



**GRAND LEDGE
PUBLIC SCHOOLS**

FALL 2022-2023

HANDBOOK

May 2022

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
517-925-5580
Head Caregiver: Ms. Stacia
Caregivers: Ms. Karen A, Ms. Spring, Mr. Zach

Hayes Elementary School

12620 Nixon Road
Grand Ledge, MI 48837
517-925-5668
Head Caregiver: Ms. Corrie
Caregivers: Ms. Karen F, Mr. Zach

Holbrook Elementary School

615 Jones Street
Grand Ledge, MI 48837
517-925-5374
Head Caregiver: Ms. Amber
Caregivers: Ms. Allison, and Ms. Bobbi

Wacousta Elementary School

9135 Herbison Road
Eagle, MI 48822
517-925-5968
Acting Head Caregiver: Mr. Trevor
Co-Head Caregiver: Ms. Maria
Caregiver: Ms. Alexis, and Ms. Linda

Willow Ridge Elementary School

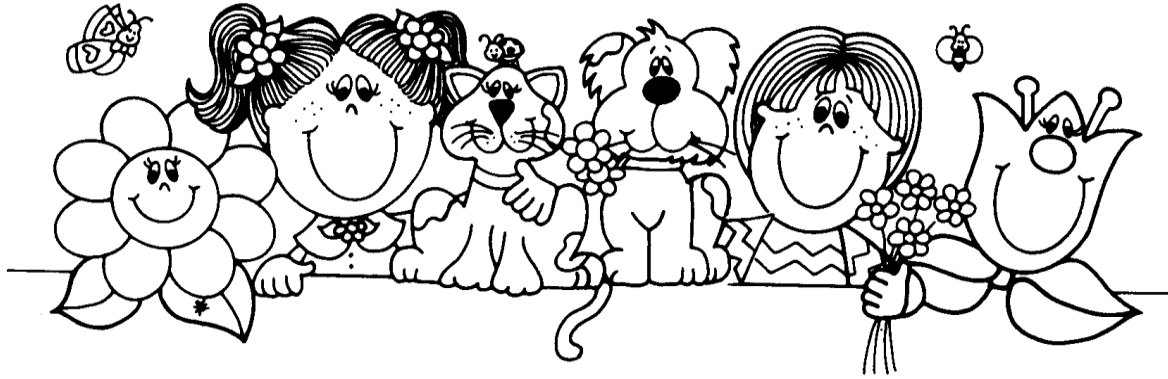
(All centers combine for school year full days and summer program at Willow Ridge)

12840 Nixon Road
Grand Ledge, MI 48837
517-925-5800
Head caregiver: Mr. Travis
Caregivers: Mr. Kavion, Ms. Staci, and Ms. Joni

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. All staff and volunteers have undergone a comprehensive background check per the Public Sex Offender Registry (PSOR). Documentation of this check is kept in each individual's file. Any individual registered on PSOR is prohibited from having contact with any child in care.
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 have 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: dunnp@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 Publics 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 injures 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 6th grade** in the Fall of 2022 (5 by Sept. 1st - 13 years).

You may enroll your child(ren) at any time 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.

An annual enrollment fee of \$35.00 per student is due at the time of enrollment. This enrollment fee is non-refundable.

A deposit of \$100.00 for 1 student (\$150.00 for 2+ students) is due at the time of enrollment. This deposit will be credited to your account once the school year begins. If you withdraw from the program by Friday, July 29th, this deposit will be refunded to you.

ADMISSIONS and WITHDRAWLS

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.

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 of tuition.

HOURS OF OPERATION/HOLIDAYS

Before School	Begins August 31 st , 2022
After School	Begins August 31 st , 2022
School Delays	Centers will be OPEN
Early Release (Scheduled)	Centers will be OPEN
Early release due weather, power, etc.....	Centers will be CLOSED
School Closure--other reasons	Centers will be CLOSED (Weather, power, etc.)
Half days (except October 17 th)	Open mornings as usual and afternoon 12:00pm 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 2nd & 5th)
Half Day (October 17th)
Thanksgiving and day after (November 24th & 25th)
Winter Break 1st week (Dec 23th, December 26th-Dec 30th)
Day after New Year's Day (Jan 2nd)
Martin Luther King Day (January 16th)
President's Day (February 20th)
Memorial Day (May 29th)
Last Day of School- Closed Afternoon Only (June 16th)

Adventure Club will be **OPEN**:

Fog Delays
Half Days (Open for all except October 17th)
Mon, Tues, & Wed before Thanksgiving (Nov 21st, 22nd, and 23rd)
Winter Break final week Tuesday-Friday (Jan 3rd-6th)
Spring Break (March 24th-31st)

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 Time: Monday-Friday care (half days, break days, and snow days excluded)

Before School (6:45am-8:30am)	\$9.00 per session	Second Child	\$7.00 per session
Hayes Before School (6:45am-7:30am)	\$7.00 per session	Second Child	\$7.00 per session
After School (4:00pm-6:00pm)	\$9.00 per session	Second Child	\$7.00 per session
Hayes After School (2:30pm-6:00pm)	\$15.00 per session	Second Child at Hayes	\$13.00 per session

Part Time (4 or less days of care per week per morning and afternoon)

Before School (6:45am-8:30am)	\$10.00 per session	Second Child	\$8.00 per session
Hayes Before School (6:45am-7:30am)	\$7.00 per session	Second Child	\$7.00 per session
After School (4:00pm-6:00pm)	\$10.00 per session	Second Child	\$8.00 per session
Hayes After School (2:30pm-6:00pm)	\$16.00 per session	Second Child at Hayes	\$14.00 per session

Breaks, Delays, and Half Days

Full Day (6:45am- 6:00pm)	\$36.00 per session	Second Child	\$32.00 per session
Half Days (Noon- 6:00pm)	\$20.00 per session	Second Child	\$18.00 per session
Hayes Half Days (10:30am-6:00pm)	\$25.00 per session	Second Child at Hayes	\$18.00 per session
Delay Days (6:45am-10:45am)	\$15.00 per session	Second Child	\$13.00 per session

The full time rate applies to any student scheduled for Monday through Friday care each week. You will not lose the Full Time rate for weeks that are shortened by half days, snow days, etc, or by vacation days.

Before school and after school care are considered separate for Full Time/Part Time purposes. This means you can be considered full time for before or after school, and part time for the other session.

You do not need to attend both before and after school care to be considered Full Time.

Please make tuition payments by Friday at 6:00pm each week.* Checks can be made 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 14 days past due.

OTHER CHARGES

The Centers open at 6:45 a.m. Children 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 14 day limit on consecutive vacation time. After 14 days 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 change your student's schedule at any time, but all changes must be approved by Paula. A 14 day written notice is required to drop from attending **both** before and after care to only attending either before or after care. You will be charged for 14 days of care if you fail to provide this 14 day notice.

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.

COVID-19

Please refer to GLPS's *Mitigation Measures and More for 2022-2023 School Year* guidelines (found on the district's website) for Covid-19 related information and protocols. We will be following this documentation for Covid-19 related situations. GLPS, and by extension Adventure Club, is required by law to work with the Barry-Eaton District Health Department (BEDHD) and the Michigan Department of Health & Human Services (MDHHS) regarding Covid-19 cases and possible exposures.

Masks are optional while at Adventure Club **except** if required by BEDHD's "Mask to Stay" option, or if mandated by GLPS.

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, ILLNESSES, and INCIDENTS

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

*Parents will be contacted by phone depending on the seriousness of the illness or injury after said illness or injury has been attended to;

* If the illness or injury is less severe (small scrapes, bruises, or other minor injuries), the parent will be notified at pickup time.

*If the illness or injury is more severe (wound requiring stitches, concussion, broken bones, etc) 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 after wound is attended to regardless of severity.

As per rule R. 400.8158 of the LARA Child Care Centers Rules, parents will be contacted through phone or email within 24 hours (or as soon as possible) of the following incidents:

*A child is lost or unsupervised

*An incident involving an allegation of inappropriate contact

*A fire on the premises of the center that requires the use of fire suppression equipment or results in loss of life or property,

*The center is evacuated for any reason

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:

Monday	Oatmeal/Muffins
Tuesday	Toast
Wednesday	Waffles
Thursday	Toast/Sugared Cereal
Friday	Bagels/Hot Chocolate

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-2nd graders; Table Time for 3rd-6th graders

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

Delta Center, Holbrook, Wacousta, Willow Ridge

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

Hayes

2:20-2:30 Arrival

2:30-2:40 Attendance

2:40-3:15 Table time

3:15-3:30 Snack

3:30-4:00 Outdoors

4:00-4:30 Reading and Homework

4:30-5:00 Table time

5:00-5:30 Balltime

5:30-6:00 Table time/Clean up

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.

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 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. This discussion will include:

- Confirming the students know what behavior/action is problematic,
- Talking with the student about the feelings he/she is having,
- Determining a solution to the problem together.

If this situation is not severe, we discuss the behavior with the child, and they may lose a privilege for a short amount of time (this privilege includes activities such as electronics time, but does not include group game/recess time).

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 tailor discipline to each individual child as best possible, 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. By setting clear and consistent rules, we can better help the students learn what is expected of them while at Adventure Club. We ask that you, as parents/guardians, 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**

The following forms of punishment are prohibited at Adventure Club under any circumstance:

- Corporal punishment (Hitting, spanking, shaking, biting, pinching, etc.)
- Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.

GENERAL ADVENTURE CLUB POLICIES

Fall 2023

1. 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 14 days 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.
2. 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.
3. A parent or guardian is required to sign their child/ren in each morning and sign them out each afternoon.
4. Adventure Club is not responsible for lost or broken toys or other items.
LABEL EVERYTHING.
5. 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 14days 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.
6. 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

Fall 2023

1. There is a \$35.00 non-refundable annual enrollment fee for each student, and \$100.00 deposit for 1 student (\$150.00 for 2+ students). This must be paid to guarantee your student's spot with the program.
2. You must sign up for half days, professional development days, and winter and spring break days at least 14 days 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 14 day 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.
3. 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.
4. All students scheduled to attend Adventure Club on the first day of school **will be kept at Adventure Club** unless you notify us in writing of other arrangements.
5. You may change your schedule at any time, but must provide written notification seven days in advance. These changes need to be approved by Paula through email at dunnp@qlcomets.net
6. **14 days written notice is required to drop either morning or afternoon care permanently.**
7. 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.