



**Applevue  
Before and After Care  
Family Handbook**



**Exceptional care for the stars of our future!**

**Applevue Elementary School  
240 E. Spartan Drive  
Sparta MI, 49345  
(616)887-1449**

**[spartaschools.org/parentsstudents/child-care](http://spartaschools.org/parentsstudents/child-care)**

# Contents

- Purposeful Vision
- Admissions Policy
- Location, Days, and Hours of Operation
  - Building Security
  - Arrival & Departure procedures
- Tuition Rate
- Late Pick-Up Policy & Fee
- Change In Schedule & Withdrawal Procedure
- Vacation Policy
- Delays & Cancellations
- Discipline Policy
- Toileting
- Dress & Clothing Policy
- Health Policy
- Handwashing Policy and Procedure
- Accident and Emergency Policies
- Medication Rules and Policies
- Confidentiality
- Food Service & Nutrition
  - Snack
- Cleaning & Sanitizing Policy
- Weather Policy
- Extra Details
- Daily Schedule
  - Fall
  - Summer



## **Purposeful Vision**

The Sparta Before and After School Care (also known as BAC) is a self-supporting program that provides supervised care for your children in grades K-5 before and after school. Housed at Applevue Elementary School, the program offers children a safe, comfortable environment where they can learn, build appropriate social skills, and relax. The highly qualified staff provides an array of activities such as:

- Field trips
- Crafts
- Creative play
- Supervised games
- Unstructured play time
- Homework assistance
- After school snack

Parents are welcome to visit the program at any time.

The program not only provides students with supervision, but enhances their physical, intellectual, social and emotional development. We aim for the following:

- To provide children with safe, loving, relaxed care.
- To provide children with routine, yet time to explore and engage in creative play.
- To provide an environment that stimulates and challenges children intellectually.
- To develop respect for others and for self.
- To have no child in grades K-5 at home unsupervised.
- To develop a sense of responsibility.

## **Admissions Policy**

All application forms must be correctly completed before the child enters the program. Your child must be enrolled in one of our elementary schools. Forms on file there will be reviewed by the Sparta Before and After School care staff. Forms to be completed and received at registration are as follows:

### **Registration Forms**

- Health information
- Good health statement
- Parent notification of the licensing notebook
- Child information card (1) per child.
- Photo permission

## **Location, Days, and Hours of Operation**

The Applevue Elementary Before and After School Care is located at:

240 E. Spartan Drive  
Sparta MI 49345  
(616) 887-1449

- **During the school year our hours of operation are from  
6:30 am - 8:30 am / 3:30 pm - 6:00 pm**
- **During the summer our hours of operation are from  
6:30 am - 6:00 pm**

A two day minimum schedule is required. The program also may operate in the summer to accommodate the busy schedules of our parents; however, it is dependent on the number of enrollees.

The program is closed for all major holidays. The program is open during spring break. Schedules may vary depending on what days the holidays happen to fall on, as well as attendance.

Students from Ridgeview Elementary School are shuttled to and from Applevue Elementary by a public-school bus, depending on what session or both, that they attend.

## **Building Security**

The Before and After Care program takes the safety of our students and staff very seriously. A camera with a doorbell system as well as a fingerprint scanner is at the door of the childcare center. One person per family may utilize the fingerprinting. Please ring the doorbell and one of our staff members will greet you prior to entry.

**All staff are required to have state comprehensive background checks done and are eligible to work around children.**



## **Arrival & Departure Procedures**

- No child may be dropped off before 6:30 am.
- Parents and guardians must walk children into the center and out of the center, this also includes when we are on the playground.
- It is important you or a staff member sign your child in and out of the center. Please check the sign in/out sheet prior to leaving.
- A child will not be released to anyone other than a parent or guardian, unless that person is listed on the emergency information card.
- If you have someone else picking up your child, not from the approved list, please notify our staff ahead of time. Staff will require an ID to verify.
- In the event there are buses parked in front of the building please remain in your vehicle until they have cleared, please do not walk in between or behind buses at any time.
- Parents need to notify the center if your child will not be attending after school. (This includes if your child is in an afterschool activity) If your child does not get off the bus and we are not notified we will call:
  - The school
  - Transportation
  - Parents
  - Emergency card contact
  - Police
- Any time your child will not be attending the program, due to an illness or anything else that prevents attendance on a scheduled day, you must call (616)887-1449 or email the program director.

## **Tuition Contract & Payments**

- A non-refundable deposit of \$40 will be charged for one child enrolling or \$60 for families at the time of registration. This occurs on an annual basis. At the time of registration, parents will commit their child/children to a regular weekly schedule.
- Tuition will be charged based on your contracted schedule, not attendance.  
**Tuition charges still apply when children are absent from childcare for any reason other than when childcare is closed** (this includes snowdays, nontraditional school days, and breaks). Credits are only given to families on days that childcare is closed.

### **Tuition is charged on the basis of enrollment, not attendance.**

The center bills on a weekly basis. Tuition payment requests are sent out every Friday and due on Monday for the current week.

## **Fees are as follows:**

### **School Year**

- \$8 - Morning Care per child
- \$12 - Afternoon Care per child
- \$20 - Morning and Afternoon Care per child

### **Summer/All day care**

- \$35 - per child



**Credits will be given to families only on days that childcare is closed.**

Payments can be made using the SmartCare Parent App or Web Portal System.

We are also a DHS subsidized child care provider, and accept payments from the Child Development and Care Program that offer assistance.

Visit MI Bridges to apply for childcare assistance. ([Mibridges.michigan.gov](http://Mibridges.michigan.gov)).

**(If utilizing, you must apply and get approved prior to start date)**

**Cash and checks are not accepted.**

## **Late Tuition Fees & Policies**

A reminder will be given at the end of each payment period, and after one week of non-payment your child may be removed from the program. Late fees will be applied on Friday at a rate of 10% of the billed amount. Late fees will be applied if the balance is not paid in full.

After 3 months of non-payment, accounts will be turned over for collections.

## **Late Pick-Up Policy & Fee**

If a child has not been picked up by 6:00 pm, the following steps will be taken:

- Family(ies) will be contacted at all numbers listed on the Child Information Card.
- If there is no response and staff is unable to reach the family(ies), all emergency phone numbers listed on the Child Information form will be called. The child may be released to the individual(s) listed on the card.
- A staff member will remain with your child until the director arrives.
- When the director arrives to remain with your child, if the child has still not been picked up, or arrangements haven't been made to do so, the local Police Department will be called to pick up the child. They will also assist in trying to locate the family(ies).

## **Manual charges will be made**

Additional \$1 charge for each minute after 6:00 pm. This will increase to \$2 after 6:15 pm. If the child is not picked up by 6:30, there will be a \$5 per minute until the child is picked up.

## **Change In Schedule & Withdrawal Procedure**

We request a one week notice before withdrawing from our program. Withdrawing from the program requires an email or letter in writing one week prior to the withdrawal date. Tuition fees will be collected until the date of withdrawal.

If a family needs to add a day to their schedule that is not in their current contract it must be done by contacting the center director via phone, or email one week in advance to the day that needs to be added. Adding days can not be guaranteed due to ratios and licensing regulations. In addition any kind of change in schedule will follow the same procedure.

## **Field Trips**

Summer care field trip charges are the parents responsibility to pay if they wish their child to attend them. This charge will be added to your Smartcare bill as a manual charge. **Cash, Check, Venmo, Paypal, ect. Will not be accepted.**

## **Vacation Policy**

Students enrolled year-round (September through August) may have one week of vacation credit during the summer months. This vacation credit must be taken in a full week interval and prior notification to the BAC staff is required.

## **Delays and cancellations**

If school is delayed or canceled, there may be care for the children that are scheduled to attend on those days.

- Children who attend in the morning only are able to attend for a delay.
- Children who attend either both mornings and afternoons or afternoons only are able to attend half days. You will be charged for the afternoon rate. (\$12.00).
- If school is canceled anytime during the school day, or if school is closed for a snow day, we may be open for care. Unless it states otherwise you will be charged for your regular tuition rate, and will be billed as absent hours. If in attendance on a Non traditional day/Snow day full day rates will apply (\$35)

**You will be required to bring a lunch and beverage for your child for Half day, Full day, and Summer care. Breakfast will be provided. (Unless stated otherwise)**

## **Electronics**

Electronics of any kind are not allowed at Before and After Care. (laptops, ChromeBooks, Cell phones, Tablets, ect.)

If your child has a smart watch, they may wear it, however they may not use it.

**All communication must be done via staff members for the safety of the child.**

## **Discipline Policy**

The staff working in the program will use positive methods of discipline which will encourage self-control, self-direction, increased self esteem, and cooperation. The staff will attempt to explain to the child why certain behaviors are inappropriate and will focus on the desired behavior, rather than the negative behavior. Rules will be explained to all children. Please read and discuss the following rules and consequences with your child.

### **Rules**

1. Respect the caregivers and peers
2. Follow staff directions
3. Keep your hands and body to yourself
4. Appropriate language and voice level
5. Child will treat materials and toys with care
6. Clean up your activity and snack area
7. No rough housing, wrestling, or unsafe behavior

### **Consequences**

1. Time out
2. Separation from the activity/alternative activity
3. Verbal/written warning (discipline paper will be sent home)
4. Child will be given time to reflect on their inappropriate behavior
5. Conference with the director and parent

**Severe misbehavior (fighting, threatening children and staff, physical behavior of any kind, or verbal abuse) may result in the child being immediately removed or suspended the following day. If inappropriate behaviors are repeated after the suspension, an additional suspension of five days will occur. If this continues after, your child will be immediately dismissed from the program.**

Every effort will be made to modify inappropriate behavior, as well as through parent communication and involvement. In the event that these methods are not effective, the director maintains the right to dismiss any child from the program who exhibits inappropriate behavior. **Your support and cooperation will help us provide safe and quality care for your child and all of the children.**

## **Exclusion Policy**

It is our ultimate goal to keep children in care everyday all throughout the school year. At times, extreme behaviors may necessitate a child being excluded from the program. A process of documenting the behavior, implementing strategies, and direct director involvement with the classroom and families will occur prior to a child being excluded. **If behaviors require a one-on-one staff member for more than 30 minutes the director and staff reserve the right to call the family and have the child picked up.**

## **Dress & Clothing Policy**

Clothing that is comfortable and suitable for indoor and/or outdoor play. During cold weather. Please send children to school wearing hats, mittens, coats, snow pants, and boots during the winter, and appropriate clothing for the summer.

- Label clothing with first and last name.
- Provide an extra change of clothes that matches the season (socks, underwear, pants, short or long sleeve shirts, jacket, etc.)
- During the winter, send extra shoes so your child can change out of their boots.
- Shirts with questionable language, slogan, or message is not allowed
- Shorts/skirts must be longer than fingertip length when arms are at sides
- No tube tops/shirts showing midriff or spaghetti straps (3" wide minimum)

## **Health & Medication Rules and Policies**

Our child illness policy is based on guidelines stated by the Kent County Health Department. We attempt to limit the spread of communicable disease in our classrooms and are committed to applying policies that balance and respect the needs of children, families, and staff in these situations. It is the policy of Applevue Before and After Care to temporarily exclude children, staff, and volunteers from care who may be infectious. If staff become aware that a person has a communicable disease, symptoms will be posted or sent home in note form.

**Children must be free of symptoms and non-fever reducing medications for 24 hours before they are able to return to school.**

Families will be notified by phone if their child is ill and needs to be picked up. After one hour passes and the child has not been picked up additional individuals will be called on the emergency card.



**Reasons for exclusion from program include (but are not limited to):**

- Fever or oral temperature greater than 100.4 F
- Rash with a fever
- Diarrhea-if it is causing “accidents” and/or not associated with changes in diet or medication
- Vomiting
- Breathing difficulties, constant coughing, or constant runny nose.
- Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
- An illness that poses a risk of spread of harmful disease to others
- Child must be symptom free without medication for 24 hours to return to school
- Any kind of lice—live bugs, eggs, or nits.

**Chicken Pox:**

After the sores have dried up (scabs are no longer oozing)

**Strep throat, Scabies, Scarlet Fever, Conjunctivitis (Pink eye), Meningitis, and/or other communicable diseases:**

Ask your physician for his/her recommendation - but not less than 24 hours after beginning medication for treatment.

**Colds, Influenza, and/or other viral infections:**

Ask your physician and/or use your best judgment. Consider the following: is your child feeling up to attending? Will his/her being there present any danger or spreading infection to others? Will his/her being there cause illness to get worse?

**Toileting**

Children in programming are required to be fully toilet trained. We understand that occasional accidents happen. In the case of an accident, children will get changed immediately and staff will assist children by verbally prompting them to change themselves. If the child does not have clothing to change into, the parent will be called and you will have to pick your child up.

**Excessive accidents (more than 1-2 per week) will result in being withdrawn from the program. (Unless medical reason)**

## **Handwashing Policy and Procedure**

### **The program follows these practices regarding hand-washing:**

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand-washing is required by all staff, volunteers, and families when hand-washing would reduce the risk of transmission of infectious diseases to themselves or others.
- Children wash either independently or with staff assistance as needed.

### **Children and adults wash their hands:**

- On arrival for the day.
- After using the restroom or assisting with bathroom care.
- After handling body fluids (e.g. blowing or wiping a nose, coughing on a hand, or touching any blood, mucus, or vomit).
- Before meals and snack, before preparing or serving food, or after handling 16 any raw food that requires cooking (e.g. meat, eggs, poultry).
- After playing in water that is shared by two or more people.
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.
- Before and after administering medication.
- After handling garbage or cleaning.

### **Proper hand-washing procedures are followed by adults and children and include:**

- Using liquid soap and running water.
- Rubbing hands vigorously for at least 10 seconds, including back of the hands, wrists, between fingers, rinsing well, drying hands with a paper towel, a single-use towel, or dryer; and avoiding touching the faucet with just-washed hands (e.g. by using a paper towel to turn off water).

### **Blood/Bodily Fluids**

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. Michigan law requires that a child that has bodily fluids on his/her clothing cannot be exposed to other children. The home will be contacted for a change of clothes, if one is not already in their backpack.

### **Handling Injuries**

Staff will wash all minor cuts with soap and water and apply band-aids, if needed. Ice packs will be applied to bumps and bruises. Parents will be notified at once of all serious accidents and injuries. Staff will begin an emergency plan of action, as necessary. If your child had an accident or an injury, an ouch report will be written.

**If the injury is severe enough to require medical attention, we will call an ambulance and notify.**

**All staff will complete prevention and control of infectious disease training, including immunizations before unsupervised contact with children. Emergency rules and procedures as well as CPR and First Aid will be reviewed annually by all staff.**

### **Accident & Emergency**

Minor accidents, incidents and/or injuries are common in young children. Depending on the incident, families may be notified in conversation or in writing via anouch report on the same day as the incident of a minor accident or injury (cuts, scrapes, bruising of the skin, or bloody nose). If the injury is of a more serious nature (blood loss, cuts, head trauma), parents will be contacted immediately by phone and in some cases, they will be requested to pick their child up from care. All serious injuries requiring medical attention are required to be reported to the Michigan Department of Health and Human Services (MDHHS).

If necessary, in the event of an emergency, teachers will follow policy to call 911 and then contact parents. If a child needs to go to the hospital, a staff member will be present if a family member is not present

### **Medication Rules & Policies**

Staff may not give or apply medication without prior written permission from a physician and a parent/guardian. All prescription and non-prescription medication must be in the original container and clearly labeled with the child's name. Prescription medication must have the pharmacy label and be given according to the directions on the original container unless accompanied by a written order from the child's physician. All medications require a medical permission form that can be obtained by a staff member. This form documents:

- Time
- Date
- Dosage
- Staff member who gave the medication.

**Medication must be given directly to a staff member—never put it in a child's lunch box or backpack.**



## **Confidentiality**

Staff at Applevue Before and After care maintains confidentiality and does not reveal information regarding your child except as required by law or when there is a threat to the health and safety of individuals and families we serve.

## **Food Service & Nutrition**

All meals follow the minimum standards of the Child and Adult Care Food Program (CACFP). Meals include the 5 food groups: dairy, protein, grains, fruit, and vegetables..The center will comply with rule 440.8330(3) to ensure children with special dietary needs receive snacks in accordance with the child's special needs. We will need signed documentation from your child's doctor if there are items that your child has an intolerance or allergy. A child will never be denied or deprived of a meal or snacks if a family fails to provide it for the day.

An afternoon snack will be included in the cost of the program. Children are welcome to bring a snack from home if they so desire. On non-school days, snowdays, and during the summer, breakfast (8:30am) and an afternoon snack (3:30pm) will be provided. However children need to bring a lunch with a drink (unless told otherwise)

## **Cleaning & Sanitizing Policy**

The center cleans and sanitizes surfaces using a 3 step process.

1. Soap water solution & dry surface
2. Water solution & dry surface
3. Sanitizing solution per LARA child care licensing:
  - Water and unscented chlorine bleach with a concentration of bleach between 50 – 200 parts per million (one teaspoon to one tablespoon of bleach per gallon of water). This solution must be made fresh daily.
  - Commercial sanitizers (products labeled as a sanitizer purchased at a store). Caution should be exercised to assure they are used according to the manufacturer's instructions.
4. Each day classroom materials are sanitized using Step 3 and materials have a schedule of cleaning using the 3 step process. Any materials that have been in children's mouths or come in contact with bodily fluids will also be sanitized using the 3 step process.

## **Weather Policy**

Being physically active helps your child to learn healthy daily habits. Outdoor play and fresh air are important for the healthy growth of children. Children who participate in active play can get the physical activity they need to maintain a healthy weight, develop muscles and strong bones, and reduce their risk of developing some chronic diseases. Before and After Care is required by the State of Michigan to provide 30 minutes minimum of daily outside time for every 3 hours open. Children will play outside unless the temperature exceeds 90 degrees with the heat index or is less than 10 degrees with the windchill. Please dress your child for the season's temperature and label your child's clothing with first and last name. If your child is well enough to attend school, he/she will be expected to participate in all classroom activities, including outdoor time. (Any weather alerts, we will remain indoors). The children at Before and After Care routinely use the gym and outdoor playground area throughout the school year and summer months. (The building and play areas are regularly inspected and have met all guidelines for school-age children through the Michigan Department of Education. However they may not meet all of the guidelines for Michigan child care licensing rules.)



### **Fall Schedule**

6:30 - Open  
7:00 - Free Choice/Art  
8:20 - Ridgeview Get ready for bus  
8:30 - Parent drop off cut off time / Ridgeview Lines up  
8:35 - Dismiss Appleview  
8:35 - Staff clean up  
9:00 - Close

3:30 - Staff preps for children arrival  
3:40 - Appleview arrives  
3:45 - Appleview snack  
4:05 - Ridgeview arrives  
4:10 - Ridgeview snack  
4:25 - Outside/Gym  
5:00 - Inside/free choice  
6:00 - Close

### **Summer Schedule**

6:30 - Open  
7:00 - Free Choice/Art  
8:30 - Breakfast  
9:00 - Toys from home/Outside  
11:30 - Lunch  
12:00 - Book/Puzzle  
12:30 - Movie/Craft  
2:00 - Toys from home  
3:30 - Snack  
4:00 - Outside  
5:00 - Toys from home/Art  
6:00 - Close