CALHOUN
CHRISTIAN



SUMMER CARE 2026
PROGRAM HANDBOOK

June 1 to August 14, 2026

Updated 4/2026

Calhoun Christian School would like to welcome you to the Summer Care Program. Our Summer Care Program offers your child a safe, nurturing environment where they will have the opportunity to be cared for in a familiar environment with structured activities, outside time, free play and an opportunity to interact with friends.

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 clearly communicate the childcare needs of your family.

Calhoun Christian School's Summer 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 Summer Care Program to meet your family's needs.

Table of Contents

General Program Information 3

Admission/Withdrawal Policy & Enrollment Process 3

Contract and Billing Terms 4

Summer Care Pick Up Procedure 4

Nutrition 4

Hand Washing Procedure 4

Cleaning and Sanitizing 5

CPR and Handling Bodily Fluids 5

Notification of Pesticide Use at CCS 5

Health and Safety Information 6

No Smoking or Vaping Policy 6

Calhoun Christian Summer Care Health Care Plan 6

- Sickness/Injury 6
- Emergencies 6
- Medication Policy 7
- Weather Emergency Procedures 7

Outdoor Play Policy 7

Discipline Policy 7

- Behavior Expectations 8

Transportation 8

Policy Changes 8

Summer Care Hours and Rates 8

2026-2027 Summer Care Contract 9

General Program Information

Calhoun Christian School's (CCS) Summer Care Program will be offered for enrolled CCS students from 3 years old through 12 years old from 7:00 a.m. 6:00 p.m., in Room 102.

Our Summer Care program will be open during the summer months beginning June 1 and ending on August 14, with one week off from June 29 to July 3.

The CCS Summer 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.

Licensing inspections, special investigation reports and all related Corrective Action plans can be found online at www.michigan.gov/childcare.

Summer Care Staff Contact Information

Calhoun Christian School Main Office – (269) 965-5560 | office@calhounchristian.org
**Please note: The office will not always be open throughout the summer and communication will be most effective with the Summer Care Director or Teachers directly.
Summer Care Director, Alyssia Mancilla – aly.mancilla@calhounchristian.org
Summer Care Teacher, Darci VanValkenberg – darci.vanvalkenberg@calhounchristian.org

Daily Schedule

7:00-8:30 – Arrival/Quiet activities/Freeplay
8:30-9:00 – Clean up and wash hands
9:00-9:30 – Breakfast/snack time
9:30-9:45 – Wash hands/bathroom break
9:45-10:45 – Outside time/Activities if raining
10:45-11:00 – Wash hands/prepare for project
11:00- 11:45 – Indoor lesson and project time
11:45-12:00 – Wash up for lunch/bathroom break
12:00-12:30 – Lunch
12:30-12:45 – Wash up from lunch
12:45-1:45 – Rest time for youngers
12:45-1:15 – Older children quiet activities
1:15-1:45 – Older children outside time
1:45-2:00 – Wake up from Nap/wash up for snack
2:00-2:30 – Snack time for all
2:30-2:45 – Wash hands/clean up snack
2:45-3:30 – Outside plan/Free play inside
3:30-6:00 – Dismissal/Activities/Outside Play

Admission/Withdrawal Policy & Enrollment Process

To enroll in our Summer Care Program:

1. **Enroll at CCS** as a student for the 2026-2027 school year, or be a sibling of a student enrolled at CCS. An exception is made for students enrolled at St. Joseph Elementary.
2. **Review this Summer Care Handbook**.
3. **Complete the Summer Care Contract form** on our calhounchristian.org website under CCS Families > Summer Care or turn in a paper copy from the contract listed in the final page of this document, returning it to the school's main office.
4. **Enroll in auto-pay for billing** through our FACTS Financial program (which is completed when parents finalize school enrollment). Payments will be automatically withdrawn from the account indicated during the payment plan enrollment process, every other Friday beginning the 2nd week of care. Payments made by St. Joe families will be made via cash/check in the office, due biweekly the Monday before care starts (June 1, June 15, June 29, July 13, July 27, and August 10, 2026).

To withdraw from our Summer Care Program:

Withdrawal from the program requires a two-week notice in writing to office@calhounchristian.org. You will be responsible for paying through the end of your two-week notice.

To change your Summer Care contract:

If your contracted schedule needs to be changed, a written notice must be on file (please email office@calhounchristian.org) with the changes at least two weeks prior to the change and you will be charged a $50.00 change of contract fee. Refunds or credit will not be granted for schedule changes not given within the two-week period. I**f days of care or time of care need to be changed, approval is needed and a new contract must be submitted through the school office/via the online summer care enrollment page.**

Contract and Billing Terms

1. Summer care is available Monday to Friday, 7am to 6pm, from June 1 to August 14, 2026. No summer care will be available June 29 to July 3. Families will be expected to pay their contracted costs regardless of unexpected closings or a child's absence for any reason (including illness, quarantine, vacation, appointment, parent day off, etc.), with the exception of the week of June 29 to July 3.
2. This contract holds your child's spot in our program, and the signature of the parent or guardian constitutes an agreement that the student's summer care fees will be paid by the parent or guardian signing.
3. Payments will be made biweekly to CCS and are NOT part of your monthly tuition payment, though the same program is used. Payments will be automatically withdrawn from the account you indicate during CCS' enrollment, through our FACTS Financial system (you can access this system at any time through the FACTS Family Portal's Financial menu item). FACTS will continue to try to pull missed payments 3 times, assessing a $25 late fee each time, until the payment goes through. Failure to make payments on time may result in the loss of childcare arrangements at the discretion of the Business Manager. Payments made by St. Joe families will be made via cash/check in the office, due biweekly the Monday before care starts (June 1, June 15, June 29, July 13, July 27, and August 10).
4. Additional fees of $1 for every (1) minute increment will be charged to the next bill for children picked up after their contracted pick-up time.
5. Accepting DHS payments will be determined on a case-by-case basis.
6. Either party can cancel this contract with a 2-week notice, in writing, to the other party. However, if Calhoun Christian School determines that it is 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 Summer Care. The contract will be terminated immediately, making this contract invalid. The parents of the excluded child will have their fees canceled as of the date of the termination.
7. The parents/guardians, by signing this contract, agree to read and abide by the policies and procedures within the Summer Care Handbook.

Summer Care Pick Up Procedure

1. To maintain a safe environment for the students, the exterior doors are always locked. Summer Care children will be picked up from the north Preschool entrance. Press the buzzer on the right side and you will be let in.
2. The school assigns codes to each person on the pickup list, which are required to check in and out their student on the tablet provided in the classroom.
3. If a person other than the child's parent or guardian will be picking up, their name must be listed on the pickup list provided during enrollment. Each person will receive their own distinct code during enrollment.

Nutrition

We encourage healthy, nutritious snacks such as fresh fruits and vegetables, crackers and cheese and water to drink. Please send a snack for your child every day. Also, send an additional snack if your child will be here more than four hours. Free lunch will be provided by Lakeview School District each day. Please inform the Director of any food allergies. A Food Allergy Emergency Care Plan must be completed and on file with the Director and will be kept in the Summer Care room for easy access. Parents will need to send a daily snack or two for their children.

Hand Washing Procedure

CCS 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 Fahrenheit.
- 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 50 – 200 parts per million (1 tablespoon per gallon of water). Bleach used for sanitizing must have an EPA (Environmental Protection Agency) 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 CCS 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 for cleaning and disposing bodily fluids properly. The Universal Health Precautions taken include the following steps:

1. Personal protective equipment needs to be used - 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 CCS

Public Act 131 of 1193 requires the school to notify parents before applying 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 and is available for review at any time on our website.

Pesticides are used occasionally in (mouse bait traps) and around the entire school building. You will be provided with a 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 and in the hallway next to the Summer 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 with parenting, please call the Parent HELP line at 1-800-942-HELP.

No Smoking or Vaping Policy

The center has a NO SMOKING OR VAPING policy. Please do not smoke/vape on the property. This is a licensing rule and must be abided by all families using the Center.

Calhoun Christian Summer Care Health Care Plan

The policies and procedures listed below are for the health and well-being of all children in our care at CCS. 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 a secondary plan in place for childcare 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 Director or Teacher as it then must be reported to the Department of Community Health.
6. When a preschool or elementary student at CCS contracts a communicable disease, a notice will be posted outside of the program.

Emergencies

The Director or Teacher will assess the seriousness of an injury. The teacher will treat minor cuts and scrapes. If the injury is an emergency, 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 nor 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 Director's office.
- Parents must fill out a medication permission/instruction form provided by Summer Care Director or teachers in the Summer Care room. Chapstick, sunblock, and lotion ARE considered medication and must have a form completed.
- 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.
- In the event of a real-life emergency in which students must be relocated, they will walk to St Joseph School, 47 North 23rd Street. Parents will be contacted via an all-school notification 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 to play every day, weather permitting. Every child should come prepared with the proper outerwear. We will also have water days. Students can choose to wear a one-piece bathing suit (girls), swim trunks, or shirts and shorts to participate in water day. They must have a change of clothes and a towel.

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, etc.
2. We encourage children to use words or other non-aggressive problem-solving methods. Give children time and opportunity to solve problems before interacting with the answer.
3. We re-direct children.
4. We may have a child take a break in a quiet chair if undesirable behaviors continue. This will be followed by talking with the child about the occurrence that warranted the break and talking with the parents about what occurred. This should be documented in the behavior log to help determine if this undesirable behavior is consistently occurring.
5. If consistent misbehavior continues, a meeting with the teacher and/or director needs to occur along with notifying the parents 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 CCS cannot meet the needs of your child; the director and school administrator will advise you and suggest other options. We will give 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

CCS does not own a bus or offer any transportation. CCS does not offer any field trips during our Summer Care program.

Policy Changes

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

This Parent Handbook replaces all other Calhoun Christian Summer Care Handbooks, or other policies and procedures whether written or oral. This Summer Care Handbook is to be used in conjunction with the CCS Parent Handbook.

Summer Care Hours and Rates

Summer care will be available from 7 am to 6 pm Monday to Friday.

Less than 4 hours/day	Choose 4 hours within one of these time frames: 7 am – 12:30 pm 12:30 pm – 6 pm	**$25/day**
4 to 9 hours/day	Any time between 7 am – 6 pm	**$40/day**
More than 9 hours/day	Any time between 7 am – 6 pm	**$50/day**

2026-2027 CONTRACT FOR SUMMER CARE AT CCS

For 3- to 12-year-old students enrolled at Calhoun Christian School for the 2026-2027 school year

Mother's Name_____ Father's Name _____

Mother's Cell _____ Father's Cell_____

Address (where child resides) _____ City _____ State _____ Zip_____

Home Phone_____ Email Address _____

If custody is an issue, who has legal custody? _____Are weeks shared?_____

We, the parent(s) / legal guardian(s) / responsible adult(s) of the child(ren) listed below, agree to pay CCS the following 2026 Summer Care fees:

Child's Name _____ **Age**_____

Less than 4 hrs/day: M T W Th F Preferred time frame _____ @ $25 / day = _____ / week

4 to 9 hrs/day:: M T W Th F Preferred time frame _____ @ $40 / day = _____ / week

More than 9 hrs/day:: M T W Th F Preferred time frame _____ @ $50 / day = _____ / week

Child's Name _____ **Age** _____

Less than 4 hrs/day: M T W Th F Preferred time frame _____ @ $25 / day = _____ / week

4 to 9 hrs/day:: M T W Th F Preferred time frame _____ @ $40 / day = _____ / week

More than 9 hrs/day:: M T W Th F Preferred time frame _____ @ $50 / day = _____ / week

Child's Name _____ **Age**_____

Less than 4 hrs/day: M T W Th F Preferred time frame _____ @ $25 / day = _____ / week

4 to 9 hrs/day:: M T W Th F Preferred time frame _____ @ $40 / day = _____ / week

More than 9 hrs/day:: M T W Th F Preferred time frame _____ @ $50 / day = _____ / week

TOTAL SUMMER CARE FEES $_____/week

Upon signing this agreement, the parent(s) / legal guardian(s) and CCS agree to abide by the following:

- Summer care is available Monday to Friday, 7am to 6pm, from June 1 to August 14, 2026. No summer care will be available June 29 to July 3. Families will be expected to pay their contracted costs regardless of unexpected closings or a child's absence for any reason (including illness, quarantine, vacation, appointment, parent day off, etc.), with the exception of the week of June 29 to July 3.
- This contract holds your child's spot in our program, and the signature of the parent or guardian constitutes an agreement that the student's summer care fees will be paid by the parent or guardian signing.
- Payments will be made biweekly to CCS and are NOT part of your monthly tuition payment, though the same program is used. Payments will be automatically withdrawn from the account you indicate during CCS' enrollment, through our FACTS Financial system (you can access this system at any time through the FACTS Family Portal's Financial menu item). FACTS will continue to try to pull missed payments 3 times, assessing a $25 late fee each time, until the payment goes through. Failure to make payments on time may result in the loss of childcare arrangements at the discretion of the Business Manager.
- Additional fees of $1 for every (1) minute increment will be charged to the next bill for children picked up after their contracted pick-up time.
- Accepting DHS payments will be determined on a case-by-case basis.
- Either party can cancel this contract with a 2-week notice, in writing, to the other party. However, if Calhoun Christian School determines that it is 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 Summer Care. The contract will be terminated immediately, making this contract invalid. The parents of the excluded child will have their fees canceled as of the date of the termination.
- The parents/guardians, by signing this contract, agree to read and abide by the policies and procedures within the Summer Care Handbook.

_____ _____ _____

Signature of parent, legal guardian or responsible adult **Today's Date** **Effective Date**

Calhoun Christian School Summer Care

Amendment to the CCS Summer Care Handbook for St. Joe Families

I have received the CCS Summer Care Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Summer Care Handbook.

Days/Hours of Operation

Summer Care will open daily, Monday-Friday, at 7:00 am and will close at 6:00 pm. Enrolled students will be expected to be picked up within their contracted pickup time or an additional fee of $1 per minute will be charged. Daily time slots are chosen during registration from the following: up to 4 hours for $25 per child, 4-9 hours for $40 per child, and 9-11 hours for $50 per child. Families will need to identify specific hours care is needed during registration for staffing purposes (i.e. 7:30-3:30pm or 12-5pm, etc).

Payment Policy

St. Joe families will pay a $55 registration fee at the time of registration. Summer Care billing will be emailed out the week before care begins and is due the Monday care starts (due dates are June 1, June 15, June 29, July 13, July 27, and August 10). Payments should be made via cash/check to Calhoun Christian School and turned into a Summer Care staff member or the Calhoun Christian School office. Delinquent payments will result in children not being able to attend until bill is current.

In order to maintain the proper number of staff, you will be billed for the schedule committed to during registration. Additional days may be added, as long as space and staffing allows. Changes to schedules, including withdrawal, requires a 2-week written notice to office@calhounchristian.org.

_____ _____ _____

Parent Signature Print Parent Name Date

Child(ren) Name(s)	Age by June 1	Weekly Schedule