



ELK RAPIDS SCHOOLS - School Year Child Care Programs



Participant Handbook 2025 - 2026

LAKELAND ELEMENTARY

Lakeland Child Care
Lic# DC050097673
616 Buckley St., Elk Rapids, MI 49629
Linda Dart, Program Director
EMAIL: ldart@erschools.com
231-264-8289

MILL CREEK ACADEMY

Mill Creek Child Care
Lic# DC280097674
9039 Old M-72, Williamsburg, MI 49690
Bellany Miller, Program Director
EMAIL: bmiller@erschools.com
231-267-9955

RACHAEL BIRGY

Elk Rapids Schools
District Early Childhood/Tuition-Based
Programs Supervisor
EMAIL: rbirgy@erschools.com
231-264-8289 ext. 4170



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Welcome to the Elk Rapids Schools Child Care Programs!

We are happy to have your child with us in our program and look forward to creating a lasting relationship with you and your child. Thank you for choosing the school year *"Wee" Are ER Preschool Program* and/or *Kids' Club* program for your educational and child care needs. All of our programs are licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA) and provide outstanding care.

We are excited for the school year and look forward to helping your child grow and learn about the world around us. In keeping with this charge, we are providing our *"Participant Handbook 2025-2026"* to better acquaint you with the Policies and Procedures related to the programs we offer.

The rules and guidelines included are necessary to make our programs safe, effective places in which your child can grow socially and emotionally. Please be sure to read this handbook carefully and keep it handy for future reference; the Participant Handbook can be found on the www.erschools.com website under *"Schools"* → *"Tuition Based Programs"* and either *"Mill Creek Preschool"* or *"Kids' Club."* Program specific information and policies are found at the end of the handbook.

If you have any questions or concerns regarding the Program Handbook policies, please contact your Program Director.

Welcome to the ELK Family!!

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POLICIES & PROCEDURES:

The Elk Rapids Schools Child Care Programs are designed to provide a nurturing and enriching experience for *Preschool* and *Kids' Club* students. The programs are sponsored by Elk Rapids Schools and are licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA). Both Lakeland Elementary and Mill Creek Academy Schools host programs. All children in the *"Wee" Are ER Preschool* and *Kids' Club* must be registered.

This Participant Handbook is provided for Parents to review Programs Policies for *Preschool* and *Kids' Club*. Supplemental program specific policies and information are located at the end of the handbook.

DEFINITIONS:

- ❑ *"All Programs"* means *"Wee" Are ER Preschool* and *Kids' Club* for both Lakeland Elementary, licensed as "Lakeland Child Care #DC050097673", and Mill Creek Academy, licensed as "Mill Creek Child Care, #DC280097674".
- ❑ *"Parent"* means a child's parent, parents, guardian, legal custodian or other legally responsible person.
- ❑ *"Program Director"* means a director who is at least 21 years of age, earned high school or GED diploma, has verified accredited college or university education with credentials recognized by the United States Department of Education, and has child-related field experience to be qualified and approved as Program Director.
- ❑ *"Principal"* means designated elementary school Principal.
- ❑ *"Staff"* means any compensated employee of the child care center.

ADMISSION:

For **Preschool**, children/families will have **priority** based on previous enrollment in the program, number of days enrolled per week, and timely return of completed enrollment registration and non-refundable registration fee to the Program Director.

For **Kids' Club** - Open registration will be handled on a first-come, first-served basis until the program reaches capacity.

****Pre-registration is necessary and we reserve the right to have a "wait-list" for any program on an as needed basis.***

Each child enrolling in the program must have the following **completed** registration forms and non-refundable deposit submitted before he/she can attend:

- Child Information Record (BCAL-3731 Rev. 3/17/2022 ed.)
- Program Enrollment Registration
- Signed "Written Information Packet Documentation" form, one per family (BCAL-4340)
- **Preschool:** Health Appraisal (MDHHS/BCAL-3305 Rev. July 2015) with up-to-date immunizations AND signed/dated by Licensed Healthcare Professional
- **Preschool:** Copy of Birth Certificate (staff can make a copy and return original)

WITHDRAWAL:

The Program Director and District Tuition Based Program Supervisor reserves the right to remove a child from the program if his/her presence is deemed harmful to the welfare of the other children and/or staff. The Parent will be billed for the time in which the child was in attendance prior to removal.

At the discretion of the Program Director and Supervisor, a student who has been removed from the program may be permitted to return on a probationary basis.

A Parent may elect to remove their child at any time, we would appreciate a one-week advance **written** notice when possible.

CALENDAR & HOURS - Schedule of Operations:

"WEE" ARE ER PRESCHOOL

"Wee" Are ER Preschool begins on the first day of school for the district and ends on the last day of the school year, adhering to the yearly school district calendar. **Completed** Preschool Enrollment Registration with non-refundable registration fee is required.

Preschool is offered Monday through Friday, during the school day 8:30 AM to 3:48 PM. And is **closed** on Professional Development Days, snow/weather days, and holidays according to the school district calendar.

NOTE: For "Wee" Are ER Preschool students: if utilizing *Kids' Club*, a separate completed enrollment registration and non-refundable registration fee are required.

KIDS' CLUB - AM ONLY

AM Kids' Club begins on the official first day of school for the district and ends on the last day of the school year, adhering to the yearly school district calendar. **Completed** Enrollment registration with non-refundable registration fee is required.

Kids' Club is offered Monday through Friday, 7:00 AM to 8:30 AM. And is **closed** on Professional Development Days, snow/weather days, and holidays according to the school district calendar.

School year district calendar can be found online at: www.erschools.com

SCHOOL CANCELLATION:

In the event of a school cancellation because of severe weather or other emergency, notification will be broadcast, usually by 7:00 AM, over the following systems:

- www.erschools.com website
- SchoolMessenger Text Messaging Service: You can participate in this free service by sending a text message of "Y" or "Yes" to our school's short code number, 67587. SchoolMessenger is compliant with the Student Privacy PledgeTM, so you can rest assured that your information is safe and will never be given or sold to anyone.
- RADIO: WKHQ (106) Charlevoix; WKLT (97.5) Kalkaska; WLDR (102) Traverse City; WTCM (93.5) Traverse City; WCCW (107.5) Traverse City; WSRT (106.7) Traverse City
- TV Stations: TV 7 & 4 and TV 9 & 10 Traverse City

DISCIPLINE POLICY:

All programs have been developed to provide a warm, positive environment which meets children's daily needs. There are times when discipline problems occur and need to be dealt with. The following discipline guidelines have been developed in support of this environment. **The Child Care Bill of Rights** outlines the behavior expectations for all programs:

- ★ *We have the right to be safe at child care*: this means do not hit; do not push; do not hurt anyone.
- ★ *We have the right to be treated with kindness and respect at child care*: this means to be kind to all; be fair to all; do not hurt others' feelings.
- ★ *We have the right to hear and be heard at child care*: this means do not interrupt; do not disturb others.
- ★ *We have the right to have personal property respected at child care*: this means be careful with all things; do not take or mistreat things that belong to others.
- ★ *We have the right to attend a clean and orderly child care*: this means show respect for school property; clean shoes before entering the building; do not litter.
- ★ *We have the right to know that everyone is respected at child care*: this means be considerate; cooperate with adults and children; do not talk back.

Staff will use positive redirection and other methods of discipline, which will be handled on an individual basis with special emphasis on positive reinforcement that encourages self-control, self-direction, self-esteem, and cooperation. Verbal encouragement is used to reinforce positive behavior. If a problem arises, Parent will be notified and every effort will be made to improve the situation. The children are encouraged to solve problems through the use of words rather than through physical means.

The following means of punishment are prohibited:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- Restricting a child's movement by binding or tying.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening.
- 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.
- Not putting vinegar, hot sauce, or soap in a child's mouth.
- Time out is not an appropriate method of discipline for children under three years of age.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself/herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited and listed above.

In the case of unacceptable behavior, the Staff will help the child understand the situation and restate the limits. If the behavior continues, the child will be removed from the situation. Parent will be contacted if the behavior continues to be a problem. If the behavior problems persist the Program Director and Supervisor will consult in order to determine appropriate actions up to and including dismissal from the program.

If we feel that a child is not adjusting to the program, we will advise Parent and suggest other options.

SNACK, LUNCH and NUTRITION POLICY:

SNACK:

Preschool students: A nutritious snack and drink will be provided AM and PM, approximately 10:00 AM and 3:00 PM.

If your child is on a special diet or is allergic to any type of food, please inform the Program Director so complications can be avoided.

Parent may provide an appropriate **snack** for special dietary needs or cultural preference (i.e.: low or no sugar, gluten free, dairy free, dye free, etc.) that may be kept at school and given to the child at snack time. A written agreement signed by the Parent is required. The program will ensure that a child is not deprived of a meal or snack, if the parent fails to provide it.

A daily menu will be visible and posted in the classroom with any food substitutions noted.

LUNCH:

Preschool Full Day students: Lunch is at approximately 12:00 PM and students have the option for school lunch or parent provided lunch. If providing a home lunch, we advise the use of a cold pack such as "Blue Ice" or freeze an extra juice box if items like lunch meat or yogurt are included in your child's lunch.

Lunch bags/boxes **must be labeled** with the child's first and last name and the date **EVERY DAY**. **NOTE:** For half day (AM) students, a lunch option is NOT available.

If Parent fails to provide lunch, the child will receive a school lunch and an additional lunch fee may be added to the child's school lunch account.

During the school year, your child may choose to participate in the school breakfast and/or hot lunch program, milk only or juice only option, there is a charge for this service. (Parents are responsible for payment to the school for breakfast, beverage or lunch account separately from the tuition account).

Breakfast: \$1.00 Lunch: \$2.95 Milk Only: .65 (Prices are subject to change)

All school provided meals will be in accordance with the minimum meal requirements of the Child & Adult Food Program.

PROGRAM PHILOSOPHY:

Our philosophy is to provide a safe, secure and stimulating environment. All programs will provide an atmosphere that will be conducive to meeting the physical, social/emotional and cognitive needs of the children it serves. The programs will exist in an open, relaxed setting that includes an underlying structure with flexibility in order to meet the individual needs of each child.

HEALTH REGULATIONS:

"Wee" Are ER Preschool: all students are required by the State of Michigan to have the following on file prior to attending school:

- Health Appraisal form/physical examination, signed and dated by Licensed Healthcare Professional (MDHHS/BCAL-3305 Rev. July 2015)
- up-to-date immunizations, and
- Child Information Record (BCAL-3731 Rev. 3/17/2022 ed.)

Kids' Club: all students are required to by the State of Michigan to have the following on file prior to attending program:

- completed Good health/immunization/participation statement (*health statement is located on Enrollment Form*) and
- completed Child Information Record (BCAL-3731 Rev. 3/17/2022 ed.)

ALL allergies, special needs and special instructions must be noted on Child Information Record.

ALL immunizations must be up- to-date (or an authorized waiver on file) with Program Director or on-file in school office.

Children without proper paperwork will be EXCLUDED from the program until documentation is obtained.

We cannot provide care for your child if he/she is ill. If your child should become ill while in our care, Parent will be notified by phone (*first option*) or Brightwheel (*second option*) when Staff observes changes in the child's health, experiences an accident or injury, or when a child is too ill to remain in the program. A child too ill to remain in the group will be placed in a separate area and will be cared for and observed until the Parent or other designated person arrives to pick them up.

A doctor's release may be requested before the child is readmitted to the program.

Parent will be notified in writing if any of the illnesses or diseases below have been experienced by any child in the classroom. Parents must notify the school and Antrim County Health Department (231-533-6255) or Grand Traverse County Health Department (231-995-6111) when a child has a communicable disease. Immediate communication permits the school to promptly notify Parents whose children may have been exposed so that preventative measures can be taken.

A child, Program Staff, or Volunteer should not attend ANY program if he/she has symptoms of illness.

To protect themselves and others, children, Program Staff, or Volunteer should stay at home if they have ANY of the following symptoms with in 24 hour period:

- Severe sore throat
- Runny nose that is thick, cloudy, green or yellow in discharge

- Temperature (Parent will be contacted if student temperature is 100 degrees or higher). To return, the child must be 24 hours fever free without fever reducing medication.
- Earache/discharge
- Lice
- Nausea or vomiting within the previous 24 hours
- Severe chest cough
- Skin rash
- Swollen glands
- Overly tired
- Diarrhea within the previous 24 hours
- Inflamed eye/discharge
- Sores on skin such as ringworm
- Any draining sore – until drainage stops or it can be properly treated/covered
- Any communicable disease, including, but not limited to: chicken pox, Fifth's disease, head lice, impetigo, mumps, pink eye, rubella, scabies and scarlet fever/strep throat, COVID-19 or COVID-19 symptoms.

ABSENCES and SICK DAYS:

If your child is sick or will not be attending, please notify us in advance whenever possible. You can report absences during school hours to the Program Director at school by direct phone contact or leaving a voicemail message. You may also use Brightwheel to report a late arrival or absence.

Reminder: *Preschool* and *Kids' Club* sessions: tuition fees are charged based on enrollment, not attendance. There is **no credit for sick days**, no "sick-day exchanges" and no "day swapping."

It is important that we know when your child will not be attending the program. If we are not notified of your child's absence, the Staff will begin trying to locate the child by calling Parent or Emergency Contacts listed on the Child Information Record.

MEDICATION POLICY:

Medication, prescription or non-prescription, will be given to a child by Adult Staff only and only with prior written permission from a Parent. All medication shall be in its original container, stored according to instructions, and clearly labeled for named child. Prescription medication shall have the **Pharmacy label** indicating the following: physician's name, child's name, instructions, and name and strength of the medication and will be given according to those instructions* (*unless notified in writing by physician of change in label dispensing directions).

Medication Authorization form must be filled out and signed by the Parent (*Form BCAL-1243 (Rev. 4/23/2021)*) and on file before medicine can be administered. The program will maintain a record as to the time and amount of medication given with the signature of the Adult Staff administering the medication. Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually. Emergency medication for Preschool students will be kept in the classroom in a secure location (ie. epi pen).

EMERGENCY PROCEDURE for Accidents, Injury, Illness or Incident:

The ***Child Information Record*** (BCAL-3731 (Rev. 3/17/2022)) is very important in case any kind of emergency occurs and contact with the Parent is necessary. All phone numbers, release of child and medical information must be up-to-date; including any allergies, special needs or special instructions in order to facilitate our contacting you. Please notify us of any changes that may occur throughout the year.

In the event of accident, injury, illness or incident, every effort shall be made to verbally notify Parent by phone or provide written communication by email with the Parent or designated person indicated on the Child Information Record as soon as accident, injury, illness or incident occurs.

If we are unable to contact the Parent, Emergency Contact instructions on the card will be implemented. The Parent will be responsible for any incurred medical expenses. For serious injury, illness, or incident, Parent notified immediately by phone (*first method*) or email (*second method*); minor injury, Parent will be notified at pick-up or dismissal time.

In the event of an **emergency**, the following steps will be taken:

- Immediate first aid will be provided as necessary
- Staff will evaluate the situation and call for backup assistance as needed. Assistance could be from the office, classroom assistant, custodian, or any staff member, depending on the urgency of the situation.
- Contact the main office and building Principal (during school hours and summer program).
- Call 9-1-1 if the situation is critical.
- Notify the Parent immediately by phone or email. If not able to reach the Parent, call emergency contact as listed on Child Information Record.
- Determine what action Parent or emergency contact would like taken.
- Complete and Incident/Accident Report Form (BCAL-4605 (4-19))

In the event of an **incident**, the following steps will be taken:

- *Verbal report* to licensing within 24 hours and *written report* to licensing within 72 hours of the verbal report using Incident Report (BCAL-4605 (4-19)) if:
- A child is lost or left unsupervised
- An incident involving allegation of inappropriate contact
- The death of a child in care
- A fire on the premises of the center that requires the use of fire suppression equipment or results in the loss of life or property
- The center is evacuated for any reason (not including drills)
- Within 24 hours after the child care center receives notice that a Special Investigation by Michigan Department of Licensing and Regulatory Affairs (LARA) classified as high risk is being conducted. Center will make a good faith effort to *verbally notify* each Parent: (a) If child was in center care at site and time of incident being investigated; (b) If individual being investigated is still present at center at time of investigation, children who have or will come into contact with individual being investigated as long as that individual is present at the child care center. The center shall send *Written Notification* to each Parent within 1 business day after good faith attempt of verbal notification and will be given by 1 of the following: US Postal mail service, facsimile transmission or electronic mail. If, after completion of special investigation, LARA makes a determination there are no substantial rule violations, LARA shall provide center with written notification that the center may share with Parents who received initial notice. LARA shall make the information provided available to public on their website.

EXTENDED TIME OFF CREDIT REQUEST (7 DAY PRIOR WRITTEN NOTICE):

All program tuition is **billed a week in advance** and allows for pre-planned "Extended Time Off" credit. This option can be used for pre-planned doctor appointments, vacation day, etc. **"Day-swapping" is not allowed.** By submitting appropriate request form to Program Director (*link provided in weekly emailed Tuition Statement - Request for "Extended Time Off"*), 7 days ahead of desired time off, your account can be adjusted as follows:

- **PRESCHOOL: Limit of 5 (five) "tuition fee-waived" days per school year.** A half-day and/or a full day count as 1 day respectively toward the limit, and are allowable beyond school calendar holidays or snow/weather day. If written notice is not received 7 days prior, credit may not be given.
- **KIDS' CLUB:** You will not be charged for extended time off, if a **7 day PRIOR notice via vacation request form located on the erschools.com** is given to the Program Director 7 days ahead of requested time off. If the request form is not received 7 days prior, credit may not be given.

CHECK-IN / CHECK-OUT PROCEDURES:

Children must be signed into and signed out of program's "attendance sheet" each day by an Adult, including arrival time and departure time (including pick up person).

Parent/Adult **MUST** escort the child to and from the designated program area each day. **Exception:** Child arriving to school in AM by school bus then going to AM Kids' Club or Preschool. Adult Staff will note arrival time in BRIGHTWHEEL.

When children are being picked up from the program at any time, Parent must come to the designated area, notify the teacher and sign child out on the "attendance sheet." Please notify the Staff by **written note** (or phone call in an emergency), if there will be **any change in your child's arrival or departure schedule**. (Drop off after 11:00 am for Preschool students is not allowed).

Unless notified in writing, the Staff will only release your child to an authorized person as indicated on the *Child Information Record*. For the safety of your child, a Staff member may request photo identification when someone on the *Child Information Record* is picking your child up (Staff may not be familiar with your authorized emergency contact).

PARKING: Please park in marked, designated parking area. Do not park in front of the school next to the sidewalk, as the buses will be preparing to load/unload in that area.

The safety of the children in our care is of the utmost importance. If there is any suspicion of intoxication involving the Parent picking up the child, Staff will work with this Parent to contact other Parent or Emergency Contact (from *Child Information Record*) prior to releasing the child from care. If the Parent suspected of intoxication insists on leaving with the child, Staff will be required to inform local law enforcement.

"DROP IN" POLICY:

Once enrolled in the program (child must be pre-registered with **completed** enrollment paperwork and registration fee paid), if an occasional extra day or session is needed, and space is available & approved by the Program Director with a 24 hour notice given, a child may attend at the daily rate.

EARLY DROP-OFF or LATE PICK-UP POLICY:

Parents who arrive BEFORE or AFTER regular program hours to drop off or pick up their children will be charged a fee of **\$3.50 per minute per child**. Parent will incur a fee if dropped off prior to 7:00 AM for Kids' Club, or picked up from preschool after 4:05.

Please be courteous to our Staff regarding starting time and dismissal pick up time. If a child is not picked up at closing, we will begin calling Parent, listed emergency contacts, and law enforcement if parent or emergency contact are not able to be reached.

NOTE:

Preschool - no student drop off after 11:00 am

OUTSIDE TIME:

The children play outside everyday, weather permitting. Extremely cold or rainy days are the only exceptions. Children need to have clothing that is appropriate for the weather. Boots are needed frequently due to mud on the playground. In cold weather, snow pants, hats, gloves and a warm jacket are a necessity to keep the children warm and dry.

FIELD TRIP TRANSPORTATION:

Preschool children may take field trips during the school year. When field trips require transportation, children will be transported by Elk Rapids Schools' school bus. Parent will give written permission annually for routine transportation. Any transportation not considered routine, such as field trips, require a signed permission slip prior to departing for a field trip. Program Director will provide written permission slip and additional cost (if applicable) for each field trip, or a listing of multiple field trips, for the Parent to give permission including field trip date, departure & arrival time, location and cost. If you do not want your child to attend one of the scheduled field trips, you will need to find alternative care for your child on that day.

ROUTINE BUS TRANSPORTATION: *For Preschoolers*

Elk Rapids Schools provides bus transportation for children enrolled in the *"Wee" Are ER Preschool*, restrictions do apply. The bus is available for new preschoolers 1 week AFTER the actual beginning of school. Returning Preschoolers will be allowed to ride the bus at the start of the school year. Parent will be notified by the Transportation Department when pick up/drop off is available. Please DO NOT assume that a Preschool student can ride to school with an older child.

Your child must be enrolled with the Transportation Department and have completed paperwork and approval **PRIOR** to riding any school bus. This is due to schedule & route adjustments that occur at the start of the new school year. The State of Michigan Department of LARA has rules in place for the amount of time a Preschool age student can ride the bus, this is a rule we strictly adhere to due to changes at the beginning of the school year. The Program Director supplies Bus Transportation Forms for Parent to complete.

BUS TRANSPORTATION Contact: Karen Sniegowski, Office: (231) 264-9321, Email: ksniegowski@erschools.com

STATE OF MICHIGAN CHILD DEVELOPMENT & CARE PROGRAM (CDC):

All Elk Rapids Schools Child Care programs participate in the State of Michigan Child Development and Care (CDC) program offered for qualifying participants. This program is a child care subsidy offered by the State of Michigan to offset the cost of child care for families. Parent must contact local county CDC agency** for approval and program questions.

Each Parent is responsible to pay all of the weekly fees until CDC program authorization is received by Elk Rapids Schools Billing Coordinator. Parent should apply for services and receive authorization directly through the CDC for childcare reimbursement. After authorization is received, the Parent must complete a separate "attendance sheet" that is provided by the Billing Coordinator and located under the program specific "attendance sheet". The Billing Coordinator will submit the attendance time to the State of Michigan for reimbursement using this separate attendance form.

Parent tuition account will be credited with CDC funds, Elk Rapids Schools receives direct payment from the CDC - State of Michigan. These payments may not cover the full amount of your entire child care costs.

Parents are responsible for paying any difference between Program fees and the amount paid by CDC. Billing Coordinator is able to help answer any questions you may have about this program. Parent is responsible for program registration fee, fee up to \$65.00 reimbursed by CDC.

**CDC Agency Contacts: *Antrim County* 231-533-8664 / *Grand Traverse County* 231-941-3900 / *Kalkaska County* 231-258-8606

CREDIT BALANCES:

Please be aware that we rely on your financial support to maintain our programs. If your tuition fees are not paid, we cannot pay our expenses. It is necessary to have tuition fees paid, in full and on time.

At the end of the school year, families can request a refund, to the Billing Coordinator, if the account has a credit balance remaining over \$25.00 (credit does not include refund of the non-refundable registration fee).

If your child will be attending an upcoming program, your balance will be carried forward to apply to tuition fees for the next session. Thank you for your understanding and cooperation.

TUITION PAYMENT & STATEMENTS:

Fees are subject to change annually. **We operate on a prepaid basis.** You are responsible to **pay a week in advance** for days your child is scheduled to attend. Fees are charged for all the days a child is enrolled, not as attended. **There**

will be no refund, "make-up days" or day exchanges for sick days or day-swapping/exchanges.

- All programs accept: Checks or Money Orders payable to "Elk Rapids Schools"
- Payments made online through Brightwheel
- Cash (*Please ask Staff Member for Receipt prior to placing payment in Drop Box*)
- Adjustments will be made when the program is not in session (*such as: school calendar holidays, PD or snow/weather days*)
- Payment must be received by **Friday** of the current week for the week in advance for days your child is scheduled to attend
- **A minimum of 2 payments per month are required;** unless prior written arrangements have been made with Billing Coordinator
- There should be no past due balance
- A current or prior outstanding balance will preclude your child from enrollment in all district child care programs (**no exceptions**)

Those who wish to discontinue the program are responsible to give **one week notice, or pay fees for one week to make up for lack of notice**. If you are contacted two times or more by the Billing Coordinator regarding an outstanding balance either by notice on tuition statement or phone call, a late fee of \$10.00 will be applied to your account. Additional late payments will result in discontinuation of services.

Each WEEK you will be provided a BRIGHTWHEEL statement of your account payment activity. If your email address changes, please update with the District Tuition Based Program Supervisor. BRIGHTWHEEL will email a weekly statement of the current month's account payment activity. For payment issues, Billing Coordinator can use Parent contact methods of: verbal/phone contact and/or written statement reminders of need to make a payment. Accounts with significant past due balances may be referred to a collection agency. Parent experiencing payment difficulties are encouraged to work with the Billing Coordinator and District Tuition Based Program Supervisor as soon as possible so as to avoid having to withdraw a child from the program. Communication with the Billing Coordinator is extremely important, please participate in communication efforts.

Annual child care expenses paid **tax statements** can be accessed via BRIGHTWHEEL. An EIN number can be provided by the District Tuition Based Program Supervisor by email request.

If a "Wee" Are ER Preschool account balance exceeds \$300.00 at any given time; or Kids' Club account balance exceeds \$150.00 at any given time, you will be subject to child being removed from all programs until your balance is paid in full.

For accounts that become PAST DUE or over \$150.00 or \$300.00 balance:

1. First Request, email tuition statement notification: Parent/Guardian will receive a notice on the weekly emailed tuition statement stating the account is past due or over the handbook policy limit and date which payment should be received on.

2. Second Request, warning: Parent/Guardian will receive an email/tuition statement notification, stating that if the account is not paid, the child may be removed from the program until the balance is paid in full. A carbon copy "cc" of the second request will also be sent to the District Tuition Based Program Supervisor who may reach out to you for payment status. A letter may also be mailed/given stating the same warning if Parent does not use email.

3. A Payment Plan may be offered on accounts with a significant balance, please discuss with the Billing Coordinator or District Tuition Based Program Supervisor.

PESTICIDE MANAGEMENT:

Parents will be notified that a pesticide application occurs and will receive advance notice prior to each application. Indoor application only when rooms will be unoccupied for at least 4 hours. This is considered the Annual notice for September.

STAFF/VOLUNTEER COMPREHENSIVE BACKGROUND CHECK:

Licensee, Program Director, childcare Staff ages 14 and up, and Volunteers with unsupervised contact with the child care children will complete **"Comprehensive Background Check"** as described below:

- Fingerprint (FBI/MSP check)
- NCIC Sex Offender Check
- Central Registry Check (Child Abuse/Neglect: CA/N)
- Disciplinary Action Check
- Check the State Criminal and CA/N Registry for any states of residence in the past 5 years.
- All Staff will sign a "Staff and Volunteer Screening Statement" regarding knowledge of the **Child Protection Law** and understand their responsibility under this law.
- All Volunteers shall not be left unsupervised when in the presence of children and will have a "Staff and Volunteer Screening Statement" form signed, dated and on file at the center.
- Staff and Volunteers who volunteer at least four hours per week for more than two consecutive weeks will have a negative TB test on file.
- Elk Rapids Schools will not extend employment opportunities to persons with criminal background history regarding child abuse and/or neglect.

CHILD PROTECTION LAW POLICY:

The law requires that child care providers, Staff members, volunteers as well as other professionals who come into regular contact with children must report suspected child abuse and neglect to the Department of Health & Human Services. If a parent or other adult has concerns about the safety of the children in child care at Elk Rapids Schools it is the responsibility of the parent or other adult to initiate an investigation by contacting Michigan Department Health & Human Services at **1-855-444-3911**.

NON-DISCRIMINATION STATEMENT:

It is the district policy of Elk Rapids Schools not to discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, or ancestry in its educational programs or activities.

LICENSING NOTEBOOK AVAILABILITY:

Child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related Corrective Action Plans (CAP).

Notice of the availability of the center's licensing notebook * The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last 3 years are available are available at www.michigan.gov/michildcare.

• Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at **www.michigan.gov/michildcare**.

PHONE NUMBERS (area code 231)

- ❑ Lakeland Elementary: main office 264-8289
- ❑ Mill Creek Academy: main office 267-9955
- ❑ Lakeland: Linda Dart, Program Director Preschool & Kids' Club 264-8289, ext. 4104
- ❑ Lakeland & Mill Creek: Rachael Birgy, Early Childhood/Tuition Based Program Supervisor 264-8289, ext. 4170
- ❑ Transportation: Karen Sniegowski, office: 264-9321

ADMISSION, DEPOSIT, TUITION FEES & SCHEDULES:

Lakeland Elementary will house two 5 full day GSRP **free** preschool classrooms that will be open to 4 year old children only (age 4 by Sept.1, 2025). Early entry children with birthdays between Sep. 2 and Dec. 1, 2025 can also enroll. A pre-application must be completed with NMCAA for GSRP enrollment.

Mill Creek Academy will house one tuition-based classroom that will be open to 3 and 4 year old children.

Admission for MCA:

A child must be **3 years of age by September 1, 2025 and fully toilet trained** to enroll in the tuition based "Wee" Are E. R. Preschool. Fully toilet-trained means that the child knows when he/she has to use the bathroom, can manage most of his/her self-help needs when toileting and is able to communicate his/her toileting needs to an adult Staff member in a timely manner (NO diapers or pull-ups are permitted).

Children/families will have priority based on previous enrollment in the program, the number of days per week enrolled, and timely return of **completed** Enrollment Registration and non-refundable registration fee to the Program Director. We reserve the right to place students on a waitlist status on an as needed basis. Enrollment and attendance in "Wee" Are ER Preschool does not guarantee your child's enrollment into Elk Rapids Public Schools nor preference to which school your child will attend in Kindergarten. School of Choice and elementary boundary lines will play a role in determining placement for kindergarten.

Children must be enrolled for 3, 4 or 5 consistent days per week at Mill Creek Academy Preschool. Children seem to adapt to a group setting easily when a routine is followed on a consistent basis. Each child enrolled in Preschool must have the **completed enrollment, non-refundable registration fee, Health Appraisal including Immunizations, and Child Information Record** on file before he/she can attend.

Deposit:

\$100.00 non-refundable registration fee for MCA tuition-based.

Tuition Fees & Schedules:

Daily Rate at MCA:

5 Days: \$50.00 a day

3-4 Days: \$60.00 a day

(3 day minimum for attendance. Half day options are available, but will be charged at the daily rate).

Tuition is based on days enrolled, not attendance. There will be no refund, "make-up days," or day exchanges for sick days. "Extended time off" is available when a 7 day prior vacation request form is submitted to the Biller and Program Director. If you have an attendance schedule change at any time, please contact the Program Director directly.

Limit of 5 "tuition fee-waived" days using the "Request for Extended Time Off" form (a half-day and/or a full day will count as 1 day toward the limit), days off are allowable beyond school calendar holidays, snow/ice days; **7-day prior written notice applies.** If you desire to remove your child for an extended period of time, please discuss with Program Director.

Once enrolled in the program, extra days may be added if there is space available. If an occasional extra day is needed, and is approved by the Program Director, the daily rate charge will apply.

An outstanding balance will preclude your child from enrollment in all district child care programs. An account balance that exceeds \$300.00 at any given time, will be subject to your child being removed from all programs until your balance is paid in full.

CLOTHING:

Parent must provide a change of clothing as appropriate for their child’s needs. Please label your child’s items and place them in a ziplock bag to keep in your child’s locker.

QUIET TIME:

The children have quiet time everyday for full day Preschool attendance. This lasts approximately 30 to 60 minutes. The State of Michigan requires quiet time to be included for all children of this age in school all day. Washable mats will be provided for your child to rest on during this time. Parents need to provide a blanket or towel for use during rest time, please label with the child's name. Rest time items will be returned to the Parent as scheduled for proper cleaning/washing and returned to Preschool for rest time use.

No child is required to sleep, but each child is asked to rest quietly. The rest time may include soft music playing, books or quiet activities such as coloring or puzzles.

CLASSROOM CURRICULUM:

Activities will be presented that nurture a positive self-image and promote positive feelings toward others. Activities will be presented in both small and large groups as well as on a one-to-one basis. Time for children to explore and play, both indoors and outdoors, will be available each day. Experiences provided will take into consideration all areas that are important to the development of young children- physical, social/emotional, cognitive and language development. The “Wee” Are E.R. Preschool Program adheres to and develops all programming around the Department of Education’s Michigan Early Childhood Standards of Quality for Pre-Kindergarten.

Both **Lakeland Elementary** and **Mill Creek Academy** “Wee” Are E.R. Preschool programs will be using Creative Curriculum. We use **“Teaching Strategies Gold”** as our assessment tool and have earned **“Enhancing Quality” (formerly 3 stars)** with **Great Start to Quality** (<http://www.greatstarttoquality.org>). We also use *Second Step-Social-Emotional Skills for Early Learning*®, teaching social emotional skills to jumpstart your preschooler’s school readiness skills.

Our Preschool staff works in close collaboration with the elementary Kindergarten staff to ensure your preschooler has a smooth transition into Kindergarten.

DAILY ACTIVITIES:

<i>Preschool Typical Daily Routine:</i>	<i>Center time activities may include:</i>
8:30-8:45 Student arrival 8:30-9:00 Acquaintance time and free choice play 9:00-9:30 Large Motor Activities, Calendar/Weather 9:30-10:00 Bathroom Break/Snack 10:00-10:15 Story/Circle Time 10:15-10:30 Small group activities 10:30-11:00 Outside time 11:00-11:45 Center time activities 11:45-12:00 Songs 12:00-12:45 Lunch 12:45-1:15 Bathroom/Teeth brushing 1:15-2:30 Rest Time/Quiet Activities 2:30-3:00 Bathroom Break/Snack time 3:00-3:30 Outside time/Free Choice Play 3:30-4:00 Backpacks and line up for student dismissal/parent pick up or bus *Music & Library weekly - scheduled day subject to change	Manipulatives and games Exploration and discovery Variety of creative art activities using different mediums Experiences to encourage self-help skills Individual and group reading Activities that build creative thinking skills Dramatic play

KIDS' CLUB

Program Participant Handbook Supplement

2024 - 2025

Page 1 of 2

ADMISSION, REGISTRATION FEE, TUITION FEES & SCHEDULES:

Admission:

Kids' Club is a before school ONLY program designed to provide a nurturing and enriching experience for all students in the Elk Rapids Elementary Schools from **Preschool (age 3 and fully toilet trained) through 5th grade (age 12)**. Children enrolled in *Kids' Club* must be attending either Lakeland Elementary or Mill Creek Academy.

Each child enrolled in the program must have the **completed** enrollment registration, non-refundable deposit, and Child Information Record on file before he/she can attend.

For children enrolled in "*Wee*" Are ER Preschool, this is a separate enrollment form and deposit.

Deposit:

\$50.00 non-refundable registration fee.

Tuition Fees & Attendance Schedules:

Daily Rate: \$10.00 a day per child.

Tuition is based on days enrolled, not attendance. There will be no refund, "make-up days," or day exchanges for sick days. "Extended time off" is available when a 7 day prior vacation request form is submitted to the Biller and Program Director. If you have an attendance schedule change at any time, please contact the Program Director directly.

Effective Fall 2021: We no longer offer bus service to *Kids' Club* at the opposite elementary school from where your child attends school. The elementary your child attends for their school day is the elementary that your child will attend for before school *Kids' Club*.

Regularly scheduled students: Children may be enrolled for 1, 2, 3, 4 or 5 regular/consistent days of the week Monday through Friday as: Morning **AM Session:** 7:00 AM to 8:30 AM

Kids' Club OCCASIONAL USE Students Pre-payment TUITION: This option is intended for families who need to use the program on occasion during the school year (usually as an emergency or once during year) for a **MAXIMUM** of 1 week (5 days) and only if there is space available within the *Kids' Club* program.

Pre-payment of Tuition:

- FULL payment for all days needed is due on the first day and must accompany all required **completed** enrollment forms.

A current or prior outstanding balance will preclude your child from enrollment in all district child care programs. A *Kids' Club* account balance that exceeds \$150.00 at any given time, will be subject to your child being removed from all programs until your balance is paid in full.

DAILY ACTIVITIES:

AM Kids' Club Typical Daily Routine (subject to change)

7:00 am Children begin to arrive & Parent checks child in

7-8:00 Choice time: craft, puzzles, games, read, finish homework

8-8:30 Large motor activity (outdoor or gym time)

8:30 am Children dismissed for school breakfast (if applicable, with additional charge from school cafeteria) or to school day

WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

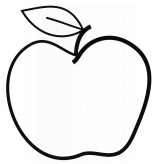
Child(ren)'s Name(s): 1. 2. 3.	Center Name: <i>Lakeland Child Care</i> OR <i>Mill Creek Child Care</i> • <i>"Wee" Are ER Preschool 2025-2026</i> • <i>Kids' Club 2025-2026</i>
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A written information packet ("**Participant Handbook 2025-2026**") has been provided at the time of enrollment. The packet includes all of the following information:

- ❖ Criteria for admission and withdrawal.
- ❖ Schedule of operation, denoting hours, days, and holidays during which the center is open and services provided.
- ❖ Fee policy.
- ❖ Discipline policy.
- ❖ Food service policy.
- ❖ Program philosophy.
- ❖ Typical daily routine.
- ❖ Parent notification plan for accidents, injuries, incidents, illnesses.
- ❖ Exclusion policy for child illnesses.
- ❖ Notice of the availability of the center's licensing notebook * The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last 3 years are available at www.michigan.gov/michildcare.
- ❖ **MEDIA RELEASE:** I understand that:
 1. I give the programs ("Wee" Are ER Preschool, Kids' Club) permission to videotape or photograph my children for school purposes. Newspaper photographers or T.V. reporters may ask to take pictures of student activities. I give permission for my child to appear and to be named in newspaper photographs.
 2. My children may be videotaped or photographed for educational purposes. If a child's picture is used on our district website www.erschools.com, no names will be included.
 - Unless I revoke my permission in writing, All Programs have permission for the above activities (#1 & #2) for the entire year 2024-2025.
- ❖ **PRESCHOOL: Routine Transportation:** If applicable, I allow my Preschool child to be transported to/from school by Elk Rapids Schools' school bus transportation. "Routine transportation" means regularly scheduled travel on the same day of the week, at the same time, to the same destination.
- ❖ When **field trips** require transportation, children will be transported by an Elk Rapids Schools' school bus. Transportation not considered routine, such as field trips, require a signed permission slip prior to departing for field trip. The Program Director will provide written permission slip listing single or multiple field trips for the Parent to give permission including field trip date, time, location and cost (if applicable)
- ❖ **Other:** Parent/Guardian agrees by signature below to follow the stated "**ADMISSION, DEPOSIT, TUITION FEES & SCHEDULES**" For All Programs and has read, understands and agrees to the "**TUITION PAYMENT & STATEMENTS**" For All Programs AND **7 Day "Extended Time Off" Notice** as outlined in the "Participant Handbook 2024-2025".

Parent/Guardian agrees by signature below, to read and follow all program handbook policies & certifies they received all of the above items.

NOTE: A single BCAL-4340 "Written Information Packet Documentation" form may be used for all children in the same family.



Parent Provided Food Agreement

I understand that the Center offers meals and snacks according to the minimum meal requirements of the Child and Adult Care Food Program (CACFP).

Per Child Care Licensing rule R 400.8330 (2), A written agreement must be kept on file at the center if the parent has agreed to provide milk or food. The center shall provide an adequate amount of milk or food if the parent does not.

I, _____, the parent/ legal guardian of _____,
agree to provide the "Wee" Are ER Preschool and/or Kid's Club Program Center with milk or food for my child:
(Choose ONE)

- ☐ Each day they are in care
- ☐ On days when they do not want lunch from the center
- ☐ On the following days each week: **Monday, Tuesday, Wednesday, Thursday, Friday**
(circle all that apply)

I understand that the center will provide an adequate amount of food for meals and snacks if I do not provide it for my child, and that I may be charged a fee for the meals and snacks.

I further understand that all milk and food brought from home MUST BE labeled with my child's first and last name and the current date.