

# **CALHOUN CHRISTIAN SCHOOL**

## **EXTENDED CARE PROGRAM HANDBOOK**

**2022-2023**

Updated 02/2022

Calhoun Christian School would like to welcome you to the Extended Care Program. Our Extended Care Program offers your child a safe, nurturing environment where they will have the opportunity to learn and grow as a student and individual. Extended Care will offer your child structured activities, outside time, a healthy snack and time to do homework.

It is the philosophy of Calhoun Christian School that raising and nurturing children is a team effort. We encourage you as a parent or guardian to work closely with the Administrator, Director, Teachers and staff to communicate clearly the childcare needs of your family.

Calhoun Christian School's Extended Care policies are included in this handbook. Please take time to go through this important information regarding your child's safety and care. If your child has any health concerns, food allergies, or environmental allergies, please be sure they are verbalized and in writing for the entire staff. Please review and save this handbook for future reference.

We thank you for choosing Calhoun Christian School's Extended Care Program to meet your family's needs.

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## General Program Information

Calhoun Christian School's (CCS) Extended Care Program will be offered Monday through Friday from 7:00 a.m. until school begins, and from 2:40 p.m. until 6:00 p.m., in the Extended Care Room 103.

~ Morning Ages and Times:

7:00 a.m. Preschool – 12 years. Parents drop off at the preschool entrance.

~ Afternoon Ages and Times:

2:40 p.m. – 6:00 p.m. Preschool – 12 years. Parents pick up at the preschool entrance.

Our Extended Care Program is open during the school year and is available on all full school days. If students have a partial day, a snow day, or a scheduled day off, such as Christmas and Spring Break, Extended Care is not available.

The Calhoun Christian School Extended Care Program is licensed by the State of Michigan Bureau of Regulatory Services. We accept all children and families of CCS without regard to race, creed, religion, national origin, sex or special needs.

## Phone Numbers and Staff

Calhoun Christian School – Main Office	269.965.5560
Lead Teacher – Jamie Bard	269.420.8624
Director – Melissa Pidcock	269.986.5241
School Administrator – Jeralyn Belote	269.580.1129

## Morning Care Daily Schedule

7:00 - 7:30: Group activities, games, free time

7:30 - 7:35: Clean up, go to class

## Extended Care Tentative Daily Schedule and Policies

3:00 - 3:30 Homework and quiet reading

3:30 - 4:00 Snack

4:00 - 6:00 Group activities, Outside play, Art projects, Independent Choice activities

## Admission/Withdrawal Policy Enrollment Process

### To enroll in our Extended Care Program:

1. Complete Enrollment Contract
2. Review Extended Care Handbook
3. Complete the Handbook / Licensing Notebook Acknowledgement form
4. Complete a Child Information Record

### To withdraw from our Extended Care Program:

Withdrawal from the program needs to be done through the main office, not the lead teacher. You may contact the office via email at [office@calhounchristian.org](mailto:office@calhounchristian.org). You will be responsible to pay the full contract for the month you withdraw your child.

### To change your Extended Care Contract:

If your contracted schedule needs to be changed, a written notice needs to be on file with the changes at least two weeks in advance of the change. Refunds or credits will not be granted for schedule changes not given within the two-week period.

## Billing

- Payments will be made monthly to Calhoun Christian School and are NOT part of the FACTS online payment system. You will be billed by the first week of each month school is in session. Invoices will be sent via email from the school office.
- Payment is due by the 20<sup>th</sup> of each month following service and may be made online by clicking on the link in the email or by cash or check to the school office.
- A \$25 late fee will be assessed for payments not received by the 20<sup>th</sup> of the month the invoice is sent.
- A \$30 processing fee will be assessed to your account for all returned checks.
- Failure to make on time payments may result in loss of childcare arrangements at the discretion of CCS.
- Additional fees of \$5 for every 15 minutes will be charged to the next bill for children picked up after their scheduled pick-up time. If a child needs to stay past their scheduled time, please pre-arrange this with the CCS Extended Care staff.
- Extended care fees are due regardless of child's absences for any reason, including but not limited to illness, quarantine, vacation, doctor's appointment, or parent's day off.

## Extended Care Pick Up Procedure

- In order to maintain a safe environment for the students, the exterior doors accessing the school are locked at all times. Extended Care children will be picked up in the north parking lot. The far-right door is accessible to Preschool parents and Extended Care Parents. Please press the buzzer and you will be buzzed in or someone will come open the door to admit you.
- The person responsible (as noted on the Child's Information Record) for picking up will need to sign their name and the time the child is being checked out.
- If a person other than the child's parent or guardian will be picking up, their name must be listed on the Child Information Record in the "Release of Child" section.
- If your child is going to be staying later than their scheduled pick-up time, please notify the office in advance. If you do not make arrangements for your child to stay late, there will be an additional fee of \$5 per 15 minutes that will be charged on the next bill.

## Nutrition

We encourage healthy, nutritious snacks such as fresh fruits and vegetables, crackers and cheese and water to drink. Snack will be provided to the students every day. Please inform the Director of any dietary restrictions and we will do our best to accommodate. Parents may choose to send an individual snack daily for their child in lieu of what is being served. A snack calendar will be posted outside of the Extended Care room and will be updated accordingly with any substitutions made on the day of the change.

## Hand Washing Procedure

Calhoun Christian School staff and students should adhere to the following hand washing procedure:

- Turn on the water to a comfortable temperature between 60 degrees to 120 degrees Celsius.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry and back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean disposable towel. Turn taps off with the disposable paper towel.
- Dispose the paper towel into a lined trash container.

Hands must be washed with soap under running water. The following are not approved substitutes for soap and running water (unless water is temporarily unavailable):

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

## **Cleaning and Sanitizing**

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent (Spray bottle #1).
- Rinse the surface with clean water (Spray bottle #2).
- Submerge, wipe, or spray the surface or the article with sanitizing solution (Spray bottle #3).
- Let the article or surface air dry.

Examples of sanitizing solutions include but are not limited to:

- Water and non-scented chlorine bleach solution with a concentration of bleach 50 – 200 parts per million (1 tablespoon per gallon of water). Bleach used for sanitizing must have an EPA number indicating approval for food sanitizing.
- Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.

Tables and chairs in the classroom are cleaned and sanitized daily, prior to and after snack time, as well as at the end of the day.

## **CPR and Handling Bodily Fluids**

Every Calhoun Christian School staff member is trained biannually in CPR, and annually in the handling and disposing of blood-containing bodily fluids and tissue discharges, and other potentially infectious fluids. Staff members will be responsible to clean and dispose of bodily fluids in the proper manner. The Universal Health Precautions taken include the following steps:

1. Personal protective equipment needs to be used - wearing gloves, gowns, eye protection and other protective gear.
2. Hands must be washed prior to and after.
3. Decontamination using appropriate cleaning methods to decontaminate surfaces and objects. For cleaning up vomit, spit up, or feces, the surface or object must be disinfected using water and non-scented chlorine bleach (1 tablespoon of bleach per gallon of water).
4. Waste disposal needs to be double bagged, labeled and taken directly to the dumpster.

## **Notification of Pesticide Use at Calhoun Christian School**

Public Act 131 of 1193 requires the school to notify parents prior to the application of pesticides at school. A "pesticide" is defined as a substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant or desiccant.

This handbook is to be considered an annual notification to parents or guardians informing you that you will receive advanced notice of pesticide applications. This handbook is given out upon admittance or every August.

Pesticides are used occasionally in (mouse bait traps) and around the entire school building. You will be provided 48-hour advance notice prior to use. When the application occurs parents will be given detailed information about what was applied, the targeted pest or purpose, the location of application, and date of application. A notice will be posted on the door, as well in the hallway, next to the Extended Care snack schedule. A notice will also be sent home. For questions, you may call our office at 269-965-5560. For further information, the National Pesticide Information Center can be contacted by calling 1-800-858-7378.

## Health and Safety Information

Protection of children – We are required by law to report suspected cases of child abuse to Child Protective Services and our State Licensing Agent. For assistance in parenting, please call the Parent HELPLine at 1-800-942-HELP.

### Calhoun Christian Preschool Health Care Plan

The policies and procedures listed below are for the health and well-being of all children in our care at Calhoun Christian School. We take our obligation to provide a healthy environment seriously and appreciate your understanding and cooperation. This plan applies to both students and staff. We reserve the right to ask parents to take a child home if our staff assesses the child and determines the child is ill, unable or unwilling to participate in normal activities, and/or the staff is unable to provide extra care without compromising the health and safety of the other children. We encourage you to have back up childcare plan in place before sickness occurs.

### Sickness/Injury

1. All children must have updated Immunizations. Waivers must be obtained through the Department of Community Health and renewed annually.
2. Children with a **temperature of 100 degrees** and/or above will be removed from the classroom, away from the other students. Parents will be contacted via phone and requested to pick up their child immediately. Sick children will remain away from the other children (on a cot behind the teacher's counter) until parents or authorized persons listed on the Child Information Record pick them up. Children must be non-medicated and fever free for 24 hours before returning to school.
3. Children noted by caregivers to have skin eruptions, undiagnosed skin rashes, diarrhea, prolonged coughing or vomiting will be sent home. **Children must be symptom free for 24 hours before returning. Children on antibiotics must wait 24 hours before returning as well.**
4. Calhoun Christian staff must also remove themselves from the program if they experience any of the above and may not return until they are symptom free for 24 hours.
5. Children diagnosed with a communicable disease must stay home until they are no longer contagious. Parents must report diagnoses to the school office as it then must be reported to the Department of Community Health.
6. When a Preschool through 6<sup>th</sup> grade student at Calhoun Christian School contracts a communicable disease, a notice will be posted outside of the program.

**EMERGENCIES** - The Lead teacher will assess the seriousness of an injury. The teacher will treat minor cuts and scrapes. If the injury is of an emergency nature, the teacher will determine if an ambulance should be called. Parents will be called immediately. The Child Information Record will be consulted for contact information. If neither parent is available, the persons designated by the parents to be notified in the event of an emergency will be contacted. If neither parent or designated persons are available in an emergency, the physician listed on the Child Information Record will be called and his/her instructions will be followed. When contacted, the parent or authorized persons listed on the Child Information Record will be expected to arrive immediately.

1. A CCS Accident Report will be completed, copied and sent home for any minor incident including accidents and injuries on the day of occurrence. A State of Michigan Incident Report will be completed if a serious injury or emergency occurs and it will be filed with the Department of Human Services.
2. If a parent reports that a child received medical treatment or was hospitalized for an injury, accident or medical condition that occurred while the child was in care of the center, a verbal report to all necessary departments will be made within 24 hours of the parent reporting the treatment or hospitalization.
3. In addition to contacting parents by phone, a verbal report will be made to all necessary departments within 24 hours of the following incidents: Lost or unsupervised child, an incident involving allegation of inappropriate contact, physical discipline by staff, the death of a child in

care, a fire on the premises of the center that requires the use of fire suppression equipment, or the center is evacuated for any reason.

## Medication Policy

- All medication must be in the original container labeled with the child's name and administering instructions included on the pharmacy label.
- Medication is in a designated, locked medication drawer in the Extended Care Room.
- Parents must fill out a medication permission/instruction form provided by the office or the Lead teacher in the Extended Care room. Chapstick and lotion are considered medication.
- Medications will be given as instructed (dosage and time) by the parent on the medication form.
- All medication dispensed will be recorded: date, time, and by whom on the Medication form.

## Weather Emergency Procedures

**Tornado Policy** – In the event of a tornado WARNING, the Lead teacher will lead the children to the designated area in the School until the all clear is issued.

**Inclement Weather Closings** – When inclement weather occurs, closings will be on local radio (WBCK) and television stations (WOOD-TV8, WWMT 3 and WOTV 41). If CCS is closed or closes early, the Extended Care Program will also close.

In the event of a real-life emergency in which students must be relocated, they will be brought to St Joseph School, 47 North 23<sup>rd</sup> Street. Parents will be contacted via an all-school email and/or director-made phone calls to each family. We will also notify the police department. We are thankful to be under the protection of the King and hope you find comfort in knowing this as well!

## Outdoor Play Policy

We will attempt to go outside for play every day, weather permitting. Every child should come prepared with the proper outerwear during the winter months (snow pants, boots, mittens, and hat). Every effort will be made to provide appropriate outerwear for your child if he/she comes unprepared; however, if it becomes habitual, your child will be required to keep an additional set of outerwear in the Extended Care room.

## Discipline Policy

*“Train up a child in a way they should go... and they will not depart from it.” Proverbs 22:6*

Our objective in discipline is for each child to develop inner control (i.e. self-discipline). This is achieved by all staff and children knowing the guidelines for behavior and consistently upholding them. We are positive toward and supportive of the child, but not of inappropriate or disruptive behavior. Our belief is that many discipline problems can be avoided by proper management of the classroom environment - lots of interesting activities and learning experiences in the daily curriculum and by sensitive awareness of the child's abilities, needs, and feelings.

Specific discipline procedures are listed according to decreasing frequency:

1. We use positive methods to encourage positive behavior: praise, stickers, happy notes, prizes from prize jar, Cougar Paws, etc.
2. Encourage child to use words or other non-aggressive problem-solving methods. Give children time and opportunity to solve problems before interacting with the answer.
3. Re-direct child.
4. Place child in “time out” not more than one minute per age of child (i.e. – a time out for a 3-year-old will not exceed three minutes). This is to be followed by talking with the child about the occurrence that warranted the time out and talking with the parents about what occurred. This should be documented in the behavior log to help determine if this misbehavior is consistently occurring.

- If consistent misbehavior continues, a meeting with the director needs to occur along with notifying the parents to help problem solve to determine an underlying cause and to eliminate the unwanted behavior.

**Behavior Expectations:**

- Every child is expected to act in a respectful and responsible manner toward others and their property.
- Children are expected to keep their hands and feet to themselves and not cause physical or emotional harm to others. Possession of potentially dangerous objects is not allowed.
- Children are expected to use kind and caring words towards one another.
- If we feel that a child is not adjusting to the program; displaying unacceptable behavior such as excessive biting or aggressiveness; or that Calhoun Christian School cannot meet the needs of your child; the director and school administrator will advise you and suggest other options. We will give a two-week notice to find alternate care. However, sometimes it is better for all concerned if a child is dropped immediately. This of course will be our last option after all other attempts have been made and resources have been exhausted. Non-payment of fees and tuition would be an additional reason for dismissal.

**Transportation**

Calhoun Christian School does not own a bus or offer any transportation. Due to state regulations requiring a \$65 Comprehensive Background Check for any unsupervised volunteer (which would include field trip drivers), Calhoun Christian School does not offer any field trips during our Extended Care program.

**Policy Changes**

Calhoun Christian School board and/or the School Administrator or Calhoun Christian Director or may change, delete, suspend or discontinue any part or parts of this Extended Care Handbook at any time without prior notice as school business, employment legislation and economic condition dictate. You, the parent will be notified of such changes.

This Parent Handbook replaces any and all other Calhoun Christian Extended Care Handbooks, or other policies and procedures whether written or oral.

This Extended Care Handbook is to be used in conjunction with the Calhoun Christian Parent Handbook.

**Extended Care Hours and Rates**

		<b>Contracted Rate</b>	<b>Drop-in Rate</b>
<b>Morning Extended Care</b>	<b>7:00 – 7:45am</b> Monday to Friday	\$5 per day	\$7 per morning
<b>After School Extended Care</b>	<b>2:40 pm – 4:30 pm</b> Monday to Friday	\$10 per day	\$12 per afternoon
	<b>2:40 pm – 6:00 pm</b> Monday to Friday	\$15 per day	\$17 per afternoon



# CONTRACT FOR EXTENDED CARE

*For students (preschool - 12 years of age) enrolled at Calhoun Christian School only\**

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Address (where child resides) \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Mother's Cell \_\_\_\_\_ Father's Cell \_\_\_\_\_

If custody is an issue, who has legal custody? \_\_\_\_\_

With whom does the child reside? \_\_\_\_\_

## Extended Care Hours and Rates

		Contracted Rate	Drop-in Rate
<b>Morning Extended Care</b>	<b>7:00 – 7:45am</b> Monday to Friday	\$5 per day	\$7 per morning
<b>After School Extended Care</b>	<b>2:40 pm – 4:30 pm</b> Monday to Friday	\$10 per day	\$12 per afternoon
	<b>2:40 pm – 6:00 pm</b> Monday to Friday	\$15 per day	\$17 per afternoon

## CALHOUN CHRISTIAN SCHOOL EXTENDED CARE CONTRACT

(Preschool through 12 years of age)

*Please return this signed contract to the office. If you need to make a change, please contact the School Office.*

*Billing will be sent via the family email address on file.*

We, the parents of the child(ren) listed below, agree to pay Calhoun Christian School the following extended care fees for the 2022-2023 school year:

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Before School Care: M T W Th F 7:00 - 7:45 a.m. @ \$5 = \_\_\_\_\_/wk

After School Care: M T W Th F 2:40 - 4:30 p.m. @ \$10 = \_\_\_\_\_/wk

After School Care: M T W Th F 2:40 - 6:00 p.m. @ \$15 = \_\_\_\_\_/wk

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Before School Care: M T W Th F 7:00 - 7:45 a.m. @ \$5 = \_\_\_\_\_/wk

After School Care: M T W Th F 2:40 - 4:30 p.m. @ \$10 = \_\_\_\_\_/wk

After School Care: M T W Th F 2:40 - 6:00 p.m. @ \$15 = \_\_\_\_\_/wk

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Before School Care: M T W Th F 7:00 - 7:45 a.m. @ \$5 = \_\_\_\_\_/wk

After School Care: M T W Th F 2:40 - 4:30 p.m. @ \$10 = \_\_\_\_\_/wk

After School Care: M T W Th F 2:40 - 6:00 p.m. @ \$15 = \_\_\_\_\_/wk

**TOTAL EXTENDED DAY CARE FEES \$ \_\_\_\_\_/wk**

**Upon signing this agreement, the parent(s), legal guardian(s) or responsible adult and Calhoun Christian School agree to abide by the following:**

- Extended care fees are due regardless of child's absences for any reason, including but not limited to, illnesses, vacations, doctor's appointments, weather related school closings, or parent's day off.
- Checks are to be made out to Calhoun Christian School. Any check returned will incur a \$30 fee.
- Additional fees of \$5 for every 15 minutes will be charged to the next bill for children picked up after their scheduled pick up time. If a child needs to stay past their scheduled time, please pre-arrange this with the CCS Extended care staff.
- Extended Care will follow Calhoun Christian School's schedule for closings.
- Either party can cancel this contract with a 2-week notice, in writing, to the other party. However, if Calhoun Christian School determines that in the best interest of your child or the other children, for reasons including but not limited to: health, welfare and the safety of the other children, a child may be excluded from Calhoun Christian School Extended Care. This is to be done in writing. The contract will be terminated immediately, making this contract null and void. The parents of the excluded child will receive the prorated share of the extended care fees that have not been used as of the date of termination of this contract.
- The parents, by signing this contract, agree to read the policies of the Extended Care Handbook and agree to abide by all the policies and procedures contained therein.
- The parties agree that Calhoun Christian School may close for weather-related conditions, acts of God, or national emergency. The fees will not be reimbursed for these days.
- The completion of this Contract and the signature of the parent or guardian constitute an agreement that the extended care fees of this student will be paid by the parent or guardian signing.

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Signature of parent, legal guardian or responsible adult

Date