

Johannesburg Cardinal Club Parent Manual

PURPOSE OF PROGRAM

The purpose of this program is to provide a safe after school experience that is socially and developmentally sound for children in Kindergarten through Eighth Grade.

HOURS OF OPERATION

The after school center will be available every day that the school is in session and closed when the school is not in session. The after school program will start immediately at the end of the student school day and ends at **6:00 p.m.** The school scheduled half days will start immediately at the end of the half day and end at **6:00 pm.**

EARLY SCHOOL DISMISSAL

If school is dismissed early for any reason, the afternoon session or half day session might not be held depending on circumstances. Parents will be notified a.s.a.p.

SCHOOL DELAYS OR CANCELLATIONS

The after or half day programs will **NOT** meet on any day that school is canceled due to weather or other extreme conditions.

ADMISSIONS REQUIREMENTS

You may register with Cardinal Club at any time. Families are accepted on a first come, first serve basis. We have a licensed capacity which cannot be exceeded. Families that we are unable to accommodate will be placed on a waiting list.

ENROLLMENT FORMS

The enrollment form must be filled out completely before your child can attend the program. Each box must be checked indicating if your child has any allergy or health condition. You must include your child's doctor's name, address, and phone number on the form. These items are required by the State of Michigan Child Care Licensing for the protection of your child. Enrollment forms are available to download online at the school website at www.jlas.org or you can obtain one in the Elementary/Middle school office.

WITHDRAWAL POLICY

Families may withdraw from Cardinal Club at any time by providing a notice in writing. A one week notice would be appreciated. Fees become due at withdrawal.

DINNER/SNACKS

A dinner will be provided at approximately 3:00p.m for each student in attendance for the after school or half day program. The dinner will be a sack lunch that meets the C.A.C.F.P. (Child and Adult Care Food Program) requirements. A snack will be provided for each student that is still attending the program at approximately 5:00 pm. The snack will consist of two items that meet the C.A.C.F.P. requirements. A monthly supper and snack menu will be provided to every family enrolled in the program. If your child has any dietary restrictions, please be sure to indicate this information on the Child Information Record and enrollment form.

FEES

Billing is once a week at the end of the week. The after school program is **\$7.00** per day, per student for each day that the student(s) are in attendance at the program. The fee for the school scheduled half day is **\$12.00** per day per student for each half day the student(s) are in attendance.(Fees are subject to change.)

LATE PICK-UP FEE

There will be a fee of **\$7.00** per child charged per 15 minutes each day that your child is picked up later than **6:00 p.m.** The childcare providers are only scheduled to care for your child until that time. Please note that consistently late pick-ups may result in removal from the program.

PAYMENTS

As this program is self- funding, **payments are due (in full) on a weekly basis**, from the parent(s) that fills out the application. Your payment must be received by the end of the following week or a **\$7.00 late fee** will be applied to your balance.

ATTENDANCE/ABSENCES

We need to make sure all students are accounted for and therefore **MUST** know when a student will not be attending our program. Please plan ahead and send a note with your child to school or call the Elementary/Middle school office at (989)731-2040 Ext. 2109 and specify that your child will not be attending the after school program or half day program for that day.

CAN SOMEONE ELSE PICK-UP MY CHILD?

Transportation from the school to home is the responsibility of the parent/guardian. For their protection, students are to be signed out by a parent/guardian or individuals authorized in writing by the parent/guardian. Childcare providers will ask for identification and verify authorization.

CUSTODY ORDERS/POLICE PROTECTION ORDERS

Parents listed on the child information record will be permitted to pick up their child unless a certified custody order or PPO stating that the parent is not allowed to have custody of the child is provided to the center director.

ILLNESS

If your child shows signs of illness during the time he/she is in our care, the child will be assessed by the director and the parents will be called if the child is found to be ill to attend the program. If the provider determines the child has a contagious disease the child will be separated from the other children and the child will be placed in a comfortable location where the child can still be supervised. Illnesses that will require early pick-up are fever of 100.4 degrees or higher, diarrhea of 3 or more watery stools, vomiting, pink eye, untreated scabies, ringworm, impetigo and any other contagious childhood disease not previously mentioned.

INJURIES

If your child is injured, the staff will take whatever steps that may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- ✓ Attempt to contact a parent/guardian.
- ✓ Attempt to contact parent/guardian through any of the persons listed on the child's registration.

If we cannot contact you, we will do any or all of the following:

- ✓ Call an ambulance
- ✓ Have the child taken to the hospital with a staff member.

DISCIPLINE

The best discipline is preventive, through a carefully planned program which challenges and meets the needs of the children and provides variety. Many problems can be avoided when children are involved in constructive activities. School personnel must organize space and materials to avoid unnecessary confrontations. They must also give children ample opportunities to practice social skills through spontaneous interaction with peers and adults. Staff members give children cues about which behaviors to maintain or avoid and which alternative behaviors may be more successful. It is important to use a variety of positive guidance techniques. Children will be expected to follow the **"BEE RULES,"** which are **BE RESPONSIBLE, BE RESPECTFUL, AND BE SAFE.** If this is not successful and a child should fail to adjust to a group situation, the following steps will occur:

- STEP ONE**-A verbal warning will be issued regarding the specific behavior or offense.
- STEP TWO**-The child will be removed and sent to an area away from the activity for a period of time to regain control. The director will discuss what happened, and what steps to take with the child so that they may go back to their activity.
- STEP THREE**-A phone call or meeting will be made with the parent/guardian, regarding the nature of the offending behavior.

STEP FOUR-Parent/Guardian must meet with the Program Director to discuss the offense and come up with possible solutions to prevent any further inappropriate behavior.

STEP FIVE-The child will be suspended from the program for one day. Any further unacceptable behavior will result in added suspension days, finally resulting in termination from the program. The actions outlined in the policy are used as a general guideline for student behavior and consequences; however the administration reserves the right to modify consequences in individual cases where the situation warrants.

VOLUNTEERS

Involvement of parents in the program is essential. Cooperation with all policies and procedures is expected. Communication is the key for student success and parents satisfaction with the program. Share information about your child with his/her childcare providers such as your child's interest, special events in your child's life, and any special needs your child has. Ask your child about the program each day. You can also volunteer to help with the program, to offer your special talents or become involved in some other way.

STAFF/VOLUNTEER SCREENING POLICY

Johannesburg Cardinal Club requires any individual involved in a State of Michigan licensed program go through the following processes.

- The Program Director and the person signing the licensing application (if different) will complete a Child Care Licensing Information Request.
- All employees and volunteers **before having unsupervised contact with children will have to be fingerprinted** to check for criminal history and to check with the department of human services to ensure that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.
- All staff members are required to obtain a DHS statement indicating that they are not in the central registry for the abuse or neglect of a child.
- All staff members will sign a statement that they have knowledge of the Child Protection Law and have been informed as to their responsibilities under the law.

All volunteers that have unsupervised contact with children, other than their own, must meet the same requirements as regular staff members. Unsupervised volunteers must not have a) a listed offense or act as defined in section 2 of the sex offender act, 1994 PA 295 MCL28.722. b) Convicted of child abuse or neglect. C) Have a Felony involving harm or threat of harm to an individual within 10 years immediately preceding the date of offering to volunteer at the center.

HEALTH SAFETY PLAN

1. Blood borne Pathogens Emergency Procedures:

Infection control approaches are based on the concept of standard precaution treating all blood and body fluids as if they were potentially infectious. Use standardized precautions at all times.

- Emergency-always use gloves, splash goggles, and other barriers
- Clean up-always use disposable gloves, an absorbent to cover spill, soap and water, disinfecting solution (1:10 bleach and water) on site.
- Bag all absorbent materials, gloves and dispose of them appropriately.

2. Cleaning and Sanitizing Schedule:

All surfaces are cleaned using a 3-step method. Wash, rinse, and sanitize, after each meal or snack and at the end of each scheduled day..

3. Hand Washing Methods:

Hands, including staff are washed with warm water and soap and dried with paper towel prior to all snack.

4. Illness or Injury

Parents or Guardians shall inform the director of health concerns.

Documentation may be required.

Children who are acutely ill or contagious may not attend the program. Parents are notified should a child become ill while attending the program. Should an injury occur first aid will be administered and the parent or guardian notified.

An Injury/Incident Report will be completed.

5. EMERGENCIES

In case of a severe injury or health emergency 911 will be called and the parents or guardian will be notified immediately after EMS arrives on scene. (Parents or Guardians will be called immediately if additional staff is available.) Evacuation plans and emergency procedures are posted in each room. This will include tornado, fire drill, serious accident, or crisis management.

6. Food Preparation:

Staff members use approved hand washing and snack preparation methodology.

7. Medication:

A Medication/Treatment Authorization form must be completed for all medication.

Written instructions from the physician and medication in its original container with the child's name, the prescription number and pharmacy clearly legible are required prior to dispensing.

All medications are returned to parents upon completion of instructions or at parental request.

Playground Policy

School-age centers operating in school buildings approved by the MDE are exempt from having to be inspected by a certified playground safety inspector, so our outdoor play area and equipment have not been inspected as per Rule R400.8170 subrule (11).

Availability of Licensing Notebook

The Johannesburg Cardinal Club licensing handbook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. The licensing notebook is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available for parents to access on the department's child care licensing website at www.michigan.gov/michildcare.

COVID-19 RESPONSE PLAN

Johannesburg-Lewiston Area Schools Child Care Centers will follow the same mitigation strategies and procedures that students and staff will be required to follow during the regular school day.

HYGIENE & CLEANING: Johannesburg-Lewiston Area Schools child care centers will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper hand washing technique. Johannesburg-Lewiston Area Schools will teach and reinforce hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Everyone is instructed to wash their hands frequently, to cover their coughs and sneezes with tissue or the inside of their elbow, and to avoid touching their faces. Everyone will be provided with access to places to frequently wash hands or to access hand sanitizer, including upon entry. Signs regarding proper hand washing methods will be posted in all restrooms and throughout each facility. Classrooms will undergo regular cleaning with either an EPA-approved disinfectant or diluted bleach solution. Student desks and tables will be wiped down regularly.



Johannesburg Cardinal Club Daily Schedule

- 3:00 - 3:10 Check In (Cardinal Club Room)**
- 3:10 - 3:45 Meal Time (High School Cafeteria)**
- 3:45 - 4:50 Recess (Playground, Gym or Multipurpose Room)**
- 4:50 - 5:00 Snack (Cardinal Club Room)**
- 5:00 - 5:50 Enrichment Time (Cardinal Club Room & Elementary Library)**
- 5:50 - 6:00 Clean-up (Cardinal Club Room)**

Half Day Schedule

- 12:00-12:10 Check in (Cardinal Club Room)**
- 12:10-1:00 Recess (Playground, Gym or Multipurpose Room)**
- 1:00-2:00 Crafts (Cardinal Club Room)**
- 2:00-3:00 Enrichment Time (Elementary Library)**
- 3:00-3:30 Meal Time (High School Cafeteria)**
- 3:30-4:30 Recess (Playground, Gym or Multipurpose Room)**
- 4:30-4:50 Quiet Time (Cardinal Club Room)**
- 4:50-5:00 Snack (Cardinal Club Room)**
- 5:00-5:50 Movie (Cardinal Club Room)**
- 5:50-6:00 Clean Up (Cardinal Club Room)**



Johannesburg Cardinal Club

2022-2023



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Directors: Kellie House & Brenda VanCoillie

www.jlas.org