

Safe Haven Program Handbook

2025-2026

Aftercare Program of
Kalamazoo Christian Elementary School



Operating Site:
3800 S. 12th St., Kalamazoo, MI. 49009
(269) 544-2332

WHAT IS SAFE HAVEN?

Safe Haven Aftercare is a supervised after school care program which provides a supportive Christian environment for students whose parents work. The program is administered by a certified program director and a co-director with wide experience in working with children. Both are ultimately responsible to the Principal. The program is fully licensed by the State of Michigan. Kalamazoo Christian Elementary and Safe Haven do not offer before school care.

SAFE HAVEN PHILOSOPHY

We believe that children are created in God's image, and as such deserve a strong sense of self-worth helped by supportive adults who will be good role models, and who will lead and teach them carefully according to Christian principles.

It is important that rules, policies, and procedures be established, clearly understood, and enforced regarding the health, safety, and security of the children, and smooth operation of the program. We ask, therefore, that both parents and students read and understand this handbook before participating in the program.

PROGRAM GOALS

1. To provide a loving and relaxed environment where children's physical and emotional needs are met.
2. To provide an environment where children will develop an enthusiasm for learning, exploring, and creating.
3. To develop respect for others, the environment, and materials.
4. To help children develop self-control and a clear understanding of the behavior expected of them while in the program.
5. To provide a routine that allows for the type of activities that children might be involved with if they were home, including outdoor play and games.
6. To provide an opportunity to become more independent and responsible through self-directed and individualized activities.
7. To learn how to participate and function in a mixed-age environment.

TYPICAL DAILY SCHEDULE

End of school until 3pm, participants will line up in the K-1 hallway to sign in with Aftercare staff. 3pm to 4pm will be spent outdoors, weather permitting, or indoors for free choice play and physical activities. Time for a provided snack will follow. Remaining time until students are picked up will include continued opportunities for free choice play and activities, such as:

- Dramatic play, building blocks, play-doh, art
- Physical fitness
- Reading or doing homework
- Board games, puzzles and manipulatives

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All linked pages within this handbook can be found [here](#).

DISCIPLINE

The entire Safe Haven After School Care staff uses positive methods of discipline, which encourages self-control, decision making, and cooperation. If a child misbehaves, we will always take the child aside to speak to him/her about the incident. A child may be asked to choose a different activity or may be redirected to another area in the classroom. Time-out is used as a last resort when all other strategies have been exhausted. Time-out involved having a child sit briefly away from the group to gain self-control. We will then talk to the child about the incident and with the help of the child, come up with a positive plan to use in future situations.

Problems with discipline will be handled in conjunction with parents. Aftercare attendance is a privilege, not a right. Safe Haven reserves the right to suspend or discontinue attendance privileges if repeated disciplinary measures prove ineffective or if other students' safety or well-being is jeopardized.

DROPPING OFF/PICKING UP STUDENTS

1. Immediately after school is dismissed, participating students must line up in the K-1 hallway across from the library of the Elementary wing where they will then sign in with Aftercare staff. *NOTE for the KCES building only:* If a teacher needs an after care student to stay late in a classroom for any reason, the teacher should inform after care staff of when the student will join.
2. The parent or a person designated on the registration form is responsible for signing out the child when he/she is picked up from the program.
3. *No child will be released to anyone other than the parent or a person whose name appears on the child's registration form.* If there are changes, the parent or legal guardian must notify the school office as soon as possible. If the person picking up the child has not met the staff before, they will be required to show ID.
4. Parents must pick up their children from the after care program by 5:30 PM. *Please see FEES for late charges.*

ELIGIBILITY

Safe Haven participation is available to Young 5's through 5th grade students who attend Kalamazoo Christian Elementary School. Students need to be at least 5 years old to be in the program.

EMERGENCY PROCEDURES

We follow the same emergency protocols for Tornado, Fire and Lockdown safety as the school. [Further information can be found here.](#)

FEES

A \$10.00 yearly registration fee is due upon registration. This fee is a per family charge.

Daily charges for 2025-2026 are \$7.50 per hour for the 1st child; \$4.50 per hour for each additional child in the family. *Minimum daily charge is \$7.50.* Charges after the first hour will be based on **30-minute** intervals. Each half hour begun will be charged as a full half hour. Charges begin at the end of the school day which is 3:00 PM.

As the program is intended to be a service to our working or busy parents, fees are structured to maintain a self-supporting program, not to turn a profit.

Parents must pick up their children from the after care program by 5:30 PM. *A \$50.00 late fee is charged per family for children picked up after 5:30 PM.*

HEALTH CARE ITEMS

1. **Bloodborne Pathogen Procedure** — [The procedure that is followed by all KCSA schools and employees can be found here.](#)
2. **Cleaning and Sanitizing** — The following procedures must be followed for cleaning and sanitizing:
 - Wash the surface or article vigorously with soap and water.
 - Rinse the surface or article with clean water.
 - Submerge, wipe or spray the surface or the article with a sanitizing solution.
 - Let the article(s) or surface(s) air dry.

NOTE: laundering bedding, dress-up clothes, stuffed animals, etc. in hot water and detergent cleans & sanitizes the item(s).
3. **Disinfecting/Clean Up of Bodily Fluids** — For cleaning up vomit (including spit-up) or feces, it is recommended that the surface or article be disinfected. A disinfecting solution can be made using water and unscented chlorine bleach as follows:
 - Stainless steel and food/mouth contact items – 1 tablespoon of bleach per gallon of water
 - Non-porous surfaces, tile floors, countertops, sinks and toilets – 1/3 cup bleach per gallon of water
 - Porous surfaces and wood floors – 1 2/3 cup bleach per gallon of water. The bleach solution should be left on the surface for 10-20 minutes and then rinsed clean with water.
4. **Hand Washing Procedures** — The following procedures are considered best practice for hand washing and will be consistently used in Safe Haven programs:
 - Have a clean, disposable paper or single-use cloth towel available.
 - With a water temperature between 60 to 120 degrees F, moisten hands and apply soap.
 - Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
 - Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
 - Rinse hands under running water until they are free of soap and dirt.
 - Dry hands with clean, disposable paper or single-use cloth towel.
 - Dispose of a single-use paper towel in a lined trash container or place the cloth towel in a laundry hamper.
5. **Serious Accident/Illness** — Every precaution has been taken to ensure a safe and comfortable environment for the children. However, if a child is injured, the following steps will be taken:
 - Basic First Aid will be performed.
 - In the event of a serious injury the Paramedics will be called.
 - Parents will be notified. If parents are not available, the person listed on the emergency card will be called. *If that person is not available, the Child's Physician listed on the emergency card will be called.*
 - Staff will attend to the student until parent or emergency personnel arrive.

HEALTH RECORDS

Upon enrollment and annually thereafter, Safe Haven must have current health information on each individual child in attendance. This will include the following statements from parents:

- The student is in good health, listing any activity restrictions as necessary. This is contained on the Safe Haven After Care Program Student Registration Forms (*found in [Registration](#) section*)
- The student's current immunization record and/or appropriate immunization waiver

HOMEWORK

Working on homework is encouraged, and the staff will help children when time permits. Please speak

with the supervisor if you have any concerns regarding the amount of study time you want for your child. However, please understand that after care is not meant to be a tutoring program.

HOURS AND AVAILABILITY

Hours of operation are from 3:00 PM until 5:30 PM on scheduled full days of school. Students check in immediately following school dismissal but billing does not start until 3 PM. Aftercare is not available during holidays, vacation periods, in-services, snow days, or early dismissal days of school.

MEDICATION

If your child is on medication, our staff can administer it only if the medicine is in the original container and is accompanied by a written note from the parent and/or doctor specifying when and how to administer it. Only staff may administer medication.

PAYMENTS

1. Bills are tabulated from the daily sign-in/sign-out times. This is a self-supporting program and fees collected pay for supplies, snacks, and staffing.
2. *A late fee of \$10.00 is charged if the payment is later than two weeks.* KCSA has the right to suspend services if payment is over 1 month delinquent.
3. Fees will be submitted and paid through the FACTS incidental billing program. Parents will need to sign up for incidental billing prior to using the Aftercare program.
4. Parents must pick up their children from the Aftercare program by 5:30 PM. Note: *A \$50.00 late fee is charged per family for children picked up after 5:30 PM.*

PROGRAM VIABILITY

- After care must be a self-supporting program. Therefore, program existence will be determined continually based on usage and attendance as well as available staffing. Kalamazoo Christian Schools reserves the right to terminate the program or make adjustments to structure and/or fees at any time if the program cannot be self-supporting or staffed according to licensing guidelines. Every reasonable attempt will be made to alter the structure/fees in a timely fashion to ensure viability should the program not self-support.
- A minimum of two weeks notice will be provided should suspension or termination of the program become necessary due to staffing or cost related problems.

REGISTRATION

Registration forms must be completed and turned into the KCSA Elementary Office for each child before they can attend the program - even if on an occasional basis. ***Students must be newly registered each school year.*** Registration forms are linked below and can also be found in the school office. Please inform office staff at Office-12th@kcsa.org immediately if there is a change in home address, daytime contact phone numbers for parents or legal guardians, child's physician or physician phone number, or different people that are authorized to pick up your child.

Safe Haven Aftercare is licensed and regulated by the state apart from the school, and for that reason certain information we may have in the office on a student is not sufficient for inspection purposes.

Forms required by the State, which include:

- [Student Registration Form](#) - *Please list each student participating individually with their birthdate.*
- [Child Information Record](#) - *Each student needs their own individual CIR filled out to participate.*

Each student that may use the program, even occasionally in the year, must have a completed registration form on file prior to first use. Parents and/or guardians must email the office staff prior to attendance any given day if the student is not a regular attendee. *You are able to register at any time throughout the school year.*

SNACKS

Healthy snacks will be provided daily to each child registered in the aftercare program. Please let us know on the registration form if your child has any food allergies.

STAFF SCREENING AND TRAINING

KCSA screens Safe Haven Aftercare staff the same as all other school staff, including a criminal and child abuse record check. All Aftercare staff understand that child abuse is against the law and that they are required by Michigan law to report any suspected child abuse or neglect. *Screening policies and statement acknowledgments required are linked under the Table of Contents in this handbook.*

The Safe Haven Aftercare program director is required to attend a minimum of one professional conference, class, seminar, or other activity related to after care goals per year. Financial support may be provided by KCSA. Other staff may apply for the same support. Michigan Child Care Resource and Referral is a suggested resource for opportunities.

Aftercare staff training takes place at the August Staff Orientation before classes begin and again at the beginning of the second semester.

1. Staff must have awareness of all aforementioned handbook items and policies.
2. Staff must know "Signs of Abuse and Neglect" distributed by the Kalamazoo County Child Abuse and Neglect Council.
3. Bloodborne Pathogens
4. CPR & First Aid (certification required every 2 years)
5. Continued Staff Training Plan - All staff must earn 16 clock hours of documented training per year. Topics to be covered are child development, curriculum, child discipline, health/safety, nutrition, working with parents, and licensing rules.

STUDENT ABSENCE

Safe Haven follows the same guidelines on illness and communicable diseases as the school. Children cannot attend when ill. In case of absence due to illness or vacation, please notify the school office.