

Adventure Club

Family Handbook

2019 Revised Edition

Affiliated with St. Johns Public Schools

Welcome/Philosophy/Goals

Adventure Club is a self-supporting childcare program affiliated with St. Johns Public Schools. Our program is designed to accommodate those children attending St. Johns Public Schools and other schools in the surrounding areas.

Adventure Club is licensed by the State of Michigan.

Philosophy

Our program is designed to meet the social, emotional, physical, intellectual and creative needs of each child. We recognize that there is a wide range of development, interests and abilities among all children. We provide experiences reflecting and fulfilling these different needs while respecting the child's right to be a child. We view ourselves as an extension of the family to make this a positive experience for everyone.

Goals

1. Provide a safe and healthy environment.
2. Dependable care for families and children.
3. Foster the growth and development in each child.
4. Create a positive and supportive relationship with both the children and the family.

Locations

Oakview Elementary School - For preschoolers and Oakview students

Gateway Elementary School - For Gateway, Riley and Eureka Students

Hours

Adventure Club (Gateway) = 6:30 a.m. - 8:00 a.m. and again from 2:45 p.m. - 6:00 p.m.

Adventure Club (Oakview) = 6:30 a.m. - 8:00 a.m. and again from 2:45 p.m. - 6:00 p.m.

Adventure Club Summer Program = 6:30 a.m. - 6:00 p.m.

No child is allowed to be on the premises before 6:30 a.m.

Enrollment

Families wishing to enroll their child/children must pre-register for childcare services.

The following documents are located in your welcome packet and must be returned prior to your child/children's start date:

- Registration form and fees
- Parent contract
- Emergency card (All boxes need to be filled in. Parents/guardians should be listed as the first emergency contacts. Please remember to add any allergies or health conditions that we need to be aware of.)
- Permission form
- Health Appraisal

Tuition Payment and Billing

Billing is calculated according to enrollment, not your child's attendance. A billing statement will be put in your child's mailbox once a month. All payments must be made by the 1st of every month (for care to be received).

If you have more than one child attending, the child attending most often or the youngest will be charged the regular tuition rate and any additional children will receive a 20% discount on their tuition rate.

Please make checks payable to Adventure Club/Little Wings. On the memo line of the check, please include your child's name(s) and the period covered by the payment.

You may make your payment online as well at www.TuitionExpress.com

You may also bring in your payment to the main center and put it in the payment mailbox. The payment mailbox is located by the parent station.

Payments can be mailed to:

Adventure Club/Little Wings
501 W. Sickles
St. Johns, MI 48879

****Adventure Club/Little Wings is not responsible for payments that are sent through your child.****

Accounts must be kept current. In the event that your tuition has not been paid on or before the 1st of the month, a late fee of \$30.00 will be assessed and added to your account balance. If your account is not kept current, Adventure Club/Little Wings reserves the right to suspend your care until your account is made current.

Adventure Club/Little Wings accepts families that require tuition assistance from The State of Michigan. However, an approval notification letter must be sent to Adventure Club/Little Wings **BEFORE** the child/children attend. Adventure Club/Little Wings charges more per hour than The State of Michigan covers, therefore, we require \$100.00 per child, per month, to cover the difference. We reserve the right to change this amount accordingly to cover your cost for care. When signing in and out, please write your initials next to the appropriate time so that we can submit your times for reimbursement. Please also write either AM or PM next to the times.

Switching Days

We do NOT allow switching days. You will have to use drop-in care for any days you need outside of your regular schedule.

Schedule Changes

You may change your child's schedule up to 4 times per year. After that, a \$5 fee per change will be assessed. If you wish to change your child's schedule, you must do so in writing and state the date you would like the new schedule to take effect. Until we receive this notification, the previous schedule will continue. Please submit your schedule change at least two weeks in advance of when you would like it to begin.

Withdrawal from Program

You may withdraw your child from Adventure Club. Notify the Director in writing at least two weeks in advance of the last day of attendance. All unpaid fees must be paid in full upon withdrawal. Until a withdrawal notification is received, you will continue to be responsible for your regular tuition.

Adventure Club/Little Wings Childcare Center may discontinue care, with or without notice, for the following reasons:

1. Accounts not being kept current
2. Discipline/behavior issues
3. Not following the center's policies

Days of Operation

We are open year round with the exception of the following: Labor Day, Thanksgiving and the Friday after, Christmas break (the days will be determined yearly), Spring Break, Memorial Day and the 4th of July (the days will be determined yearly).

Parents are required to pay for these days in addition to days in which the center closes for inclement weather. This is because our billing cycle is based on twenty days per month (4 full weeks) and a few months have more than twenty days. Charging for holidays, breaks and center closings make up for the days of the year that parents are not charged for due to the extra days within some months.

A questionnaire will be sent out yearly to all families to determine if childcare will be needed during SJPS's Christmas break. Adventure Club/Little Wings will close on the days in which the center will have low attendance (in addition to Christmas Eve, Christmas Day, New Year's Eve and New Year's Day). If parents choose to keep their child home during the entire break they will be charged 75% for December. If they choose to bring their child to Adventure Club/Little Wings during any portion of Christmas break they will be charged for the entire month.

Adventure Club/Little Wings follows the St. Johns Public School year calendar. We are not responsible for, or required to, provide care for those students who may follow other school schedules and may have a need for child care on specific or special days.

Snow Days

For staffing purposes on the Adventure Club side, a snow day sign-up sheet will be sent home annually to see how many families will need care on these days. We will normally be open on snow days (unless indicated). However, only the children signed up will be able to attend on these days. There is an additional fee for care on these days.

There will not be a snow day sign-up sheet for Little Wings families. However, children from Little Wings may only attend during their regularly scheduled days and time slots on snow days. This means that if your child attends another preschool you will need to ask for a snow day sign-up sheet as well if you would like your child to be able to stay at Little Wings the entire day.

If the weather becomes too severe, while the children are in our care, we may call the children's parents/guardians and ask them to pick up their children early.

In the event of severe weather, please tune into local news/radio stations for possible closings.

Staff

Adventure Club/Little Wings Childcare Program is directed by a qualified Director. The staff members consist of qualified Lead Teachers and Caregivers.

All staff members are required to receive 16 hours of annual training in child development and/or early childhood. Prior to employment, all potential staff members must provide documentation from The State of Michigan that he/she is not named in a central registry case as the perpetrator of child abuse or neglect and have their fingerprints on file at the sheriff's office. At least one staff member on site must have First Aid and CPR training.

Lead Teachers are responsible for interacting and supervising children, planning activities, leading group times, supervising other Caregivers and communicating with parents.

Caregivers are responsible for interacting with children and supporting the Lead Teacher and Director.

Volunteers

Adventure Club requires that all volunteers must provide documentation before volunteering in the center from The State of Michigan which states that he/she is not named in a registry case as the perpetrator of child abuse or neglect. The individual must also fill out a volunteer screening statement. Volunteers will be supervised by employees of Adventure Club.

Transportation

Children attending St. Johns Public Schools or St. Joe may arrange transportation with the St. Johns Public Schools Transportation Department at (989) 227-5332.

Absence Policy

Please call us if your child/children will be absent. We are concerned when they are not here on their regularly scheduled days.

Adventure Club (Gateway) = 989-640-6068
Adventure Club (Oakview) = 989-640-4198
Office = 227-5311

Sign-In/Sign-Out

The sign in/out sheets are located in the parent station of each classroom. Please sign your child/children in when you drop them off and sign them out when you pick them up. We take the sign-in/sign-out sheets with us for attendance purposes during fire and tornado drills and it is, therefore, very important that we have accurate records. Also, if you are a family who receives tuition assistance from The State of Michigan, you must sign in or The State of Michigan will not pay for that day. Please make sure to write AM or PM after the time.

You are required to accompany your child in the building when dropping them off and to come into the building when picking them up.

Safety and Release Procedures

It is the policy of Adventure Club to make sure that all children are kept safe. Because of this policy, we will ask for identification for any unknown person picking up a child. If there is a new staff member who is not sure who you are, you as parents/guardians may be asked to show your identification.

We will not release your child to anyone, other than the child's parents/legal guardians, who are not on the emergency card.

If someone comes to pick up your child that is not on the emergency card, you will be notified and asked to have someone on the emergency card to come and pick up your child.

Please call or send a note letting us know that someone other than you, the child's parent/guardian, will be picking up your child. This person MUST be on your child's emergency card.

****The emergency cards will be sent home for your review annually, but please make changes before then if need be****

****Please keep your child's emergency card up to date. ****

If you, or the person authorized to pick up your child, appears to be under the influence of alcohol or drugs and insist on taking the child, we will call the police for the safety of the child. Your understanding and cooperation in this matter is greatly appreciated.

Late Pick Up

Adventure Club/Little Wings closes at 6:00 p.m. Promptness in picking up your child/children is appreciated. A late fee of \$1.00 per minute per child past 6:00 p.m. will be billed to your account.

If you know that you are going to be late for any reason, we suggest that you call someone listed on your child's emergency card and have them pick up your child. Please contact Adventure Club/Little Wings to let us know who will be picking up your child.

Adventure Club (Gateway) = 989-640-6068

Adventure Club (Oakview) = 989-640-4198

Sunscreen/ Insect Repellent

A sunscreen and insect repellent permission form will be sent home annually. If you choose to have your child wear sunscreen and insect repellent, you will need to provide it. Both can be kept at the center throughout the summer. Please label your child's sunscreen/insect repellent with your child's first and last name and give it to one of the Lead Teachers/Caregivers in your child's classroom.

Parent Communication

Items such as newsletters, billing statements and other important information related to your child will be located in your child's mailbox. Adventure Club/Little Wings does not send parent information home in a child's backpack unless already arranged with the parent.

****Please remember to check your child's mailbox / cubby daily.****

Supervision

Supervision Skills and Methods:

Our approach to supervision includes the following components:

- **Awareness** requires a knowledge of the children in the classroom, including knowing each child's range of skills, interests, ability to interact with others and developmental stage. Knowledge of the children in the classroom helps teachers to monitor and enhance skills that promote children's positive behavior. When a child is upset, an adult immediately investigates the cause of the problem.
- **Positioning** involves being able to see all of the children. Staff position themselves to be aware of the entire classroom. All children are monitored by sight and/or sound at all times. When a child needs attention, teachers do not talk across the room, but move to where the child is.
- **Scanning** involves regularly glancing/moving around the classroom and playground to see children's involvement and what is happening and maintaining an accurate mental headcount.
- **Redirection** is a pre-emptive means for preventing undesirable or unsafe behavior from occurring. Children are redirected to other areas/activities when undesirable behavior is imminent or occurs. This technique helps ensure the safety of all children.

Discipline Policy

Adventure Club/Little Wings uses discipline as a means of encouraging self-control and self-direction, rather than as a punishment for unacceptable behavior. We provide discipline in the form of positive guidance rather than punishment. Children will be guided toward self-discipline through the use of skilled techniques which will include:

- Setting limits on what is acceptable and not acceptable behavior and providing alternatives for unacceptable behavior
- Enforcing limits with related consequences
- If a child is acting inappropriately, then a verbal warning will be given and behavior reflections will be used. If this warning is not effective, the child will be redirected to another activity (depending on the age of the child and his/her behavior).
- If the conflict is between two older children, they will be encouraged to verbalize the problem and find a solution together. The teacher/caregiver will act as a mediator.
- Moderate restraint may be used to prevent the child from harming himself/herself, people or property or to allow the child to gain control of himself/herself.

- Communication between the teacher/caregiver and the parents in these matters is important. A behavior report may be necessary and require a parent's signature.
 - If a child's aggressive behavior is continuous and/or detrimental to either his/her own well-being and safety or the well-being and safety of other children, then the situation will be addressed and discussed with the parents as to what should be done next to help the child.
 - If the child's presence poses a threat to the physical or emotional well-being of the other children or staff, suspension or dismissal from the program may occur. (We will exhaust all other options before proceeding with this action.)
 - For the school age program, if a child harms another child, purposefully harms a staff member, uses bad/inappropriate language, or intentionally destroys Adventure Club property, they will receive a pink slip. This is a notice that the parent must sign. The office and parent both will keep a copy. If a child receives three of these pink slips, the child will need to take a break from the program for one week. The parent will be contacted and a conference will be scheduled to create a plan of action for this child upon their return to the program. If the child is able to come back, but then receives three more pink slips, he/she will be dismissed from the program.
- *This system may also be used on the Little Wings side at the Directors discretion**
- Techniques that will not be used include:
 - Physical force
 - Restricting the child's movement by binding or tying
 - Using emotional cruelty
 - Withholding necessary food, rest or toilet use
 - Confining the child in an area such as a closet or locked room

If your child has a minor discipline problem, you may not always be contacted. There are situations that we can solve without having to involve the parent. However, if the situation continues to occur, a teacher will talk with you.

In the case of severe discipline problems, a conference with the Director and parent will be arranged. We feel open communication between parent and staff is vital to improve and resolve the behavior in question.

Medication Procedures

The Director or Lead Teacher (or designated Caregiver) will administer medication (prescription or non-prescription) only:

- If the parent and doctor have given written permission on an “authorization for the administration of medication by school personnel form”. This form is needed for both prescription and non-prescription medication.
- If the medicine is in its original container.
- If the prescription medicine has the pharmacy label indicating the physician’s name, child’s name, instructions, name and strength of the medication.

The medicine (prescription or non-prescription) will be:

- Stored according to instructions
- Kept out of children’s reach
- Given/applied to the child as directed

A record as to the time, amount of medication given or applied, who gave/applied the medication and who witnessed the medication being given/applied will be kept on file.

Topical non-prescription medication including, but not limited to, sunscreen and insect repellent requires written parental authorization annually.

Health, Safety and Emergency Procedures **Sick Policy**

Symptoms

1) **Fever** (100.0 or higher)
Child will be sent home when a fever of 100.0 or higher is present

2) **Sore Throat**
Child will be sent home if he/she complains of severe sore throat pain

3) **Vomiting**
Child will be sent home if he/she vomits

4) **Diarrhea**
Child will be sent home after 2 episodes of diarrhea within 1 hour

5) **Herpes or Cold Sores**
Child will be sent home until sores are scabbed over

6) **Pink Eye**

Child will be sent home when there is a presence of eye discharge

7) **Chicken Pox**

Child will be sent home if chicken pox is suspected

8) **Lice**

Child will be sent home if lice or nits are found

9) **Hand, Foot and Mouth Disease**

Child will be sent home if there are sores in the his/her mouth or on their hands and feet

10) **Rash**

Child will be sent home if he/she has any rash on their body

May Return When

- 1) Fever registers below 100.0 for at least 24 hours without medication
- 2) A physician determines the cause and that no strep infection exists and the throat is healed
- 3) When the child has not vomited for at least 24 hours
- 4) When the child has not had diarrhea for at least 24 hours
- 5) When sores have completely scabbed over and antibiotic ointment has been used for 24 hours
- 6) When eye drops prescribed by a physician have been used for 24 hours
- 7) When all sores are completely scabbed over with clearance from a physician
- 8) All nits (eggs) and lice have been removed from the child's hair and treated properly
- 9) After the fever has subsided and all of the sores are completely scabbed over
- 10) When a physician determines the cause and a note from the physician confirming the rash is not contagious is brought in.

This list is not all inclusive. If there is an illness your child experiences that is not on this list and it could be detrimental to the safety and well-being of the other children and/or your child to stay in our care, then you will be notified to come and pick up your child.

Notification of Illness

If your child becomes ill at Adventure Club you will be notified immediately. It is very important for you or another designated person to pick up your child right away (**within the hour**). If you are unable to leave your job, you must have another person designated to pick up your child in case of illness. Please be sure that this person is listed on the emergency card. This policy is in place for the benefit of the sick child as well as for the other children at Adventure Club/Little Wings.

Health and Safety Policy

The staff will do everything possible to prevent the spread of childhood illness in the center including:

- Not allowing sick children to be in care at the center
- *Children who are too sick to go outside should not come to daycare until they are able to go outside.
- Separating children who become ill from the other children while waiting for the parents

- Hand washing procedures are posted and practiced by both staff members and children before eating, after using the bathroom and after outdoor play
- Disinfecting tables prior to eating and at the end of each day
- Teaching the children about the spreading of germs and how to prevent it
- Cleaning/disinfecting the toys, chairs, sleeping equipment, door knobs and activity areas with disinfectant on a regular basis

Accidents/Injury Policy

An accident report will be written for any accident that may cause bruises, scratches, bumps, cuts, sprains, bite marks, etc. and will be given to the parent to sign at the end of the day when picking up their child. In case of serious accident, (or any kind of head trauma – bump or wound), the Director and parent should be called immediately.

Custody Situations

The custodial parent must be the person to fill out the registration and emergency cards. In cases where the non-custodial parent is not allowed to have contact with the child, the center will need a copy of the divorce judgment or restraining order. Adventure Club must be notified of any changes in custody arrangements. Parents who enroll their child will be responsible for the childcare payments unless previous arrangements have been made by the Adventure Club/Little Wings Director. The custodial parent will be notified in all cases requiring parental contact. Information will not be withheld from the non-custodial parent, but we will notify the custodial parent of all requests for information.

Pictures

Periodically we take pictures of children participating in different Adventure Club activities or special events. Sometimes these pictures may be displayed in a presentation or used on our website, in flyers, brochures, or other publications concerning Adventure Club. Please check the appropriate box on the permission form to let us know whether or not you are comfortable with your child's picture being displayed.

Daily Schedule

Example:

Morning

6:30 - Arrival/Free Play
7:00 - Cart Activities (arts & crafts, legos, ect.)
7:30-School Free Play

Afternoon

3:00-3:30 - Snack
3:30-4:00 - Quiet time (coloring, fun art activities, homework, ect)
4:00-5:00 - Outside
5:00-6:00 - Free Play/Departure

There is also plenty time for many other activities such as: ball time, quiet reading or homework time, table time and outdoor play.

Food Policy

Adventure Club does not provide breakfast. However, families are allowed to bring in breakfast for their child to eat. We ask that these items be easily stored as your child will be taking the empty containers with them to school in their backpacks. Please keep in mind that there will be no refrigeration or heating available at this location.

Parents are responsible for providing their child with a lunch, including a drink, silverware and napkin, on days when school is not in session. Caffeinated/carbonated drinks are not permitted.

A snack is served each afternoon when the children arrive at the center from school.

Adventure Club In-Service Days/Field Trips

When school is not in session (i.e.... half days, in-services days and conference days), field trips and special events may be scheduled. You will be notified in advance of any trips or special events and required to complete registration forms for those days. Even if your child attends normally on this day, registration is required. There is an additional fee for these days/events that will be billed on the next month's bill.

- CARE WILL ONLY BE PROVIDED AT OAKVIEW ON FULL DAY INSERVICES
- ON HALF DAY INSERVICES CARE WILL BE PROVIDED AT OAKVIEW FOR OAKVIEW STUDENTS AND AT GATEWAY FOR GATEWAY, ST JOE, MIDDLE SCHOOL, EUREKA AND RILEY STUDENTS

***PARENTS OF CHILDREN AT ST. JOE, THE MIDDLE SCHOOL, EUREKA AND RILEY ARE RESPONSIBLE FOR CONTACTING THE TRANSPORTATION DEPT. TO ARRANGE FOR THEIR CHILD TO BE BUSED TO ADV. CLUB IF THEY ARE NOT NORMALLY SCHEDULED TO ATTEND AFTER SCHOOL ON THESE DAYS.**

The number of children that we can enroll on these days is limited and priority will be given to those that register first. If your registration is returned after the due date, there is no guarantee that your child will be able to attend that day.

If your child arrives at Adventure Club on a day where a registration form is required and you did not return one, you will be called to pick up your child. If we are unable to reach you, or you are unable to pick your child up, we will attempt to reach the emergency contact person on your child's information card.

On occasion, there may be room for your child to attend. In that situation, you will be assessed a \$30.00 unscheduled registration fee per child, on top of the additional fee for your child coming on that day.

Adventure Club Early Release / 2 Hour Delays

If there is an unexpected early release day, your child will still get on the bus and be brought to Adventure Club (for children enrolled in the after school program on that particular day). For 2 hour delays, your child will stay at the center and then be put on the bus to go to school (for children enrolled in the before school program on that particular day). For either of these circumstances, if care goes beyond what your child is normally scheduled for, you will be assessed an extra fee to cover program costs. Even if you do not attend on these days, you will still be billed your normal amount for that day. If the weather becomes too severe, while the children are in our care, we may call the children's parents/guardians and ask them to pick up their children early.

Adventure Club Summer Program

General Information

Summer Adventure Club is an extension of our school year program. This program is for children going into kindergarten in the fall of that year through 12 years of age.

It is necessary for you to pre-register your child for the Adventure Club Summer Program.

We have a wide range of activities in areas such as music, nature, science, art, reading, writing, field trips, water fun and outside time. Children will be divided into groups according to age.

Registration/Enrollment

Registration for the Adventure Club Summer Program will be held annually. Exact dates will be advertised on the SJPS website, on social media and posted at the parent station.

During the summer, partial days are not available.

Field Trips

Field trips are scheduled for most Thursdays. All children enrolled on those days will be going on these trips. We do not have staff available to stay behind at the center.

All children will be expected to arrive at the posted time on field trip days (each day will be different depending on the location of the trip) or for special events.

Adventure Club t-shirts (must be purchased during registration for an additional charge) and comfortable shoes are required for all trips.

There is no heating or refrigeration available for lunches on field trip days.

Field trips are an additional charge and must be paid at the time you enroll your child in the program.

Absences and Schedule Changes

Absences must be called into Adventure Club staff at 989-640-6068/989-640-4198 or the main office at 989-227-5311 first thing in the morning. Cooperation in this matter is very important. Schedule changes are NOT allowed for credit after the date stated in your enrollment packet. After this date, you will be charged for the days you registered for whether your child attends or not.

Food Policy

Your child will need to bring a lunch with a drink and silverware each day. Microwaves are available for warming food. If your child's lunch needs to be kept cold, there is a refrigerator available. Caffeinated/carbonated drinks are not permitted.

(On field trip days, there will be no refrigeration or microwaves available.)

If your child is allergic to any foods, please note this on the emergency card and speak with the child's Lead Teacher.

Water Fun

The children will be participating in water fun day each week. A one-piece swim suit, towel and a cover up (for girls) are needed on these days.

Questions/Concerns and Suggestions

Questions, concerns and suggestions may be made to the Adventure Club/Little Wings Director. Feel free to contact her at any time at 989-227-5311 or chapkoa@sjredwings.org. Your input and opinions are always valued.

