \$25.00 per family
- Enrollment Fee - \$40.00 per family after June 30, 2023
- AM BAC - \$8.00 per child
- PM BAC - \$15.00 per child
- Early Release BAC - \$20.00 per child
- Full Day BAC - \$42.00 per child
- AM Delay of School Care - \$11.00
- Returned check charge - \$15.00
- Late Payment fee (over 10 days late) - \$25.00

## **SCHEDULING**

**At the time of registration, parents will commit their child to a schedule; a minimum of either 1 AM's or 1 PM's per week. If your child/children are not scheduled for the required minimum amount of days, they will be automatically un-enrolled. Re-enrollment will not be an option.**

Parents/guardians are responsible for entering each child's calendar between the 1<sup>st</sup> and the 25<sup>th</sup> of each month. The BAC calendar will open each month from the 1<sup>st</sup> through the 25<sup>th</sup> to enter your schedule or to make changes to an existing schedule. The Calendar will lock at 11:59 PM on the 25<sup>th</sup> of the month, your schedule cannot be removed and all charges will apply after this time. We do not credit or swap out scheduled days that are cancelled.

If you do not set your schedule between the 1<sup>st</sup> through the 25<sup>th</sup> of the month, please call the childcare office as the childcare office will need to input your schedule. There is an additional charge of \$25 to enter the schedule after the lockout date.

If you add AM or PM care for the current day or current week of care, **a \$5 Add-in Fee will be added to the daily AM or PM BAC charge.** Otherwise, you may add a day at no extra charge **ONLY** if called in by 10 am on the Thursday before next week's scheduled days of care. **DO NOT** send add-in requests via email. All same day add in requests must be called in by 2:15 PM to the Child care Office.

If your child is sent to BAC without a schedule or without contacting the Child Care office, **a \$10 Unscheduled Add-In Fee will be added to the daily AM or PM BAC charge.**

### **SCHEDULING FEES:**

- Calendar Input Fee - \$25
- Add-In Fee - \$5
- Unscheduled Add-In Fee - \$10

## **DAYS AND HOURS OF OPERATION**

The BAC program begins on the first day of the school year and ends on the last day of school. AM BAC is available from 7:00am until 8:25am and PM BAC is available from 3:30pm until 6:00pm. Care is **NOT** available on district snow days.

If your child is not going to attend BAC on an afternoon that he/she is scheduled to attend, a **phone call must be made to the BAC office by 2:15PM**, in addition to notifying his/her classroom teacher. **Emails or text messages to childcare staff will not be accepted.** It is crucial that both the BAC and school staff know exactly where students should be. If your child does not arrive at BAC and the BAC staff has not been given that information, school security begins looking for that child. If your child is on a bus, she/he will be taken off the bus and brought back to BAC. If the BAC office hasn't received a call and a child shows up unexpectedly, due to district safety concerns, the child will not be sent home on the bus they will remain at BAC. An Unscheduled Add-In Fee will be added to the standard PM charge for the day.

## **COMMUNICATION TO PARENTS**

***The childcare office will be sending communications to families by using Family Access. It is important you read these messages thoroughly.***

## **ARRIVAL AND DEPARTURE**

### **Without Covid-19 Protocols**

Parents, guardians, and authorized contacts must come into the school when dropping off and picking up. It is mandatory that every child is signed in and out of BAC. A child will not be released to anyone other than a parent unless that person is an authorized pick up. A photo ID is required at pick up. Please refrain from cell phone use in the building.

### **With Covid-19 Protocols**

Due to Covid-19, parents are not allowed in the building. Pick up and drop off will occur "curbside." Parents will be given parking passes on their child's first day of BAC.

#### **Drop Off:**

If your child is in DK, Kindergarten, or 1<sup>st</sup> grade, please escort your child to the front door until your child is comfortable enough to do this on their own. 2<sup>nd</sup> Grade and higher can be dropped curbside and make their way to the front door without a parent.

#### **Pick Up:**

Parents are to remain in their vehicles with their parking passes visible. A BAC staff member will escort grades DK through 1<sup>st</sup> to the vehicle for the first month. Grades 2<sup>nd</sup> through 5<sup>th</sup> will be signed out and released at the front door. If you do not have a sign/parking pass, an ID will be requested before a child will be released.

## **LATE PICK UPS**

Parents who arrive after 6 pm to take their child from care will be charged a progressive late pick-up fee. The fees are as follows:

1-15 minutes late \$1.00 per minute	16-30 minutes late \$2.00 per minute	30+ minutes late \$5.00 per minute
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Continued late arrivals could result in dismissal from the program, please make every effort to be punctual. **After 5 late pickups your child(ren) will be dismissed from BAC.**

## **SCHOOL CLOSURES AND DELAYS**

If the district advertises "all evening activities cancelled", this **does not** include BAC. When the district website, Family Access, radio or TV announces that Rockford Public Schools are closed, this includes the BAC program. You will receive a credit for that day if the closure is a regular scheduled day for your child.

In case of a school "delay", BAC will still open at 7:00am and remain open until the start of school. For an additional fee, you can drop your child off at BAC on a delay of school day. If the "delay" turns into a school closure, BAC will close and parents will be called to return to school and pick up their child. If school is **closed** during the school day (8:40am - 3:40pm) there will be **no** BAC for the afternoon. You will receive a credit, if the closure is a regular scheduled day for your child.

As the occasion warrants, you will be notified via School Messenger. An automated phone call may include, but are not limited to, reminders to sign up for care for an upcoming *scheduled* delay or *scheduled* closures, etc.

## **FULL DAY AND EARLY RELEASE DAYS**

Prior to enrolling for any scheduled non-school days, holiday, spring break and/or the summer program, your student's BAC account needs to be paid in full (i.e. no outstanding balance). The full day program for scheduled non-school days/holiday vacation is held at Parkside Elementary, 156 Lewis St. Full day care is offered from 7:00am to 6:00pm and Early Release Days are held at your home school.

If care is needed for a Full Day Care or Early Release Days, sign-up is in your child care calendar in Family Access the prior month. Students must be in good standing with their elementary school to attend on these days and must be completely independent in the bathroom. If you are signed up and cancel after the cutoff date, you are responsible for payment. Your child will need to bring a morning snack, lunch with a drink, and appropriate clothing for playing outdoors.

## **BEHAVIOR POLICY**

The Rockford BAC Program has been developed to provide a warm, positive environment that meets children's daily needs. Students must be in good standing with their elementary school in order to attend BAC. There are times when behavior problems may occur and need to be managed. The following guidelines have been developed to support this environment. The Child Care Bill of Rights outline the behavior expectations for our program:

1. We have the right to be safe in Child Care: This means do not hit; do not push; do not hurt anyone.
2. We have the right to be treated with kindness and respect in Child Care: This means be kind to all; be fair to all; do not hurt others' feelings.
3. We have the right to hear and be heard in Child Care: This means be a good listener; do not interrupt; do not disturb others.
4. We have the right to have personal property respected in Child Care: This means be careful with all things; do not take or mistreat anything that belongs to others.
5. We have the right to attend a clean and orderly Child Care Site: This means to show respect for school property; do not litter and help put away toys and supplies that have been used.
6. We have the right to know that everyone is respected in Child Care: This means to be considerate and cooperate with adults and children.

Our staff will use positive methods of discipline, which will encourage self-control, self-direction, increased self-esteem and cooperation. The staff will explain to the child why certain behaviors may be inappropriate and focus on what the child should be saying or doing rather than focus on the negative behavior. Rules will be explained to the children.

## **PROGRESSIVE DISCIPLINE PLAN**

Children are entitled to a pleasant and harmonious environment while participating in the Child Care program. The program cannot serve a child who displays chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity that may include; but is not limited to, behavior that requires constant attention from the staff and ignores or disobeys the rules that guide appropriate behavior. If a child cannot adjust to program setting and behave appropriately, he or she may be dismissed.

Step 1 – 1<sup>st</sup> Warning – Child is given a verbal warning specifically stating the inappropriate behavior. Depending on the age of the child, the child will either be told or will be asked to display more appropriate behavior.

Step 2 – 2<sup>nd</sup> Warning – Child will be reminded of inappropriate/appropriate behavior and a logical consequence to take place if misbehavior occurs again. An older child may be asked to write down the nature of the misbehavior and what corrective measures he/she plans to take.

Step 3 – Parent Communication – Child receives the logical consequence as described to him/her in Step 2. Parent communication takes place in person, by telephone, and/or in written form. The Child Care office will contact the parent/guardian that the next step will be suspension.

Step 4 – Suspension- Child is placed on a one-week suspension by the child care director. A letter is sent home to parents from the Child Care Services, a copy will be given to the school's principal.

Step 5 – Dismissal - Permanent dismissal shall take place if the behavior continues upon reinstatement from suspension.

### **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 on the medication form and needs to be in a labeled Ziploc bag. 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.

### **HEALTH POLICY**

We cannot provide care when your child is ill. If your child becomes ill while in our care, we will notify parents/guardians to come to school and take your child home. The child will be separated from the group and supervised until parent pick up.

In consideration for our child care providers and children in our care, please keep your child home if they exhibit any of the following symptoms:

- **Fever**
- **Nausea/vomiting/diarrhea**
- **Rash**
- **Persistent cough**
- **Communicable disease**
- **Any Covid-19 symptoms**

**Children must be fever free without medication for 24 hours before returning to the child care program.** For the health and safety of your child(ren) and others, communicable diseases must be reported to the staff so families can be informed and be aware of symptoms.

## **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.

## **HAND WASHING POLICY**

All staff and children will clean their hands with soap and warm running water for at least 20 seconds, when entering the classroom. They will also wash their hands during the following times below.

1. Before, during and after preparing food.
2. Before eating food.
3. Before and after handling medications.
4. After blowing their nose, coughing or sneezing.
5. After playing outside
6. After touching pets or other animals.
7. After cleaning up potentially hazardous materials, including bodily fluids.
8. After taking out or touching garbage.

## **CLEANING AND SANITIZING**

Tables will be cleaned after each use using the 3-step method per state licensing regulations posted at the site. All toys and washables will be sanitized on a regular basis.

## **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, it must be listed on the BAC Enrollment Forms. That form will be on file at each site. If there are any other dietary needs, please feel free to send a snack with your child.

## **DRESS AND PERSONAL BELONGINGS**

Children are expected to go outside daily, weather permitting. Please send clearly labeled outerwear for your child. Children will also use the gymnasium. Hard soled shoes and boots are not permitted in the gym. Children are required to wear shoes while in our care. All personal property should be labeled with permanent marker. Rockford Child Care is not responsible for lost items.

## **PARENT INFORMATION BOARDS**

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

## **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](http://www.michigan.gov/michildcare).

## **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 1:12 for grades DK-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.



**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**

