

**Guardian Angels Catholic School**  
521 East Fourteen Mile Road, Clawson, Michigan 48017  
Telephone: (248) 588-5545 Fax: (248) 589-7356  
Website: [www.gaschool.com](http://www.gaschool.com)

## **Preschool and Kids Club Parent Handbook**

### **Mission Statement**

The mission of Guardian Angels Catholic School is to proclaim Jesus Christ through sacraments and prayer by teaching Christ-centered values while encouraging academic excellence and social justice within our Catholic community.

### **Philosophy**

The preschool provides a loving and safe environment to foster the social, emotional, academic, physical and spiritual development of each child. Our professional staff specializes in early childhood education which promotes a love of learning that sets the stage for future academic success.

### **Governance**

The Pastor of Guardian Angels Catholic Church is responsible for the school. The responsibilities for the daily operations of the school are delegated to the Principal and daily operations of the preschool are delegated to the Program Director.

As a parish, Catholic preschool, elementary school, and academy, Guardian Angels follow the policies and the guidelines of the Archdiocese of Detroit for Catholic Schools as well as the Archdiocesan policies governing Religious Education and Catechesis.

### **School and Preschool Contact Information**

Stephen Turk	Principal	turks@gaschool.com
Vian Youkhanna	Office Secretary	youkhannav@gaschool.com
Office email		office @ gaschool.com
Lauren Perry	Marketing Director	perryl@gaschool.com
Julie Kane	Preschool/ Kids Club Director	kanej@gaschool.com
Allison McCulloch	Pre 3 Teacher	mccullocha@gaschool.com
Katina Muse	Pre 3 Teacher	musek@gaschool.com
Cathy Rowe	Pre 4 Teacher	rowec@gaschool.com
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Jill Jenkins	Pre 4 Teacher	jenkinsj@gaschool.com

## Hours of Operation

Guardian Angels Preschool is open Monday through Friday from 7:50am to 2:50pm on school operating days. While the preschool doors open at 7:50, your preschool student will not be considered tardy until 8:15am. Guardian Angels Catholic School runs on a typical school year from late August until early June. Consult the current calendar included in your parent orientation folder for details regarding holidays and vacations when the building will be closed.

Kids Club is available Monday through Friday for an additional fee per hour. Morning sessions begin at 7:00 am until class starts at 7:50 am. The afternoon Kids Club program runs from 2:50pm-6pm.

Afternoon Kids Club is not available for ½ day preschool students.

Kids Club is also available Monday through Friday for an additional fee per hour. It is available in the afternoon from the end of the school day until 6:00pm. **Afternoon Kids Club is not available on ½ days.**

All ratios are based on the age of the youngest child in the room at the time.

### **Three Year Old Program**

- Child must be 3 years old by September 1st
- Child must be fully potty trained before school begins
- Child must attend a minimum of 2 mornings, up to 5 full days
- ½ Day hours: 7:50 am-11:00 am
- Full day hours: 7:50 am-2:50 pm
- Teacher/Child ratio is 1:6

### **Four Year Old Program**

- Child must be 4 years old by September 1st
- Child must be fully potty trained before school begins
- Child must attend a minimum of 3 mornings, up to 5 full days
- ½ day hours: 7:50 am-11:00 am
- Full day hours: 7:50 am-2:50 pm
- Teacher/Child ratio is 1:7

Kids Club is available Monday through Friday for an additional fee per hour. It is available in the afternoon from the end of the school day until 6:00pm.

**Afternoon Kids Club is not available on ½ days.**

All ratios are based on the age of the youngest child in the room at the time.

## **Program Licensing Notebook**

The Licensing Notebook, including licensing inspection reports, special investigation reports and corrective action plans from the previous 2 years, is available in the Preschool office for review at any time. Licensing inspections and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at [www.michigan.gov/michildcare.org](http://www.michigan.gov/michildcare.org).

## **Pest Management**

The Pest Management program will be communicated in September, or when school starts. Routine pest inspection takes place by Accurid/Orkin around the end of the month. Should a pesticide application be required, parents will be notified 24 hours in advance, both by posting and by email, prior to the application. This notification will include information about the pesticide, including the target pest or purpose, approximate location and the date the application will be made. Liquid spray or aerosol insecticide applications will not be performed in a room unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions. Parents may call the school office about pesticide applications or the National Pesticide Information Center (NPIC) 1-800-858-7378.

## **Tuition**

Tuition is established in the annual preparation of the school budget. Tuition for the forthcoming school year is published prior to, or along with, the necessary annual registration information. This tuition schedule may be found in your parent orientation folder and on the school website [gaschool.com](http://gaschool.com). Please note that preschool families are not required to perform any service hours, unless they also have a student in grades K-8th.

Tuition payments are expected to be made according to agreed upon conditions in the Tuition Contract and Agreement. All tuition is paid through FACTS Management Tuition Company. Parish member tuition discounts are offered for registered, contributing parishioners. For more information, contact the parish or school office.

## **Admission/Withdrawal Policy**

Children may be admitted to the preschool program by filling out a registration form and paying the appropriate non-refundable deposit to hold their spot for the upcoming school year as long as space is available.

Should you choose to withdraw your child from the program, a written notice is required. You will be responsible for the full tuition for each month that your child was enrolled. Your deposit will not be refunded.

## Probationary Status

All students entering Guardian Angels Catholic School are admitted on a one semester probationary status. Students who demonstrate an unwillingness to cooperate academically or demonstrate unacceptable or disruptive behavior may be asked to leave at any time during the first semester.

## Child Information Record, CIR

It is important that parents complete and update as needed, one Child Information Record (white emergency sheet). The CIR contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of an illness or emergency. **It is the responsibility of the parent to complete the CIR and to make corrections as necessary.**

## Custody Documentation

Guardian Angels Catholic School requires that divorced or separated parents file a court certified copy of the custody section of the divorce decree with the school office. A non-custodial parent has no right of physical access to a child unless granted by court order. The school must follow the terms of the custody agreement, usually contained in a divorce decree or custody order. If a parent claims the custody arrangements have changed, the parent must provide a copy of the new order. If one parent is legally barred from contact with the child, the school must have a copy of the court order on file. Without an official court order, BOTH parents are allowed rights to the child. Appropriate staff will be notified of these orders.

## Use of Photo/Image:

During the current school year, your child's image or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a demonstration project/activity in education workshops/classes/conferences
- Used as a sample project/activity on CD's created by GACS for use in education workshops and student classrooms
- Posted on the GACS or BFCHS web pages on the Internet
- Submitted as samples to program publishers or as contest entries to sponsors
- Appear on video recordings made during a student presentation of their project, or in broadcasts or video recordings demonstrating computer multimedia in general
- Videotaped to appear in a school related

- program to be used by a local television station or school/county project
- Used in a printed publication such as a newspaper or magazine

While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.

There is no monetary compensation for the use of the work, but it will help many teachers get more use out of their computers, and show other students a good example of what can be.

### Weather-Related Closings

The Guardian Angels administration will monitor all weather and local news stations to determine when it is appropriate to close school early or cancel for the following day. Every effort will be made to arrive at the decision prior to the beginning of the school day. You will be notified thru Parent Alert via FACTS (automated communication system) to the phone number and/or email address that was provided to administration. School closing information will be on all major television networks, and on the school website.

Emergency school closings during the day, due to unexpected situations, may occasionally occur. School closing information will be on all major television networks, and on the school website. You will be notified in the same manner as stated above.

**\*\*Do not call the school as it will overwhelm the phone lines. If a child has not been picked up within an hour, the lead teachers will call emergency contacts found on the Child Information Record.**

### Evacuation Policy

Should an evacuation become necessary, the school will notify parents with the School Messenger automated call and/or email system to the phone number and/or email address that was provided to administration with directions on how and/or where to pick up their child. Emergency contacts will be notified if a parent fails to respond within an hour. **Specific evacuation plans will be made for children with special needs. This plan will be developed with the parents and teachers before the student attends school.**

### Absence

A student's absence from school is to be phoned in, **248-588-5545**, or emailed to **office@gaschool.com**, by the parent, between 7:30am and 8:30am. The student is considered unexcused from school until communication is made. It

is the responsibility of the parents to call each day that a child is absent. If a child has a communicable disease, the office must be advised. Absences not due to illnesses, such as doctor appointments, must also be reported. If your child will be absent due to vacation, please advise the school office and the teacher so we can plan accordingly.

## Illness

Our first priority is providing a healthy, safe learning environment for all children.

A child, staff member or volunteer who becomes ill while at school must be removed from the classroom in order to limit the exposure of other children to a communicable disease. Communicable disease includes, but is not limited to, all of the following: chicken pox, hand, foot and mouth disease, influenza, measles, mumps, pertussis, which is also referred to as whooping cough, rubella and tuberculosis.

If a child, staff member or volunteer is found to have a communicable disease, a written and/or an electronic notice will be sent home to all affected classrooms.

An ill child will be sent to the office to wait for a parent or guardian to arrive. Children/staff will be sent home as soon as possible if any of the following is experienced:

- **Fever** of 100.4 or greater; the child, staff member or volunteer must be fever free for 72 hours without fever reducing medication.
- **Signs/symptoms of severe illness**, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.
- **Diarrhea NOT** associated with diet changes or medication; the child, staff member or volunteer may not return until diarrhea episodes stop for 72 hours or the continued diarrhea is deemed not to be infectious by a licensed healthcare professional.
- **Vomiting**: The child, staff member or volunteer may not return until the vomiting has resolved for 24 hours or until a health care provider

determines the cause for vomiting is not contagious and the individual is not in danger of dehydration.

- Persistent abdominal pain that continues for more than 2 hours.
- **Pinkeye (conjunctivitis):** The child, staff member or volunteer may return after treatment has been initiated for 24 hours and the eye does not weep.
- **Head lice:** The child, staff member or volunteer may return after treatment and elimination of eggs and/or bugs.
- **Scabies:** the child, staff member or volunteer may return after treatment has been completed.
- **Influenza:** The child, staff member or volunteer may return after a health care provider states that the individual can attend school.
- **Tuberculosis:** The child, staff member or volunteer may return after a health care provider states that the individual is on appropriate therapy and can attend school.
- **Impetigo:** The child, staff member or volunteer may return 24 hours after treatment has been initiated.
- **Hand foot and mouth:** The child, staff member or volunteer may return once sores have dried and crusted and the child is fever free.
- **Strep throat:** The child, staff member or volunteer may return after 24 hours of antibiotic treatment and the child is fever free.
- **Chicken pox:** The child, staff member or volunteer may return when all sores have dried and crusted (usually 6 days).
- **Pertussis:** The child, staff member or volunteer may return 5 days after appropriate antibiotic treatment has been completed.
- **Mumps:** The child, staff member or volunteer may return 9 days after the onset of symptoms and the child is fever free.
- **Measles:** The child, staff member or volunteer may return 4 days after the onset of the rash.
- **Rubella:** The child, staff member or volunteer may return 6 days after the onset of the rash.
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.
- **COVID-19:** Students and staff will follow current CDC guidelines

Guardian Angels reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

## Handwashing

All staff must follow the hand washing procedures identified to prevent the spread of disease to children and other staff members. Teachers are to wash hands at the following times:

- Upon arrival in the classroom
- Before meals and helping open items from lunches or snack
- After eating
- After contact with bodily fluids (vomit, blood, mucus)
- After coming indoors or returning from a break
- After using the bathroom

Students will wash their hands prior to entering the classroom in the morning. In addition, children will wash their hands at the following times:

- After using the bathroom
- Before and after eating and drinking
- After touching an animal or pet
- After contact with bodily fluid (vomit, mucus, blood)
- After returning indoors from the playground
- Anytime they are soiled
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**Handwashing procedures:**

- Rub hands together for at least 20 seconds using warm running water and soap
- Wash all surfaces including under fingernails, between fingers and backs of hands and wrists
- Rinse hands well under running water
- Dry hands completely on disposable paper towel

## Accident/Injuries/Incident

If a child has an accident, becomes injured or an incident occurs, while at school, the school may attempt to contact the parent(s) at all available telephone numbers and/or email. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Child Information Record will be notified.

Children who have a serious accident, are seriously injured or are involved in a serious incident will be sent to the office and remain under the supervision of administration until a parent arrives. Additionally, a Child Care Accident/Injury/Incident Report will be provided to the parent for their signature and a copy will be retained in the student's file.

## Immediate medical attention

Should a child require immediate medical attention, the staff member who witnessed the emergency situation will remain with the injured child and



instruct the nearest adult to call 911 and notify administration. They will accompany the child to the hospital, bringing the Child Information Record. Staff may not transport an ill and/or injured child in a personal vehicle.

### Immunization

Guardian Angels Catholic School, in unity with the Oakland County Health Department requires all students to be properly immunized. Students not immunized will be excluded from school until either immunization is acquired or a waiver is obtained from the Health Department on behalf of the child.

### Medication Authorizations/Special Healthcare Needs

Children who require medications must have a Release for Dispensing of Medications form completed and signed by a parent and/or their healthcare provider. This form will be kept on file in the office where medication is held and administered. All medications must be in its original container with the prescription label attached with the child's first and last name and dosage amount.

Parents/guardians must notify the administration, main office, and teachers of any special health care needed for their child.

### Allergies

Parents need to make all staff (including Kids Club) aware if their child has an allergy. An Allergy Action Plan, signed by a professional healthcare provider will be posted in the classroom. If your child has an Epi-Pen, it must have the prescription label on the pen itself and on the box. Copies of action plans will be given to the main office and other appropriate staff.

\*\*\*\*The entire Preschool is PEANUT AND TREENUT FREE. If your child comes with a snack or lunch with nuts in it, they will not be allowed to eat it. We will provide them with a new snack/lunch and send home the snack they couldn't eat with a note.\*\*\*\*

### Confidentiality

All information provided on forms and in discussions will be treated as confidential. Information in children's files, including health, family needs, and behavior will only be made available to appropriate staff and the child's parents.

School Volunteer Guidelines- there will be limited opportunities for volunteers in school, however, we recommend that parents complete Protecting God's Children.

In compliance with both the State of Michigan and the Archdiocese of Detroit, the following must be completed for ALL individuals volunteering in the school:

- **Volunteer/Personnel Criminal History Background Check**  
Criminal background checks will be done free of charge for anyone who

volunteers for school or parish functions involving children including scouts, athletics, and classroom activities. All preschool volunteers will also be run through the public sex offender registry. If the volunteer is registered on the public sex offender registry (PSOR) they will be prohibited from having contact with any child in care. ALL INFORMATION WILL BE KEPT CONFIDENTIAL.

- **Protecting God's Children (PGC) Workshop**

As a school, we value the safety of the children in our care, as well as our employees and volunteers and the people whom we serve. Our school strives to provide a faith-filled and safe environment for all of our youth. This includes required participation in a Protecting God's Children workshop within six months of a staff member or volunteer (aged 18 years and older) assignment, if the potential exists for contact with children or youth. This is taken once. Upon completion a record is kept in a database. If you have completed this class for another school or organization please inform administration so a record can be found. If not, completion is required before interaction with children is allowed. Classes can be found at [www.virtus.org](http://www.virtus.org).

- **Volunteer/Personnel mandated reporting**

All volunteers and staff of Guardian Angels are mandated reporters. They are aware that child abuse and neglect is against the law. They are aware of the schools policy on Abuse and Neglect and are required by law to immediately report suspected abuse and neglect to Child Protective Services.

### Guardian Angels Parents (GAP)

GAP is a service and fund-raising group that seeks to build community among parents, supplement the school budget, and provide special programs to benefit the students. Family and adult oriented events are provided to foster the development of the community. All parents are considered members of GAP and are encouraged to attend the monthly meetings, as well as to participate in the committees serving the needs of Guardian Angels.

### Supervision of Children

A primary responsibility at Guardian Angels Catholic School Preschool is the safety of the children, parents and staff. Each staff member assigned to supervise children will do so in a calm, respectful manner. Staff members must constantly be aware of the children in their care. Staff members must count children in their care every time there is any type of transition. Staff members must not be involved in activities that take their attention away from the children.

## Parking

The parking area in front of the church is the designated area for preschool families. Please park your car and walk your child to the preschool entrance. Mornings are very busy and there are distracted drivers. Please hold your child's hand and keep an eye on him/her while in the parking lot.

## Arrival and Dismissal

Morning: When you arrive with your child, you may walk your student to the preschool entrance at the gym doors closest to the church entrance. Staff will be available to walk your child to their class area. The preschool entrance opens at 7:50 and closes at 8:15. If you arrive after that time you will need to check in at the main office and a staff member will walk your child to class.

\*\*Dismissal is at 11:00 for half day preschoolers. Please wait by the school entrance for your child's teacher to bring him/her out of the building to you.

Afternoon: Students will be dismissed at 2:50 by the school entrance. Please meet your child on the sidewalk outside of the doors. You must walk up to the sidewalk to get your child from the teacher. Your child may not meet you in the parking lot. The students that have Kids Club will be escorted to the designated area for care.

## Clothing

The preschool children need to wear comfortable clothes that they can easily put on and take off by themselves.

Shoes should be Velcro or slip-on, unless the child knows how to tie shoes. All shoes need to have a closed toe and heel. **Open-toed shoes, flip flops and Crocs are NOT permitted.**

**Socks must be worn and visible at all times.**

Please be sure to label ALL clothing with the child's first and last name. Extra clothing and an extra mask in the backpack is required.

Appropriate outdoor clothing is required. We go outside every day possible. During the winter season, the children will go outside when the wind chill temperature is over 20 degrees( real feel). Coats, snow pants, hats, mittens, boots are required. Please be sure that ALL clothing is labeled with the child's first and last name.

## Keeping Things Clean

Students will wash his/her hands before entering the classroom. The toys are cleaned often by washing, rinsing and sanitizing. The children will wash their

hands throughout the day to keep germs away. If the children place toys in their mouth, the toys will be cleaned before they are available for play.

### **Restroom/Messy Accidents**

Children should be able to use the restroom by themselves. This includes removing clothing properly and wiping themselves. Extra clothes need to be packed in their backpacks. If accidents occur, depending on the situation, we may have to call you to change your child, bring additional clothes or take the child home.

### **Snacks and Lunch**

The cafeteria does NOT provide food for preschool children. All meals, snacks, and water bottles must be brought from home.

All food items, lunch boxes, and water bottles for the classroom and Kids Club must be labeled with the child's first and last name and the current date.

Please be sure to include a utensil if your child's food requires one. If your child is here all day, you must label his/her snacks with his/her first and last name, AM snack, lunch, PM snack, and Kids Club.

Healthy snack ideas include fruit, vegetables, cheese, pretzels, goldfish or graham crackers, etc. **Please try to limit high sugar snacks.**

Every attempt will be made to encourage children to eat what has been packed for them. Any food item that is not eaten will be sent home. If something is too messy to return home, a note will be sent home instead.

### **Birthday/Special Occasion Treat**

During this school year, birthday treats and celebrations will be allowed. We ask that they are single serving, individually wrapped snacks.

### **Naptime**

If your child is registered for the full day program, he/she will need a red/blue nap mat with the large plastic storage bag purchased from school. A small nap size sleeping bag or a simple blanket and a stuffed animal are all that is needed. These items will be sent home at the end of each week to be washed. Please have the child's name on all items. If new storage bags or mats are needed, please see your child's teacher to purchase the items. Children are encouraged to rest. Children who do not sleep will be provided quiet activities. One comfort item that must remain in the building for the whole week to reduce outside contaminants .

## Discipline

Positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation shall be used. All of the following means of punishment shall be prohibited:

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

Preschoolers are learning social behaviors every day; how to play, how to interact with classmates, how to solve problems, how to cope with their feelings, etc. If a child's behavior harms or endangers another child or property, he/she will be given a warning and we will discuss the situation together. Depending on the situation, a phone call home may be needed to discuss solutions.

## Bullying

Competitive behavior is minimized in our program. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior. All efforts will be made to guide children in finding appropriate ways to interact with others.

## Weapons

In school, pretending to play with weapons of any kind is discouraged. Redirection will be used when a child is engaging in weapon or violent play.

## Field Trips

The preschool classes do not leave the school premises for field trips. We set up on site field trips where the entertainment comes to the school.

## Church

We will attempt to gather for church this year. If we are able to come together for mass, preschool students will be placed with an older Guardian Angels student to sit with in church. Please try to attend Mass on Sundays so you and your child can listen to and participate in the Word of God together as a family.

## Preschool Program Curriculum

Each level of our preschool program builds on the next in preparation for kindergarten. The program covers all key learning domains, including literacy, math, and science, in a fun, engaging and developmentally appropriate way for all learners.

We provide activities to aid in the social, emotional, cognitive, physical and spiritual development of each child through a balance of free play and structured learning in our Catholic environment. Each classroom is set-up in centers, which include reading, blocks, dramatic play, gross motor, fine motor, and art. Outdoor play is encouraged when weather permits. Most importantly, we strive to meet the Catholic values of our mission statement to proclaim Jesus Christ by teaching Christ-centered values while encouraging academic excellence.

Parents will receive a progress report reflecting their child's progress at the parent/teacher conferences held in the spring.

## Sample Preschool Daily Schedule

7:50 Doors open/Welcome/Bathroom  
8:15 Morning Circle Time  
8:45 Play Time  
9:00 Centers  
9:45 bathroom break  
10:00 Special Classes  
10:30 snack  
10:45 Group Learning  
11:00 Dismissal for half day students

## Preschool Afternoon Schedule

11:00 Recess:  
11:30 Lunch  
12:30 Naptime  
2:30 Snack and Group Activity:  
3:00 Dismissal for full day students.

Children will be brought to the building entrance for release to their parents/guardians

**\*\*You must walk up to the sidewalk to get your child from the teacher. Your child cannot meet you in the parking lot. Kids Club students will be taken to their designated area.**

If there is a ½ day of school, **ALL** preschool children will be dismissed at 11:00am.

### **Special Services**

Guardian Angels Catholic School students, upon referral from parents or teachers, may receive special services offered through the City of Clawson Public School District. These services range from testing for learning disabilities, speech delays and/or intervention. They are dictated by Clawson School District, not Guardian Angels Catholic School. Services are also received through the Oakland County Intermediate School District upon referral from Clawson Schools, as well as through the Oakland County Health Department. Students with special needs in a service plan will be given a daily progress report upon a parent request.

## Kids Club Handbook

Guardian Angels KidsClub is governed by the same license as the preschool. The information below is in addition to the information listed above.

### Kids Club

Kids Club is a program fully licensed to provide care for children of Guardian Angels before and after school.

**Kids Club IS NOT AVAILABLE ON A DROP-IN BASIS.**

### Hours of Operation

Kids Club is available Monday through Friday for an additional fee per hour. Morning sessions begin at 7:00am until class starts at 7:50 am. Afternoon Kids Club program runs from 2:50pm-6pm.

Afternoon Kids Club is not available for ½ day preschool students.

Afternoon Kids Club is not available on ½ days for k-8.

All ratios are based on the age of the youngest child in the room at the time.

Afternoon sessions are not available for ½ day preschool program students.



### Fee Schedule

Kids Club rates are established in the annual preparation of the school budget. Rates for the forthcoming school year are published prior to, or along with, the necessary annual registration information. This fee schedule may be found in your parent orientation folder and on the school website [gaschool.com](http://gaschool.com).

### Arrival and Dismissal

**Afternoon Arrival in Kids Club:** Each child must sign in to Kids Club in the cafeteria immediately after school. They may then proceed to any planned special program. Immediately after the special program the child must return to the cafeteria.

**Afternoon Pickup:** When you arrive for pick-up, sign your child out at the front desk. The front desk staff will call your child to the office.

### Ratios

3 year old program	1 staff for every 8 children
4 year old program	1 staff for every 10 children
Junior Kindergarten – school age	1 staff for every 18 children

All ratios must be based on the age of the youngest child in the room at the time.

### Typical Kids Club Daily Routine

#### PRESCHOOL - 1st GRADE SCHEDULE

2:45 - 3:15 p - Library - free play/bathroom  
3:15 - 3:45 p - Cafeteria for snack  
or quiet activity  
3:45- 5:00 p - bathroom and then Playground  
5:00 - 6:00 p - Cafeteria

#### 2nd - 8th GRADE SCHEDULE

3:15 - 3:30 - Cafeteria - Snack  
3:30 - 4:00 - Library for homework  
4:00 - 5:00 - Playground  
5:00 - 6:00 - Cafeteria

## Community Resources

### Phone Numbers-Community

Clawson non-emergency: 1 248 524-3477

Fire Department: 1 248 435-4500 ext. 114

Oakland Health Department - South: 1 248 424-7144,  
North: 1 248 858-1280

General Parent Hotline: 1 844 456-KIDS

Poison Control 1-800-222-1222

### Special Education Support

Early On for Oakland County: 1 248 209-2084

Michigan Special Education: 1 888 320-8384

Michigan Alliance for Families: 1 800 552-4821

### Counseling and Crisis Care

Lighthouse of Oakland

Pontiac: 1 248 920-6000

Clarkston: 1 248 620-6116

Care House of Oakland: 1 248 332-7173

Oakland Community Health Network: 1 248 858-1210

Catholic Social Services: 1 855 882-2736

Oakland Family Services: 1 248 858-7766  
Haven 24 hour Crisis: 1 248 334-1274  
toll free 877 922-1274  
Legal Aid: 1 313 967-5555  
Baldwin Center Pontiac: 1 248 332-6101  
Centro Multicultural La Familia: 1 248 858-7800

Revised: 8/14/2023