

Dearborn Public Schools

Kids Club Family Handbook

Before and After school program

2026-2027

Dear Families,

Welcome to the Dearborn Public Schools Kids Club! We are pleased to have your child join our before- and after-school care program for the 2025–2026 school year. Our program provides a safe, nurturing, and enriching environment for children ages 3–12, including both preschool and school-age students.

At Kids Club, we are committed to fostering the whole child by balancing structured learning with creative and recreational activities. Your child will have opportunities to engage in hands-on STEAM projects, have time to complete homework, develop social and emotional skills, participate in team-building activities, explore the arts, and stay active through both indoor and outdoor play.

Our professional and dedicated team strives to create an inclusive environment that honors the diversity of our families and encourages each child to grow in confidence, independence, and respect. We value open communication and encourage families to share information about your child's interests, routines, and any specific needs.

This handbook provides important information about program policies, schedules, tuition, safety procedures, and family responsibilities. We ask that you review it carefully and keep it as a reference throughout the school year. By working together, we can ensure a positive, meaningful, and safe experience for your child.

Thank you for entrusting us with your child's care and development. We look forward to a successful and rewarding year at Kids Club.

Best Regards,

Ms. Aida Talab
Early Childhood Programs Supervisor

Family Handbook 2026-2027

Philosophy

Dearborn Public Schools Kids Club believes in fostering a well-rounded, engaging, and fun environment for children ages 5-13. We are dedicated to providing opportunities that nurture creativity, collaboration, and intellectual growth, ensuring that every child experiences a balanced mix of structured learning and recreational activities. Our program, offered at 8 elementary schools and serving students from Bryant and STEM Middle Schools, emphasizes academic support through homework time while also offering enriching experiences in team building, art, skill development, STEM, and technology. We also use components from the Catch program. We are committed to helping children develop a love for learning, build social and emotional skills, and explore new interests in a safe, supportive setting.

State of Michigan Licensing

The Early Childhood Programs are licensed by the State of Michigan and must comply with all law established by the Child Day Care Licensing Rules and Regulations. A copy of the Rules and Regulations are available for review.State of Michigan Licensing requires a 1 to 18 adult to child ratio, we strive to maintain a lower rate.

Effective March 28, 2018, a fingerprint scan is required for all staff working within the child care center. The Child Care Background Check Program is specifically for the comprehensive background check of a licensed child care program

Notice of Availability of the Center's Licensing Notebook

We want to inform you about the **Licensing Notebook** that is available for review at our center.

1. The Licensing Notebook contains all the **licensing inspection reports, special investigation reports, and related corrective action plans** for the past **5 years**.
2. Parents may access the Licensing Notebook during the center's **regular business hours**.
3. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past **3 years** are also available online at the **Department of Child Care Licensing's website**:
   www.michigan.gov/michildcare

We encourage parents to review this information as part of staying informed about our center's operations and compliance.

Hours of Operation

Am session: 7:00 –9:00 (ends at school start time, may vary by school)

Pm Session: 3:55 pm – 6:00 (starts at dismissal, may vary by school)

Kids club starts the first full day of school and ends the last day of school. Vacations and program closings are governed by the Dearborn Public Schools calendar. The program will be closed on national holidays and other days observed by the Dearborn Public Schools calendar. The program will be closed on the following national holidays if they occur on a weekday:

News Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Additional days closed will be governed by the school calendar or operational need.

Admission

Admission to the program is made by:

- Going to the Site: **https://dearbornschools.ce.eleyo.com/** and creating an account.
- Choosing a program you wish to enroll your child
- Creating an enrollment and attaching a credit card to your account
- Make sure you answer all of the questions to each question on the forms completely. Do not leave any blanks.
    - If you cannot answer the question, write NONE in the blank.
- Submit the form for contract approval
- A Health Appraisal , birth certificate, Immunizations are required for your child's attendance. Please submit those forms electronically to billingech@dearbornschools.org

ALL FORMS MUST BE RETURNED TO THE PROGRAM BEFORE THE CHILD CAN ATTEND

Withdrawal

Any request to withdraw a child from a program must be submitted on Eleyo at least 7 business days before the withdrawal date or via email to the Early Childhood Department at

billingech@dearbornschools.org. Families are financially responsible for their child's schedule during that one-week period.

If an invoice has come out , we can not refund any amounts for the months that have been invoiced.

THERE WILL BE NO TUITION REFUNDS ISSUED IF THIS PROCEDURE IS NOT FOLLOWED.

Dismissal

The following may lead to the dismissal of a child from Dearborn Public Schools Early Childhood Programs:

- The Parents or Guardians of the child allow their account to become delinquent for 1 month.
- Failure of the Parents or Guardians to honor the obligations in the Parent Contract or any rules/regulations published in handbooks provided by Dearborn Public Schools.
- Failure to provide up-to-date health and immunization records in accordance with policies of Wayne County Health Department.
- Failure to provide all completed forms prior to the first day of attendance.
- Failure to attend the program for two (2) consecutive weeks without notification.
- **Fifth occurrence of Late Pick-up and/or Early Drop-off offense.**
- The program, in its sole discretion, determines that it is unable to meet the needs of the child.(behavior incident sheet has been filed out 5 times with same occuarace)
- The program, in its sole discretion, determines that the child's actions (behavior) endanger the welfare of the other children or teachers in any way.

Re–enrollment

To re-enroll a child (provided there is space available) you must do the following:

1. Have a zero balance on all Early Childhood program accounts.
2. Have not been dismissed from any Early Childhood program.
3. Pay the registration fee. Registration fees are non-refundable and non-transferable from one school year to the next.
4. Complete a new registration enrollment form online.
5. In the event the program is full, your child's name can be placed on a waiting list.

Waiting List

The child's name will remain on the waiting list for the duration of the current school year. Removal of name will take place only upon request of parent/guardian.

When an opening occurs, the teacher will start at the top of the waiting list and notify parents, in descending order, until the vacancy is filled. If parents choose not to place their child in the program at the time of an opening, the child's name will be dropped from the waitlist

Absences

Absences should be reported in advance by calling the center or classroom before the time your child is scheduled to arrive. ***We do not credit your account for any absences. This includes vacations, illness or weather related days.***

Drop Off and Pick Up Of Children

A parent or authorized adult (see below) must walk a child into his/her classroom, or designated drop off or pick up area and sign the child in/out, and notify the teacher of his/her presence. If possible, parents are asked to spend a few moments (e.g., helping your child put away their coat and belongings) to ease the transition from home to school. Depending on the school, after a certain timeframe, parents will be required to drop off their child at the main office.

Children can be released from the Dearborn Public Schools Early Childhood Program only to parents, legal guardians, or other authorized adults unless a court order prohibits release to a particular individual. **Please note that staff members are not permitted to transport children to or from the program.** When a child is picked up by an authorized adult other than the parent or guardian, these guidelines must be followed:

1. The authorized adult's name must appear on the Eleyo Ipad system or child information card.
2. Identification must be presented to the head teacher or person in charge of the classroom. This is a policy to ensure the safety of your child, so we ask for your complete cooperation.
3. Dismissal procedures:
    - Only Parents or adults listed on the emergency card will be allowed to pick-up a child from school and must have identification! No siblings under the age of 18 will be allowed to pick-up a child from school!

The Dearborn Public Schools Early Childhood Program cannot assume responsibility for any child not signed in and escorted to the classroom.

Discipline policy

When discipline is necessary, we use a positive behavioral approach to help children reflect on and learn from their actions while maintaining a positive self-image. Our goal is for children to understand the consequences of their behavior and avoid repeating negative actions. Physical or corporal punishment is never used. Instead, we employ the following strategies in disciplinary situations:

- **Communication**: Staff will discuss the situation with the child to ensure they understand what behavior needs to change and why it is inappropriate. The child may be asked thought-provoking questions to help them reflect on their behavior and consider what actions should be taken to prevent it from happening again.
- **Taking Responsibility**: Learning to take responsibility for one's actions is an important part of growth. Students will be encouraged to take responsibility by cleaning up areas they disrupted, apologizing verbally or in writing, or sharing what they have done with a parent.
- **Redirection**: A child may be redirected to a different activity or group of children for a short time. Often, a change of activity helps children reset and return to positive interactions with others.
- **Cool Down, Time for reflection**: If a child does not respond to redirection or if the behavior is more serious, they will be asked to take a "cool down" by sitting away from others to reflect on their actions. Before rejoining the group, the child will have a conversation with a caregiver to take responsibility for their behavior and understand its impact on others. Children may also choose to take a cool down on their own to calm themselves and prevent further inappropriate behavior. We commend children for using this approach to help themselves.
- **Problem Solving**: For recurring behaviors, the child will work on a solution for long-term behavior change. This may include developing behavior contracts or agreeing to lose privileges. Parents will be involved at this stage to collaborate on finding a solution.
- **Behavior Chart:**

  Our kids club teachers use a Dojo point system or a behavior chart to encourage positive behavior and track progress. Through this system, children earn points or receive marks for displaying positive behaviors such as teamwork, responsibility, and respect. These points or marks serve as a visual reminder of their achievements and help reinforce good choices. Parents are encouraged to review their child's progress regularly and discuss accomplishments or areas for improvement. The system allows teachers and parents to work together in supporting each child's social and emotional growth, promoting a consistent approach to positive behavior both at school and at home.

Parent Information and Communication

Information about program activities is available in several ways. The most reliable method is through email from our billing ELEYO site. It is your responsibility to check for updates daily, as this is an important way to distribute information. Program updates and other useful information can also be found through your child's teacher's ClassDojo page. We encourage you to subscribe to the blog to stay informed about classroom happenings. Communication will primarily be through email, ClassDojo, or phone calls.

Parent-Teacher Communication

Parent-teacher communication is essential to your child's educational experience. Teachers encourage parents to share any information that may affect their child's well-being, such as changes in the home, routines, or family circumstances. Throughout the school year, parents are invited to ask questions and express concerns. Teachers will also share information about day-to-day classroom activities, changes in routines, and issues related to child development, including discipline and growth. Communication will continue through email, ClassDojo, or phone calls.

Tution

Registration fees are $75 for the first child, $15 for each additional child.

Daily charges (Nowlin,Haigh, Long, Lindbergh, Whitmore-Bolles, Howard, Snow, Duvall)

- $14 per AM session and $14 per PM session

Daily charges (Howe Montessori, STEM, Bryant):

- $17 per AM Session and $17 per PM session

Tuesday Early Release only 90 minutes= $11

Tuesday early Release + afternoon session (Bundle) = $20

Half day sessions= $27

Drop-In Day Guidelines

Effective for the 2026–2027 school year, the Drop-In rate will be an additional $3 per session (Extended AM, Half Day, or Extended PM).

Drop-ins are invoiced on the same day they occur, and payment is due on the day of the drop-in.

Discounts

Dearborn School Employees 20% discount

- **Qualifying criteria:The employee must be the parent/guardian OR the child must live in the employee's household**
- **The whole account qualifies for this discount**

Kids Club sibling discount 10% discount

- **Qualifying criteria: The second sibling must be enrolled in the kids club to receive the discount .**
- **The whole account does not receive a discount, Only the second sibling receives the 10% discount**

Drop In days are excluded from discounts

Discounts cannot be stacked.

Payment of Tuition

Your invoice will be sent to you electronically through our ELEYO system every 1st of the month and due on 15th. Invoice is due upon receipt but no later than 7 days. Late fees ($25) will be assessed within one day after the due date. If your account is more than 5 days late your child will not be allowed to attend the program. Auto pay is required. This means your tuition will be automatically withdrawn from your account ON the due date.

If an invoice has come out , we can not refund any amounts for the months that have been invoiced.

Permanent Change of Schedule

Any changes of a schedule must be given in writing by emailing or calling the billing secretary with CHANGE OF SCHEDULE in the subject line AT LEAST 48 HOURS IN ADVANCE. You must also include the following information in the email:

Your child's name, the program and its location and the change you wish to make to your child's schedule. This request for a change in schedule will be accommodated as space permits.

If an invoice has come out , we can not refund any amounts for the months that have been invoiced.

Tuition & Weather Closure Policies

Attendance & Tuition Policy

Please note that tuition is billed based on your child's **contracted schedule**, not on their daily attendance.

Because we schedule our staff in advance to maintain safe ratios and meet program commitments, **we do not issue tuition credits, refunds, or make-up days** for absences due to:

- Family vacations
- Student illness

Our program operates in alignment with the **Dearborn Public Schools Calendar**. We ask that you please review the school calendar ahead of time and plan your family's schedule accordingly.

District-Enforced Weather Closures

We understand that unexpected district-wide closures due to severe weather can disrupt your routine. Because emergency weather closures are not part of our planned school calendar, we will offer a flexible "day-switch" option to ensure you receive the care you paid for:

- **Email Request Required:** Day-switches are **not** processed automatically. To request a replacement day, you must send an email to **billingech@dearbornschools.org**.
- **No Additional Fees:** There is no extra charge to swap a day that was missed specifically due to an official, district-enforced weather closure.
- **Important Note:** Schedule adjustments and fee waivers will only be applied *after* our billing department receives and the program supervisor approves your emailed request.
- **Perfect Attendance Credit:** If your child is scheduled to attend 100% of the program and there is a district-enforced closure, you will receive a credit to your account for the amount paid for the day of the closure. This credit can be used toward the following month's bill.

If an invoice has come out , we can not refund any amounts for the months that have been invoiced.

Payment Arrangements

If you are unable to make your monthly payment because of extenuating circumstances, you can call the Early Childhood Supervisor to set up a payment arrangement before the due date.

Tuition Assistance

We will accept tuition payments from the State of Michigan Department of Human Services for families that meet their guidelines and criteria for assistance. Please be advised that the parent/guardian is responsible for the portion of tuition that DHS does not cover.

Late Payment Fee

There will be a $25.00 late payment fee added to your account if the tuition is not paid in full by the due date. Any account that has become delinquent (**5** days past the due date) may result in the dismissal of your child from the program. Once overdue tuition is paid, your child(ren) may re-enroll, space permitting, and provided you pay the registration fees.

Late Pick-Up/Early Drop-off Charges

Additional fees will be charged for children dropped off before or picked up after the program's hours of operation.

A late pick-up fee of $5.00 will be assessed for any child picked up 1 to 5 minutes after closing or the end of the scheduled session. An additional $10.00 fee will be assessed if a child is picked up 6 to 10 minutes after closing or the end of the session for a total of $15.00 in late fees. An additional $15.00 will be assessed for any child picked up 11 to 15 minutes after closing or the end of the session, for a total of $30 in late fees. Each minute after the 15 minutes will be assessed a late fee of $1.00 per minute late.

For Example: If the session ends at 11:15 and you pick your child up at 11:30 you will be assessed $30.00: a late fee of $5.00 for the first five minutes, an additional fee of $10.00 for the next five minutes, and then $15.00 for the third five-minute period which totals $30.00 in late fees.

An early drop-off fee of $5.00 will be assessed for any child dropped off 1 to 5 minutes before the start of the session. An additional $10.00 fee will be assessed if a child is dropped-off 6 to 10 minutes before the start of the session for a total of $15.00 in early fees. An additional $15.00 will be assessed for any child dropped off 11 to 15 minutes before the start of the session, for a total of $30 in early fees. Each minute before the 15 minutes will be assessed an early drop off fee of $1.00 per minute.

Upon the fourth Late/Early offense occurrence in the program, the fees will be doubled. With the fifth Late/Early offense, the fees will be doubled and your child(ren) will be dropped from the program effective immediately.

Collection Agency Fees

All tuition and fees that remain unpaid after the program has ended will be forwarded to our collection agency. If your account is sent to collections, you will be responsible for all fees accrued to your account by that agency as well as the unpaid balance due.

PROGRAM POLICIES

Eligibility Requirements

The Kids Club program provides care for children before and after the school for children in elementary and middle school. Children attending middle school may register for the after school Kids Club program; however, the Early Childhood program cannot take responsibility for providing transportation from school to the center.The parents have to sign a waiver for transaction.

Attendance Criteria

The minimum requirement for attendance for school age program childcare is at least two (2) sessions or 2 mornings or 2 afternoons or any combination of those, except early release Tuesdays.

Cultural Competency

Young children and their families represent a wide and growing range of languages and cultures. The goal of our cultural competency plan is to ensure that early childhood programs create an inclusive environment that honors diversity. This involves supporting connections between staff, families, and children, while encouraging both the acquisition of a second language and the preservation of home languages and cultural identities. We view linguistic and cultural diversity as a valuable asset for young children. Most of our teaching team includes an Arabic-speaking associate, and our meals feature foods from various cultures. Additionally, our toys, paints, crayons, and dress-up clothes reflect diverse ethnic backgrounds. Parent communications are provided in translation as needed, and all relevant information is available in the classroom, on our website, and in the handbook.

Nondiscrimination and Access to Equal Educational Opportunity Statement from Dearborn Public Schools:

“Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information or any other legally protected class (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.”

https://go.boarddocs.com/mi/drb/Board.nsf/Public?open&id=policies#

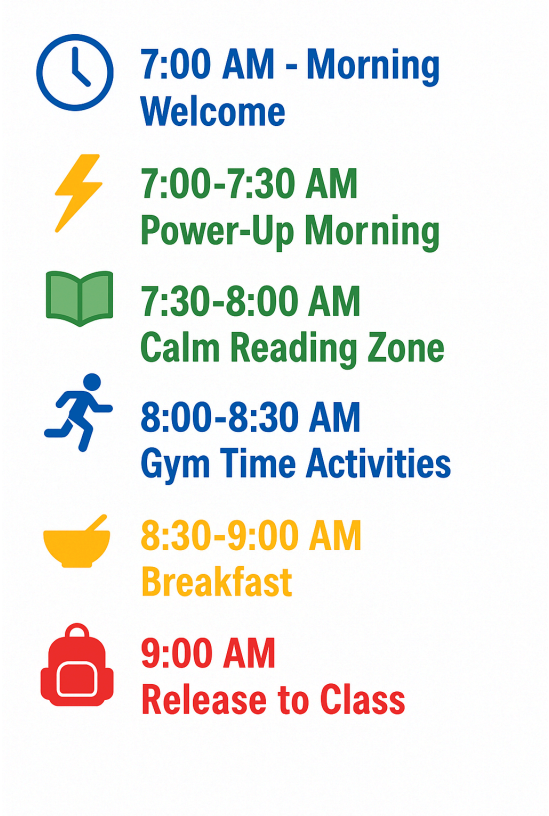
Children, Schoolagers, and Families with Special Needs/Disabilities

Our Special Needs approach is crucial for children, parents, and staff as we aim to address the unique needs of every child in our program. We are dedicated to the principle of inclusion and are committed to making the necessary accommodations to integrate all children into the learning environment and daily routine. We work collaboratively with families and staff to set age-appropriate goals and focus on individual needs. Communication is ongoing and respectful of confidentiality, ensuring a two-way dialogue with all involved.

To assess each child's needs, we conduct Ages and Stages and other relevant screenings within the first two weeks of school. These screenings, along with information from observations, parents, doctors, or specialists, help us understand each child's developmental, behavioral, and language needs. We use this information to address any concerns, including further evaluations if necessary. We provide adaptive materials and modify activities to ensure that all children can fully participate. For example, we use visual supports, sensory tools, and differentiated instruction to meet the needs of children with varying abilities. Our classrooms and common areas are designed to be physically accessible.

Dearborn Public Schools offers essential resources and services for children with special needs, including social workers, speech therapists, psychologists, and occupational and physical therapists. If your family requires services beyond special education, please share information about your child’s life experiences and current situation with us. Notify a staff member of any non-educational needs, and we will seek the appropriate resources and provide follow-up support.

Typical Daily Routine - Sample Morning Schedule (Schedule might slightly differ based on site and children needs)



🕖 **7:00 AM – Morning Welcome**

What it typically includes:

- Friendly greeting from staff or volunteers (smiles, “Good morning!”)
- Parent sign-in sheet or digital check-in (iPad)
- Name tags or attendance check for children
- Seasonal info station for announcements, reminders, or newsletters
- Transition support to help children ease into the morning routine

⚡ 7:00–7:30 AM – Power-Up Morning

What it typically includes:

- Coloring stations (themed pages or free drawing)
- LEGO building table or construction toys
- Simple crafts (paper crafts, origami, bracelet making)
- Play dough or modeling clay
- Sticker art or stencil drawing
- Journal writing/drawing (“What I’m excited for today”)

📚 7:30–8:00 AM – Calm Reading Zone

What it typically includes:

- Cozy reading corner with books, comics, or magazines
- Story basket: Pick a themed story of the day
- Optional audio stories with headphones
- Picture book buddy system (older kids read to younger ones)

🏃 8:00–8:30 AM – Gym Time Activities

What it typically includes:

🔁 Structured Physical Games

- Freeze Dance (play music, freeze when it stops)
- Red Light, Green Light

- Sharks and Minnows
- Simon Says (with movements)
- Follow the Leader
- Animal Walk Races (bear crawl, crab walk, frog jumps)

🏃 Obstacle Courses

Using gym mats, cones, hoops, and tunnels:

- Jumping over cones
- Crawling under a rope
- Balancing on a line
- Hula-hoop station
- Toss a beanbag into a bucket
  Tip: Rotate stations every 3–5 minutes for larger groups

⚽ Sports Skill Stations (No Intense Games)

- Dribbling basketballs
- Passing a soccer ball in pairs
- Hula hoop challenges
- Jump rope station
- Balloon volleyball or balloon tennis

🧘 Cool-Down (Last 5 Minutes)

- **Gentle stretching (reach for the sky, touch your toes)**
- **Breathing game (“Smell the flower, blow out the candle”)**

- **Quiet circle: a few deep breaths or a group message ("Let's have a great day!")**

🥣 **8:30–9:00 AM – Breakfast**

- **Nutritious breakfast served**
- **Calm, social atmosphere to wind down before class**

🎒 **9:00 AM – Release to Class**

- **Children are escorted or released to their classrooms to begin the school day**

🕑 After-School Schedule **Sample Schedule (Schedule might slightly differ based on site and children needs)**

3:55 PM – Arrival Time
Welcome! Unpack, settle in, and get ready for the afternoon.

3:55 PM – 4:15 PM – Snack Time
Enjoy a healthy snack and some downtime with friends.

Option 1: Homework Time

4:15 PM – 4:30 PM – Homework Time
A quiet zone for completing homework, reading, or getting help if needed.

Option 2: Creative Choice Time

4:10 PM – 4:30 PM – Creative Choice Time
A fun and flexible space to explore creativity:
• Coloring stations (themed pages or free drawing)
• LEGO building or construction toys

- Simple crafts (paper crafts, origami, bracelet making)
- Play dough or modeling clay
- Sticker art or stencil drawing
- Journal writing/drawing

4:30 PM – 5:15 PM – STEAM Activity
Explore Science, Technology, Engineering, Art, and Math through fun, hands-on activities.

5:15 PM – 5:45 PM – Outside Time / Gym Time
Get moving with outdoor games or indoor gym activities.

5:45 PM – 6:00 PM – Dismissal
Wrap up the day and get ready to head home!

DEARBORN SCHOOLS
Kids Club Program


3:55 PM – Arrival Time


3:55–4:15 PM – Snack Time


Option 1: 4:15–4:30 PM – Homework Time


Option 2: 4:10–4:30 PM – Creative Choice Time


4:30–5:15 PM – STEAM Activity


5:15–5:45 PM – Outside / Gym Time


5:45–6:00 PM – Dismissal



Snacks

We emphasize healthy eating practices and provide nutritious foods.Menus are posted for your review. Our food service program meets the daily nutritional requirements set by the State of Michigan.We are participating in the state subsidized After School Snack Program. The District Food Service orders snacks that the children normally would eat at school and at our Kids Club program. If your child does not want the snack provided, please send an alternative with him or her daily.

Examples of nutritious snacks:

1) **Fruits** – red and green apples, green and yellow pears

bananas to peel, kiwi, tangerines to peel, dried fruits,

100% fruit juice.

2) **Vegetables** – carrot and celery sticks with or without dip,

sweet potatoes, sweet red pepper,

green and yellow beans.

3) **Breads** – crackers of different shapes,

non sweetened cereals,

pita with or without filling,

bagels with or without spreads.

4) **Dairy Products** – yellow and white cheese,

soft cream cheese spread, string cheese,

yogurt with or without fruit.

Milk must be in the original, unopened container.

It is the responsibility of parents to notify the teachers of any food allergies, intolerances, and/or dietary restrictions.

Due to the severity of peanut allergies we will do our best to provide nut free products. If your child has food allergies please assist us by checking the packaging and ask to see the ALLERGY LIST in your child's classroom.

Parent notification for accidents, injuries, incidents and illnesses

Teachers are certified in CPR and Basic First Aid and are trained in universal precautions. In the event of a minor injury, children will receive first aid, be comforted, and parents will be notified. For more serious injuries, parents will be contacted immediately. Parents will be informed of any accidents or injuries their child experiences while attending the Before and After Care Program via a phone call (for a.m. care) or in person at pick-up (for p.m. care). Established emergency procedures for the school will be followed. If a child becomes ill during the program (e.g., fever, vomiting, diarrhea, etc.), parents will be contacted by phone and asked to pick up the child as soon as possible. Staff will make the child comfortable in a designated quiet area until the parent arrives.

In accordance with licensing requirements, a verbal report will be made to the licensing department within 24 hours if a parent notifies us that their child received medical treatment or

was hospitalized for an injury, accident, or medical condition while in care. A written report will be submitted to the licensing department within 72 hours of the verbal report, in the format provided by the department. A copy of the report will be kept on file at the center.

Exclusion policy for child illnesses.

For the protection of all children, your child will not be accepted into the program if he/she has any of the following symptoms:

- Fever of 100.4 or higher
- **Intestinal problems with diarrhea or vomiting, within 24 hours of kids club sessions**
- Any type of rash.
- Severe coughing, wheezing, or congestion
- Any type of communicable disease (chicken pox, strep throat, influenza, measles, impetigo, head lice, pink eye, etc.) **Doctor's note will be needed to return**. This must be reported to the kids club teacher.
- A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. That child will be subject to exclusion from the school or program if an outbreak of a vaccine-preventable disease to which he or she is susceptible occurs.
- Toothache
- Red, puffy and/or fatigued eyes
- Sore throat or rough voice
- **Your child must be free of the above symptoms for 24 hours without medication, BEFORE returning to school.**

If your child is at school and exhibits any of these symptoms, you will be contacted and required to pick them up immediately. By following these guidelines, we can minimize the risk of illness for both your child and their teacher

Transportation policy

The responsibility for the transportation of children to and from the Kids Club lies solely with the children's parents or guardians. The Kids Club does not provide any form of transportation for students.

Medication policy

Prescription Medications that your child may need to take while at school will be administered only after the parent has filled out a medication permission form and signed it. Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication, and will be given in accordance with those instructions.

Non-prescription Medications must be brought to school in the original container. A medication permission form must be filled out and signed by the parent, and physician, indicating the child's name, instructional and name and strength of the medication. The dosage can be less than, or equal to the label instructions.

A staff member will maintain a record as to time and amount of any medications given or applied.

Outdoor Play

Children are scheduled for daily outdoor play, weather permitting. During this time, they have a range of options for how they engage in play, using both stationary and non-stationary materials. These activities support social, fine motor, and gross motor development. Adults supervise for safety and also participate in the play. Children will spend 35 minutes outside both in the morning and afternoon, except in cases of wind chill or heat index advisories. If temperatures fall below 20 degrees, children will stay indoors. Please ensure your child is dressed in suitable outerwear for outdoor play.

In accordance with Michigan Child Care Licensing Rule **R 400.8401(1)**, parents are hereby notified at the time of enrollment that **Kids club** utilizes the outdoor play areas and playground equipment owned and maintained by **Dearborn Public Schools**

Because this outdoor space is a designated public/school playground, it is subject to the school district's maintenance guidelines rather than the separate outdoor play area and equipment inspections required for independent child care centers under **R 400.8125(10)**. Our staff actively supervises all outdoor activities to ensure age-appropriate use and child safety at all times.

Emergency Schools Closings

In the event of school closings, such as inclement weather, announcements are posted on Dearborn Public Schools website, and class dojo. **We do not credit for inclement weather unless you attend 100% of the time.**

Crisis Management

The safety and wellbeing of the children is a priority. Therefore, a crisis management plan has been developed and implemented which protects the children from harm. These policies include procedures for evacuation, lock down, seeking shelter and first aid as a response to the remote possibility of fire, disaster and emergencies. In the event of a crisis, parents will be notified as soon as possible. Crisis response drills will be conducted on a regular basis to familiarize children with the procedures.

A copy of the Crisis Management plan is available on site for review.

Pest Management Plan

Although the staff of Dearborn Public Schools Early Childhood programs make every effort to provide a safe, clean environment for the children there are times when it is necessary to utilize pest control methods. Under Michigan Public Act 451, MCL 324.831C child care centers are required to provide advance notification of pesticide application. Prior to treatment, notices will be posted and letters will be provided informing you of the reason for treatment, the type of treatment planned and the date the treatment is scheduled. Please be assured that treatment will take place after the building has closed and no insecticide will be dispensed in any room unless the room is unoccupied for more than 4 hours. Additional information regarding the pest control methods used may be obtained from the National Pesticide Information Center npic@ace.orst.edu or by calling 1-800-858-7378.

Here are some important points we do not want you to miss:

1. We **do not credit** your account for **illness**. We do appreciate you letting the classroom teacher or Kids Club site know if your child will not be attending; however, we cannot credit your account. If your child will be out for an extended period of time please contact our office to discuss your situation.

2. We do not credit your account for **vacations** taken by your family during your regular schedule. Your payment secures your child's spot.

3. There will not be credits for **weather or building issues**.

4. Please remember you must have a REGULAR weekly schedule that is consistent. Every other week or a "rotating schedule" does not work for our system.

5. You may EXIT the program but you will need to give us a ONE WEEK written notice and there is a cancellation fee for $50. Registration fee will not be refunded.

Please contact the billing secretary at **billingech@dearbornschools.org**

As part of the enrollment process, it is essential to address the matter of refunds. By signing below, you

acknowledge and agree to the following refund policy:

1. Payment Obligation: As the parent/guardian, you understand and agree that the fees associated with Dearborn Schools Early Childhood Programs are non-refundable. This includes, but is not limited to, registration fees, tuition fees, material fees, and any other charges incurred during your child's participation.

2. Voluntary Withdrawal: In the event that you voluntarily withdraw your child from [Name of Program/Service/Organization] for any reason, you understand and agree that no refunds or prorated amounts will be provided. This policy is in effect regardless of the duration of your child's participation in the program.

3. Non-Attendance: You understand and agree that if your child fails to attend the Early Childhood Programs for any reason, including illness, vacations, or other personal circumstances, no refunds or make-up sessions will be provided.

By signing below, you acknowledge that you have read and fully understand the refund policy outlined above. You agree to comply with its terms and release Dearborn Schools Early Childhood Programs, its employees, agents, and representatives from any liability or responsibility regarding refunds.

Thank you for your understanding and cooperation.

Parent/Guardian's Signature: _____

Date _____
