

Parent Handbook



2024 Early Childhood Full Day Summer Care

Riddles, Rhymes, and Summertime!



June 13—August 14, 2024

No care on July 4-5



Join us this summer as our early childhood littles go way up high, past the blue sky, and way down low, where the octopus goes! They will jump on our train and choo-choo to the zoo, and have lots of number fun as we Hickory, Dickory, Dock, around the clock too. Come along for the ride to enjoy Riddles, Rhymes, and Summertime!

Summer Dates

| | |
|------------|---|
| Week One | June 13 - 14 |
| Week Two | June 17 - 21 |
| Week Three | June 24 - 28 |
| Week Four | July 1 - 3 No camp on July 4-5 |
| Week Five | July 8 – 12 |
| Week Six | July 15 – 19 |
| Week Seven | July 22 - 26 |
| Week Eight | July 29 - August 2 |
| Week Nine | August 5 - 9 |
| Week Ten | August 12 - 14 No camp on August 15 - 16 |

Summer Locations

Community Education Center

Director: Kathleen Kaiser
Kathleen.Kaiser@uticak12.org

586-797-6979

38901 Dodge Park Road
Sterling Heights, 48312

Duncan Early Childhood Center

Child Care Coordinator: Cassie Edwards
Cassie.Edwards@uticak12.org

586-797-4652

14500 Twenty Six Mile Road
Shelby Township, MI 48315

Website: ucsccommunityeducation.org/early_childhood

Table of Contents

| | |
|-----------------------------------|----|
| Welcome | 4 |
| Program | 4 |
| Days/Hours of Operation | 5 |
| Registration | 5 |
| Enrollment Forms | 5 |
| 2023 Summer Care Tuition | 6 |
| Payment Schedule | 6 |
| Payment Options | 7 |
| Other Summer Care Fees | 7 |
| Billing | 8 |
| DHS State Assistance | 8 |
| Tax Information | 8 |
| Signing In/Out Policy | 9 |
| Late Pick Up | 9 |
| Custody | 10 |
| Security | 10 |
| Parent Responsibilities | 10 |
| Children’s Personal Items | 11 |
| Staff | 11 |
| Ratios | 11 |
| Health Policy & Procedures | 12 |
| Allergies | 13 |
| Medication | 13 |
| Child Abuse | 13 |
| Confidentiality Policy | 13 |
| Dismissal from Program | 14 |
| Lunches & Snacks | 14 |
| Weather/Safety Drills | 14 |
| Board of Education/Administration | 15 |

Welcome

Welcome to Utica Community Schools Summer Care Program. Our program goal is to provide a safe, fun, enriching and stimulating environment for your child. Summer Care is designed to care for Infants and Toddlers as well as Preschool children who have not yet completed Kindergarten. Children in our preschool program must be toilet trained.

The Summer Care Parent Handbook outlines what parents can expect from our program along with our policies and procedures. **Please keep this handbook readily available as it provides answers to frequently asked questions.**

Our programs establish a daily routine that the children quickly become familiar with.

Summer Care activities include but are not limited to arts, crafts, math, science, self-directed play, physical activities (indoor and outdoor) and much more!

If you have any questions, comments or concerns please feel free to contact the UCS Early Childhood office at (586) 797-4660 or email ec@uticak12.org.

Program

Summer Care will provide the following:

- A safe, friendly and healthy environment where staff will strive to meet the emotional, social and physical needs of each child.
- An environment where children can develop an enthusiasm for learning and exploring through constructive play.
- An atmosphere of respect for self and others and respect for equipment and materials.
- Help children develop self-control and a clear understanding of expectations.
- Opportunities to become independent and responsible through self-directed and individualized activities.

Days and Hours of Operations

Summer care is available Monday through Friday from 7:00 am to 6:00 pm

Thursday, June 13– Wednesday, August 14, 2024

Care will not be available Thursday, July 4 and Friday, July 5, 2024

Registration

Non-refundable Registration fee

\$40 per child/\$60 per family

You must register online at: <https://ucsccommunityeducation.ce.eleyo.com/child-care/1/ucs-early-childhood>

If registration is full, you will receive an email to be placed on the waitlist. Once registration is confirmed, you will receive a separate email confirmation with required paperwork.

The parent listed on the Summer Care registration form is the person responsible for full payment. Parents who share financial responsibility for payments must work out the payment method themselves. If parents choose to have separate bills, they will need to set up a second payer on the account.

Enrollment Forms

The following paperwork must be completed, signed and on file before attendance before your child may attend summer care:

- Child Information Form (one per child)
- Topical Ointment/Sunscreen Permission
- Health Appraisal/Vaccination Record

It is extremely important that forms are current. Please notify staff immediately if there are any changes during the summer, such as:

- Address change
- Contact phone numbers
- Change of individuals authorized to pick up your child

2024 Summer Care Tuition

If child(ren) are absent due to illness, you will be responsible for the first 2 days of tuition based on the summer calendar you turned in, and not again until your child(ren) are able to return.

- The minimum requirement for attendance is 2 full days or 3 half days per week.
- Tuition will be based on the schedule you submit at registration.
- Tuition is due on each Monday the week of care.
- Two weeks notice is required if you need to make a change to your summer schedule in order to avoid being charged.

All accounts from the school year and/or last summer must be at a zero balance in order to register your child(ren) for summer care.

| 2024 Summer Preschool Weekly Tuition Rates | | | |
|---|-------|---------------------------------------|-------|
| Full Day (more than 5 hours) | | Half Day (5 hours or less) | |
| 2 Full Days | \$145 | | |
| 3 Full Days | \$185 | 3 Half Days | \$155 |
| 4 Full Days | \$215 | 4 Half Days | \$180 |
| 5 Full Days | \$245 | 5 Half Days | \$200 |

| 20234 Summer Infant/Toddler Weekly Tuition Rates | | | |
|---|-------|---------------------------------------|-------|
| Full Day (more than 5 hours) | | Half Day (5 hours or less) | |
| 2 Full Days | \$175 | | |
| 3 Full Days | \$220 | 3 Half Days | \$185 |
| 4 Full Days | \$260 | 4 Half Days | \$215 |
| 5 Full Days | \$290 | 5 Half Days | \$240 |

Payment Schedule

| Week # | Dates of Summer Camp | Payment Due by |
|---------------|---|-----------------------|
| One | June 13 - June 14 | Monday, June 10 |
| Two | June 17 - 21 | Monday, June 17 |
| Three | June 24 - 28 | Monday, June 24 |
| Four | July 1 - 3 No camp on July 4 or 5 | Monday, July 1 |
| Five | July 8 - 12 | Monday, July 8 |
| Six | July 15 - 19 | Monday, July 15 |
| Seven | July 22 - 26 | Monday, July 22 |
| Eight | July 29 - August 2 | Monday, July 29 |
| Nine | August 5 - 9 | Monday, August 5 |
| Ten | August 12 - 14 No camp on August 15 - 16 | Monday, August 12 |

Payment Options

Option #1

Automatic payments using your American Express/Visa/MasterCard/Discover card or checking account

- During the registration process, you will be required to provide your electronic payment method. This can be in the form of a debit or credit card or by providing your checking account information.
- Parents have the option to authorize that payment method on file for Auto Pay, which will automatically deduct each Monday the exact amount billed to your child's account, using your credit card or checking account.



Option #2

Pay online at your convenience

- The primary payer will receive an email when your invoice is ready to be paid. A link will be provided in the email to review the invoice and make a payment.

Other Summer Care Fees

- **Late Fee:** Summer Care closes at 6:00 pm. A 6:01pm a late fee of \$15 every 15 minutes, per child will be charged until student is picked up (If a parent is going to be late picking up, a phone call is appreciated, but it will not eliminate the late fee.)
- **NSF Fee:** A \$25 fee will be charged for a returned check. Once a check has been returned, personal checks will no longer be accepted from that account.
- **Declined Charge Fee:** A \$5 fee will be charged to your account when a credit card payment is declined.

Billing

- Summer Care tuition statements are generated weekly.
- Tuition statements will be emailed the Monday of each week.
- All accounts from the school year and/or last summer must be at a zero balance to attend Summer Care.
- Any charges that have incurred over and above your “pre-pay” payment will be reflected as Total Balance on your Tuition Statement.

DHS State Assistance Payments

Authorization from Michigan Department of Human Services should be provided at the time of registration

- DHS does not pay for registration, late fees, field trips or swim fees.
- The parent is responsible for Summer Care charges until official authorization from DHS is received by the Early Childhood Accounting Office.
- The parent is responsible for payment of all/any amount not paid by DHS.
- The actual amount paid by DHS varies based on care provided.
- In the event that DHS authorization has been approved, adjustments can be made, but no refunds are given based on assistance payments.
- Parent is responsible to notify the Early Childhood Office if they are no longer eligible for DHS.

Tax Information

- Utica Community Schools Tax ID Number is: 38-6002552
- Early Childhood does not provide year-end statements or totals, please keep your weekly statements.

Please note that it is the responsibility of each parent to retain their cancelled checks, credit card statements or confirmation emails.

Signing Your Child In/Out of Summer Care

For your child's safety, Summer Care and the State of Michigan **mandate that an adult must walk children into the building and sign them in with your initials.** The same procedure will be used when picking up your child. The sign in/sign out procedure is very important for staff to maintain safety.

- You must present your Summer Care program badge to the camera at the entrance of the building.
- Children with temperatures at 100.2 or above will not be allowed to enter.
- Please sign your child in and out using the Ipad when entering your child's classroom.
- Children may not use the iPad to sign themselves in or out.
- Your child will only be released to the person(s) on the Child Information Record.
- Photo identification will be requested every day. Please show your ID to the staff at pick up. Please advise the individual picking up your child to bring photo identification with them.
- **We cannot release children to siblings unless they are 18 years of age or older, have a photo ID, and are listed on the Child Information Record.**

Late Pick Up

- Summer Care closes promptly at 6:00 pm. **At 6:01pm a late fee of \$15 every fifteen minutes** will be charged until student is picked up.
- If a child is not picked up by 6:00 pm and the Summer Care Staff has not received a phone call from the parent, the following procedures will be implemented:
 - A call will be made to the parent to determine if there is a delay at work or in traffic. This does not exclude parents from being charged the late pickup fee.
 - Persons on the Child Information Record will be alerted if the parent has not arrived by 6:15 pm to pick up the child.
 - If we are unable to contact anyone whose name is on the Child Information Record by 6:30 pm the local police or Child Protective Services will be called.

If a Summer Care staff member suspects that a parent or authorized person cannot safely transport the child, our staff will:

- Offer to keep the child in our care.
- Ask the adult if they would like to contact another adult.
- Offer to call other means of transportation.
- Advise the parent that it is not safe to transport child and we will notify authorities that they are leaving our facility and planning to transport the child.

Custody

Unless custody has been established by a court action, one parent may not limit the other from picking the child up from Summer Care. If there is a court document ordering one parent to withhold the release of a child from his/her parent, a copy of the court order must be on file with the Director holding paperwork and/or emergency card.

Custodial parent is responsible for maintaining accurate and up to date paperwork and emergency card contact information.

Security

UCS Summer Care will follow the UCS school year security procedures. Security drills will be performed.

Entering a Summer Care site:

- Please use assigned door to drop off and pick up at Summer Care Program.
- The assigned Summer Care entrance will be equipped with an intercom system. Press the intercom button; this will ring the Summer Care area.
- Please have Program badge and/or photo ID available and ready to show the camera when dropping off/picking up.
- If another person is picking up your child, staff must be notified prior to arrival and be on the Emergency Card.

Parent Responsibilities

- Read Summer Care Handbook thoroughly and sign "Policy Agreement". The Policy Agreement must be on file at your site. This agreement states that you have read this handbook and discussed any pertinent information with your child.
- Complete and submit all registration forms. All information must be kept current and updated.
- Weekly Camp Tuition are to be paid in advance or have auto-deduct set up on the account. Tuition is non-refundable. The parent listed on the registration form is responsible for payment, and your child will not be able to attend if all fees are not paid.
- Read all communications from Director, i.e. newsletters, calendars, posters, bulletin boards, and postings located near the sign-in area. These postings contain special announcements.
- Sign your child in and out time of the program on a daily basis.
- Keep the Director informed of any changes or incidents at home that might result in a change in your child's behavior or attitude.
- Listen to concerns from the Director regarding your child.
- Label all of your child's clothes and property.
- Pick up your child by 6:00 pm.

Children are supervised in a group setting, their behavior is **not** expected to require one-on-one supervision by Summer Care Staff Members.

Children's Clothing, Shoes & Personal Items

Clothing: Children should be dressed in comfortable play clothes. Children will participate in a variety of activities that will include indoor/outdoor play, arts and crafts that use paints, glue or other messy materials. For younger children we suggest a change of clothes in their backpack.

Shoes: Crocs, sandals and slides are not safe footwear for daily activities. Students must wear closed sneakers for gym play. Children must wear shoes at all times. Flip flops are not allowed. It is strongly suggested that children wear closed toe or rubber soled shoes to provide proper support and stability for walking, running and climbing activities.

If a child arrives without proper footwear, the child may be limited in the activities they can participate in.

Personal Items - Please make sure that all items are labeled with your child's name; this includes all clothing items, lunchboxes, sunscreen, etc.

- Lunchboxes must be labeled with name and date
- No outside toys or materials are allowed into buildings
- Car seats may not be left in the building
- Nap items must be taken home weekly to be laundered

Staff

Our Early Childhood teachers have the necessary combination of education and experience to meet the State of Michigan licensing requirements. At least one staff member with current certification in infant, child and adult CPR and first aid shall be on duty in the center at all times. Staff members receive training in blood-borne pathogens. All teachers and assistants are required to have 16 hours of annual professional development training related to child development.

Staff complies with the Michigan Department of State Police criminal history record check, the criminal record check through the Federal Bureau of Investigation and a Department of Human Services check for a history of substantiated abuse and neglect.

Ratios

For daily summer care activities, Summer Early Childhood Care follows state licensing. Children are in age appropriate, consistent groups.

Health Policy & Procedures

Children with signs of illness should be kept home to ensure the health and well being of others. Directors reserve the right to refuse admittance to any child that appears to be ill.

If a child has any one of the following conditions, the parent will be notified to pick up the child within 1 hour of being notified.

- Students with a temperature of 100.2° or higher will be sent home and not permitted to return for 24 hours after fever is gone, without the aide of fever reducing medication.
- Summer Care follows Macomb County Health Department and Lara Covid-19 guidelines, please see the guidelines for Child Care and Schools settings at: http://ucsccommunityeducation.org/early_childhood

- Contagious disease

Chicken pox

Pink eye

Scabies

Fifth Disease

Hepatitis A

Ring Worm

Impetigo

Mononucleosis

Scarlet Fever

Coxsackie virus Infection

Hand, Foot and Mouth Disease

Covid-19



- Head Lice

If your child has head lice, the following steps must be taken:

- A parent must immediately pick up the child from school, begin treatment and take other precautions to rid the home of the infestation.
 - All family members must be checked for lice.
 - The child may not be return to school until all nits and eggs have been removed. A note from your physician must accompany the child's return to the summer program.
- Vomiting or diarrhea
 - A student will not be able to return to camp until at least 24 hours has passed since their last vomiting or diarrhea episode.

Serious Injury - In the event of serious injury, 911 will be called. A parent or emergency contact person listed will be contacted immediately. In the event that your child must be transported to a medical facility, a staff member will accompany the child until a parent arrives.

Minor Injury/Incident- Every site is equipped with a first aid kit. For minor accidents, staff will carry out immediate and necessary first aid, cuts will be washed and bandaged; bumps will have ice applied, etc.

- Directors and staff are trained in CPR, First Aid and AED certification and shall be on duty at all times.
- A written record will be kept of all injuries and accidents requiring first aid. Parents will be notified of the accident when they arrive and will sign the injury report form.

Allergies

If your child has any allergies, please notify your Director. If an allergy is life threatening or has serious medical implications our staff will schedule a meeting with the school nurse and develop an emergency plan before your student begins Summer Care. If you PREFER your child's diet be restricted (religious/personal reasons), please let your Director know.

Medication

The parent and physician must complete a **Medication Authorization Form** when a child is to be given prescription or over the counter medication. Medication Authorization Forms are available from your Director or online at <https://www.uticak12.org/domain/3272>. Over the counter medications require you to provide a note from your child's health care provider recommending the medication, dosage, times, method of use. Prescription medication must have the pharmacy label, including the doctor's name, patient's name, and instructions on dispensing, name and strength of medication given. The child's physician must fill out the form for injectable medication, aspirin or inhaler. After each dosage the staff will note the date, time and initial the medication log. A meeting with the District Nurse may be required before your child can begin Summer Care.

Please note: We are no longer allowed to administer Nebulizer treatments.

External Topical Ointments - a permission slip must be completed and on file at site. The permission slip is available from your Director. A Copy of the student's health appraisal and vaccination record must be on site.

Child Abuse

In compliance with the Michigan State Law, we are required to report suspicion of abuse or neglect to Children's Protective Services.

Confidentiality Policy

It is important that the privacy of our children, families and staff is maintained. Staff are asked to keep information about children, families, and co-workers confidential. Staff and parents are asked to refrain from commenting about children or families in the presence of other adults/children. This includes communication with parents and staff outside of Summer Care (personal contact). There are times when information regarding a home situation would help the staff take better care of your child. Please know that all information shared will be confidential.

Dismissal from Program

The following circumstances could result in your child being dismissed from the program. Conditions for reinstatement will be determined by Child Care Coordinator:

- Failure to pre-pay for Summer Care
- Failure to pick up your child by 6:00 pm
- Failure to sign your child in/out of the program
- Failure to complete all forms necessary for registration and to keep forms updated
- Any violent behavior that is directed toward another child or staff member
- Ongoing disruption to the program by child or parent
- Other reasons as determined by the UCS Child Care Coordinator

Lunches and Snacks

Please pack your child 2 snacks, a lunch and a water bottle every day. Due to lack of refrigeration space, we ask that parents pack a lunch that will not spoil or need to be refrigerated. Lunches cannot be reheated. Do not send anything breakable, such as glass bottles. Your child's lunch should be clearly labeled with their name and date.

****State of Michigan licensing rules require all lunches to be labeled with the date****

We are a peanut / tree nut free zone



Weather/Safety Drills

All children are expected to go outside everyday (weather permitting). The staff is careful in making decisions regarding outdoor activities during extreme temperatures (water is available) and/or when the possibility of severe weather is approaching the area. At first sign of threatening weather or lightening, the staff will bring all children indoors into a safe area and monitor weather conditions.

An evacuation plan is in place in case of fire or building problems. Fire, tornado/severe weather drills are practiced just like during the school year.

American with Disabilities Act: UCS will comply with the spirit and intent of the American Disabilities Act and make reasonable accommodations to assist people with disabilities to have access and participate in our programs, facilities and services. It is the policy of UCS that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subject to discrimination in any program by this educational agency.



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