



**Northern Michigan  
Christian School**

# **Comet Summer Care**

## **Handbook**

(Revised 01-20-23)

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# Our Staff

Welcome to NMCS Comet Summer Care! We have a wonderful staff ready to come alongside your students this summer.

## NMCS Comet Care Distinctions

**Our Mission:** Educate God's children by challenging minds, nurturing hearts and developing gifts for service in God's kingdom.

**Our Call:** Wholeheartedly loving our students, we believe God has called each of us as NMCS staff members to partner with families in order to help children become the people God has called them to be.

**Our Focus:** Through stimulating, fun, purposeful activities, we focus on nurturing children to love others as they learn about God's amazing world throughout the summer.

**Our Commitment:** We are committed to the Christian distinction that makes Northern Michigan Christian School unique in our area. With sincere dedication, we integrate a Biblical perspective in all areas of learning as we teach students about Jesus in fresh, age-appropriate ways across our summer program.

# Summer Spaces

## All Spaces

- Generous classroom spaces promoting interactive, open-ended and dramatic play
- Restrooms
- Wide variety of materials stimulating sensory, cognitive and motor growth
- Gym
- Library
- Playground Space

## Classroom Management

In summer care, we fully believe in the potential of every child and that we are all created uniquely in God's image. It is our desire to partner with parents in nurturing each student to behave in ways that show respect for God, others, and themselves.

### Student Behavior Expectations

Age-appropriate expectations are shared and modeled by teachers and aides. When expectations are not met, students are treated with great love and respect. They are asked about what went wrong, what they can do to keep it from happening again, and what they can do to make it right.

Sometimes students need a break from classmates or an activity. Once they have taken time to think about their behavior and are ready to return with a positive attitude, they are welcome to join back into the classroom fun!

If disrespectful behavior continues, the student and teacher will call home to inform parents about the situation and work together for positive solutions. Parent-Teacher meetings are also helpful at times.

In accordance with state law, the use of corporal punishment is not permitted. An NMCS employee may only use physical restraint in self-defense, if a child is hurting himself, to protect others from physical harm, for the purpose of taking away weapons, or for the protection of others or property.

## **Health & Medical Information**

We partner with parents to keep all children as healthy as possible.

### **Illness Policy**

- Students are to be kept home if they show symptoms of an illness or are running a fever.
- Children may return to summer care 24 hours after a fever or illness has subsided.
- Students **MUST** remain home if they have a contagious illness.
- Communicable diseases such as COVID-19, chicken pox, pink eye, head lice, strep throat, and scarlet fever should be reported to the teacher.
- You will be contacted if your child becomes ill or injured during the school day. NMCS is required to report some diseases to the health department. Names are kept confidential.

### **Immunizations**

- Immunization records must be on file at NMCS. If your child will not be getting certain required shots, you will need to contact the Health Department to obtain a medical waiver for school.

### **Medications**

- Inform your student's teacher as soon as possible if your child needs medication while at summer care for any reason.
- Written parent permission is needed and kept on file if medication has to be dispensed at school. This includes Epi-Pens. All medication must be current, not expired, and in original containers labeled with student's name and dosage information.

## Allergies

- At the beginning of summer, discuss your child's allergies and needs with the teacher.
- For students with food allergies, we keep a separate container for snacks to prevent cross-contamination. We also keep a designated container for allergy medications.

## Licensing Notebook

Our Licensing Notebook is available for you to view between 8am and 3pm Monday through Thursday. It is located outside the main office door. Feel free to contact us if you have any questions in regards to the licensing rules/notebook. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Children enrolled in Summer Care will be using the NMCS elementary playground. This equipment has been approved by the Michigan Department of Education but not approved by Child Care Licensing.

# Finances

## Comet Care Billing & Fees

- **Please note that by enrolling your child(ren) in summer care, you are committing to the entire summer.**
- Non-refundable \$100 registration fee, which will be applied to your first monthly bill.
- \$45.00 per day per child billed monthly.
- The daily fee will remain the same even if your student is absent or comes later in the day, or leaves early.
- A \$20 late fee will be added to balances over a week old.
- A late fee of \$1.00 per minute per child will be charged when students are not picked up by 5:30pm. If there is continual late pick up, your child will no longer be able to attend until this issue is resolved.

- Unpaid balances over two weeks old will result in students being unable to participate in Comet Summer Care.
- If you have any questions or concerns related to finances, please contact our accountant, Beth Mulder at [bmulder@nmcs.us](mailto:bmulder@nmcs.us)

## **Absences**

- Please be sure to email our Comet Summer Care Director, if your child will be absent or late for Comet Summer Care. Please communicate all new pick-up people, any sports info, camp info, etc as well.
- A text will be sent out at 9:15am if your student has not already arrived or if you have not communicated about late arrival or absences.

## **Drop-Off/Pick-Up**

- All drop-off and pick-up takes place at the main office doors.
- Please press the call button at this entrance during office hours. Outside of office hours, please text your child's caregiver to gain entry.
- NMCS Comet Summer Care staff will leave a sign with information if they are somewhere outside or elsewhere in the building.

## **Snacks & Lunch**

- Breakfast, lunch, and snacks will NOT be provided in Comet Summer Care. Please make sure your child eats breakfast prior to coming. Be sure to send your child a packed lunch everyday.
- Parents receive a labeled Ziploc bag at the beginning of the summer, in which to place individual snacks for children (2 snack times will be available throughout the day for Comet Summer Care students).
- If there is an allergy in your child's room, you will be notified as-soon-as possible.

- We send a special “Snack Bag” reminder home when your child is ready for a “restock” of snacks.

## Daily Schedule

Daily schedules may be subject to change due to weather, special events, or other circumstances.

Time (min)	AM Activity	Time (min)	PM Activity
45	Free Play	30	Lunch
30	Devotions & Prayer	60	Quiet time (resting, reading, drawing, etc...)
60	Outdoor Play	60	Planned Activities and Games
15	Snack	15	Snack
30	Story Time with Related Activity	60	Exploration of God's World*
60	Exploration of God's World*	45	Bible Story, Activity, & Prayer
30	Planned Activities and Games**	60	Free Play

\* Art, Music, Library, Spanish, Technology and more! \*\* May be indoors and/or outdoors

## Hours of Operation

- Comet Summer Care will begin on June 5th and end on August 18th. There will be no care offered for the week of July 3-7.
- Comet Summer Care will be open from 7:30am - 5:30pm Monday-Friday.