



**WATERFORD SCHOOL DISTRICT PARENT HANDBOOK FOR
SCHOOL AGE CHILD CARE**

A Licensed Pre-school and School Age Child Care Program

Welcome!

Welcome to the Waterford School District Child Care Program. Our self-supporting program is designed to enrich and compliment your child's school experience. Our School Age Program offers child care before and after school in each of our Elementary Schools for children in kindergarten through fifth grade. We also offer full day child care for children in pre-school at the Stepanski Early Childhood Center. Any student enrolled in a Waterford School District school program is eligible to register for child care services.

Waterford School District Child Care Philosophy:

We believe in providing quality child care in a warm, nurturing, caring, and positive environment.

The Waterford Child Care Program provides enriching experiences that compliment the school day. Each day, students will be offered a choice of activities that provide experiences such as:

- Large and small motor development
- Language development
- Math learning
- Science learning
- Social and emotional growth
- Creative development

Our Child Care Program is headed by qualified experienced professional who have continual training in child development and enrichment.

Registration Process

To enroll in Waterford School District's Child Care Program you must complete the registration forms available on line at: www.waterford.k12.mi.us click on **Quicklinks/Child Care**. The online registration option is recommended but printable copies of our forms are available. You may also obtain registration forms at your child's school. Please fill out separate enrollment forms for each child.

The enrollment forms that are required for registration are:

- **Program Contract (School Age/Summer School Age Contract):** This form is a contract that states you are aware of and understand, Waterford Schools Child Care Services payment policy, billing process and health information.
- **Registration/Emergency/Health Form:** This form registers your child and provides us with the necessary emergency and medical information.
- **Registration Fee:** A registrations fee of \$50 for the first child and \$75 for a family is due at the time on enrollment. This non refundable registration fee is transferable within any Waterford School District Child Care Program. Please note: these fees are subject to change. Children must be registered each school year. A non-refundable Registration Fee will be charged and must be paid upon enrollment. We bill for Child Care services on a weekly basis. Invoices will be available every Tuesday, with payment due on or before the following Friday. Past due accounts may result in suspension of care and a late fee of 5% may be assessed until these balances are current. Returned Checks and EFT's will be assessed a fee and must be repaid within one week of notification. The child's account must maintain a current balance. If more than one family member is registering the same child, each person will be responsible for his or her own account balance. If parents are requiring two separate accounts they must each pay the full registration fee. Child Care Services will maintain confidentiality and will not disclose financial information to anyone other than the account holder. Child Care will not serve as a mediator for billing issues, to determine who is responsible for what percent of the balance, or regarding drop off/pick up issues. If a child's account becomes delinquent by either party, child care services will be suspended until payment is made, or until payment arrangements have been made through the Billing Office.
- **Other Fees:** Requests for duplicate information such as attendance records and duplicate tax statements will be subject to a \$5.00 fee.
- **Licensing Acknowledgement Form:** This form states that you are aware a licensing notebook is available on site for review which includes all licensing reports, special investigation reports and all related corrective action plans per The State of Michigan Department of Human Services ("DHS") Child Care Licensing Rules and Regulations.
- **Security Cards:** At least one security card must be purchased per family and are only to be used for drop off and pick up at Child Care. Cards only work at the Child Care entrance Monday – Friday during the hours of 6:30 – 8:45 am, and after school - 6:30 pm. A fee of \$10.00 per card will be charged at the time of purchase.

Completed enrollment forms may be turned in to your Child Care Site or the Child Care Services Office at:

Covert Center ~ 1150 Scott Lake Road ~ Waterford MI 48328

Weekly Invoices

Our flexible and affordable time options will allow you to pick and choose times around your busy work schedule. Invoices will be e-mailed to you weekly, with payment due on or before the following Friday. If you do not have access to e-mail an invoice will be sent to the youngest child's school and you can pick it up from the child care coordinator. Families who have children attending multiple child care sites will receive just one invoice which will include charges for each of your children who attend child care. To make paying easier, when you receive your invoice by e-mail, you can click to pay online.

Department Human Services ("DHS")

Parents that qualify for child care assistance through DHS are responsible for all fees incurred until payments begin from the State of Michigan. Parents will also be responsible to pay the percentage that is NOT covered by DHS on or before the invoice due date. Registration fees, extra activities, snacks and/or special programs are not covered by DHS.

Tax Information

A year-end statement of Child Care payments will be available the last week of January. Because of the confidentiality of this record, as with any other financial statement, it will only be available to the custodial parent or legal guardian.

Withdrawal Procedure

A two week written notice is required in the event of withdrawal from the Child Care Program.

Volunteer Guidelines

All volunteers will be required to complete the Volunteer Applicant Disclosure Affidavit every school year. The completed Volunteer Affidavit will be valid for the current school year only. Once a Volunteer Affidavit is approved and received back from Safety and Security, volunteers will be able to work in the child care setting under staff supervision. All volunteers will receive training regarding the Waterford School District Child Care Service Policy on reporting suspected Child Abuse and Neglect to DHS/CPS. All volunteers must be at least 16 years of age. All volunteers will be supervised by child care staff.

Payment Options

Paying for child care has never been easier or more convenient for the working parent. Once you receive your emailed child care invoice, you can click to pay on-line.

ACH Bank Withdrawal: from your invoice you can click to pay **FREE** at no charge to you.

You may also choose to pay by:

Mailing a Check or Money Order to our billing department:

Child Care Services
Covert Center
1150 Scott Lake Road, Waterford, MI 48328

Or you may:

Drop Off payment at your child care site or at our billing department (address above):

PLEASE NO CASH PAYMENTS

Rates and Additional Fees

Pre School Options

Pre School Options \$2.00 each half hour option		
6:30 – 7:00	11:01 – 11:30	3:31 – 4:00
7:01 – 7:30	11:31 – 12:00	4:01 – 4:30
7:31 – 8:00	12:01 – 12:30	4:31 – 5:00
8:01 – 8:30	12:31 – 1:00	5:01 – 5:30
8:31 – 9:00	1:01 – 1:30	5:31 – 6:00
9:01 – 9:30	1:31 – 2:00	6:01 – 6:30
9:31 – 10:00	2:01 – 2:30	
10:01 – 10:30	2:31 – 3:00	
10:31 – 11:00	3:01 – 3:30	

Before and After School Options

School Age Options	FEE \$2.00 each half hour option
A.M.	P.M.
6:30 - 7:00	4:01 – 4:30
7:01 – 7:30	4:31 – 5:00
7:31 – 8:00	5:01 – 5:30
8:01 – 8:30	5:31 – 6:00
8:31 - 8:45 *	6:01 – 6:30
* \$1.00 Charge	

**LATE PICK UP FEES:
\$1.00 PER MINUTE AFTER 6:30
PM
** FEES ARE SUBJECT TO
CHANGE ****

ADDITIONAL FEES:

Late Payment Fee – A late fee of 5% of your balance will be added for invoices not paid on or before the due date.

Returned Check and ACH's Fee– will be assessed a fee and must be repaid within one week of notification with a money order. Charges remaining unpaid for more than 60 days past the due date may be assigned to a collection agency. Parents are responsible to pay related collection, attorney, and/or court costs that may be set up by the court.

Other Fees: Requests for duplicate information such as attendance records and duplicate tax statements will be subject to a \$5.00 fee.

Half Day Rates - If your child will need child care on a half day of school, additional 1/2 hour options will be charged. Make sure your Child Care Coordinator is aware you will be attending on these days, as many activities will be planned. **A .50 cent discount (a charge of \$1.50 per option) will be assessed for additional older children in the same family attending any Waterford School Child Care.**

Hours of Operation

Stepanski Early Childhood Center

Monday through Friday
6:30am to 6:30pm

Typical Daily Schedule

6:30am – 9:30am	Free Choice/Breakfast AM class Dismissal
9:30 am – 9:50am	Clean Up Circle Time
9:50am – 10:10am	Wash Hands/Snack Time
10:10am – 10:30am	Free Choice Time
10:30am- 11:00am	Large Group Time
11:00am – 11:30am	Small Group/Centers
11:30am -12:00pm	Clean Up/Wash Hands
12:00pm – 1:00pm	Lunch Outside/ PM Class Dismissal
1:00pm – 1:30pm	Wash Hands Circle Time/
1:30 pm – 2:00pm	Small Group/Centers
2:00pm – 2:30pm	Free Choice Time
2:30pm – 3:00pm	Large Group Time
3:00pm – 3:30pm	Wash Hand/Snack
3:30pm – 6:30pm	Outside/Gross Motor/Free Choice
1:00pm – 3:00pm	Children nap if requested by parent

Elementary Schools

Monday through Friday
6:30am to 8:45am
End of school day to 6:30pm

Typical Daily School-Age Schedule

6:30am – 7:30am	Choice Time
7:30am – 8:30am	Open Gym Activities
8:30am – 8:45am	Clean-up/Dismissal
4:01pm – 4:30pm	Wash Hands/Snack
4:30pm – 4:50pm	Reading/Homework
4:50pm - - 5:15pm	Outside Play
5:15pm – 6:00ppm	Choice Time
6:00pm -6:30pm	Gym Games

ALL CENTERS CLOSE AT 6:30pm

***Schedule is subject to change**

Scheduled School Closings

ALL CHILD CARE SITES WILL BE CLOSED ON THE FOLLOWING DAYS:

Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve Day, New Years Day, Good Friday, Easter Monday, Memorial Day and Independence Day
(These days are subject to change in accordance with the district calendar)

YOUR HOME SITE WILL REMAIN OPEN ON HALF DAYS

Information regarding dates for the half days will be available on the district web site.

Emergency Closings:

Waterford School's Child Care operates under the same guidelines as the school district in regards to weather/emergency closings. Below is the procedure we implement:

We will be open for child care at the following site during designated days when school is closed due to weather conditions and for holiday breaks:

***Stepanski Early Childhood Center
6010 Hatchery Rd.
Waterford, MI. 48329
248 666-8668***

Hours of operation are 6:30am to 6:30pm

Please bring emergency contact information with you to Stepanski. There is no hot lunch program available on these days so don't forget to pack a lunch for your child.

Emergency Closings During School Hours:

If school closes during the day, the school your child attends will have a system in place to notify parents that school is closing. Child care will also close when the school closes. Make sure you have a plan in place for alternate care during such an emergency closing.

Parent Responsibilities

Registration: A parent will complete all registration information for each child enrolled in the program including: appropriate Program Contract, Registration/Emergency/Health Form and Licensing Acknowledgement Form. It is imperative that you keep us informed of any changes of emergency contacts, authorized person(s) to pick your child up, employment, home address and telephone numbers.

We need to know how to contact you and the designated person(s) listed on your emergency card at all times in case of an emergency

Attendance: Parents of school age children are responsible for making certain their child understands the procedure for getting to child care and remind them the day(s) they are to attend. It is the parent's responsibility to notify their child's teacher when their child will be attending child care. Parents of pre-school children must inform their child's teacher of their child's schedule.

Drop In: If you need child care on a day you did not plan, care is still available. However, for the safety of your child please inform the child care coordinator, your child's teacher and the school office that your child will be attending child care.

Early Drop Off: Children cannot be dropped off early. Building doors **do not** open before the program starting time of 6:30 a.m.

Late Pick Up: Parents must pick up their child/children by 6:30 p.m. It is your responsibility to contact the emergency person(s) listed on the emergency card in situations when you are unable to pick up your child/children on time. **A late fee of \$1.00 per minute after 6:30 p.m. will be charged.** Late minutes will be added to your bill. Repeated late pick up may result in dismissal from the Child Care Program.

Medical Procedures: In the event that any child is seriously injured or becomes seriously ill while in attendance at the child care facility, proper emergency medical personnel will be contacted, the parents of the sick or injured child will be notified immediately. If emergency treatment is necessary, and no contact person is available the child will be transported by ambulance to an emergency treatment facility.

If the illness or accident is not an emergency, parents will be notified upon arrival of picking up their child.

Illness: Parents are responsible for making alternate arrangements if their child is ill. Our Child Care programs do not have facilities to care for sick children. In case of illness, you will be contacted to pick up your child as soon as possible. Children are not allowed to have any medication in their possession. This includes doctor prescribed medicines, pain relievers, cough drops, vitamins, sunscreen and any other non prescription medication. If your child requires any type of medication while in our care, please see the Child Care Coordinator for the procedure to administer medication to your child.

We ask parents to follow these guidelines:

- **Fever** - any temperature of :101 or greater
- **Diarrhea** - Recurring two or more times in 24 hours, containing loose, watery, mucus filled stools, or presence of blood in the stool.
- **Vomiting** - Recurring two or more times in 24 hours, until vomiting stops or medical evaluation determines that the child is ready to return.
- **Signs of Severe Illness** - Unusual lethargy, irritability, persistent crying, difficulty breathing, and uncontrolled coughing with mucus secretions, loss of appetite or complaints of pain until a doctor determines the child is ready to return.
- **Rash or Skin Infection** - Rash with or without fever, or draining poison oak, until medical evaluation determines that the condition does not indicate a disease.
- **Mouth sores** - with drooling warrants exclusion until resolved unless a health care provider determines the condition to be non-infectious.
- **Conjunctivitis** - Severe pink or red eyes or purulent eyes need to be checked by your child's doctor. If a child is being treated for conjunctivitis they need to be on medication for at least 24 hours and show signs of improvement (no drainage or redness) before returning.
- **Scabies, Head Lice** - or other infestation requires exclusion until after successful treatment and removal of all nits.

Children should not return to child care until they have been seen by medical personnel or the child has been symptom free for 24 hours or a medical facility stating they are able to return to child care.

Communication: Please keep the Child Care staff informed of any changes or incidents in the home or at school that might result in a change in behavior or attitude.

Signing In and Out: For your child's safety Waterford School District Child Care and the State of Michigan requires that children be signed in and out of the program by a parent or adult listed on the Child Information Emergency Form. We will not release children to individuals not indicated on their emergency card. Identification will be

checked for those persons the staff is not familiar with. Unless custody has been established by a court action, one parent may not limit the other from picking their child/children up from our care. A copy of the court order must be on file with the child care site in order for us to withhold a child from his/her parent.

Lunches & Snacks: Preschool children who are in Child Care during the lunch hour may bring a sack lunch, or purchase hot lunch through the Waterford School District hot lunch program. School lunch is not available on half days, non-school days, or holiday breaks. Children will receive two snacks per day at Stepanski Early Childhood Center, one in the AM and one in the PM. School-Age children will receive a snack in the PM. Snacks will be supplied by the child care for a fee. You also have the option of sending your child with their own snacks.

Discipline: The Waterford School District follows a progressive discipline policy. As part of our discipline policy, we encourage parental support in creating a positive behavior plan of action. Staff is entitled to cooperation and support by parents and children. The staff shall use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation. We ask if you or your child have any situation with other students or families to please bring them to the attention of the child care staff.

Waterford School District Child Care Discipline Policy

If children are involved in an incident and a child care assistant did not witness the incident, the child needs to inform a child care assistant of the situation.

These are the steps to follow if an incident occurs:

STEP 1 The first time an incident occurs, the child care assistant will discuss what took place with the child/children. The child care assistant should try to be the mediator and if the children feel they cannot get along they will be asked to move to different activities or asked to take a time out. After the time out, the child care assistant will then discuss with the child/children what they could have done differently to avoid the incident. The child care assistant will inform the parents upon their arrival that a discussion took place with their child/children regarding their behavior.

STEP 2 If a second incident occurs, the same procedure will take place as in step one, in addition, the child care assistant will also call the parent and inform them. The child will also be encouraged to talk to their parent on the phone at that time.

STEP 3 If a third incident occurs, the same procedure as one and two will take place. In addition, a letter will be sent home to the parents. Parents will be asked to participate in a conference with the child care staff

regarding their child's behavior. During this conference, a plan will be developed to help the child be successful in child care

STEP 4 If a fourth incident occurs, the three preceding steps will be followed and the child will be suspended for one to three days.

STEP 5 If a fifth incident occurs, the four preceding steps will be followed and the child/children will be suspended for up to ten days.

STEP 6 If a sixth incident occurs; the child/children will be suspended from child care for the remainder of the school year.

*All incidents will be evaluated and, if the severity of the incident warrants, the discipline taken will be at the discretion of the Child Care Manager.

Waterford Child Care adheres to the Waterford School District Code of Conduct and is in alignment with the policies and procedures of the school district.

Playground: Consistent with the school day, when weather permits, we will take the children outside to play on the school playground. This outdoor play area and equipment is approved by the Michigan Department of Education but not necessarily in compliance with the Department of Human Services Child Care Center Licensing Rules and Regulations. Please make sure your child has the appropriate clothing to participate in these activities

Child Custody

We recognize that families have developed many different custody arrangements for dependent children. We are obliged to honor the legal arrangements that each family has made through a court of law. If your family has a special court order, please share it with the Coordinator at the time of enrollment or whenever it becomes effective, and we will attempt to follow its intentions.

THE CENTER CANNOT RESTRICT A NON CUSTODIAL PARENT FROM PICKING UP A CHILD UNLESS A COPY OF THE CUSTODIAL AGREEMENT IS ON FILE.

LICENSING NOTEBOOK

All Waterford School District Child Care Centers have a licensing notebook available for parents to review during regular business hours. The Licensing Notebook must contain the following information from May 28, 2010 through current:

- Current License
- All Licensing Inspections
- Special Investigation Reports
- Related to Special Investigations Corrective Action Plans
- Center Modification Plans
- Approval of Center's Modification Plan

Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at **www.michigan.gov/michild**

Waterford School District offers Summer Child Care at Stepanski Early Childhood Center for Pre K – through 12 years!

We are proud to offer you an enriching summer program with the quality and care our parents and children enjoy throughout the school year. Our staff prepares an exciting summer program with intent to keep your child engaged in a variety of exploration activities.

Daily Enrichment Blocks Include:

Social, emotional, small & large motor activities incorporated with literacy, science, technology, and art. This is more than just the traditional child care program. It is a program for children that will enrich and inspire their minds!

Summer Costs: The same fee schedule is followed as that of the child care program when school is in session. Please note: optional fees may apply in the event a field trip is scheduled. Participation in field trips is at the parent's discretion and activities are scheduled for those children who are unable to participate.

HEALTH CARE SERVICES PLAN

HANDWASHING:

The following procedures will be used for hand washing:

- Have a single service towel available.
- Turn water on to a comfortable temperature between 60 degrees F and 120 degrees F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until soapy lather appears and continue for at least 10 seconds.
- Rub area between fingers, around nail beds, under fingernails, jewelry, and back of the hand.
- Rinse hands under running water until free of soap and dirt. Leave water running while drying hands.
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel.

The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

HANDLING BODILY FLUIDS:

The center will use precautions when handling bodily fluids as instructed in the blood born pathogen training. Steps include:

- Staff will put on gloves
- Staff will clean up bodily fluid with a disposable paper towel
- The area will be washed with soap and water, rinsed, and sanitized
- The child's hands will be washed
- Staff will remove gloves and wash hands

CLEANING AND SANITIZING:

The following steps will be followed:

- The surface will be washed with soap/detergent and water.
- It will next be rinsed with clean water.
- The surface will be wiped or sprayed with a sanitizing solution. Toys and small items may be submerged in the solutions.
- The area or items should be allowed to air dry. If they must be wiped, allow three minutes before wiping, so that the sanitizing agent has time to work.

SANITIZING SOLUTIONS:

- Water and non-scented chlorine bleach solution with a concentration of one tablespoon bleach to one gallon of water, or one teaspoon of bleach to 32 oz. of water.
- Commercial sanitizers specified on the label to be safe for food contact surfaces and not hazardous to children; used according to manufacturer's mixing and usage directions.

CONTROLLING INFECTIONS:

- See universal precautions above.
- Toys that are mouthed or otherwise exposed to bodily fluids will be removed, washed, rinsed and sanitized.
- Bedding will be stored so that it does not come into contact with other children's bedding. Cots and mats will be washed, rinsed, and sanitized daily if soiled or contaminated with bodily fluids, or used by different children; weekly if used by one child.
- Children who have any type of communicable disease/condition will be removed from care and may only return to care with a doctor's note.
- Children who become ill will be moved away from the other children until picked up.
- Parents will be informed of any communicable diseases in the facility.

HEALTH RESOURCE(S): OALKAND COUNTY HEALTH DEPARTMENT: 248-858-1280

The Waterford School District Child Care Services Program

Signature of Admission Agreement:

I have read the rules and regulations of Waterford School District School-Age Child Care Services including but not limited to: criteria for admission and withdrawal, schedule of operation denoting hours, days, non-school days when center is open, fee policy, discipline policy, food service, program philosophy, typical daily routine, parent notification of injury or illness, exclusion policy for illnesses, notice of licensing notebook and information mandated by the State, health service plan and other items specified in the Parent Handbook.

I agree to notify the center two weeks in advance in the event of withdrawal of my child/children from the center.

I hereby agree with the rules and regulations as outlined in the Parent handbook of the Waterford Schools Child Care Services School-Age Program

Signed,

_____Date_____

(Parent or Legal Guardian)

Revised January 29, 2015

BILLING CONTACT INFORMATION

E MAIL: CHILDCARE@wsdmi.org

TELEPHONE: (248) 738-4794
(248) 682-3170

ADDRESS: Child Care Services
Covert Center
1150 Scott Lake Road.
Waterford, MI 48328

CHILD CARE SITES

Beaumont:	(248) 738-4746
Cooley:	(248) 674-6344
Donelson Hills:	(248) 682-2332
Grayson	(248) 673-8900
Haviland:	(248) 738-4777
Houghton:	(248) 698-0925
Knudsen:	(248) 682-0580
Riverside:	(248) 674-4415
Schoolcraft:	(248) 623-7061
Stepanski ECC:	(248) 666-8668

The Waterford School District Child Care Services program does not discriminate and all children are admitted regardless of race, creed, color, sex, national origins, ethnic background or religion

Please Note: Information in this handbook is subject to change.