



**GRAND LEDGE  
PUBLIC SCHOOLS**

# FALL 2021-2022 HANDBOOK

August 2021

# WELCOME!

Supervisor/Bookkeeper: Paula Dunn  
517-925-5787  
dunnp@glcomets.net

Assistant Supervisor: Trevor Dunn  
dunnt@glcomets.net

## LOCATIONS

### ***Delta Center Elementary School***

305 S. Canal Road  
Lansing, MI 48917  
925-5580

Head Caregiver: Ms. Stacia  
Caregivers: Ms. Karen, Ms. Spring, Mr. Avery, Mr. Zach

### ***Hayes Elementary School***

12620 Nixon Road  
Grand Ledge, MI 48837  
925-5668

Head Caregiver: Ms. Corrie  
Caregivers: Ms. Karen, Mr. Zach

### ***Holbrook Elementary School***

615 Jones Street  
Grand Ledge, MI 48837

Acting Head Caregiver: Mr. Trevor  
Co-Head Caregiver: Mr. Erik  
Caregivers: Ms. Allison and Ms. Elizabeth

### ***Wacousta Elementary School***

9135 Herbison Road  
Eagle, MI 48822  
925-5968

Acting Head Caregiver: Mr. Trevor  
Head Caregiver: Ms. Maria  
Caregiver: Ms. Linda, Ms. Alexis, Ms. Zoe

### ***Willow Ridge Elementary School***

*(All centers combine for school year full days and summer program at Willow Ridge)*

12840 Nixon Road  
Grand Ledge, MI 48837  
925-5800

Head caregiver: Mr. Travis  
Caregivers: Miss Staci, Miss Amber, Miss Karen, and Mr. Kayvion

## Staff and Volunteers

1. All of our year-round staff members are First Aid and CPR certified.
2. Each staff member is required by the Licensing Department of the State of Michigan to complete 16 hours of professional development annually.
3. All staff will be fingerprinted prior to hire.
4. Documentation from DHS will be on file at the center stating that he or she has not been placed on a Central Registry case as a perpetrator of child abuse or child neglect.
5. A form will be signed stating they have never been convicted of an offense for anything other than a minor traffic violation or have been involved in a substantiated case of abuse or neglect of children and/or adults.
6. No volunteer, including parents, will be having unsupervised contact with a child in care. A staff member must always be present when a volunteer is in the room.

# ADVENTURE CLUB



Welcome to the Grand Ledge School District's Childcare Program, licensed by the State of Michigan. This booklet is designed to give you an overview of the program, and provide information about our policies and procedures. We hope it will answer any questions you may have. If not, feel free to contact Paula Dunn, the program supervisor, at 925-5800, or the head caregiver at the center your child(ren) attends. Paula can also be reached through e-mail: [dunnnp@glcomets.net](mailto:dunnnp@glcomets.net).

## GOALS OF THE PROGRAM

To provide safe, dependable childcare for school-aged children before and after school.

To nurture, support, and personally interact with each child attending.

To provide a variety of activities designed to enhance the physical, intellectual, social, and emotional development of the children.

To provide child care for a reasonable cost at a convenient location.

To expand the use of school facilities in order to meet the growing needs of the community.

To enhance and encourage the development of the children's individual interests and talents.

To provide a comfortable and relaxed environment where children feel welcome and secure.

### CHILD PROTECTION LAW

The Child Protection Law, Act 238 of the Public Acts of 1975, effective 4/1/85, requires that all childcare providers have a legal obligation to report suspected cases of abuse and neglect. While there are some types of injuries or conditions that are presumed to be evidence of abuse or neglect and thus require reporting whenever they occur, most require the exercise of judgement on the part of individuals when reporting obligations. Suspected cases of abuse and neglect must be reported to the Child Protection Division of the State of Michigan Department of Human Services.

### COVID-19 RESPONSE

Adventure Club reserves the right to add, remove, or modify anything in this handbook in response to COVID-19 guidelines.

# ENROLLMENT

Enrollment will be limited to children **kindergarten through 6<sup>th</sup> grade** in the Fall of 2021 (5 by Sept. 1st - 13 years).

You may enroll your child(ren) at anytime during the school year program providing that there are openings at your child(ren)'s school. All children must be **enrolled a minimum of 2 scheduled sessions each week** (2 mornings or 2 afternoons, but **not** one morning and one afternoon).

The following forms must be completed and returned before a child can attend Adventure Club:

1. Registration Form - includes Health Form Waiver and Daily Schedule Contract
2. Emergency Card - includes Field Trip Permission Form
3. Initials Form

**The childcare center must be kept informed of any changes needing to be made to any of these forms especially the emergency card. Emergency card must be reviewed and initialed annually.**

# ADMISSIONS

## NOTICE OF NONDISCRIMINATION

It is the policy of the Grand Ledge Public Schools District that no person shall be discriminated against in matters of employment or enrollment on the basis of race, color, national origin, gender/sex, sexual orientation, age, disability, height, weight or marital status in its programs, services or activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Inquiries related to discrimination on the basis of disability should be directed to:

Director of Special Services  
Section 504 Coordinator  
Grand Ledge Public Schools  
Central Office, Room 105  
220 Lamson St.  
Grand Ledge, MI 48837  
(517) 925-5410

Direct all other inquiries related to discrimination to:

Director of Human Resources  
Grand Ledge Public Schools  
Central Office,  
220 Lamson St.  
Grand Ledge, MI 48837  
(517) 925-5405

**Special Needs:** Any child with special needs will be accommodated according to their IEP or 504 if you provide this to the Adventure Club staff. If your child has any food allergies, let us know and we will accommodate.

# HOURS OF OPERATION/HOLIDAYS

Before School .....	Begins September 7 <sup>th</sup> , 2021
After School .....	Begins September 7 <sup>th</sup> , 2021
School Delays .....	Centers will be <b>OPEN</b>
Early Release (Scheduled) .....	Centers will be <b>OPEN</b>
Early release due weather, power, etc.....	Centers will be <b>CLOSED</b>
School Closure--other reasons .....	Centers will be <b>CLOSED</b> (Weather, power, etc.)
Half days .....	Open mornings as usual and afternoon 11:30 to 6:00 p.m.

## The dates below are tentative and subject to change

Our Child Care Centers will be **CLOSED** during the following days:

Labor Day Weekend (September 6<sup>th</sup>)  
Half Day (October 15<sup>th</sup>)  
Thanksgiving Break (November 25<sup>th</sup>, and 26<sup>th</sup>)  
Christmas Week (December 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>)  
New Year's Eve Day, New Year's Day (Dec 31<sup>st</sup>)  
Martin Luther King Day (January 17<sup>th</sup>)  
President's Day (February 21<sup>st</sup>)  
Memorial Day (May 30<sup>th</sup>)  
Last Day of School- Closed Afternoon Only

Adventure Club will be **OPEN**:

Fog Delays  
Half Days (Open for all except October 15<sup>th</sup>)  
Tues, Wed before Thanksgiving (November 23<sup>rd</sup> and 24<sup>th</sup>)  
New Year's Week (December 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>)  
Spring Break

## **SNOW DAYS:**

- Snow days will be determined on a case-by-case basis by the district. This decision will be determined by 6am and communicated per usual Snow Day procedures (Television listings, robo-call, school website, and the Adventure Club Facebook page).
- Care will be provided at **one** center only: **Willow Ridge**. Snow days will have an adjusted start time of **7:30am**, and will close at 6pm as usual.
- Charges for snow days:
  - If there is no school and no Adventure Club, you are not charged for care for the snow day.
  - If Adventure Club is open and your child **does not** attend, you will be charged as if it was a regular school day.
  - If Adventure Club is open and your child attends, you will be charged for a full day of care. Any charges that would have been applied for a regular school day will be removed.

## TUITION CHARGES

Full Day (6:45am-6:00pm) -----	\$35.00
Second Child -----	\$28.00
Before School (6:45am-8:30am) -----	\$8.00
Second Child -----	\$6.00
After School (4:00pm-6:00pm) -----	\$8.00
Second Child -----	\$6.00
Hayes* Before School (6:45am-7:30am) -----	\$7.00
Hayes* After School (2:30pm-6:00pm) -----	\$14.00
Half Days (Noon-6:00pm) -----	\$19.00
Second Child -----	\$18.00
Delay Days (6:45am-10:45am) -----	\$14.00
Second Child -----	\$13.00

**Please make tuition payments by Friday at 6:00pm each week.\* You can make checks payable to: Grand Ledge Adventure Club. Payments can also be made online through SchoolPay.com**

\* Repeated failure to make payments on time may result in termination of care. A \$10.00 late fee will be assessed for any childcare payments 2 weeks past due.

## OTHER CHARGES

The Centers open at 6:45 a.m. Children are are not allowed in the building prior to opening.

The Center closes at 6:00 p.m. Children that are picked up after 6:00pm will be considered late pick-ups. A late fee of \$2.50 will be assessed for every five minutes your child(ren) is/are here after 6:00pm.

*(If a parent or guardian has not arrived or called by 6:05, staff will call the first name on the emergency card to have someone come and pick up the child.)*

**\*\*Constant disregard to opening and/or closing times may cause childcare to be discontinued for your child.**

If your child will not be attending, please call the Center. You will be charged for any days that your child is scheduled. There will be a \$2.00 additional charge if the center is not notified of an absence. Each center has voice mail; please feel free to leave a message.

During the school year, vacation time is unlimited provided a written notice is received seven days prior. You may schedule vacation time by filling out the schedule change form at the sign in/out table at your center. There will be a 2 week limit on consecutive vacation time. After 2 weeks you will be charged the 2 day minimum in order to hold your child's spot. This 2 day minimum holds your child's overall spot in the program, but **does not** hold your child's specific schedule.

You may withdraw a child(ren) from the program at any time. A fourteen-day written notice is required. If you wish to withdraw your child(ren), but fail to provide a fourteen-day notice, you will still be responsible to pay for fourteen days tuition.

## HEALTH CARE

### Sick Policy for Students and Staff

Sick children should not be brought to the Center. When your child shows signs of illness at home, please do not send them to Adventure Club. Sick children brought to Adventure Club only result in possible further inconvenience for you, and possible exposure to other children.

Please call the Center and let us know if your child will not be attending on a scheduled day.

### Sick Policy (controlling infection)

Students and staff will undergo a health screening and temperature check before being allowed in the building.

This screening will include:

- Fever. Fever of 100.4 degrees or above or signs of a fever (chills/sweating).
- Vomiting, Diarrhea, or Abdominal Pain.
- Sore Throat.
- Cough. New uncontrolled cough.
- Headache. New onset of severe headache.
- Difficulty Breathing. For students with asthma, a change from their baseline breathing.

Any child or staff with a temperature above 100.4 or that fails the above screening will not be allowed inside the center. Parents/guardians will **not** be allowed in the building during pick up and drop off times. This is to help reduce the possible transmission of Covid-19.

Children should stay home if they are in quarantine due to exposure to an individual with a confirmed case of COVID-19

A separate dedicated room is prepared in the event of a student falling ill while at Adventure Club. If a child is not feeling well or suspected of being ill, we will move the child to the isolated room. We will

- Place a staff member with that child to monitor their condition and provide social support (while still social distancing).
- Contact parents/guardians immediately.

If a staff member or child exhibits multiple symptoms of COVID-19, we suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until:

- They have been fever-free for at least 72 hours without the use of medicine that reduces fever.
- Other symptoms have improved.
- At least 10 days have passed since symptoms first appeared.

If a staff member, student, family member, or visitor becomes ill with Covid-19 symptoms, we will:

- Contact the local health department and licensing consultant for next steps including possible closure for 14 days.
- Notify all parents/guardians of the situation while respecting the privacy of any involved families/individuals.

All parents/guardians are **required** to report possible exposure to Covid-19 directly to Paula or Trevor. Safety is our primary concern, so we need families to be transparent about potential exposure to Covid-19. We are required by law to report any cases in our care to the Health Department who will then advise us how to safely remain open or close for a 14 day isolation period. Families are encouraged to have back up care in the event of Adventure Club temporarily shutting down. **Failure to report this information to Paula or Trevor may result in immediate termination from Adventure Club.** Please help us keep our families safe!

The following are non-Covid-19 guidelines for excluding children and Staff from Adventure Club.

1. Eye discharge
2. Nasal discharge
3. Any unidentified rash (Must have written permission from a doctor that rash is not contagious)

Parents will be notified by phone of any symptoms of impending illness that occur during child care.

## **MASK POLICY**

- All students will be required to wear a mask while at Adventure Club.
- Masks will be worn in the classroom and in the hallways. Students may take their masks off when eating, when in the gym for balltime/group game, and when playing on the playground.
- Each student will be given a new brown paper bag each morning for storing their mask, and will take this bag with them to lunch, balltime/group game, and outside.
- Disposable masks are available for any child that does not bring a mask with them to the center.
- Masks brought from home need to be washed daily, and have the student's name written somewhere on the mask.
- Staff are required to wear a mask while working barring medical restrictions.

## **PRESCRIPTION DRUGS AND MEDICATION**

School Board Policy regarding drugs and medications taken at school has been designed for the safety of all students. When a student is required to take drugs or medication at school, any and all medication must be delivered to Adventure Club by a parent/guardian or an adult parent representative-NOT BY STUDENTS. Grand Ledge Public Schools will require the following in connection with the administration of medication to a student attending Adventure Club:

\*The student's parent/guardian must submit, in advance, written permission to administer the medication.

\*The student's parent/guardian must furnish physician's instructions that are on the medication container in order to administer the medication.

\*Medication will be administered by Adventure Club Staff.

\*Medication will be administered in the presence of another adult, unless an emergency threatens the life or health of the student.

\*Medications with the directions of "take as needed" require instructions from the parent or physician on what constitutes appropriate conditions for dispensing the dosage amount and the maximum number of times the medications can be administered during the day.

**Medication will not be dispensed if these requirements are not followed. If possible, please arrange to have a medication given at home.**

Students with respiratory or highly allergic conditions will be allowed to carry inhalers or emergency medical kits with them while at Adventure Club; however, Adventure Club staff will administer all medications. Parents need to contact Adventure Club, in writing, so proper precautions are taken and staff is well informed as to the condition. Over-the-counter medications requiring administration during the day must be brought in by the parent in the original container with written directions. See Adventure Club staff for consent forms to dispense medication at Adventure Club.

## **ACCIDENTS AND ILLNESSES**

If a student illness or accident should occur on school property or at an Adventure Club event:

\*Parents will be contacted depending on the seriousness of the illness or injury;

\*If the illness or injury is serious, parents or the designated emergency contact person will be contacted to determine the best course of action to follow; or

\*If it is impossible to contact either of the above, the Grand Ledge Area Ambulance Service will be contacted. The student will be placed under their care. If decided necessary, the students will be transported by ambulance to the hospital. Ambulance transportation charges will be the responsibility of the parents.

\* In no instance can the student be released to anyone but the parents, unless parental consent and approval is obtained.

\*All bumps, bruises and scrapes to the head will be reported to the parent via phone call.

**All Adventure Club year round staff members are trained in CPR and First Aid.**



## BREAKFAST / LUNCH / SNACK

*Breakfast will be served from 7:00 a.m. to 8:00 a.m. (Cereal and fruit Until 8:15)*

A Sample Breakfast schedule is as follows:

<b>MONDAY:</b>	<b>Oatmeal/Muffins</b>
<b>TUESDAY:</b>	<b>Toast/Eggs</b>
<b>WEDNESDAY:</b>	<b>Waffles</b>
<b>THURSDAY:</b>	<b>Toast/Sugared Cereal</b>
<b>FRIDAY:</b>	<b>Bagels/Hot Chocolate</b>

Each day a fruit, cheese stick and a choice of milk or juice will be served.

On **full days** of childcare, lunch will begin at 11:30 or 12:00 depending on your child's group. Milk or juice will be provided.

Please provide a **cold lunch** from home on full days, unless notified differently.

Snack will be given after attendance has been taken. A food item will be served along with milk or juice.

**Handwashing:** Hands will be washed with soap under running water. Children will wash their hands before breakfast, lunch, and snacks.

Staff will wash their hands prior to serving breakfast, lunch and snacks.

## GENERAL SCHEDULE

The following is a sample schedule for a typical morning. Exact times vary by center:

6:45-8:00 Breakfast served

6:45-7:30 Table Time

7:30-8:00 Group Game/Ball Time for K-2<sup>nd</sup> graders; Table Time for 3<sup>rd</sup>-6<sup>th</sup> graders

8:00-8:30 Group Game/Ball Time for 3<sup>rd</sup>-6<sup>th</sup> graders; Table Time for K-2<sup>nd</sup> graders

8:30-8:35 Clean Up and Attendance

8:40 Dismissal

The following is a sample schedule for a typical afternoon. Exact times vary by center:

3:55-4:00 Arrival

4:00-4:05 Attendance

4:05-4:20 Snack

4:20-4:40 Reading/Table time

4:40-5:00 Special Activity

5:00-5:30 Outdoors/Balltime

5:30-6:00 Table time

Monday: Science projects  
Tuesday: Arts and crafts  
Wednesday: Group games  
Thursday: Puzzles/Word Searches  
Friday: Special snack



Each day one of the above special activities is offered. There is usually ample time for many other activities such as: ball time, quiet reading or homework time, table time and outdoor play.

### **Licensing Notebook:**

Our center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans on our parent sign in/out tables. This notebook is available to parents to review. Licensing inspection and special investigation reports from the past two years are available on the bureau of Children and Adult Licensing website [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**Integrated Pest Management:** You will receive advance notice of pesticide applications. There will be a sign posted on the entryway door the day prior to applications. It will list all information including target pest, date of application, and contact information for the toll-free number for a national pesticide information center. No liquid spray or aerosol insecticide applications will be used inside unless children will not be present for 4 hours or longer.

**PLAYGROUND:** While the playground has been deemed safe for school age children and is the same playground used during school hour, we are required to notify you that it does not comply with the Licensing rule R400.8170 (11). Because it is a school based program it is not required to meet the same playground safety regulations that other licensed centers are required to meet.

## **SIGN IN/OUT POLICY**

A parent or guardian will be **required** to sign their child(ren) in each morning and sign them out each afternoon. Children will only be released to parents or persons authorized on the emergency card to pick up the child.

Any individual, including parents, picking up a child should be ready to show photo ID if requested by a staff member. Staff are trained to ask for ID on **any** individual picking up a student whom they do not recognize or already know.

The purpose of these restrictions is for the protection and safety of all children in the program. Parents need to notify the center if a child will not be attending by a note, email, or phone call in advance.

# DISCIPLINE POLICY

Adventure Club staff focus on proactive strategies to positively manage student behavior. We are constantly monitoring students to spot potential issues, and attempt to engage with students before misbehavior occurs. Staff will try to talk with students to redirect the child towards more appropriate behaviors, and help students understand why certain behaviors are not permitted at Adventure Club. If this approach is ineffective, or a student behaves inappropriately before we can intervene, we then have a discussion with the child about the behavior and actions in question. If this situation is not severe, we attempt to discuss the behavior with the child, and they may lose a privilege for a short amount of time (i.e. sitting out of group game for 5 minutes, losing 5 minutes of electronics time, etc.)

In the event of more serious misbehaviors, or actions that are hazardous to others, or extreme disrespect to others, staff, property, or themselves, the following steps may be taken:

1. Write Up: Staff will talk with parent/guardians via phone or in person of their student's behavior, and provide a write up of the events. This is considered a warning of unacceptable behavior, and is intended to communicate to students the seriousness of their actions.
2. 2-Day Suspension: The student will not be allowed to attend care for 2 consecutive days.
3. Removal from Program: Student will be withdrawn from the program.

These 3 steps are not concrete, so depending on the behavior a student may receive multiple write-ups before facing suspension, or may immediately face a suspension depending on the student's actions. We try to react to each situation appropriately, and offer students a chance to learn from their actions.

We will be reinforcing the rules of the program so your child will be fully aware of these rules. We ask that you, as parents, support us so we can achieve a safe and enjoyable environment for all of our students.

**\*\*In an extreme case, the supervisor maintains the right to withdraw a student without following the three stages listed above**

## GENERAL ADVENTURE CLUB POLICIES

Fall 2021

1. There is a \$35.00 annual enrollment fee for each child. This must be paid to guarantee your child's spot with the program.
2. If your child is scheduled to attend and is absent, you will be responsible for full tuition charges for that day. The only exceptions to this policy are as follows:
  - Funerals** (no charge with written verification)
  - Layoffs** (no charge with written verification from your employer\*)
  - Hospitalization** (no charge with written verification from the doctor or hospital)
  - Medical/Maternity Leave** (no charge with written verification\*)
  - Vacations** with 7 day written notice

\* **After two weeks of no charge**, a minimum of 2 days (2 morning and 2 afternoon sessions) will be billed to your account to hold your child's spot in the program.
3. The center opens at 6:45 a.m. Children are are not allowed in the building prior to opening. The center closes at 6:00 p.m. Children that are picked up after 6:00 p.m. will be considered late pick-ups and will be charged \$2.50 for every five minutes. If the parent has not contacted the center by 6:05 p.m., the staff will call the first name on the emergency card to have someone come and pick up the child. Constant disregard to opening and closing times may result in termination of care.
4. A parent or guardian is required to sign their child/ren in each morning and sign them out each afternoon.
5. Adventure Club is not responsible for lost or broken toys or other items.  
LABEL EVERYTHING.
6. Payment is expected to be paid in full by Friday of each week unless a payment plan is approved by the program supervisor in advance of care. Checks will be deposited Monday each week. Any checks received after 9am Monday will not be deposited until the following week. A \$10.00 late fee will be assessed for any childcare payments 2 weeks past due. A fee of \$16.50 will be added to your account for any returned checks. If it becomes necessary to turn this account over to collections, you will be responsible for a \$50.00 processing fee, all collections fees, and interest on the balance owed.
7. Withdrawal from the program requires 14 days written notice. **YOU WILL BE CHARGED FULL CHARGE FOR A MINIMUM OF 14 DAYS FOLLOWING THE RECEIPT OF WRITTEN NOTICE OF TERMINATION.**

## SCHOOL YEAR ADVENTURE CLUB POLICIES

1. You must sign up for half days, professional development days, and winter and spring break days at least two weeks in advance. This is very important for our planning and staffing. There will be a \$5.00 additional fee for anyone signing up after the two-week deadline provided there are spaces available. NOTE: Often there is not room for late sign up for these days. Forms for these special days will be available at each center. Bus fees and activity fees may apply on these days.
2. You must sign up for a minimum of 2 permanently **scheduled** sessions, 2 morning or 2 afternoon, each week or 4 days every other week.
3. All students scheduled to attend Adventure Club on the first day of school **will kept at Adventure Club** unless you notify us in writing of other arrangements.
4. You may change your schedule at anytime, but must provide written notification seven days in advance. These changes need to be approved by Paula through email at [dunnp@glcomets.net](mailto:dunnp@glcomets.net)
5. Any day(s) added to your child's schedule will be charged a \$2.00 add-in fee. These add-in days need to be approved by Paula through email. These days **are not guaranteed**; they are only available based on the capacity of the center for the day you would like to add.