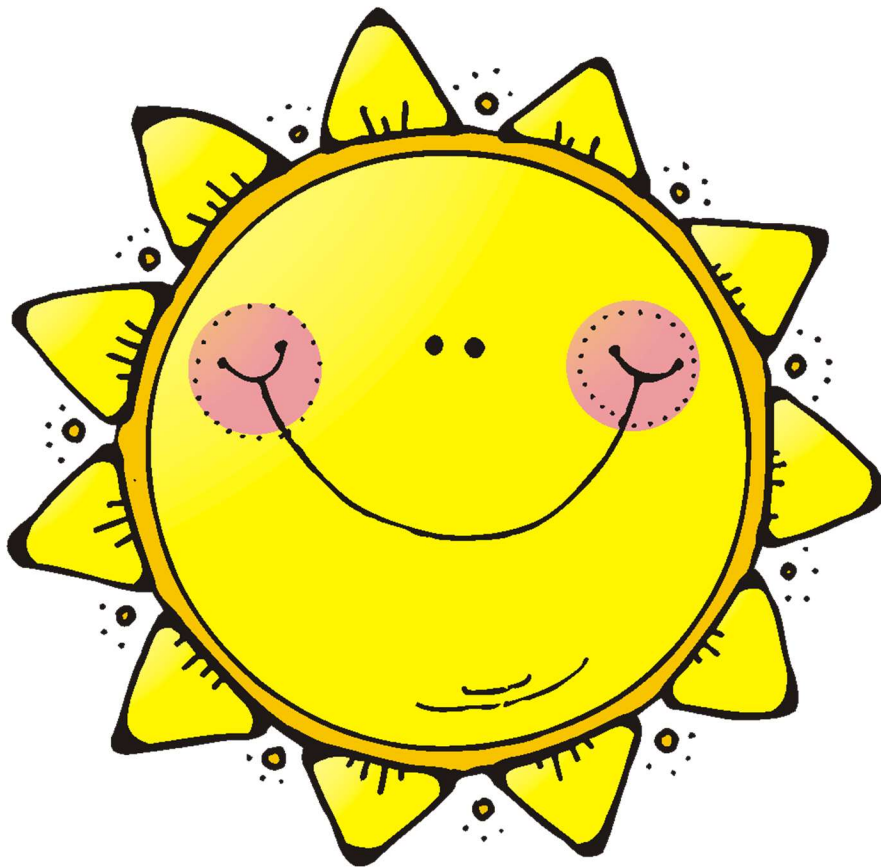


# **TC SUMMER CHILDCARE**

## Parent Handbook 2024



### Contact Information

*Program Directors*  
Jeanette Birdsell

[jbirdsell@tricountyschools.com](mailto:jbirdsell@tricountyschools.com)

231.937.4380 ext. 8311

Childcare Classroom ext. 8601

### Program Information

Through our childcare license, we are able to provide programming for students that are currently enrolled for the 2024-2025 school year ages 5 to 12. Childcare services are available from 6:00 AM until 6:00 PM. Daily local field trips will allow children extended learning and additional enjoyable experiences.

TC Summer Child Care will run from June 10 through August 16, 2024.

### Philosophy

TC Summer Childcare provides a safe, nurturing environment for school-age children and is dedicated to a high standard of excellence in providing opportunities for the physical, mental, social and emotional growth of each child. There will be plenty of time for play with a focus on all areas of development, including large and small motor, numerous literacy activities, math and science experiments, and nature explorations.

We encourage you to be familiar with the program and the staff. We value communication with parents, as it helps us meet the individual needs of each family. We appreciate hearing your concerns and compliments.

### Registration Fees and Weekly Payment Information

1. **Registration Fee** - \$65 child/\$80 family (non-refundable)
  2. **Late Registration Fee** - \$50 per family (registering after May 19)
  3. **Deposit** - \$50 per family (non-refundable) Will be credited on account the last week in summer care.
- **Over 6 hours per day *INCLUDING TRIP FEES*** —\$200/wk. per child or \$50/day per child
  - **Less than 6 hours per day including any trip fees**—\$160/wk. per child or \$40/day per child
  - **Second child discount**—\$4 off per day per second/third etc... child attending
  - **DHS Payments Accepted**
  - Includes breakfast, lunch and snacks.
- All payments are made **EVERY Friday by 6:00 p.m.** Parents may set up bi-weekly payment arrangements with the Director of TC Summer Childcare Services if needed.
  - Check your balances daily.
  - No paper statement is sent.

### Payment Options:

Our preferred payment is with debit or credit cards so that we can spend more time with your child and less time on accounting.

- One time POS payments are accepted online at [www.tuitionexpress.com](http://www.tuitionexpress.com).

- Debit/Credit payments are accepted at the Procure payment station.
- Tuition Express Auto Pay from designated accounts or cards.

**It is the parent's responsibility to pay for services rendered in a timely manner.**

### Trip Fees

**THIS YEAR TRIP FEES ARE INCLUDED IN THE DAILY RATE.** Subject to change depending on transportation costs.

### Pick Up Procedures

Our program stays open until 6:00 PM for your convenience and safety while driving home from work. Please do not be late. Our workers expect to leave at 6:00 PM. This means parents need to have their child signed out, clothed and packed to leave by that time.

**LATE PICK UP FEES WILL BE STRICTLY ENFORCED: \$5.00 for 1-5 minutes late, \$10.00 6-10 minutes late, etc.** This must be paid in full along with your regular weekly payment for your child to attend the following week. This is meant as a deterrent not a plan. After three times late, student withdrawal will be requested.

**PRESUMED EMERGENCIES: Parents are not permitted to be late more than 30 minutes.** If you know you will be late, please contact a friend or relative to pick up your child. It would be beneficial for you to have a plan in place in case of accidents, road conditions or other emergencies. **If a parent is more than 30 minutes late and we cannot contact anyone to pick your child up, we will assume that an extremely urgent emergency has happened to the family and will take to children to the nearest police department for direction and guidance.**

### Late Payment Fees and Collections Policy

All payments are due on **Friday**. Parents may choose weekly or bi-weekly payments. Parents must request bi-weekly payment plans in writing.

Check your balances daily.

No paper statement is sent.

**One time POS payments are accepted online at [www.tuitionexpress.com](http://www.tuitionexpress.com), myprocure or at the Procure payment station using credit or debit cards.**

1. 7 days late = **\$10 late charge** on all accounts not paid in full. Child unenrolled until full payment made.
2. 14 days late = **an additional \$10 late charge** on all accounts not paid in full.
3. 21 days late = **an additional \$10 late charge** on all accounts not paid in full.
4. The account will then be **given to a collection agency** for the amount due, the \$30 in late fees and an additional collections fee.

## Non-Sufficient Funds Policy

**NSF Payments** – Payments that are returned as **Non-Sufficient Funds** will be charged a **\$15.00 fee**. Payments are fees can be resubmitted by the payer. Any additional NSF payments will be subject to additional fees.

\*\*Please note that the account must be paid within 7 calendar days of the notice of NSF to the parent. If the account is not paid in full within that time, the account will be considered delinquent and the procedures and fees (1-4 listed above) for late payments will occur.

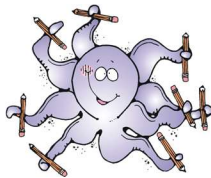
## Student Admission

The following Enrollment forms (3) must be fully completed and accompanied with your child **on or before their first day of attending** TC Summer Childcare:

1. Child Information Record Form - Every section must be completed in full, and 3 emergency contacts listed. (page 14)
2. Signed Handbook and Health Records Form (page 12)
3. Signed Notification of Licensing Handbook Form (page 13)

**Your child will not be able to attend TC Summer Childcare without these completed forms.** These documents can be obtained directly from the TC Summer Childcare caregivers.

## Sign In/Out



**Parents/Guardians need to sign their child in and out each time they attend** TC Summer Childcare. For the safety of your child, *please* be sure to let a staff person know that you are dropping off or picking up your child. Please inform us in writing if someone other than those originally authorized (on the child's emergency card) will be picking up your child. If the staff has not been informed of any different arrangements, we will not have the authority to release your child and will dismiss him/her per their normal routine. **It is our policy that children are only to be released to adults (18 and older).**

## Student Withdrawal

Parents withdrawing their child from TC Summer Childcare Program must give the director two-week written notice. In a case where the director was not notified, the parent will still be responsible for full payment.

The Director, on behalf of TC Summer Childcare Program, reserves the right to ask for a student's withdrawal if:

- ★ Program staff is not able to attend to the behavioral or physical issues of the child in our childcare environment/setting, although every reasonable effort will be made to accommodate those with behavioral or physical issues.
- ★ Lack of parental support when dealing with challenging situations.
- ★ Nonpayment for services.
- ★ Tardiness in picking up your child on 3 separate occasions within a three-month period.

## Nutrition

\*If your child has any food allergies, please note this on your child's emergency card.

\*\*We utilize the FREE U.S. Department of Agriculture's Summer Food Service Program for Children.

8:00 - **Breakfast**

10:15-**Mid Morning Snack**

12:00- **Lunch**

3:30- **Afternoon Snack**

## Vacation Policy

The director requires **two weeks' notice prior to a one time/one week vacation**, if a parent fails to give two weeks' notice, they will be charged their weekly childcare tuition.

\*If you give the required notice, you will be charged half your weekly charge per child when holding your family's position when on vacation. **You are allowed one week at this discounted rate** (to be used for one full week not individual days), **full charge for the rest of the days scheduled.**

## Severe Weather Policy

The following is the general procedure that will be followed by Tri County Area Schools and the TC Summer Childcare program. **It is the parent's responsibility to provide a place for their child to go in the event that TC Summer Childcare is closed early for any reason.**

Severe Thunderstorm Warning & Tornado Watch: The program will remain unchanged. We will be on the alert for any further developments.

Tornado Warning: All safety precautions stated on the crisis plan (located in our TC Summer Childcare room) will be followed to insure the safety of all students and staff.

## Daily Schedule

6:00 am - 7:00 am Quiet Time

7:00 am - 8:00 am Free Choice

8:00 am - 8:30 am Morning Meeting & Breakfast

8:30 am - 12:30 pm Adventure Time

\*On Field Trip Days we will leave at 8:30 and return by 12:20 unless noted on our posted weekly trip calendar.

12:30 pm - 1:00 pm Lunch

1:00 pm - 1:30 pm Rest & Read to Self/Quiet Time

1:30 pm -3:00 pm Group Time (Vocabulary/Storytime, Literature related craft and Math/Science/Nature Explorations)

3:00 pm - 3:15 pm Snack

3:15 pm - 4:30 pm Free Choice

4:30 pm - 5:00 pm Computers

5:00 pm - 5:30 pm Outside Play

5:30 pm - 6:00 pm Quiet Choices: Drawing, Reading, Games or Movie Time

## Sick Policy

Every attempt is made to keep the children healthy and safe. TC Summer Childcare asks that the parents strictly adhere to the sick policy; this will help in our efforts.

Guidelines for excluding sick children:

1. Fever-any temperature over 100 degrees (UN-medicated) in a 24-hour period.
2. Vomiting has occurred during a 24 period
3. Diarrhea during a 24-hour period
4. Excessive cough, nasal discharge, or eye discharge
5. Any unidentified rash
6. Any communicable disease
7. Any illness that prevents the child from outdoor activities or group participation.

Parents will be called if children have any of the following: Fever, Diarrhea, Vomiting, Rash, Crying or Complaining for an extended amount of time. Parents will be asked to pick up their child due to illness within 30 minutes. Parents of children that have been exposed will be notified when they pick up their children of the illness exposure.

Child may return when:

- Temperature is less than 100 degrees for 24 hours without Tylenol/aspirin.
- Child has been on proper medication for 24 hours.
- It has been 24 hours since last episode of vomiting or diarrhea.
- A written note from the child's physician will be required for the child to return after a communicable disease.

\*\*\* TC Summer Childcare Program holds the right to override a physician's written release when the health of other children will be jeopardized.



### Fees for Sick Children

\*\*\*Parents who have a child enrolled will be charged for absent days for the week.

### Medication Policy

Please indicate on your child's Tri County enrollment paperwork of any medical conditions or food allergies that your child may have. This form is required to complete your child's TC Summer Childcare enrollment paperwork.

It is the policy of the Tri County Area Schools to have written authorization for a student taking prescribed oral medication while attending TC Summer Childcare. If your child needs to take medication, there is an "Authorization for Medication" form that you will need to have your doctor fill out before medication can be given at school. This information will be handled in a confidential manner. Please contact the director to receive a copy of this form.

If your child has Asthma, Tri County Area Schools has a form that the parents and doctor will need to complete. Please contact the director or the main office to receive a copy of this form.

### Health Care Policies

- ★ Children and staff members will wash their hands before snack and after using the bathroom.
- ★ Staff members will use rubber gloves if they are required to handle children's bodily fluids.
- ★ Cleaning and sanitizing of all equipment and toys will be done on a bi-weekly basis.
- ★ Tables will be cleaned and sanitized throughout each session.
- ★ If any children or staff is sick with unusual or serious cases of a communicable disease, the health department will be notified and a note will be sent home with your child.
- ★ Staff suffering from fever, diarrhea, vomiting or rash will notify the director to request a replacement worker.

## Outdoor Play

All children attending the TC Summer Childcare will be using the equipment owned and operated by Tri County Area Schools on the school playgrounds for outdoor play. We will be hiking daily so proper shoes are a requirement.

## Clothing

Please send your child to TC Summer Childcare dressed to play. Students do go outside on a daily basis so please dress your child appropriately so that they are comfortable when outside. A spare set of clothing and sweatshirt should be sent every day.



## Accident and Emergency Procedures

If your child is involved in a serious accident at TC Summer Childcare, you will be called immediately. The staff will use your emergency card to follow your directions for order of contact and notify the director of the incident. The director will notify the Department of Human Services if notified that a child received medical treatment or was hospitalized for an injury, accident or medical condition that occurred while the child was in care. If there was a minor mishap, parents will be notified in person by the caregiver to let you know what happened.

Emergency procedures prepared for all children at Tri County Area Schools are posted and will be followed in the areas of natural or man-made disasters, a plan for evacuating and relocation for safety, fire and tornados. **If any emergency procedures are performed, staff will contact parents to communicate the details of release of their child including any changes in location and procedure.** The parent contacted will authorize the emergency release adult. The Department of Human Services will be notified within 24 hours if evacuation was necessary.

Tri County Area Schools students do practice these Emergency Procedures routinely throughout the school year. Students will participate in fire and tornado drills as required for licensing throughout the year.

## Discipline Policy

In order to maintain a happy, healthy, disciplined environment, Tri County TC Childcare stresses the importance of safety, care of property, good habits, rules of conduct, and consideration and respect for others. Constructive methods of discipline such as giving alternative choices, positive reinforcement, and redirection are used to maintain group control and handle individual behavior. Our main focus on discipline is preventative in nature, as we aim to build self-discipline in the students. A combination of Capturing Kids hearts and the 1-2-3 Magic technique is the approach that is used to redirect students when their behavior needs to be modified. The following are the steps that occur each time this technique is used:



1. If a student is acting inappropriately the staff member will use the "Capturing Kids Hearts" verbal protocol, asking the child the following questions: What were you doing? What were you supposed to be doing? Were you doing it? What are you going to do about it?
2. If the behavior continues, the staff will use 1, 2, 3 Magic protocol giving a verbal 1, 2, 3.
3. The student will take a five-minute break in a designated area if they reach a 3.
4. After the student takes a break, then he/she needs to conference with the adult using the about Capturing Kids Hearts protocol. If needed the child will apologize to whomever he/she was acting inappropriately to before engaging in further activities.
5. If a student continues to act inappropriately then he/she needs to fill out a "TC Childcare Behavior Report" with the staff member who is supervising.

**If a child receives more than three reports in a three-month time span or the incident was a major incident with concerns over safety of the child, then he/she will not be allowed to attend TC Childcare.**

### **Confidentiality**

Your child's file will be kept confidential. We are required to keep your child's file for seven years. After that time, everything in their file will be destroyed. Any other personal matters that are shared with the staff will also be kept confidential.

### **Child Abuse and Neglect**

TC Summer Childcare Program is required by law to report any suspected child abuse and/or neglect. The staff member that views or hears about any possible child abuse/neglect will be required to contact the Department of Human Services to report the suspicion immediately.

### **Volunteering**

Any person wishing to volunteer or participate in special activities etc. must complete the Tri County Volunteer criminal background check and the Family Independence Agency Request for Central Registry Clearance Criminal Background Check. This information can be obtained at the main office. The TC Summer Child Care Program director must have the results from this background check on file before you will be able to participate. All volunteers will be supervised by TC Summer Childcare Program staff. Thank you for your cooperation.

### **Grievance Policy**

All families are encouraged to express their concerns or problems about the program to the caregiver at any time. If you feel that the problem or concern has not been addressed, please contact the program director. If the issue continues, then a meeting will be scheduled for all parties involved to solve the problem and/or concern.

## Health Care Resources

### ***Catholic Social Services - 989-831-8306 or 800-589-8184***

PO Box 480, 212 West Main St. Suite B, Stanton, MI 48888

\*Offer the following programs: Parent and Family Support, Behavioral Health & Counseling, Family Preservation, Child Welfare

### ***Department of Human Services - 989-831-8400***

609 North State Street, PO Box 278, Stanton, MI 48888

\*Offer the following programs: Food Stamps, medical assistance, FIM (formerly AFCD), child day care funding, State Emergency Relief for shelter and utilities, crisis prevention services, delinquency services, child foster home licensing, foster care placement, employment services, and volunteer services. Protective Services deals with child/adult abuse and neglect.

### ***EightCap, INC - 616-754-9315***

904 Oak Drive-Turk Lake, PO Box 268, Greenville, MI 48838

\*Offer the following programs: Heat/utility assistance, shelter assistance, home weatherization, USDA commodity cards, Mid-Michigan Community Action distribution cards, referrals to food banks, legal services, etc..., income tax preparation, Salvation Army funds, Medicaid and DHS assistance applications available, and others.

### ***MiChild/Healthy Kids - 888-988-6300***

\*Provides health insurance for uninsured children of Michigan's working families. Covers regular check-ups, shots, emergency dental care, pharmacy, hospital care, prenatal care & delivery, vision, hearing, mental health/substance abuse-\$5.00 mo. fee.

### ***Mid-Michigan District Health Department - 989-831-5237***

615 North State Road, Stanton, MI 48888

\*Offers the following programs: Community Health & Education, Environmental Health Division, Family Planning, Immunization Clinics, Hearing & Vision Screening Clinics, Free & Low-Cost Health Insurance for Children & Pregnant Women, WIC.

### ***Montcalm Center for Behavioral Health - 989-831-7520 or 800-377-0974***

611 North State Road, Stanton, MI 48888

\*Serves children, adolescents, mentally disabled adults and families. 24-hour treatment services are available. Services are available for runaways, infant mental health, family counseling, and a variety of support groups.

### ***Pine Rest Clinic - Greenville - 616-364-1500 or 800-678-5500***

126 Cass Street, Greenville, MI 48838

First Congregational

\*Services include marriage and family therapy, stress management, work-related issues, religious concerns, substance abuse, depression, anxiety, low self-esteem, women's mid-life issues, loss and grief, other aging issues, family dynamics, and issues of caregivers of special needs children.

## Handbook and Health Records Form

Dear Families,

Please detach pages 11 & 12 from the Parent Handbook and sign and return the form during the registration and orientation day before attending TC Summer Childcare.

I \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, have read and agreed to the terms stated in the TC Summer Childcare Parent Handbook including the following:

- Daily Rates, Trip Fees and Late Fees - pg. 2 & 3
- Weekly Payment Expectations - pg. 2
- Collection Agency Policy and Collections Fees - pg. 3
- **Complete** the Child Information Sheet with **3 Emergency Contacts** (Every space is required by the state to have information listed. N/A is no longer acceptable and must be marked as "unknown".) - pg. 13

Required email address \_\_\_\_\_

I also **verify my child is in good health** with any activity restrictions noted below. Their immunizations are up to date and their immunization record or appropriate waiver is on file with my child's school.

Activity restrictions (IF ANY):

### LATEX - CHOOSE ONE and Intial:

\_\_\_\_\_ **I DO GIVE PERMISSION** for my child to participate in projects during the TC Summer Childcare Program which include the use of **latex gloves and balloons**.

\_\_\_\_\_ **I DO NOT GIVE PERMISSION** for my child to participate in projects during the TC Summer Child Care Program which include the use of **latex gloves and balloons**.

### SUNSCREEN - CHOOSE ONE and Intial:

\_\_\_\_\_ I give TC Summer Childcare Program permission to apply sunscreen if needed.

\_\_\_\_\_ My child may apply his or her own sunscreen protection.

(Note: PARENT must supply their own sunscreen labeled with their child's name.)

**RELEASE OF INFORMATION - CHOOSE ONE and Intial:**

\_\_\_\_\_ **I DO GIVE PERMISSION** for pictures to be taken of my child for possible use in the following ways: Web pages, TC Summer Childcare Program services and scrapbooking.

\_\_\_\_\_ **I DO NOT GIVE PERMISSION** for pictures to be taken of my child and used in the following ways: Web pages, TC Summer Childcare Program services and scrapbooking.

**PERMISSION TO TRANSPORT WITH SCHOOL VANS & BUSES - CHOOSE ONE and Intial:**

\_\_\_\_\_ **I DO GIVE PERMISSION** for my child to be transported by school approved drivers using the school vans and buses.

\_\_\_\_\_ **I DO NOT GIVE PERMISSION** for my child to be transported by school approved drivers using the school vans and buses.

**Licensing Notebook**

State law now requires that we have written documentation that you are aware of the following items:

o The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

o The notebook will be available to parents for review during regular business hours.

o Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

1. **I have read the above statements concerning the licensing notebook.**
2. **I have read all the financial terms as laid out in the handbook and agree to the terms.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## CHILD INFORMATION RECORD

### State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

<b>For Provider Use Only:</b>		Date of Admission	Date of Discharge	
Name of Child (Last, First, Middle Initial)				Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State
			Zip Code	
Parent/Legal Guardian's Name		Home Phone ( )	Parent/Legal Guardian's Name (Optional)	
			Home Phone ( )	
Home Address (if not child's address)		Cell Phone ( )	Home Address (if not child's address)	
			Cell Phone ( )	
City	State	Zip Code	City	State
Email Address (optional)			Email Address	
Employer Name		Work Phone ( )	Employer Name	
			Work Phone ( )	
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ( )	
Hospital Preferred for Emergency Treatment (optional)				
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)				

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.

See Reverse Side

**Emergency Contact & Release of Child:** List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	( )	( )
2.	( )	( )
3.	( )	( )

**Release of Child Only:** List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	( )	2.	( )
3.	( )	4.	( )

**Parent/Legal Guardian Initials:**

\_\_\_\_\_ I give permission to \_\_\_\_\_, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian

Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation.	

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.



**ENROLLMENT CONFIRMATION TC SUMMER CHILDCARE 2023**

1st Child's Name: \_\_\_\_\_ Current Age: \_\_\_\_\_ (5-12)

2<sup>nd</sup> Child's Name: \_\_\_\_\_ Current Age: \_\_\_\_\_ (5-12)

Over 6 hrs per day - \$160/wk per child or \$40/day per child. Less than 6 hrs per day-\$130/wk per child or \$35/day  
 Field Trip Expense - Additional Van Trip Charge: \$4.00 or \$5.00/per child, per trip (To cover transportation costs)  
 Tuition **MUST** be paid weekly on the due date. If not received on the due date, day care will be discontinued.  
 Tuition rates are based on the scheduled days of care you request below and are charged on the basis of enrollment, NOT ATTENDANCE.

Please confirm registration dates below:

Week Dates	Monday	Tuesday	Wednesday	Thursday	Friday	6/6-7/1/2022
6/5 to 6/9						
6/12 to 6/16						
6/19 to 6/23						
6/26 to 6/30						
Week Dates	Monday	Tuesday	Wednesday	Thursday	Friday	7/4-7/29/2022
7/3 to 7/7		CLOSED				
7/10 to 7/14						
7/17 to 7/21						
7/24 to 7/28						
Week Dates	Monday	Tuesday	Wednesday	Thursday	Friday	8/1-18/2022
7/31 to 8/4						
8/7 to 8/11						
8/14 to 8/18						
8/21 to 8/25						

Registration Fee	\$ _____	\$60/Child or \$75/Family (Non-refundable)
*Deposit (Non-refundable)	\$35.00	(Will be credited on account last week in summer care)
Late Registration Fee (After May 19, 2023)	\$30.00	(Per Family)
Total Amount Due: \$ _____		

**I understand that tuition rates are due based on the days I have scheduled, and payment is due each Friday unless indicated otherwise above.**

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\*Deposit to be applied to the last week of TC Summer Childcare 2023.  
 Please contact TC Summer Childcare Director if you have any questions - [mschank@tricityschools.com](mailto:mschank@tricityschools.com)