



SPARTA AREA SCHOOLS

**Before and After Care**

**Care for children in  
grades K – 5**



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

**Applevue Elementary School**

**240 E. Spartan Drive**

**Sparta, MI 49345**

**616-887-1449**

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### ***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 Appleview Elementary School, the program offers children a safe, comfortable environment where they can learn, build appropriate social skills and relax. The highly qualified child care staff provides an array of activities: field trips, crafts, creative play, supervised games, and unstructured play time as well as homework assistance and an 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, located at 240 E. Spartan Drive.

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

A 2-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. (Above 10)

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 take the safety of our students and staff very seriously. We have installed a camera/keypad entry system at the door of the childcare center. If you have someone else picking up your child from the approved list, please notify our staff ahead of time. If it is someone that the staff is not familiar with, staff will ask for ID to verify against the list.

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

## **ARRIVAL & DEPARTURE TIMES**

**Parents/guardians must walk children into the center and out of the center, this also includes when we are on the playground!**

## **NO CHILD MAY BE DROPPED OFF BEFORE 6:30 A.M.**

It is important to sign your child in and out of the Center.

A child will not be released to anyone other than a parent/guardian unless that person is listed on the emergency information card.

**Any time your child will not be attending the program, due to an illness or anything else that prevents attendance on a scheduled day, please call 887-1449 and leave a message or email.** Parents need to notify if your child will not be attending after school. 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



## **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**

WHEN THE CHILD CHOOSES NOT TO FOLLOW THE RULES:

- Verbal/written warning (  ... and Think paper will be sent home)
- Separation from the activity/alternate activity
- Child will be given time to reflect on their inappropriate behavior
- Time - Out
- Conference with the director and parent

**\*\*Severe misbehavior (fighting, threatening children and leaders, or verbal abuse) may result in the child being immediately removed or suspended the following day!**

**\*\*If inappropriate behaviors are repeated on regular basis, your child will be immediately dismissed from the program.**

The above approach is successful in dealing with discipline problems involving the majority of children. Every effort will be made to modify inappropriate behavior by using the procedures 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 disruptive or inappropriate behavior that interferes with the quality and/or process of the program. Your support and cooperation will help us provide a safe and quality care for your child and all of the children.

### **TUITION RATES**

A non-refundable deposit will be charged at registration time. This occurs on an annual basis. If your child attends both the summer and school year programs, the school year fee is waived.

At the time of registration, parents will commit their child to a regular weekly schedule. Parents will be charged tuition for those sessions whether or not the child attends.

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

The Center bills on a weekly basis. All payments will be made via the Smartcare Parent App . If additional days were added due to a change in schedule or snow days, they will be added to the bill the following week. **We will no longer accept cash or checks. After 1 week of nonpayment, you will be notified via email.** After three months of non-payment, accounts will be filed with small claims court for collection. The child's place is being reserved and regardless of the reason for an absence, refunds or credits will not be given.

**Late fees will now be added. Late fees will be 10% of the billed amount. Late fees will be automatically applied the day after the due date if the balance is not paid in full. Nonsufficient funds/ Returned item fee of \$20.00 per item will be applied to your account.**

### **WITHDRAWAL POLICY**

We request a two-week notice before withdrawing from our program. If we feel the program is not meeting the needs of your child or if your child is not fitting into the group, we will contact the parents/guardians and try to work out the problem. If it is apparent that the situation has not improved after the conference and another trial period, we reserve the right to give the parents a two-week notice of termination of services.

### **LATE PICK-UP FEE - (Manual charges will be made)**

There is an additional \$1 charge for each minute after the 6:00 p.m. closing time. This \$1 charge will increase to \$2 after 6:15 p.m. If the child is not picked up by 6:30 p.m., the charge increases to \$5 per minute until the child is picked up.

### **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 billing office and BAC staff is required.

### **DELAYS & CANCELLATIONS**

**If school is delayed or canceled, there will be care for the children that are scheduled to attend on those days.** You will be required to bring a lunch and beverage for your child. Breakfast will be provided.

- Children who attend 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 afternoon rate. (\$9.50)

- If school is cancelled anytime during the school day, or if school is closed for a snow day, we will be open for care and the full day rate will apply. (\$28.00)

### **SNACK/MEALS**

An afternoon snack and drink 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, snow days and during summer, breakfast (8:30am) and an afternoon snack (3:30pm) will be provided. However, children need to bring a lunch with a drink.



### **HEALTH RULES**

Parents will be notified if their child is running a temperature of 100 degrees or more, and/or if their child is vomiting or has diarrhea. **You will be expected to pick up your child as soon as possible.**

### **When to keep your child home:**

- Vomiting and/or diarrhea within the past 24 hours
- Fever of 101 degrees within the past 24 hours
- ❖ **Head Lice:** Children must not have live bugs to attend the program. Nits **without** live bugs will be documented and a follow up will occur. A child with a large amount of nits, but no live bugs will still be sent home if treatment has not taken place. A child who arrives at the program with live bugs will be removed immediately and sent home until treatment is done and live bugs are eliminated. A child who attends with live bugs three times will be removed from the program.





- ❖ **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 of spreading infection to others? Will his/her being there cause his illness to get worse?

### **Blood/Bodily Fluids**

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. *\*\*Bodily fluids are vomit, diarrhea, and blood.* 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.

**All staff shall 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.**

### **Handling injuries**

Staff will wash all minor cuts with soap and water and apply band-aids, if needed. Ice pads 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, and we will notify you also by phone call. If the injury is severe enough to require medical attention, we will call an ambulance and notify you. 6

### **Children & Staff Hand Washing**

The hands of children and staff shall be thoroughly washed prior to handling food and before eating, after toileting (diapering), after coughing into hands or blowing nose. Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R 400.5902c.

### **Our hand washing procedure is as follows:**

Use soap and warm running water. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Rub hands together for approximately 20 seconds to work up lather. Scrub between fingers, knuckles, backs of hands, and nails. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt. Use paper towels to thoroughly dry hands. Discard paper towels. By using this method, you can reduce the spread of germs and help stop the spread of germs and infectious diseases.

**When soap and running water are not available during an outing, hand sanitizers or single use hand wipes may be used as a temporary measure.**

Staff and volunteers wash their hands at all of the following times

- Prior to starting their work day at the center
- Prior to care of children
- Before preparing and serving food
- After using the toilet/helping a child use the toilet
- After handling bodily fluids
- After handling animals/cleaning pet cages
- After handling garbage
- When soiled

Children will wash their hands

- When entering the center
- Before meals, snacks, or food preparation experiences
- After toileting
- After handling animals and cleaning pet cages
- When soiled

**All medications must be signed in on the medication permission form and must be in the original prescription bottle that has a pharmaceutical label providing the following information:**

- Name
- Date
- Dosage
- Instructions for administering medication

We realize that all parents/guardians are very busy and it is difficult to make. Please be sure that your child is well enough to participate in all indoor/outdoor activities if they are attending the Center. We realize that all parents/guardians are very busy and it is difficult to make other arrangements or miss work due to a child's illness; however, the good health and well being of all the children are top priorities at the Center.

#### **HEALTH CARE RESOURCES:**

- SCHOOL NURSE
- KENT COUNTY HEALTH DEPARTMENT
- FAMILY DOCTOR'S
- SCHOOL SOCIAL WORKER OR COUNSEL
- AMERICAN RED CROSS

#### **WEBSITES THAT CAN ALSO BE HELPFUL:**

[www.michigan.gov/michild](http://www.michigan.gov/michild) (information for parents and on immunization)

[www.pandemicflu.gov](http://www.pandemicflu.gov) (a pandemic flu checklist)

#### **Extra Details:**

- No child will be allowed attendance at Before and After Care unless the normal registration procedure is followed. This includes children who are going to a classmate's house that evening and any staff member
- Families are encouraged to not bring toys during fall care.
- Families, do not let your child bring sharp objects, candy, or money to the program. **Any items for classroom activities will be left in your child's bag.**
- The children at Before and After Care routinely use the gym and outdoor playground area at Appleview Elementary 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 childcare licensing rules)
- The children and staff follow all the rules and guidelines of Sparta Area Schools and Appleview Elementary.





- 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. **We no longer accept cash.**
- If the weather is inclement, we will utilize the gym unless it is reserved.
- If it is between 40-50 degrees during school and 80-90 degrees during summer, a decision will be made whether to stay indoors or go outside.
- Any weather alerts, we will remain indoors.

#### School Schedule

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

3:40 - Applevue arrives  
 3:45 - Applevue 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  
 2:00 - Toys from home  
 3:30 - Snack  
 4:00 - Outside  
 5:00 - Toys from home/Art  
 6:00 - Close

Thank you for your interest in  
 our amazing program!  
 - BAC

