Cadillac Area Public Schools- Viking Learning Center

Clubhouse Program Parent Handbook
2026-2027

Clubhouse Site:

Viking Learning Center

1700 Chestnut St Cadillac

Open all day for 3-4 year olds

Before/After School for Franklin, Lincoln, & Forest View Elementaries

INTRODUCTION

Welcome to Cadillac Area Public Schools Clubhouse Programs at the Viking Learning Center. We hope you and your child will find this child care center a rewarding place to learn and grow. Please sign your child in and out on the vestibule iPad or use your phone when utilizing Clubhouse.

PHILOSOPHY

Cadillac Area Public Schools Clubhouse Programs at Viking Learning Center provide a nurturing, respectful, and consistent atmosphere for all. Students' growth and development is at the forefront of our center by using developmentally appropriate curriculum and practices. Each student receives emotional, social, physical, and academic instruction while in our care. We believe that the stronger the connection and engagement between home and school, the greater the success of the student. All students are welcome and encouraged to come as they are. Teacher-student interactions are positive with staff implementing appropriate and consistent routines and expectations.

Children are encouraged, not required, to participate in the following activities available to them daily: arts and crafts, dramatic play, reading, quiet play, table games, outdoor activities on the playground, homework help, large motor activities, hands on math.

Comments or questions may be directed to: Rachel Lepine- 231.876.5300

HOURS/DAYS of OPERATION

Viking Learning Centers Clubhouse Program operates on days when Cadillac Area Public Schools are in session, as well as snow days, ½ days, breaks and school delays.
Viking Learning Center is open from 6:30am-6:00pm Monday through Friday.
Am Clubhouse hours are 6:30am-8:30am
PM Clubhouse hours are 4:00pm-6:00pm

Clubhouse will be closed on the following holidays: Labor Day, Thanksgiving Break, Christmas Break, MLK, President's Day, Good Friday (if Cadillac Schools is closed), Spring Break, Memorial Day, and July 3-4th. We are also closed the week before School starts in August for deep cleaning.

HALF DAYS

Clubhouse offers care when school is in session for only half day due to conferences or teacher professional development. Half days may include special projects and activities. Lunch and snacks will be provided by Clubhouse.
CLUBHOUSE WILL NOT ACCEPT DROP-INS.

DELAYS and SNOW DAYS

Clubhouse provides care at VLC for Franklin, Lincoln, Forest View and VLC children on snow and delayed start days. Lunch and Snack are provided on Snow Days. Breakfast is NOT provided on Snow Days or Delay Days.
If VLC is closed for any reason, you will receive a message on the Procare App

ADMISSION PROCEDURE

A parent (guardian) will first fill out a registration form, available online at cadilacschools.org. **There is a non-refundable $25 registration fee per child enrolled**. **All students must be toilet trained in order to attend Clubhouse**. The following forms will also need to be submitted:

1. Child Information Card
2. Immunization Form
3. Health Appraisal (when applicable)
4. Statement of Child's Health and Participation Form
5. Parent/Center Contract
6. Medication Permission Form (when applicable)
7. Food Program Form
8. Food Allergy Form (when applicable)

The child may attend Clubhouse as soon as all of the above paperwork is turned in to the Clubhouse staff and the $25 registration fee is paid.

Please notify your child's school office when your child is enrolled to attend one of our sessions.

ADMISSION FEES AND POLICIES

Fees are due every FRIDAY. If fees are not paid, program services will not be provided until the balance is paid in full. These fees are due regardless of the time of arrival or departure of your child. Clubhouse has a 3-day minimum, which means fees are charged for at least 3 sessions a week, **even if your child is absent,** based on typical attendance. This procedure is implemented to hold your child's Clubhouse spot, and to secure proper staffing ratios in compliance with the state mandates.
Each family is allowed 3 weeks vacation (9 days) at no charge to you. Please let the office staff know if you would like to use your vacation week, or a bill will be issued to you.
*For families with shared custody, Clubhouse will accept a child on an every other week basis and will charge the custodial parent for care.

DHHS PAYMENTS

Paperwork must be turned into DHHS and proof of approval before your child may attend Clubhouse. Children must be here for a minimum of 30 minutes to bill DHHS. If a child is here for less time, parents will be responsible for paying for that session.

CLUBHOUSE FEES PER CHILD

AM Clubhouse	PM Clubhouse	Full Day(6+hours)	Half Day(Under 6 hours)
6:30-8:20 am	3:55-6pm	$27.00	$20.00
$6.50	$7.50		

LATE START MONDAYS & 2 Hour Delay	3 Hour Delay
$6.50+ $2.00	Flat rate $12.00

*A discounted rate is available for 3 or more children

LATE FEE POLICY

A late fee of $15.00 for the first 5 minutes will be charged if you pick up your child after 6:00pm. Anytime after 6:05, a $10.00 fee for every 5 minutes thereafter. This fee will be applied to your Procare account. **This is not covered by DHS**. **Please call if you have an emergency and cannot pick up your child on time**. We will contact your emergency contacts to arrange your child to be picked up.
Late Fee Example: 6:05pm Pick up = $15 charge per child
6:10pm Pick up= $15+$10= $25 charge per child

ABSENCE and WITHDRAWAL POLICY

If your child misses one week of Clubhouse without prior notification, she/he may be dropped from the program, and the 3 session minimum will still be applied. **Clubhouse requires 2 weeks' notice to drop from the program**. You **WILL be charged** for services received prior to your 2 week notice. Re-enrollment will be based on space available. The non-refundable registration fee would need to be paid again for your child to begin attending Clubhouse.

OPERATIONAL POLICIES and PROCEDURES

SIGN IN AND OUT POLICY

Parents are expected to come to the building to drop off or pick up their child(ren). A parent sign in, sign out iPad is located in the Vestibule or you may use the app on your phone. The app we use to track time and signature from the parents is Procare.

RELEASING CHILDREN

Clubhouse is required to release the child to either parent unless a court order states otherwise. Parents should submit to the childcare site a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick-up by the non-custodial parent. Documentation must be kept in the child's file and kept current at all times. This will be kept confidential and strictly enforced by the Clubhouse staff. People allowed to pick up your child must be on the child's information card for us to release your child to that person. If you have made arrangements with another person to pick your child up, please inform Clubhouse. Clubhouse will ask for a picture ID if they are not known to the staff.

If Clubhouse staff is uncomfortable in releasing a child to a parent who seems incapacitated due to drugs or alcohol use, we will offer to:

1. Keep the child in our care for an extended period of time.
2. Call the adult(s) on the child's emergency form
3. If the adult refuses these offers, we may call the police for the child's safety.

Parents: Please refrain from using your cell phone when picking up or dropping off your child. This time is extremely important for sharing information about your child.

CLUBHOUSE POLICIES

CLUBHOUSE DAILY RULES

The following rules apply to each Clubhouse room:

1. Children will respect the rights, feelings, and property of the other children and adults at all times.
2. Children will keep their bodies to themselves to keep everyone safe.
3. Children will use classroom materials in a safe manner.
4. Children will use manners and talk at an appropriate level with no yelling or screaming.
5. Children will ask for permission to go to the restroom and return promptly.
6. Children will play outside only when a Clubhouse staff is present on the playground.
7. Children will clean up their area, placing the materials in the correct space.
8. There will be NO HOME TOYS BROUGHT INTO CLUBHOUSE.

DAILY SCHEDULE EXAMPLE- CLUBHOUSE

6:30 am Open
6:30-8:00 am Free choice and Outside time: Lead Caregiver will give a minimum of four activities for the children to participate in. This includes large motor activities on the playground.
8:00 am Clean up
8:05-8:20 am Children get on buses for school and are dismissed.
3:55 pm Students Arrive- Choose Snack or Outside
4:00pm Snack for Franklin, Forest View and Lincoln
4:45pm Free choice and Outside time: Lead Caregiver will give a minimum of three choices for the children to participate in. This includes large motor activities in the gym or on the playground, based on the weather. In the classroom: art/craft, project, free choice of various activities.
6:00pm Closing Time

LITTLE VIKINGS- PRESCHOOL PROGRAMMING

VLC offers LV Programming at VLC for any child who is 3- 4 years of age. **Children who attend Clubhouse are required to be fully potty trained**. Breakfast, Lunch, and Snack are provided by Chartwells. Children will have rest time for 60 minutes in which they will need a small blanket and pillow to be kept in their classrooms and returned on Thursdays for washing. This age group also needs an extra set of clothing to be kept at VLC in case of spills and accidents.

LITTLE VIKINGS- DAILY SCHEDULE EXAMPLE

8:00-8:30 ARRIVAL, OUTSIDE (dressed for weather)

8:30-9:00 BREAKFAST

9:00-9:15 Large group

9:15-10:15 Free choice time

(10:00-10:30 Potty reminders)

10:15-10:30 Clean up, recall, music & movement

10:30-11:00 Small Group

11:00-11:30 OUTSIDE

11:30-12:00 LUNCH

12:00-12:30 finish up lunch, potty

12:30-2:00 REST TIME

2:00-3:00 Snack, free choice time

3:00 OUTSIDE
departures, clubhouse schedule

OUTSIDE ACTIVITIES POLICY

Weather permitting; the students will go outside every day. Licensing requires that all our children spend time outdoors daily. The outside temperature must be at least 0 degrees or higher, including wind chill. Children will be using the school's playgrounds. For the safety of the children, they will only use the equipment that has been approved for their age group by the playground inspector and safety guidelines. Playgrounds are regularly inspected with documentation per Child Care Licensing. Clubhouse asks that children come prepared for outside play. This would include hats, mittens, snow pants, boots and coats.

NUTRITION POLICY

Any food provided for students at VLC is a participant of the Michigan Department of Education Child Care Food Program and implements their guidelines for good nutrition.
In accordance with the federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, origin, sex, age, or disability. To file a complaint of discrimination, write:
USDA Director, Office of Civil Rights 1400 Independence Avenue S.W. Washington, D.C. 2052520-9410
Or call: 202-720-5964 (voice and TDD)

USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

HEALTH and SAFETY PROCEDURES

All staff, students and volunteers are required to wash their hands after using the bathroom, before eating, serving snacks, after coming in from the outside, and after participating in specific activities that will require hand washing. Our staff will wear protective gloves while caring for injuries and illnesses.
Bodily fluids are also handled with protective gloves and caution. All surfaces, equipment, and materials are sanitized on a regular basis in order to control illness and infection.

Parents will be notified of injuries during Clubhouse hours.
All medication given to children by the Clubhouse staff must be a written prescription from the child's physician. The parent must fill out a medication form. No over the counter medication unless prescribed by a physician.

SANITIZING EQUIPMENT

All tableware, utensils, food contact surfaces and food service equipment shall be thoroughly washed, rinsed and sanitized after each use with an approved sanitizing solution. Children's toys and equipment will be sanitized regularly to adhere to Child Care Licensing Rules and Regulations.
Toys and materials are sanitized weekly, daily, and as needed, based on exposure to illnesses.

ILLNESS POLICY

Criteria for excluding children from the program:

1. The child's temperature is 100 or higher. The child must be dismissed until he/she has been cleared of a fever for 24 hours.
2. Vomiting: the child must be clear of vomiting for 24 hours.
3. Mouth sores: until a physician determines it is non-infectious/ note from the physician.
4. Rash with fever: until physician determines it is non-infectious/ note from the physician.
5. Impetigo: until 24 hours after treatment: note from the physician.
6. Pink eye: until 24 hours after treatments began/ note from the physician.
7. Tuberculosis: until a written statement from the physician stating the child is noninfectious.
8. Strep throat: until 24 hours after treatment began/ note from the physician
9. Chicken Pox: until 6 days after the rash appears
10. Mumps: until 9 days after the onset of gland swelling
11. Hepatitis A: until the health department has determined it is non infectious
12. Measles: until 6 days after the rash appears.
13. Rubella: until 6 days after the rash appears.
14. Head Lice or Scabies: until 24 hours after the treatment has begun and Clubhouse staff has verified that there are no more live lice or scabies.
15. Severe coughing, until 24 hours after treatment has begun.

Parents or emergency contacts are expected to pick their child up within one hour from the time you receive a call from Clubhouse staff about your child's illness.

INJURY AND INCIDENT/ACCIDENT POLICY

Parents will be notified of injuries during clubhouse hours. This would not mean minor scrapes that only require cleaning and a Band-Aid. Parents will be called if there is a head injury. Incident and Accident reports are kept on file.

EMERGENCY PROCEDURES

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and manmade disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

A. The health and safety of students and staff are safeguarded;
B. The time necessary for instructional purposes is not unduly diverted;
C. Minimum disruption to the educational program occurs;
D. Students are helped to learn self-reliance and trained to respond sensibly to emergency situations.
E. The health and safety of students and staff are safeguarded;
F. The time necessary for instructional purposes is not unduly diverted;
G. Minimum disruption to the educational program occurs;
H. Students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

Each school shall conduct at least six (6) evacuation/fire drills, two (2) tornado drills and two (2) lockdown drills each school year. Fire drills will be conducted quarterly. The Superintendent shall develop administrative guidelines for the handling of emergency situations.

Parents will be notified by CAPS phone system if any emergency shall occur, along with plans on how children will be released.

PROTECTIVE POLICY/CHILD ABUSE AND NEGLECT POLICY

Child abuse and neglect are against the law. The staff members at CAPS are mandated by law to report all actual and suspected child abuse or neglect to the Michigan Department of Health and Human Services within 24 hours.

Reporting Requirements:

Staff “who have reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the Michigan Department of Human Service. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act or fill out a report online.” State of Michigan Department of Human Services, Child Protection Law, Act No. 238, rev. 8-06. The reporting person shall make a copy of the written report, DHS-3200, available to their supervisor and subsequent administrators. Reporting the situation to administration or supervisor does not relieve the staff member of the mandated responsibility to report.

DISCIPLINE POLICY

(8030, 8230, 8240, 8245, 8300, 8320, 8321, 8322, 8340, 8350, 8351, 8352): The Cadillac Area Public Schools Board of Education gives its representatives the right and responsibility to maintain disciplinary measures and to protect the rights of individuals to learn, as well as to insure proper operation of the school.
Cadillac Schools implements Conscious Discipline and Positive Behavioral Interventions and Supports. Discipline is age appropriate and typically at this age most discipline dilemmas are minor and can be handled in the classroom setting. Any problem that is unable to be resolved in the classroom will require parent involvement. The school reserves the right to establish other rules not listed here as the need arises. For example, teachers may establish classroom rules. We will guide children's social and emotional development, including making friends and learning how to solve conflicts.

Children who are unable to be safe and kind in the classroom, or who consistently verbally, physically, or emotionally hurt themselves or others will be given a verbal warning to families. If the behavior continues after positive intervention, the student will be put on 2-day dismissal from the program. If the behavior continues, a 5-day dismissal will be given and a second meeting will be set to discuss intervention strategies and possible options for the student. If deemed appropriate, the Director may dismiss the child from Clubhouse. The Director may dismiss a child at any time for any reason.

Important Note: Administration reserves the right to adjust or end a student's participation in Clubhouse at any time if circumstances arise that significantly affect the safety, well-being, or effectiveness of the program.

If a child is suspended from school, he/she cannot attend Clubhouse during their suspension

STAFF and STAFF REQUIREMENTS

All Clubhouse staff have been trained in CPR, First Aid, Concussion and Blood Borne Pathogens. All staff members are required to have a minimum of 16 hours of annual training in topics including child development, curriculum, child discipline, health, safety, nutrition, working with parents and licensing rules.

STAFF SCREENING PROCESS

The Cadillac Area Public Schools Board of Education recognizes that it is vital to the successful operation of the district that positions created by the board be filled with qualified and competent staff. Employees shall abide by all board policies and district guidelines. All staff are required to

- Meet all CAPS and State of Michigan License requirements
- Complete an application for employment
- Secure DHS central clearance every two years

- Fingerprinting
- Criminal Background check

Staff cannot be present in the schools with a felony conviction of harm or threatened or conviction of child abuse or neglect.

STAFFING PLAN

Per licensing requirements we will have an adult to child ratio of:
1 adult for every 18 children with the 5- 12 year olds
1 adult for every 10 children with the 3-4 year olds

VOLUNTEERS

All volunteers including parents must report to the office of that site. Before volunteering at VLC, the person must fill out a volunteer form from the office. Once the volunteer has been cleared by Cadillac Area Public Schools Central Office, he/she may volunteer.

PARENT GOALS

1. **Respect and support staff**
2. **Follow all policies and procedures**
3. **Communicate pertinent information to the Clubhouse staff**
4. **Maintain open communication regarding students growth, behavior, and overall health with VLC Administration**

ACKNOWLEDGE PAGE

My signature below verifies that I have received, read and understand the Cadillac Area Public Schools Clubhouse Guidelines. I agree to abide by the policies.

Child's Name: _____

Parent's Name (printed) _____

Parent's Signature _____

Date _____

Site Name _____

THIS PAGE MUST BE COMPLETED AND RETURNED TO CADILLAC AREA PUBLIC SCHOOLS CLUBHOUSE