

# Gremlin Extended care Parent Handbook

9/6/2016

# **Houghton Elementary After School/Summer Program Philosophy**

**We are committed to providing quality after school care. A special effort is made to develop a program that is tailored to meet the needs of your child as an individual. We provide a safe and relaxed atmosphere where children can complete homework, create, explore and solve problems together.**

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# **Houghton Elementary After School and Summer Program Policies and Procedures**

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## **SECTION A. Program Expectations**

Parents/Guardians:

1. Can expect that their child will be cared for in a safe, supportive learning environment.
2. May visit with the Director or Assistant about concerns related to their child or the program.
3. Will be consulted about misbehavior on the part of their child.
4. Can visit the Director or Assistant to bring about improvement in the situation.
5. May visit the program for the purpose of observing or participating with their child at any time. (Parents/guardians are required to inform the Director or Assistant of their presence before visiting or participating in any activities.)

Houghton Elementary expects that parents/guardians will:

1. Keep their child's records current.
2. Pick up their child on time.
3. Read all communication from program staff.
4. Work with staff to resolve any issues that may arise.
5. Pay fees on time.

Students may expect to:

1. Have fun!
2. Experience new adventures.
3. Grow personally and academically.
4. Have a safe, supportive and consistent environment.
5. Use program equipment, materials and facilities on an equal basis.
6. Be treated with respect.
7. Be guided by discipline that is fair and non-putative.
8. Receive nurturing care from staff members who are actively involved with them.

Houghton Elementary expects that students will:

1. Be polite to all people.
2. Respect all property.
3. Come prepared to learn.
4. Behave in a safe manner.

## **SECTION B. Admission & Withdrawal**

The Houghton Elementary after school/summer program is open to all families regardless of race, religious affiliation, cultural heritage, political beliefs, national origin, disability, marital status, financial status or sexual orientation. The program

embraces the differences in our community and strives to foster an understanding and appreciation of all.

Houghton Elementary requires information to be kept current. The parent must provide the Director or Assistant with updated information such as emergency contact persons, employers, phone numbers, arrival/departure changes and newly authorized persons to pick up their child.

1. Parents/guardians must complete the registration packet completely prior to their child attending the program.

The registration packet includes:

- Registration Form/Emergency Information
- Health & Immunization Verification
- Parental Consent/Release Statement
- Playground Waiver
- Parent Notification of the Licensing Notebook
- Parent Notification regarding child custody (if applicable)
- After-School/Summer Fees Policy

Prior to withdrawal, parents should please notify staff so your final bill can be calculated. Prompt payment is appreciated.

## **SECTION C. Scheduled & Unscheduled School Delays and Closings**

1. Scheduled No School Days- If the school is closed, the program is closed.
2. 2-hour delay- The program is open.
3. Unscheduled No School Days- There will be no after school program on days when school is cancelled.
4. Scheduled Early Dismissal Days- There will be no after school program on early dismissal days.
5. Unscheduled Early Dismissal Days- There will be no after school program on days when school is dismissed early.
6. Non-Programming Days- There will be days when the program is closed due to staff trainings. Parents/guardians and the school will be notified in advance of any such days.
7. Summer- A summer calendar will be published and distributed annually.
8. Summer – Unscheduled Closing – In the event we are unable to run the program due to unforeseen circumstances such as a widespread power outage, staff will contact parents by phone on where and when to collect their children. If this sort of event happens in the night, parents should listen to local radio stations for closure notices.

## **SECTION D. Hours of Operation**

The program will run Monday through Friday on a regular basis. As described in Section C, there may be days when programming is cancelled.

The after-school program begins immediately at the end of the regular school day and runs until 5:30 pm.

The summer program will operate from 7:30 am to 5:30 pm.

## **SECTION E. Daily Routines**

The after-school program routine includes a snack, health/wellness/recreation activities, and a variety of enrichment activities based on student interest. Homework help is available every day.

The summer daily schedule starts with early morning child care time with breakfast provided to students arriving before 8:30 am. Core programming time, which runs from 9:30 am. – 3:30 pm. begins with academic based hands-on experiential learning with a focus on science writing, reading, math and more. Lunch is provided daily. The afternoon portion of programming time includes wellness activities, recreation and enrichment opportunities and a nutritious snack.



Field trips are taken weekly to a variety of locations including beaches, museums, hiking trails and other areas of interest to students. Programming time is followed by another block of childcare time where students may engage in supervised individual or cooperative play. The site closes at 5:30 pm each day during the summer session.

## **SECTION F. Outdoor Play**

School year: Weather permitting, we will go outside for recess from 3:30-4:00pm and again from 5:00-5:30pm. In the event of inclement weather, we will make every effort to provide an alternate health and wellness activity.

Summer: Weather permitting, we will go outside for recess from 8:30-9:30 am, after lunch from 12:00-12:30 and again after snack from 3:45-5:30. In the event of inclement weather, we will make every effort to provide an alternate health and wellness activity.

While our playground is regularly maintained, it is a public school's outdoor play area. We have not been inspected by a person certified by the National Playground Safety Institute or the National Program for Playground Safety.

## **SECTION G. Fees**

Bills will be issued following the week of activity. Payment is expected by Friday of the next week.

Child care reimbursements are available through the Department of Human Services (DHS) to eligible families. Families may contact DHS at (906) 482-0500 for more information.

## **SECTION H. Transportation**

Parents/guardians must complete the pick-up and child release portion of the registration form. This is required for students who are authorized to walk home and for students who will be picked up.

Parents/guardians must pick up their child by the regular program closing time.

## **SECTION I. Absences**

School-year:

Parents/guardians are encouraged to submit students' schedules on a weekly basis.

Parents/guardians of a student who will attend school, but will be absent from the after school program, must notify the Elementary School office by note or telephone call to 906-482-0456.

Absentees without prior notification may be

mistaken for a missing student and cause unnecessary concern.

Summer:

Weekly schedules are due by Friday the week before. You will be billed according to the schedule provided.

## **SECTION J. Communicable Diseases, Illness**

1. Certain symptoms in children may suggest the presence of communicable diseases. It is appropriate to exclude children with treatable illnesses until treatment has reduced the risk of spread.
2. Temporary exclusion is recommended when the child has any of the following conditions:
  - Fever of 100 F or higher and when accompanied by behavior changes or other signs or symptoms or illness such as sore throat, rash, vomiting or diarrhea.
  - An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.

- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- Vomiting: More than 2 episodes in the previous 24 hours, unless the vomiting is caused by a non-infectious disease condition and the child remains adequately hydrated.
- Abdominal pain that continues for more than 2 hours or intermittent pain with associated fever or symptoms of illness.
- Rash with fever or behavioral changes.
- The illness prevents the child from participating comfortably in activities.
- Mouth sores with drooling unless the child's primary care provider determines that the child is noninfectious.
- Head lice until after treatment and is checked and clear.
- Any Reportable Communicable Disease defined by the Michigan Department of Community Health.

If staff notice a child is visibly ill, parents will be contacted by phone to come pick their child up.

## **SECTION K. Medical / Accident Plan**

1. When a child is injured, an ‘ouch report’ will be filled out by the staff who witnessed the injury.
2. A copy of the report will be given to the parent/guardian who picks up the child that day. A response from the parent/guardian will be noted on the form.
3. If any medical follow up is needed, the parent/guardian will let the Director or Assistant know within 24 hours.
4. If a serious injury occurs, including broken bones, deep cuts, or anything else that may require professional medical attention as soon as possible, the staff is responsible for the child until the parent can take charge.
5. Staff will communicate with each other to see that the following occurs:
  - One staff person will provide necessary emergency first aid and wills stay with the child until the parent arrives.
  - The other staff person will:
    - a. Call emergency ambulance or paramedics if the situation is life threatening.

- b. Call parent or substitute caregiver.

## **SECTION L. Distribution of Medication**

Whenever a student is to be given prescription or over-the-counter medicine, parents/guardians will be asked to fill out a Medication Record and Consent Form. This must be signed and dated by the parent/guardian and the Director or Assistant. The form must have the medication name, dosage, start and end date of medication, time to be given and any other required directions. The medication must be provided in the original container and will be kept in a secure area. All medication will be given as directed.

## **SECTION M. Meals and Snacks**

### **After-school Program:**

A nutritious snack will be provided by the school every afternoon in the after-school program.

### **Summer Program:**

Meals and snacks are provided by the school in accordance to the State of Michigan's Licensing Rule 335. (1). Food and beverages provided by the center shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the

child and adult care food program as administered by the Michigan department of education.

Students arriving by 8:30 a.m. will receive breakfast. Lunch is served beginning at 11:30 p.m. Snack is served at 3:30 p.m.

All meals and snacks will be eaten in the cafeteria and students will be expected to clean up their area when they are finished.

If parents chose to provide lunch for their child it should be in an insulated container like a lunch bag with a frozen cold pack in it to maintain safe temperatures.

## **SECTION N. Student's Personal Property**

Student's personal property, coats, clothing, school bags, etc. must be cleared from the cafeteria after each day. Any personal property that remains after the day is over will be taken to lost and found.

Although we attempt to help students stay organized, the program is not responsible for lost or stolen property.

Students should not bring money, candy, hand-held electronic devices, or other valuable personal items

to the program. These items will be kept in the office and returned at the end of the day.

## **SECTION O. Discipline and Discharge**

All participants of the program will be required to follow the rules. Staff is committed to the safety and happiness of each child. Our hope is that this discipline plan will help each child to be responsible for his or her actions in a positive manner.

Discipline is a means to help children display appropriate behavior. The ultimate goal of the behavior guidelines is to ensure a positive and safe learning environment for all children while helping them to develop self-control and inner discipline.

Children are expected to abide by the following rules:

1. Respect yourself and others.
2. Bad attitudes, cursing, violence and stealing will not be tolerated.
3. Respect other people's property. If you would like to use something that is not yours, ask first.
4. If your activity center happens to be in a classroom that you are assigned to for school, do not use classroom supplies, even if they are yours during the school day.



5. Programming begins as soon as the school day ends. You must report to your designated area with all of your homework, supplies, coats, hats, etc. You may not be allowed back into your classrooms/lockers to retrieve items.
6. This is a tobacco and substance free program. Tobacco or other substance use is strictly prohibited.
7. Leaving for any reason without a written permission note from parents/guardians or a staff member will result in disciplinary action.
8. You must report for attendance immediately at the beginning of programming.

Continued behavior difficulties or seriously inappropriate behavior as listed below will incur suspension or exit from the program:

1. If a participant willfully harms another child or staff.
2. If a participant willfully destroys property.
3. If a participant knowingly takes another person's property without permission.
4. If a participant leaves campus without permission or hides from staff.
5. If a participant has exhausted all other discipline measures.

Parents will be notified in the event of any such occurrences. All efforts will be made to work with the parents and children on all behavior issues.

### Field Trips

There are plans to leave the school several times during the year. Good behavior and positive participation are mandatory. Participants on field trips are representing Houghton Elementary School and their families.

### Poor behavior on field trips may result in these actions:

1. Parents/guardians may be called to come and remove a child from the field trip.
2. Student may not be allowed to attend future field trips.

## **SECTION P. Licensing**

The program is licensed by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing. The licensing book is available for review during regular business hours.

It is a requirement that licensed centers maintain a licensing notebook of all licensing inspection reports, special investigation reports and all related

corrective action plans. This notebook is available for review during regular business hours.

Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at **[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)**.