

Family Handbook

Kids Club

Summer Camp



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Welcome to CDC!

Dear School Age Child Care Family,

Thank you for choosing Community School Age Child Care (CSACC), Kids Club, to serve the child care needs of your family. In 1984, Community Day Care piloted a before-school program at Burns Park Elementary for the Ann Arbor Public Schools. In the spring of 1985, the Ann Arbor Board of Education approved the operation of before- and after-school care programs in all public schools based on the experience of this pilot study. We currently run programs at Lawton (734.662.9967), Burns Park (734.662.3309) and Ann Arbor Learning Community Elementary Schools. Our office is located at 1611 Westminster Place in Ann Arbor.

Community School Age Child Care's curriculum plan is based on the philosophy that children should explore their environment in ways that are meaningful to them. The environment is warm and loving, allowing for the exercise of creativity and imagination. Our curriculum balances teacher-directed with child-initiated experiences. Staff strive to be sensitive to each child's developmental needs, while fostering a positive self-image. We use focal points as an organizational tool in our planning. Focal points, such as "friendship," "dinosaurs," or "winter," change each week. The teacher-initiated activities correspond to the focal point for the week.

This handbook has been compiled to explain our philosophy, guidelines, expectations of the parents and children and what you can expect from us. If you have any questions please call your site director. You can also visit our website (communitydaycareinc.org) to see a sample schedule, view fees and tuition and print key forms.

We welcome your feedback and will ask for it throughout the school year through parent evaluations. If you have any concerns or questions please let us know! Thank you again for choosing CDC and welcome to the family!

Sincerely,

Christopher Clark & Jessi Ankwatski
Burns Park Directors
734.662.3309

Michelle Slocum & Katie Davison
Lawton Site Directors
734.478.0366

Introduction

Community Day Care and Preschool Center Inc. is a private nonprofit organization operating the following programs:

- Kids Club (Before and after school program in Burns Park Elementary School and Lawton Elementary School)
- Year round childcare and preschool.
- Summer day camp for school age children.

The members of the Board of Directors are families of the children enrolled in all of CDC's programs. CDC was founded in 1972 by families in the Burns Park Community. The families and staff of CDC have worked together over the years to develop policies and procedures that work best for the children, families, and staff.

In 1973, CDC preschool expanded to include the summer day camp for school age children. In 1984, CDC also chartered a "before school" program at Burns Park Elementary School; a pilot program for the Ann Arbor Public Schools (AAPS). In the spring of 1985, the Ann Arbor Board of Education approved the operation of before and after school care programs in all the schools based on the response of this pilot study.

Purpose of the Handbook

The program handbook contains the policies and procedures of Community Day Care & Preschool hereinafter referred to as CDC. It is meant to serve as a reference guide. It is not meant to cover every aspect of the child care program or every situation which may arise. For the purposes of this handbook, "Family" means the parent(s) or guardian(s) of the child in care. Families should feel free to contact the program director with questions concerning the contents of this handbook.

Changes to the Handbook

CDC reserves the unilateral right to add, delete, amend or modify the policies and procedures for in this handbook upon thirty (30) days written notice to parent. Written notification of changes will be e-mailed to parents, posted on attendance board or placed in parent mailbox. Changes to policies and/or procedures contained in the handbook are effective only if set forth in a writing signed by the provider.

Handbook is the property of Community Day Care and Preschool

This handbook is the exclusive property of CDC and is intended for the exclusive use of the families/guardians of children enrolled in the program. This handbook may not be copied, may not be distributed to any third party, nor may it be posted on the internet without the express written permission of CDC.

CDC Philosophy

We believe children should explore their environment in ways meaningful to them. Children benefit from a rich challenging atmosphere balancing teacher directed with child initiated experiences. The environment should be warm and loving, allowing for the exercise of creativity and imagination. Our staff strive to be sensitive to each child's developmental needs, while fostering a positive self image.

Mission statement

To educate, guide, and nurture each child, while supporting families and creating community.

Licensing Agency

CDC is licensed by the State of Michigan Department of Social Services. The licensing agency has the following rights:

- To interview children and/or staff and to audit child and staff records without prior notice or consent.

- To observe the physical condition of children including conditions which could indicate abuse, neglect or inappropriate placement, and if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the children.

Parent Notification of the Licensing Notebook

Requirement Child Care Organizations Act, 1973 Public Act 116 All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed. • This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. • The notebook will be available to parents for review during regular business hours. • Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare. (This policy will be signed as part of the online childcare registration for enrollment in any CDC program)

Non-Discrimination Policy

CDC will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion national origin, sex, handicap, height, weight, marital status, veteran's status, or any other legally protected status.

Staffing

CDC employs people based on education and experience criteria, regardless of race, sex, religion, marital status, sexual preference, and ethnic or national origin. The center's staff consists of: the executive director, the school age directors, school age staff, the preschool director, preschool teachers, and teacher aides. CDC provides orientation and ongoing supervision during their time at CDC.

Staff Clearance

In order to insure safety of all children, a Comprehensive Background Check is completed on all staff and volunteers.

A Comprehensive Background Check includes

- Fingerprint (FBI/MSP check)
- NCIC Sex Offender Check
- Central Registry Check (CA/N)
- Disciplinary Action Check
- Check Criminal and CA/N Registry for any states of residence in the past 5 years.

Administration

The Administrative Staff of CDC are available for questions or concerns between the hours of 9:00 AM and 5:00 PM. The office is housed at the preschool location: 1611 Westminster Pl.

Ann Arbor, MI. 48104
Phone: 734-761-7101
Fax: 734-761-9610
communitydaycareinc.org

Enrollment

Community Day Care is open to all children regardless of race, sex, creed, ethnic or national origin and regardless of sex, marital status, or sexual preference of the family.

The following forms must be filled out for each child:

1. CSACC contract and registration form

2. Child Information Form
3. Permission Slip
4. Child History
5. Consent Form
6. Immunization/Statement of Good Health
7. Family Notification of the Licensing Book

Privacy Policy

Information pertaining to a child and his/her family is kept confidential by the staff at all times. Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena. All children's records are kept in the locked file cabinet on site. Persons having access to these records include the executive director, preschool director, school age directors and staff. These staff members use these records when assessing children, interpreting the assessment data, and making decisions about the children's development. The file cabinet will be locked and access to the cabinet is limited to the above mentioned staff.

KIDS CLUB PROGRAM INFORMATION

Hours of Operation and Ages Served

The school-age program is open to all children from kindergarten to fifth grade. Part time and full time schedules are accepted, with a minimum of two days required for enrollment. Hours of operation are from 7:15 to 9:00 and 3:59 to 6:00.

DAILY SCHEDULE

Morning Schedule

7:15-9:00 Choice Time

Choice time is a segment of during which we allow children to make their own choices on what they want to do. Children are given maximum choice and freedom to explore various stimulating activities.

7:15-8:25 Snack

Snack is another one of the choices offered at Kids Club

8:00-8:30 Gym/Outside

8:30-9:00 Literacy

Afternoon Schedule

3:59-5:30 Choice Time

Choice time is a segment of during which we allow children to make their own choices on what they want to do. Children are given maximum choice and freedom to explore various stimulating activities.

4:00-4:20 Snack

Snack is another one of the choices offered at Kids Club

4:00-5:30 Club Meetings

Clubs will meet once or twice a week on their scheduled day. Clubs are child initiated and teacher directed. Clubs run for approximately 6-8 weeks.

4:00-5:30 Gym/Outside

5:30-6:00 Literacy

The state mandates that we spend thirty minutes on math and literacy activities. We choose to spend this time during the last thirty minutes of Kids Club. The choices include but are not limited to books, books on CD/tape, literacy games, math games, and occasionally a storyteller.

Absences

If your child was at school but will be absent for Kids Club please call our direct line:, Lawton 734-662-9967 or Burns Park 734-622-3309. Please do not call our main office to report absences. If you are repeatedly negligent in informing the site of your child's absence, you could lose child care services. A \$10.00 fee will be charged to your account if you neglect to report an absence.

Attendance Sheets

Kids Club uses a grid style attendance sheet. This is on a clipboard near the family mailboxes. **An adult (guardian or someone with permission from guardian) must come into the building and personally sign child in or out. Failure to do so could result in loss of child care services. This is an important security procedure and also helps you stay informed of daily activities.**

- A.M. Kids Club - In the morning 4th and 5th graders can sign in on their own by filling his/her name under the corresponding day of the week and writing his/her initials and the time. Unless your child is in 4th or 5th grade he or she MUST be accompanied by and signed in by an adult. A form must be signed to allow a 4th or 5th grader to sign in.
- P.M. Kids Club- As the children come in after school a Kids Club staff member takes attendance. When you come to pick up your child, you sign him or her out by initialing and writing the time in the correct column for the corresponding day of the week.

Notebook

The notebook is near attendance sheets. This is the place to write notes about any special instructions you may have for the day, absences, alternative pick up arrangements, or anything else you need to communicate with the Kids Club staff. **Be sure to date your note.**

Late Pick Up

If you are unable to pick up your child by closing, alternate arrangements for pickup must be made. If the child is not picked up by closing, all persons listed on the emergency card will be called. If a child has not been picked up by 1 hour after closing and all other options have been exhausted, Child Protective Services will be contacted.

Out of Program

Throughout the school year there are many programs and classes offered (scouts, soccer, extended day academic programs, Spanish, etc.) If your child will be attending one of these programs during Kids Club hours please complete out an *Out of Program* form including beginning and ending dates. These forms are available on site; any staff member can get one for you. **Children may not leave by themselves. An adult must come pick them up.** This form must be completed and returned to Kids Club before the start date.

Drop In

Due to licensed enrollment limits, drop in care is available only when space permits. If you need care for a day that you are not scheduled for, it may be possible for your child to drop in. Be sure to speak to the program director 24 hours in advance to see if there is space.

Reporting Days

Occasionally there are days that school is closed and we provide all day and half day care. Check monthly newsletters for any upcoming reporting days. These days are called reporting days and are contracted separately. If you are interested in care for these days you must sign up and pay for them in advance.

Kids Club Bulletin Board

The bulletin board at Lawton is just outside the auditorium, and at Burns Park it is just outside the cafeteria. This has lots of Kids Club information. There are charts with snacks and activities for the week. The Kids Club calendar is also on this board. Check it for weekly focal points, vacations, reporting days, and birthdays.

Planning Board

Also on the Kids Club Bulletin Board is the planning board. We provide planned arts & crafts and science activities for P.M. Kids Club. These planned activities correspond with the weekly focal points and can be found on the planning board. A list of clubs can be found there as well.

Clothing

Your child should dress in clothing that is appropriate for the weather. During the winter it is particularly important that children bring boots, hats, mittens, and warm coats so that they can play outdoors. Be sure to dress children so they can participate in activities such as water play and painting.

Holidays

No special structured activities are planned around any religious holidays. However, families are welcome to share their own holiday traditions with the children. Contact the site director to make arrangements

Movies

Movies are shown only occasionally. In general we show only G rated movies. Movies are pre-approved by the administration.

Emergency Evacuation

Lawton has arrangements to go to Westminster Presbyterian Church. From Lawton, go north on S. Seventh, turn west on Scio Church Road. Westminster Presbyterian is on the north side of the road.

Westminster Presbyterian Church
1500 Scio Church Road.
Ann Arbor, MI
761-9320

Burns Park has arrangements to go to Eberbach Cultural Center. From Burns Park, go west toward Packard. Eberbach Cultural Center is on the south side of the road.

Eberbach Cultural Arts Center
1220 South Forest Avenue
Ann Arbor, MI 48104

As soon as attendance has been taken and children are safe, we will begin to contact families.

Playground equipment

School-age child care centers operating in a public school building may not meet all licensing requirements. We use the outdoor playgrounds in the buildings we have child care.

PARENT COMMUNICATION & INVOLVEMENT**E-Mail**

Providing us with a relevant email that you check daily is preferred. We use email to send out any reminders for upcoming events, newsletters, changes that may occur or emergency information about any possible closings. Your MONTHLY TUITION is also e-mailed (unless otherwise specified). PLEASE feel free to give us SEVERAL different ones if necessary.

Conferences

If you have concerns and would like to set up a conference please contact us so we can schedule it.

HEALTH AND SAFETY POLICIES

Families are responsible for updating the child information sheet whenever there is a change in phone numbers, addresses, email, etc. This is one of the most important documents we have about your child. Be sure to review the information periodically. You are required to update information annually by reviewing all forms, making all necessary changes, initialing, and dating each form.

Child Release Policy

- As a condition of providing child care services, guardians must supply the names of an individual to whom CDC may release the child in the event of an emergency.
- CDC will only release a child to those names on the emergency card. If child needs to be released to someone not on the emergency card, a guardian should provide a written note signed and dated with name of person picking up or call CDC authorizing us who the child can be released to.
- Before CDC will release a child, if the individual is unknown to CDC or anyone of the CDC staff, we will require photo identification in the form of a valid driver's license. Non photo identification will not be accepted.
- Families must be aware that CDC and staff are not properly trained to make assessments relating to intoxication or other impairments and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.
- CDC and CDC's staff respect the family's privacy. However, where other questionable child release situations occur, CDC has a duty to maintain its role as the child's advocate.
- With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child, and the provider will release the child to a known identifiable parent.

Reporting Child Abuse and Neglect

The law requires all child care providers to report any suspected cases of child abuse or neglect and comply with current state guidelines. Click link for more information.

https://www.michigan.gov/documents/dhs/Pub-112_179456_7.pdf

Notification of Absence

Call the site phone number to let the staff know your child will be absent. If your child has a contagious illness please let us know so we can post the information.

Snack

Please notify a director if you child has any food restrictions. We provide snack as a choice both before and after school. We serve at least two of the food groups and always have water or milk. We do our best to include 100% whole wheat, reduced sodium, sugar and fat options. The snack menu is posted each week on the Kids Club bulletin board.

Allergies/Food Restrictions

Kids Club is nut free. All staff members are informed of the children's allergies/food restrictions, and allergy lists/food restrictions are posted in each room. If your child has a food allergy or restriction we will substitute alternative foods for snack or you may choose to bring your own snacks.

Medication

- We do **not** give Motrin or Tylenol for fever.
- Medication including prescription drugs or individual special medical procedures will be given or applied only with prior written permission from a guardian and with written doctor's instructions.
- Prescription medication shall be in the original container and have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions.
- Provider will not honor any instruction from a guardian which contradict the instructions of the physician. Provider will maintain a record as to the time and amount of any given medication.
- Staff has been trained in the "Five Rights of Medication Administration".
- Medication will be stored out of reach from children in a locked container or refrigerator if necessary.
- PLEASE NOTE: Due to any allergy or reaction from a medication, **STAFF WILL NOT ADMINISTER THE FIRST DOSE OF ANY MEDICATION.**

Sunscreen and Insect Repellent

We apply SPF 35 or higher to children during warm weather months and apply insect repellent when mosquitoes are present on the playground. We supply these products. You are welcome to supply your own sunscreen or insect repellent if you'd like. Be sure to label it with your child's name and give it to one of the staff.

Emergency Procedures

In the event of an emergency situation or injury, the child's family will be contacted. If the family cannot be reached, the child's physician will be contacted. In the event that neither of these contacts are possible or if there is a serious emergency, the child will be taken to the U of M Hospital if no other preference is indicated on the emergency (child information) card. **Families are responsible for updating the emergency (child information) cards with current home and work phone numbers, allergy, medication and all other pertinent information.**

Fire Drills

A minimum of three fire drills are conducted per school year to ensure staff and children know the emergency evacuation procedures. Children are escorted out of the building and down the sidewalk. Attendance is taken once everyone is there and seated on the sidewalk.

Tornado Drills

A minimum of two tornado drills during the months of April to October are conducted to ensure staff and children know the emergency evacuation procedures. Attendance is taken.

Inappropriate Conduct by family

Families must be aware that adults serve as role models for children. Additionally, CDC is responsible for protecting the children in our care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, families conduct themselves in a professional and rational manner at all times. CDC reserves the right to immediately terminate the child care agreement if a family member behaves inappropriately. The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors):

- Acts of violence, including assault and battery
- Harassment of or threats against the staff, other parents or children
- Possession of illegal substances or firearms
- Verbal or physical abuse of any child
- Profanity or indecent exposure

HEALTH CARE POLICY

Procedure for Hand-washing:

1. **Step one: WET** Wet hands first.
2. **Step two: SOAP** Use soap, preferably anti-bacterial.
3. **Step three: SOAP/LATHER** Lather well beyond the wrist...make lots of bubbles!
4. **Step four: WASH** Work all surfaces thoroughly including wrists, palms, back of the hands, fingers and under the fingernails. Rub hands together for at least 15-20 seconds.
5. **TIP: Sing the ABC song once or twice ☺.**

When should hands be washed?

- After touching ears, nose, mouth, hair
- Any contact with infected or otherwise unsanitary areas of the body
- After use of a tissue
- Hand contact with soiled clothing or material
- Handling money
- Before eating
- After using the restroom

Cleaning and Sanitizing Equipment:

- 1) Scrub all surfaces to remove any soil.
- 2) Wash the surface with soapy water and a single service towel then rinse with water and a separate single service towel. Finally, wipe with a bleach/water solution.
- 3) Equipment should also be cleaned with a bleach/water solution.
- 4) For Kids Club: Equipment should be washed with the disinfectant that the Ann Arbor public schools use.
- 5) All toys and equipment are cleaned in a bleach/water solution yearly and also when equipment has come in contact with body fluids.

Handling Bodily Fluids:

HIV has been found in significant concentrations of blood, semen, vaginal secretions and breast milk. Other body fluids, such as feces, urine, vomit, nasal secretions, tears, sputum, sweat, and saliva DO NOT transmit HIV UNLESS they contain visible blood. However, these body fluids do contain potentially infectious germs from diseases other than AIDS. If you have contact with any of these body fluids, you are at risk of infection from these germs.

Here are some guidelines for dealing with situations where contact with body fluids may occur. Following these suggestions should also help prevent the spread of the flu, colds or other communicable diseases.

- Treat all bodily fluids as if they are infected with a life threatening disease
- Always use disposable rubber or latex gloves
- When the job is complete, take the gloves off by pulling the cuff over the fingers then turn inside out.
- Dispose of the gloves by sealing in a plastic bag before placing in a trash can.
- Encourage anyone with a bleeding wound or nose bleed to apply pressure to their own wound or nose and cover their own wound with bandaging.
- A first aid kit is available at all times. In the first aid you will find rubber gloves, a plastic bag, a diaper for serious bleeding, and bandaging.
- Thoroughly wash your hands and other part of your body that came in contact with body fluids with hot water and soap even if gloves were used.

- Disinfect the area where body fluids have been with one part bleach and ten part hot water.

NOTE: If an employee is exposed to blood, a blood exposure report is to be completed. All employees are encouraged to receive the Hepatitis B vaccine. The vaccine is provided at no cost to the employee. If the employee has declined the vaccine, and is involved in a blood incident, a new declination form and or a consent form must be completed by the employee.

Controlling Infection:

Sick Children - Please do not send a sick child to the program. Not only is it better for the child's emotional and physical well-being to remain at home but a contagious child can affect the health of everyone in the program.

If a child becomes ill while in the program, he/she will be isolated from the other children. A family member or designated adult will be contacted to pick up the child.

The following should be helpful in deciding when it is appropriate for your child to attend the program before, during and after an illness. These policies were written with the health of everyone in mind

- **Change in behavior:** If this is the only symptom, send your child to the program, but be prepared to be notified if your child has developed other symptoms and needs to be picked up.
- **Fever:** If your child's fever is higher than 100 degrees orally then he/she should not attend the program until 24 hours after the temperature has remained normal and the child feels well.
- **Upper respiratory disturbances:** A child with a simple cold may attend the program only if he/she is fully able to participate in the daily regimen of the program. If he/she is lethargic, please keep him/her at home.
- **Gastrointestinal disturbances:** If your child vomits or has diarrhea he/she should stay at home and may return after 24 hours of no vomiting or diarrhea.
- **Pain:** A child who is in pain cannot be comfortable or adequately cared for in a child care setting; therefore, the child should stay at home until the pain has been investigated and the child feels well enough to return and fully participate in the normal routine.
- **Rash:** If your child has any rash it must be identified by a physician. Your child can return upon documentation from a physician.

If your child has a minor illness or has one of the above six symptoms and you are unsure about sending your child to the program, please call the main office.

The following is a list of illnesses that exclude a child from attending:

- **Chicken pox:** The child may return after all skin lesions have dried; usually one week after the lesions started.
- **Mumps:** The child may return after the swelling is completely gone.
- **Strep throat:** The child may return 24 hours after the first dose of medication is given.
- **Hepatitis:** The child may return after a statement of good health has been given by the attending physician.
- **Impetigo:** The child may return after the first 24 hours of treatment.
- **Ringworm:** The child may return after the first 24 hours of treatment.
- **Measles or German measles:** Child may return when the rash disappears.
- **Lice or scabies:** Child may return after treatment. All nits from lice must be removed prior to returning.
- **Conjunctivitis (Pink Eye):** The child may return after the first 24 hours of treatment provided there is no mucus present.

If your child will be absent because of any of the above illnesses, please call the main office. The staff will post a sign near the door to alert parents about any contagious diseases. To insure confidentiality no names will be posted.

Health Related Resources:

www.health.gov

This is the Department of Health and Human Services website.

www.webmd.com

This website has information about medicine, illness, and disease. You can also find healthcare information

www.health.state.ny.us/diseases/communicable/#c

This website has information about communicable diseases.

Healthy Young Children

This book contains information about contagious disease, incubation and treatment and identification. You can find a copy at the administrative office.

Medical Emergencies, Injuries or Accidents

- Parents will be contacted immediately if their child is hurt and requires medical treatment. If we cannot reach you, we will contact the individuals listed on your emergency card. Appropriate First Aid will be given while we wait for a parent to arrive.
- If emergency care is required, we will call 911, and a staff member will accompany your child to the nearest appropriate medical facility as indicated on your emergency card.
- Parents will also be notified for injuries that are not of an emergency nature (pinched fingers, bumps on head...) that might require a physician's consultation but are not serious. We believe that these decisions should be made by each family individually.
- An Accident Report form will be completed for all Minor accidents or injuries within 24 hours of the incident. Families are asked to read the form and return it signed. It then will be placed into the child's file as record of the injury.

DISCIPLINE ACTION PLAN**Behavior Expectations**

Discipline is a learning experience that teaches children to respect themselves and others. The Kids Club staff uses positive methods which encourage self-control, self-direction, self-esteem and cooperation. When a child's behavior requires staff intervention, because it is unsafe for the child or others, intervention will be conducted in a professional manner. When an intervention is made it will be on an individual basis, based on the conflict resolution model ascribed by Community Day Care and Ann Arbor Public Schools.

Kids Club staff will redirect children by verbal reminders, restructuring of activities, "cooling down periods" and parental notification. If problem behavior continues after these steps are taken, the parents and staff will decide together on an effective course of action. Community Day Care/Kids Club reserves the right to disenroll any child whose behavior is not appropriate for the setting. For exceptional circumstances, one incident may be enough to disenroll.

Disciplinary Action

- 1) First Incident- Parents will receive a written "behavior report" describing inappropriate behavior, in addition to oral communication. Guardians are expected to sign this form upon receipt. One copy goes home and one will be filed in the child's file.
- 2) Second Incident- Upon receiving a second written "behavior report" form, a conference with student, staff, guardian and director or assistant director is arranged to discuss an appropriate behavior plan.
- 3.) Third Incident- After three incidences of extreme behavior resulting in a third written "behavior report" form, the child may be dismissed from the program or a suspension with a clear action plan may occur.

Kids Club is located on school campuses, and children are expected to adhere to campus rules and regulations. Kids Club also expects children to adhere to the Safety Guidelines used in the Ann Arbor Public Schools.

FINANCIAL POLICIES

Non- Refundable Registration Fee

CSACC: \$50.00 fee payable at the time of enrollment

Tuition

Fees are per session. See the registration form for the current fees. Invoices for CSACC come out on the 1st of each month and are due on the 15th.

Hardship Grants/Scholarships

CDC has a limited amount of hardship grants (scholarships) that are available to any family. The idea behind the grant is to help families in need that have unforeseen financial difficulty for limited amount of time i.e. job loss, death in family. The process for qualification is a letter explaining the financial hardship as well as income documentation. Hardship grants are reviewed quarterly. Further information can be obtained by the executive director.

Payments

Kids Club invoices come out on the 1st of the month and are due on the 15th of the month.

Alternate payment arrangements must be made with the Executive Director.

MAIL YOUR CHECKS TO THE MAIN OFFICE; OR MAKE A PAYMENT ON EZCHILDTRACK. Please include the child's surname on the check.

Late Payments

A \$25.00 fee will be charged for any payments not received by the designated time.

Returned Checks

A \$25.00 fee will be charged for each returned check.

Schedule Changes

A reduction in schedule requires a one month notice given to the program director or executive director. You are responsible for the tuition based on the greater schedule one month from the date the notice is received. Additions to schedules can be made at any time if space is available. You must first inform the main office. You will be charged a \$15 fee each change. **More than three changes will be assessed a \$25.00 processing fee each time.**

Absences

You are responsible for tuition for all contracted days, including when your child is absence due to illness, vacations, or any other personal reasons. There is a \$10.00 fee for unreported absences.

Notification of Absences

If a child will be absent, notify the site by 3:00PM on the day of the absence and leave a voicemail if no one is able to take your call. There will be a \$10.00 charge per day for unreported absences. If you repeatedly fail to inform the site of your child's absence, you could lose child care services.

Withdraw Policy

A one month notice of intent to withdraw from CDC is required. You are responsible for one month tuition from date of notice. **EXCEPTION:** Summer School Age Camp tuition is on a *contract basis*; NO REFUNDS are possible if the student withdraws.)

School Closing

If the Ann Arbor Public Schools are closed due to road conditions all CDC programs will be closed. WAAM (1600 AM) radio station will announce official closings. **PAYMENT IS EXPECTED FOR ANY SNOW DAYS OR OTHER EMERGENCY SCHOOL CLOSINGS.**

We are also closed for AAPS vacations. You are NOT charged for vacation days.

- Thanksgiving and the day after
- Two weeks in December until school resumes in January
- One week for Midwinter Break
- One week for Spring Break
- Memorial Day

Late pickup fee

A \$25.00 per child late pick up fee is assessed during the first 15 minutes for families whose children are still at the site after the program closes. A \$1.00 fee per child is charged for each additional minute. The fees will double and triple for the second and third offence respectively. After the third offense corrective action will be taken which could result in disenrollment.

Drop In

Drop in service is available only when space permits. To reserve a space, call the main office 24 hours in advance. Due to licensed enrollment limit, there is a possibility that space will not be available. Drop in rates are higher than regular time and will be billed to your account the following month.

Releasing Financial Information

Financial information will ONLY be released to those signed at the bottom of the enrollment form.

Financial Obligations

You will not be allowed to enroll in ANY of our CDC programs if there is a balance on your account.

Joint Custody

If parents have joint custody, each parent will contract with CDC separately. The number of days/weeks for which each parent is financially responsible is to be determined by the parents and reported to the Director.

Camp Only

All time is contracted. Once you turn in the registration form, you are financially responsible for all responsible for all requested time.

FAQs FREQUENTLY ASKED QUESTIONS

About KIDS CLUB program

Do you provide a snack or do I have to pack one?

Kids Club provides a light, nutritious snack including 2 of the 4 food groups. We offer snack in the morning and in the afternoon. You are also welcome to pack a snack for your child to bring.

Does my child have to participate in the activities provided?

No. There are lots of activities, toys, and games for the kids to choose from. Kids can choose to do what most appeals to them.

My child needs to do homework when she gets to Kids Club; will you make sure she does it?

We do have a table that kids can use to do their homework as well as incentives, but we will not force them to do their studies.

What if I want my child to attend other activities at school during Kids Club hours?

Lots of kids are in soccer, extended day programs, scouts, etc. We have a form for you to complete, listing the name of the activity, and several other details. Just complete one of these forms before your child attends one of these programs so that we can be sure of their safety. This applies only to programs on school grounds.

Administrative Matters

Do I need to report my child's absence from Kids Club?

If your child will not be at Kids Club in the afternoon, call our direct line to leave a message for the staff. Please do not call the school or the offices at CDC.

What if I need to change my schedule?

A family's needs often change throughout the school year. You can add time to your schedule at any time. Just speak to the director to see if there is space in the program. If you need to drop time, we require a one month's notice.

Can my child sign himself in and out so that I don't have to come in the building?

Children must be signed in and out by a guardian or an adult from the approved list. This is the only way to ensure that there are no mistakes and that your child is safe with an adult. Your 4th or 5th grader may sign in by him/herself ONLY in the morning.

CDC Summer Day CAMP

About the program

What types of activities can I expect?

We offer a variety of activities that the children can choose from. We have games, arts and crafts, more involved long term projects, Legos, blocks, and other toys to enhance play. We spend a lot of time outdoors where children can play an organized game or just play on the playground equipment. You can also expect for your camper to spend 1 hour a day with children of the same age, during group time. We also take campers swimming everyday!

What is Get Together?

A camp-wide game or activity. We often talk about upcoming activities and give reminders about field trips. Everyday, we will also host a bead ceremony during this time. Each camper will receive a necklace on their first day of camp, and has the opportunity to earn beads to place on it. All beads are representative of positive characteristics that we love to celebrate within each of them. Example of beads to be earned are leadership, bravery, honesty, friendship, dependability, caring, etc.

What are the benefits of mixing children of different ages?

Studies over many years show that children can develop cognitively and socially through interacting with both older and younger children. Older kids benefit greatly from the opportunity to become an ‘expert’ for younger children to learn from. Younger children look to the older ones to teach them, and older children view the younger ones as in need of teaching and support – they, in essence, form sibling-like bonds. These bonds aid in forming a more cooperative and cohesive group.

Swimming**How do you monitor kids in the pool?**

There are several ways in which we monitor kids in the pool:

1. We have a system using clothespins to monitor where children are at all times. Each child will have a clothespin labeled with their name. The named clothespins, will be placed on a color coded rope to represent where the child is. Spaces available to children are main pool, tot pool, deep end, bathroom, and on deck.
2. Each child has a buddy for swimming; no child is ever in the pool without a buddy.
3. Every 30 minutes we do buddy checks in which all the children go to the edge of the pool for a head count.
4. We maintain a low staff to child ratio (1:4).
5. Children cannot go in water past their armpits unless they have passed the deep end test. The deep end test is administered by the Buhr Park Pool staff. They are trained lifeguards who follow along the side of children as they are swimming 1 lap. If children pass the first portion of the test, they then will go to the deep end, and tread water for 1 minute with a lifeguard next to them.

Can the kids swim in the deep end?

They can only if they pass the deep end test administered by the pool lifeguards. They will determine which children are prepared to swim in deep water.

Does my child have to go to the pool?

Yes. In order to maintain our low ratios at the pool we cannot allow children and staff to stay at camp. If you like you may pick up your child before we go to the pool.

Does my child have to swim?

No, there are other activities on the pool deck for children who do not want to swim. We provide cards, games, books, and balls for children who do not want to swim. Children who do not want to swim can also bring a book to read.

My child doesn't want to swim, do I still need to send a bathing suit?

Yes. In order to enter Buhr Pool facilities, they must be wearing a bathing suit.

What is the child to adult ratio in the pool?

In the “tot” and “main” pools, the ratio is 1:4. For children swimming in the deep end, who have proven to be proficient swimmers and passed the test, the ratio is 1:10.

What if I need to pick my child up while they are at the pool?

1. Tell staff that you will be picking up from the pool
2. Write it in the spiral notebook on the parent table
3. Remind your child to bring his/her things to the pool

Field Trips

How long are field trips?

Most of our weekly field trips are 1 - 2 hours. We have one or two all-day field trips per summer.

Does my child have to go on the field trips?

Your child does not have to go on weekly field trips where only half of camp goes at one time; but on all-day field trips, the entire camp goes and there are no extra staff members to stay at camp. On these trips, all children must go.

How are the children transported for field trips?

We use Ann Arbor Public School busses for most of our transportation needs. On occasion we use Ann Arbor Public Transportation.

Sunscreen

How often is sunscreen applied?

Sunscreen is applied every time they go outside, before the pool (full body), half way through swim time (faces only), and before field trips. We encourage parents to sunscreen their campers before arriving to camp in the morning.

Can my child put his own sunscreen on?

Your child can apply sunscreen to his/her own arms and legs. Counselors put sunscreen on the kids' faces and backs. If your child is younger and needs additional assistance a counselor is available to help.

Food and Snacks

Does CDC Camp offer snack to my camper?

We provide snack 3 times daily. We offer a morning snack 7:30 - 10:00 am. You can expect morning snack to contain 2 food groups daily. We offer pool snack at 3:00, consisting of a fruit or vegetable. Then, we offer afternoon snack 4:30 - 5:00. This snack time will also consist of 2 food groups. All snacks will be peanut/tree nut free.

Do I send my camper with a lunch?

Yes! Please send your child to camp every day with a lunch packed at home. In the event of a day long field trip, you will be notified to send you camper with a disposable lunch.

Is there a refrigerator available for lunches?

No, ice packs or frozen juice boxes work well for keeping lunches cold. If you are sending a warm lunch with your child, put it in a Thermos to keep it warm, as there is no microwave either.