



# ALLENDALE CHRISTIAN SCHOOL

Academically Prepared Called To Service Spiritually Equipped

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## Childcare Handbook

2018-2019

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11050 64<sup>TH</sup> AVE  
ALLENDALE, MI 49401  
(616) 895-5107

Principal: Brian Koetje  
Child Care Director: Kelsey Post

## Our Mission

The mission of Allendale Christian School is to provide an excellent education that will prepare students for service in God's kingdom. The mission of the child care program is to provide Christ-centered child care in a safe and nurturing environment.

## Philosophy

We believe that children are truly gifts from God. We provide a safe and nurturing environment in which children are able to play, learn, build secure relationships, and get assistance with school work. We strive to assist your child in their walk with Christ by incorporating Christ-centered activities.

## Hours of Operation

We are open from 7 am to 6 pm.

**Before School Care (BSC):** BSC will be offered from 7 am to 8:20/8:35. This is for families whose day begins before the school day. This part of the day will include a healthy breakfast option, games, books, and free play. When your child's school day begins a staff member will bring them to their class at the appropriate time.

**Lunch care:** Lunch care will run from 11:05-1:00. This part of the day is for parents who need care right after preschool for a couple hours. During this time of the day children will be able to play and have lunch. Children will be picked up from their classroom and brought to the childcare room.

**Preschool Extended Care:** Extended care will begin at 11:05 am and go until 3:20. This is for children coming from morning preschool. This section of the day will also include lunch time so please pack a lunch or sign up for the lunch program. During afternoon child care we will offer a rest/nap time, this may be a quiet book time or sleeping. Other activities include free play, art, center or choice time, and a small circle.

**After School Care (ASC):** ASC will begin right after school and run until 6 pm. During ASC children, will have time to do some homework, play outside, do an art project, and have choice time. A snack will be provided for your child.

**All Day Care:** All day care runs from 7:00am-6:00pm. This program is for children who are not in school during the day and still need care. During the day children will have many opportunities to play, learn, and rest. We will have a circle time in the morning, center time, free play, and outside/gross motor time. Children will need a lunch during the day.

## Daily Schedule

**7:00-8:35** Arrival, choice time, dismissal to school

**8:35-8:45** Bathrooms and hand washing

**8:45-9:15** AM snack (school provided)

**9:15-10:00** Circle time and centers (math, art, science, sensory)

**10:00-10:30** Outside/ Gross motor activity

**10:30-11:05** Free choice and transition from preschool

**11:05-11:45** Outside/ free choice/ centers (depending on weather or day)

**11:45-12:00** Bathrooms and hand washing

**12:00-12:30** Lunch

**12:30-1:00** Free choice and transition to PM preschool

- 1:00-2:00** Rest/ nap  
**2:00-2:15** Circle time  
**2:15-3:10** Centers/ free play  
**3:10-3:20** Pick up/ bathrooms/ transition to after school care  
**3:20-3:30** Sign in/ quiet activities  
**3:30-3:50** Hand washing and snack (school provided)  
**3:50-4:30** Outside/ Gross motor activity  
**4:30-5:00** Homework/reading/games/coloring/educational activities  
**5:00-6:00** Free choice/special program time/quiet activities
- This schedule is subject to change on any given day.

### **Childcare Eligibility**

In order to enroll in any of our childcare programs your child must be enrolled in ACS preschool through 5<sup>th</sup> grade.

### **Enrollment**

1. Contracts for Chargers Childcare must be signed and turned in.
2. Parents also must turn the following into the office:
  - Enrollment form
  - Completed child information card
  - Signed handbook and contract
  - Up to date immunization form
3. Parents must agree to pay their childcare fees.

### **Fees**

Before school care: \$4 (\$3 for each additional child)

Lunch care: \$6.50

Preschool extended care: \$16

After school care: \$4 an hour (\$2.25 for each additional child)

- 1 Hour- 3:20-4:30
- 1.5 Hours- 4:31-5:00
- 2 Hours -5:01-5:30
- 2.5 Hours- 5:31-6:00

All day care (7-6): \$35 (\$25 for each additional child)

- These prices are per day per child, unless otherwise stated.
- There is also a onetime \$30 registration fee. (non-refundable)
- There will be a minimum 1 hour charge applied.
  - Childcare ends at 6:00. Please have your child(ren) picked up by then. Our staff have evening commitments and would like to leave on time. If you pick your child(ren) up late there will be a \$5 fee charged every 5 minutes you are late.

## Other Enrollment Options

**Drop-in:** You can sign up for drop-in care. Drop-in care is designed for families who may not need care consistently but would like the option to utilize childcare. You must sign your child up and add the most likely days you would use care. Your child can attend care as space allows, but you must provide a 24-hour notice.

**Snow Day:** ACS childcare will be open on snow days if a minimum of six ACS students are pre-enrolled. Please check the box on the child care contract if you would like to utilize snow day care. We will update you in the fall (at the latest) regarding this option. The snow day maximum cap per family is \$70.

**School Delays:** You child(ren) must be on the schedule for Before School Care or All Day Care to be able to have care guaranteed for a school delay. If you have an emergency and need care, you can call ahead to see if there is space available.

**Half Day Care:** We will offer care after early dismissals. Please indicate this on your contract if you would like to utilize care on a half day. We need at least six ACS students pre-enrolled to offer care on half days.

**School Vacations:** There will be child care available during MOST school vacation times. We must have at least six ACS students pre-enrolled to offer child care during vacations.

Child care will be available on the following days during vacations:

- October 24-26 (CEA convention)
- November 21 (day before Thanksgiving)
- December 27-28, January 2-4 (Christmas break)
- February 22 & 25 (winter break)
- March 29, April 1-4 (Spring break)

Please indicate which days you would like care on the childcare contract. Childcare will run normal hours on these days.

## Drop off/ Pick up Policy

There will be a sign in/ sign out sheet parents will be expected to sign every day. This helps us know when children are in our care and when they are absent. Staff will sign you child in or out if they arrive from school to our care or if they leave our care to school or the bus. **\*\*If someone other than a parent will be picking up the child, please inform the staff of who will be coming. This person must also be on the child's information card. We will check identification on all unfamiliar people.\*\***

## Payments

Regular billing will occur monthly, on the first Friday of the month. Payments will be due within two weeks of billing. If your child does not attend child care, you will still be billed with the exceptions of:

- Illness; if the office is notified the day of
- Field trips or other school related events during the day
- When school closes due to weather, unless signed up for care
- When school is closed for breaks or holidays, unless signed up for care

**Failure to make payments will result in termination of care until payments are received.**

### **Absences**

If your child will be absent from care, please contact both the child care office and the main office.

Childcare number: (616)895-5017

Childcare email: [kpost@allendalechristian.com](mailto:kpost@allendalechristian.com)

Office number: (616) 895-5108

### **Personal Days**

Each family will receive 2 personal days. These personal days can be used when your child is absent from care, and you would be paying for that day.

These days can be used for vacations, not in our school calendar, or days your child is absent for other reasons. You must inform the childcare director you are going to use a personal day in advance.

Personal days are granted for one school year, there are no rollovers. They can also not be transferred to other families or siblings.

### **Required Supplies**

Please bring these items along each day:

- Extra set of clothes
- Blanket/pillow for rest time (this may be kept at school but must go home at the end of the week for washing)
- Weather appropriate clothing (we will be going outside when weather permits. Please have the appropriate clothing along)
- Indoor shoes/slippers (must be brought along in the winter. Winter boots will not be allowed in the classroom)
- Lunch/snack (children will need lunch provided every day. A snack may be packed if you wish)

### **Illness**

If you child presents any signs of illness or a fever please keep him/her home. This is for the protection of all the other children in our care.

Illnesses include, but are not limited to:

- Fever
- Runny nose- thick yellow or green discharge
- Rash
- Severe cough
- Sore throat
- Red or watery eyes, or conjunctivitis (pink eye)
- Vomiting or upset stomach
- Diarrhea
- Any draining sores
- Ringworm, scabies or lice

Please keep your child home until they are 24 hours fever free, without Tylenol, or have been on antibiotics for 24 hours.

If your child becomes sick at school parents will be notified immediately. While they are still at school we will do our best to make them comfortable until someone can come pick him/her up.

Please notify the office if your child ends up with a communicable disease such as chicken pox, head lice, conjunctivitis, or strep throat.

If your child has allergies or other medical concerns, please inform your child's teacher.

### **Medications**

Should your child need to take medication during the day, please fill out a medical release form. Medication cannot be given to your child without previous permission from the parent and a signed form.

### **Food Policy**

Allendale Christian is a nut-free school. Please ensure any food sent with your child is nut-free.

There will be a breakfast option as well as snack provided in both the morning and after school sections. You may pack extra snacks if you wish.

Lunches MUST be labeled AND dated every day.

### **Weather**

In the event ACS closes due to weather (snow, fog, ice) childcare will still be open, if it is safe enough for staff to travel.

You may pick up your child if there is a tornado watch, please inform the office you will be picking them up. If there is a warning, please do not pick your child up.

In the event of a tornado watch, childcare will run as normal. We will monitor the weather closely.

In the event, there is a tornado staff will direct children to the safest place in the building.

### **Drills**

Child care will participate in all drills ACS performs. Including: fire, tornado, and lock down.

### **Emergencies**

It is our hope that we never have to implement our emergency procedures however, in the event of an emergency the following procedures will take place.

- Basic first aid will be performed
- In the event of serious injury 911 will be called and the parents will be notified.
- An incident report will be filled out by the child care staff.

These emergency procedures are posted around the room.

### **Behavior Management**

Here at ACS we believe that every child is a gift from God and should be treated as such. If a behavioral problem should come up, we will treat the child with respect and help the child find a way to better manage their behavior or feelings.

Redirection will be the main tool to guide children and prevent conflict. If redirection does not work, after many tries, the child may be removed from the group and take a little time with a staff member to work through the issue. Should time away or redirection not work a behavior management plan will be made between the parents and either the director or the staff member in most contact with the child.

It is our goal to have open communication with parents about ways we can help their child thrive in our care. If you feel more communication needs to be had about a certain concern, please contact Kelsey Post at [kpost@allendalechristian.com](mailto:kpost@allendalechristian.com).

### **Withdrawal Policy**

If at any time you need to withdrawal your child from care, a two-week notice is required. You will be billed for this two week period.

We reserve the right to ask you to withdrawal your child for the following reasons:

- Your child is not adequately toilet trained
- Your child creates an unsafe situation for the other children
- We are unable to meet your child's needs behaviorally after implementing a behavioral management plan.

### **Child Abuse Reporting**

ACS staff is mandated by state law to report any incidences of suspected child abuse/neglect, child endangerment or domestic violence. Our concern is always the safety and well-being of your child.

### **Licensing Notebook**

Parent Notification of the Licensing Notebook Requirement

Child care organizations act, 1973 Public Act 116

All preschool and licensed childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAP's developed on and after May 27, 2010 until the license is closed.

- This 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 statement and the handbook issued by Allendale Christian School Little Chargers childcare  
Child(ren)'s name(s) \_\_\_\_\_

\_\_\_\_\_

Father Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any other questions, please talk to the director or childcare staff.