

# Tri County Childcare



## Parent Handbook & Enrollment Packet

Providing care for children without regard to race, religion, sex, national origin, parent marital status or political beliefs.

# 2023-2024

**Contact Information**

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## Program Information

TC Childcare provides before and after school childcare services for Tri County students at an affordable rate located at TC Elementary and TC Middle School. Morning TC Childcare services are available from 6:00 AM until the first bell. In the afternoon, TC Childcare services are available from dismissal until 6:00 PM.

## Philosophy

TC 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. Children learn through play; therefore, we offer meaningful play opportunities during the program for your child to create, explore, discover and share their thinking with others.

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.

## Daily Schedule

### Morning Schedule

6:00 – 7:00 am QUIET CHOICE TIME

7:00 – 7:30 am CRAFT/GAMES

7:30 – 8:00 am LARGE MOTOR

8:00 – 8:10 am BATHROOM/READY

8:00 – 8:30 am FREE CHOICE

### Afternoon Schedule

3:40 – 4:10 pm LARGE MOTOR

4:10– 4:20 pm SNACK

4:20 – 4:45 pm RECESS

4:45 - 5:45 pm FREE CHOICE

5:45 – 6:00 pm QUIET CHOICE TIME

## Student Admission

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

1. Parent Pick-Up Registration required on the ProCare App for daily check in and check out.
2. Child Information Record Form – Every section must be completed in full; email is a must and 3 emergency contacts listed. (page 14) Last year's paperwork may be reviewed and initialed.
3. Signed Handbook and Health Records Form (page 12)
4. Signed Notification of Licensing Handbook Form (page 13)
5. Signed Tuition Express Form - turned in as a primary payment method or a backup payment method.

**Your child will not be able to attend TC Childcare without these completed forms.**

## Payment Information

\*Prices are subject to change\*

AM session (2.5 hours)	\$9.00
PM session (2.5 hours)	\$9.00
BOTH AM & PM sessions (same day)	\$16.00
One Session Family Discount	\$3.00 discount per additional child
BOTH AM & PM sessions (same day) Family Discount	\$13.00 total cost for each additional child
Morning Delays	\$14.00
Early Release Day (~5 hours) **Same Day Rate - Must call first to check availability	\$25 for the 1 <sup>st</sup> child - \$21 per ea. additional child \$30 for the 1 <sup>st</sup> child - \$26 per ea. additional child

1. **PAYMENTS ARE DUE WEEKLY.** It is the parent's responsibility to pay for services rendered in a timely manner. **Amounts due are listed in the ProCare App once your child is registered. They are also available 24 hours/7days a week through the parent portal. All billings will be posted daily. POS payments are available online or via the ProCare App.**

2. Our program stays open until 6:00 PM for your convenience and safety. Children are to be signed out, clothed and packed to leave by that time. Our workers expect to leave at 6:00 PM.

3. LATE PICK UP FEES WILL BE STRICTLY ENFORCED through the ProCare computerized system: **\$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 can be requested.

4. **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 them 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 bi-weekly payments if needed. Contact [tronk@tricountyschools.com](mailto:tronk@tricountyschools.com) directly for this option.
- Check your balances daily.
- No paper statement is sent.

**One time POS payments are accepted online at [www.tuitionexpress.com](http://www.tuitionexpress.com), myprocare or within the ProCare app.**

1. 7 days late = **\$10 late payment charge** on all accounts not paid in full.
2. 14 days late = **an additional \$10 late payment charge** on all accounts not paid in full.
3. 21 days late = **an additional \$10 late payment 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 \$10.00 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 Withdrawal

The Director, on behalf of the Tri County TC Childcare Program, reserves the right to ask for a student's withdrawal. Student withdrawal may be requested because of but not limited to any of the following:

- \*TC Childcare 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.
- \*Arrears in accounts past 8 days.
- \*Tardiness in picking up your child on 3 occasions.

### Snack

Since Tri County Area Schools provides free breakfast daily to all students, we will not provide am snacks. If you believe your child will be hungry before the 8:30 AM breakfast time, we encourage parents to feed their child a nutritious morning snack at home.

One snack with a drink is provided during the afternoon childcare session through the FREE U.S. Department of Agriculture Food Service Program for children. **Some children are still hungry after they have had their one snack. Please pack an extra snack for your child.** If your child has any food allergies, please note this on your child's emergency card.

### 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.

### Outdoor Play

All children attending the TC Childcare Program will be using the equipment owned and operated by Tri County Area Schools on the school playgrounds for all outdoor play.

Please send your child to TC Childcare dressed to play. TC Childcare students do go outside on a daily basis so please dress your child appropriately so that they are comfortable when outside.

### 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 from any TC office. The TC Childcare director must have the results from this background check on file before volunteers will be able to participate. All volunteers will be supervised by Tri County TC Childcare staff.

## **Child Abuse and Neglect**

Tri County Childcare 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.

## **Sign In/Out**

**Parents/Guardians need to sign their child in and out each time they attend TC Childcare by using the ProCare Parent Tablet.** 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. Children can only be released to adults listed on the registration form. All these names have been added to your child's ProCare file. Please review names and numbers frequently. Parent contact by phone or in writing if someone other than those originally authorized (on the child's emergency card) will be picking up your child.

## **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 TC Childcare session.
- If any children or staff are sick with an unusual or serious cases of a communicable disease, the health department will be notified, and a note will be sent home with your child.
- 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.
- Children may return to TC Childcare following an illness when they are able to attend school.
- Staff suffering from fever, diarrhea, vomiting or rash will notify the director to request a replacement worker.



## **Accident and Emergency Procedures**

If your child is involved in a serious accident at TC 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. TC Childcare students will participate in fire and tornado drills as required for licensing throughout the year.

## **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 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 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 TC Childcare director or the main office 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 TC Childcare director or the main office to receive a copy of this form.

## 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 inappropriate 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. This form is copied for the parent so we can receive additional support in these behaviors.

**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, than he/she will not be allowed to attend TC Childcare.**

**All of the following means of punishment are prohibited (Listed per SOM Licensing and Regulatory Affairs):**

- (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- (b) Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
- (c) Restricting a child's movement by binding or tying him or her.
- (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- (e) Depriving a child of meals, snacks, rest, or necessary toilet use.
- (f) Excluding a child from outdoor play or other gross motor activities.
- (g) Excluding a child from daily learning experiences.
- (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure

## Yearly Schedule, Delays and Closings

We will follow the same schedule as Tri County Area Schools including any early release days or school closings due to teacher-in-service days, holidays, or weather closings.

### Morning Delays:

- If school is delayed before 6 a.m. childcare will begin childcare at 7:30 a.m.
- If school is delayed after 6 a.m. childcare will remain open until the start of school.
- The cost of either scenario is \$14

### Afternoon Cancelations:

- *If school is dismissed early for any reason, there will not be afternoon TC Childcare.*
- If the Superintendent of Schools **cancels evening activities due to inclement weather, TC Childcare will close.** Parents will be called and required to pick up their child within 30 minutes to ensure the safety of children and workers. Make sure to have a plan in place in case this occurs.

## Scheduled Early Release Days

TC Childcare will be running Early Release Day school aged (5-12) childcare at Tri County Elementary during the school year for each of the scheduled days listed on attached flyer. Parents will be required to register to attend separately and will need to indicate if transportation from another school is required.

**\*\*SEE ATTACHED FLYER ON THE BACK\*\***

Early Release Day (6 hours) **Same Day Rate - Must call first to check availability	\$25 for the 1 <sup>st</sup> child - \$21 per ea. additional child \$30 for the 1 <sup>st</sup> child - \$26 per ea. additional child
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1:05 – 1:45 Large Motor Fun  
 1:45 – 2:30 Story time & Quiet Time - Read to Self  
 2:30 – 3:30 Craft Centers  
 3:30 – 3:45 Snack

3:45 - 4: 45 Free Choice Play  
 4:45 – 5:15 Outside Play  
 5:15 – 6:00 Computer/Movie Time

## Severe Weather Policy

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

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

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 Childcare room) will be followed to ensure the safety of all students and staff.

Severe Winter Warnings: If the Superintendent of Schools cancels evening activities due to inclement weather, TC Childcare will close. **Parents will be called and required to pick up their child within 30 minutes to ensure the safety of children and workers. Have a plan in place in case you are unable to pick up your child yourself.**

## 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 TC Childcare 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

\*Offers: Parent & Family Support Services, Behavioral Health, Counseling, Family Preservation & Child Welfare

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

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

\*Offers: 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, & volunteer services. Protective Services deals with child/adult abuse & neglect.

### **EightCap, INC – 616-754-9315**

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

\*Offers: 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.

### **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 and delivery, vision, hearing, mental health and substance abuse services. Call for an application.

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

615 North State Road, Stanton, MI 48888

\*Offers: Health & Education, Environmental Health Division, Family Planning, Immunization Clinics, Hearing & Vision Screening Clinics, Free & Low-Cost Health Insurance Programs for Children & Pregnant Women and 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

\*Areas of interest/expertise include but are not limited to: 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

Thank you for your participation in the Tri County TC Childcare program. We are constantly trying to improve on our services for your child. Every year, we review our policies and provide a handbook for you to review.

Please detach this page from the Parent Handbook and sign **and return the form on (or before) your child's first day of attending TC Childcare.**

I \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, **have read, understand and agree to the terms stated in the Tri County TC Childcare Parent Handbook** including the following:

- Daily Rates, Weekly Payment Expectations and Late Fees – pg. 5-6
- TC Childcare Delayed Morning/ Closures – pg. 11
- **Complete** the Child Information Sheet with your **EMAIL** and **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. 16 **THIS IS REQUIRED**
- Automated Payment Processing is not required but is highly recommended for ease of payment

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):

**EMAIL will be used for communicating intent to send to collections from ProCare Systems.**

**EMAIL Required:** \_\_\_\_\_

### Licensing Notebook

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

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- 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).

**I have read the above statements.**

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

\_\_\_\_\_  
Date

## CHILD INFORMATION RECORD

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

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	Primary Phone (    )	Parent/Legal Guardian's Name (Optional)	Primary Phone (    )
Home Address (if not child's address)	2 <sup>nd</sup> Phone (if applicable) (    )	Home Address (if not child's address)	2 <sup>nd</sup> Phone (if applicable) (    )
City	State	Zip Code	City State Zip Code
Email Address (optional)		Email Address (optional)	
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/or Special Instructions? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: (Attach additional sheets, if necessary.)			

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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.	

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**Join in the FUN and Register Today!!!**

**Who? School Aged Children 5-12 years old**

**Where? Tri County Elementary**

**When? Every Scheduled Early Release Day this school year - 1:05 pm - 6 pm**

**Cost? \$25 per child - If attending AM care as well that day, you will receive a \$2 discount**

**Please fill out this form if your child will be attending After School Childcare on Early Release Days. Please select each day that your child will be attending.**

**Early Release Day TC Childcare Schedule**

1:05 – 1:45 Large Motor Fun	3:45 – 4:45 Free Choice Play
1:45 - 2:30 Story Time or Read to Self	4:45 – 5:15 Outside Play
2:30 - 3:30 Craft Centers	5:15 – 6:00 Computer/Movie Time
3:30 – 3:45 Snack	

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October 19	October 20	December 18	December 19	December 20	March
14	March 15	May 24	June 3	June 4	June 5

Children Attending: \_\_\_\_\_

\_\_\_\_\_

Parent Requesting Childcare: \_\_\_\_\_

Parent Telephone Number: \_\_\_\_\_

**Registration Checklist:**

- All required TC Childcare paperwork is current and on file.

# Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name	Phone #		
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name	Phone #			
Address	City	State	Zip	
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER	ACCOUNT NUMBER	CHECK NUMBER
123456789	000123456789	0001

#### FOR OFFICIAL USE ONLY

Date Received
Employee Signature

800.338.3884 • [procaresoftware.com](http://procaresoftware.com)

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