



**ZEELAND
CHRISTIAN
SCHOOL**



**CREATION
RIDGE**
A ZEELAND CHRISTIAN PRESCHOOL

Extended Care and Cub Care Parent Handbook

2024-2025

Revised 1/8/24

Mission Statement

ZEELAND CHRISTIAN

To provide a high-quality Christian education based on the Reformed understanding of the Christian faith. We do so as an extension of the Christian family, assisting parents in carrying out their responsibility to instruct their children in the Christian faith.

Programs Offered

Extended Care at Central Ave

Location:

Zeeland Christian School
334 W Central Ave
Zeeland, MI 49464

Extended care is available for students in threeschool through fifth grade enrolled at Zeeland Christian School.

BEFORE SCHOOL CARE

\$11/day at Central Ave

HOURS: 7:00 am - 8:25 am (Elementary)/8:45 am (Preschool)

Breakfast is included.

AFTER SCHOOL CARE

\$15/day per afternoon

HOURS: 3:30 pm - **5:30 pm**

A snack is included.

If you are unable to pick up your child by 5:30, please make every effort to call the classroom (616) 873-0333 or send a message via Brightwheel letting us know when we can expect your child to be picked up.

Cub Care at Creation Ridge

Location:

Ridge Point Community Church
340 104th Ave
Holland, MI 49423

Cub Care is available for students in threeschool and preschool that are enrolled at Creation Ridge.

BEFORE SCHOOL CARE

\$9/day afternoon at Creation Ridge

HOURS: 7:30 am - 8:45 am

Breakfast is included.

AFTER SCHOOL CARE

\$15/day afternoon at Creation Ridge

HOURS: 3:30 pm - 5:30 pm

A snack is included.

If you are unable to pick up your child by 5:30, please make every effort to send a message via Brightwheel letting us know when we can expect your child to be picked up.

Rates and Billing

Current **RATES**

Extended Care charges are calculated monthly and added to your tuition statement on SchoolAdmin the following month. If you need a receipt please email extendedcare@zcs.org.

You will be billed for all contracted days, including when your child is sick or is absent due to a field trip or vacation. You will not be billed for when there is a school cancellation or a school vacation. Days of care within a week cannot be switched, you will be charged for your contracted days. If you need an extra day, please ask 24 hours in advance if that is something we can accommodate. You can email extendedcare@zcs.org for that request.

Late Pickups: Multiple occurrences of late pick ups will result in a verbal or written reminder of Extended Care's pick up policy to parents and to anyone designated to pick up. By the third reminder, a **\$20 fee** will be charged when a child is picked up late. If this continues, disenrollment will be considered.

If circumstances make it difficult for you to make your payments in a timely manner, please email extendedcare@zcs.org to work together to find a solution.

Special Days

Both Extended Care and Cub Care follow the [Zeeland Christian School calendar](#). If there is a half day of school there will be Before School Care, but not After School Care.

If Zeeland Christian is closed for any reason, there is no Extended Care or Cub Care.

If Zeeland Christian has a snow day, there will be no Extended Care or Cub Care.

If Zeeland Christian has a 2 hour delay there will be Before School Care for students who are signed up for that day beginning at 9:00 am. No additional students can be accommodated. Breakfast will be provided.

Registration

Sign up for the Extended Care program and the Cub Care program is done through SchoolAdmin. Each student is charged a \$25 registration fee upon enrollment. You will receive a confirmation email within two weeks of registering confirming your contract for the school year.

Contract Changes

To withdraw from any program or to add/change registered days please email extendedcare@zcs.org, you will receive an email confirmation with these changes within two weeks.

Electronics Policy

Students should not have their phones or other similar electronic devices out or on at any time during the school day or during Extended Care. We do this to minimize distractions during our day and reduce potential situations where there is technology that we do not control on our school network and filters that may cause unwanted impacts on our students. If a staff member notices a device, they will take it and bring it to the administrator who will ask the office staff to call parents to pick it up at the parent or guardian's convenience.

Students are permitted to wear smartwatches (or similar devices) during the school day so long as they are on school or airplane mode. Students are not to use their personal devices or smartwatches for entertainment, to send messages, make phone calls, or communicate in any other form during the school day or during extended care.

For time-sensitive needs, students may ask a teacher at any time in the day to use a classroom or office phone to contact their parents or guardians; teachers will do their best to assist a student, as developmentally appropriate and necessary, in accessing a phone when they are not in the middle of teaching.

You may call the Extended Care classroom at any time to talk to a teacher (616)873-0333 or send a message on Brightwheel.

Brightwheel

Both Extended Care and Cub Care use an app called Brightwheel to track attendance and for communication between home and school. If you are new to the Extended Care program or Creation Ridge please look for an email or text inviting you to join. Please take a few minutes to

create an account, add your students profile picture, fill out the personal information and contact sections, please be sure to also include anyone approved to pick up your child. Brightwheel will provide you a PIN that you will use to check your child in and out of care.

Brightwheel is the preferred communication method between Extended Care and Cub Care staff and families.

Basic instructions for using Brightwheel can be found [here](#).

Location

Extended Care

The Extended Care program is located in the preschool wing of the elementary building. We are in classroom 3, if you are looking at the front of the building we are the door furthest west (right side) by the bus driveway. Please park in the preschool parking lot or on Central Ave for drop off and pick up, do not park in the bus drive.

Cub Care

Cub Care is located in classroom 18, which can be found in the lower level of Ridgepoint church. Please enter through the playscape gate and follow the sidewalk to the glass door. Classroom 18 is to the right.

Food Policy

As a licensed program we are required by the state to serve nutritionally valuable food.

The Before School Care program will provide a nutritional breakfast (ex. Cereal, bagels, fresh fruit, yogurt, toast for your child. The After School Care program will provide a healthy snack (ex. string cheese, yogurt, fresh fruit, cereal bars, gold fish, chips & salsa). Menus will be posted in the classroom.

If your child has a food allergy, we will do our best to take into consideration their dietary needs as we plan our menus. However, if your child does have food concerns, we recommend providing “safe snacks” to use when necessary.

Allergen safe notices will be updated with enrollment. Please look for communication regarding this later in the summer. Allergen postings are on the door of extended care and in the classrooms.

Attendance Policy

Please message us on Brightwheel if your child will be absent from Before School Care or After School Care. You will be charged for any contracted day regardless of if your child is in attendance or not.

Incident/Illness Policy

When to keep your child home:

- **A fever of 100 degrees or higher:** Your child must be fever free for 24 hours without fever-reducing medicine before returning to school.
- **Vomiting and/or diarrhea:** Your child must be free of vomiting/diarrhea for 24 hours before returning to school.
- **A child that seems ill:** If your child seems unusually tired, pale, difficult to wake, headache, body ache, confused or irritable, and/or lack of normal appetite, please keep him/her home. Your child must be symptom free for 24 hours before return to school.

If your child begins to show any of these symptoms while in Extended Care we will contact you and ask you to pick your child up.

If your child gets hurt or needs immediate attention, we will either use brightwheel to message you or call you right away, depending on the nature of the incident.

Medication Policy

If your child needs to take medication while in the program, it can only be given with prior written permission from the parent. This includes the use of epinephrine pens, inhalers, etc. If your child has an Emergency Health Care Plan through Zeeland Christian School, that plan will also be used in the Extended Care program. Please visit zcs.org/schoolforms for more information.

Discipline Policy

We strive to equip our students to *burn bright* and *let their lights shine* in order to glorify God (Matthew 5:16) and reflect the love of Christ in our daily lives. We proactively teach students to choose respect, responsibility and safety through our PBIS framework which incorporates “Burn Bright Behavior Expectations”, Love & Logic, and Restorative Practices. We have amazing students at ZCS and we want to be vigilant in acknowledging the positive behaviors that are happening all the time, thus focusing our efforts on the behavior that we expect from students because the behaviors we’re most attentive to are the behaviors we’ll see more of in the future. As problem behaviors arise, we respond appropriately per our behavior response matrix and meet regularly to identify and respond to any trends that might not match our expectations. We believe that behaviors need to be taught and retaught, and we strive for clarity for students and unity among our staff.

As issues arise, we will work as a team to respond in the extended care classroom. We will also let parents know of behavior that may be causing a disruption in the classroom and/or with another student. Our goal is to work with the child, but also with parents as needed.

Extreme Behavior and Safety Response

There are certain situations that place self or others in a severe safety risk or violate laws that ZCS is required to take immediate action on, which may include disciplinary action even up to an expulsion if the school board deems it necessary. Examples of this may include, but are not limited to, possession of a dangerous weapon, committing arson or a violent crime, substance abuse, and harassment or bullying as described in the next section.

Harassment And Other Extreme Behavior In Community

One of the tasks of a Christian school is to assist students in understanding who they are as image bearers of Christ and how this understanding impacts all of life's relationships. Zeeland Christian School is committed to an environment of respect and dignity for its students and employees, an environment that is free from all forms of harassment and any other improper communication or action that implies that one person is less valued than another (Ephesians 4:29; Proverbs 17:9). ZCS strictly prohibits harassment, including sexual harassment and bullying, both in school and out of school.

For purposes of this policy, harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a person's educational, physical or emotional well-being. Harassment also includes activities such as stalking, name-calling, taunting, and other disruptive behaviors.

Sexual harassment includes but is not limited to, making submission to sexual advances or requests for sexual favors a condition for student status, student progress, or social reputation; sexual talk or gossip; or unwanted and unwelcome behavior of a sexual nature that interferes with the right to receive an equal educational opportunity.

Bullying is also a form of harassment. For purposes of this policy, bullying is defined as the repeated intimidation or emotional abuse of others by the infliction of harm to the person (or the person's property), whether the harm is real or threatened, as transmitted verbally, in writing, or electronically (i.e., cyberbullying), either inside or outside of school.

Daily Routine

This schedule may vary depending on location and start time of before school care. The weather may also change the schedule.

Before School Care:

7:00am- Extended care opens and kids begin to arrive and checked in

7:00am-7:45am- Supervised activities such as board games, art activities, center play, group games available for students

7:45am- Prayer/Breakfast is offered to students interested in eating (menu posted for parents at check in area)

8:15am- Clean up

8:20am- Young Fives-5th graders gather for a question of the day and morning prayer

8:25am- Young Fives-5th graders are dismissed to their classrooms

8:25am-8:40am- Three school and preschool students continue to play and gather for morning prayer. They are walked to their classrooms

After School Care:

3:15pm- Arrival and check in of threeschool and preschool students

3:25-3:35pm- Arrival and check in of Young Five-5th grade students

3:15-4:15pm- Supervised activities such as board games, art activities, center play, group games available for students

4:15-4:30pm- Prayer/Snack is provided to all students

4:30-5:00pm- Outdoor activities

5:00-5:30pm- Supervised activities such as board games, art activities, center play, group games available for students

5:30pm- Extended Care closes and all kids are checked out.

Licensing

Zeeland Christian's extended care programs are licensed by the State of Michigan. This ensures that we are meeting safety and specific program requirements.

There is a licensing notebook on site that contains all the licensing inspection and special investigation reports and related corrective action plans. This is available to parents during our program hours. Licensing information is also available on the child care licensing website at www.michigan.gov/michildcare

Michigan Licensing rules require Zeeland Christian to obtain a signed statement on a school age child with a parent confirming the following through their application:

1. The child is in good health with activity restrictions noted
2. The child's immunizations are up to date.
3. The immunization record or appropriate waiver is on file with Zeeland Christian.

Contact us

Extended Care Classroom phone number - (616) 873-0333

Email - extendedcare@zcs.org

Brightwheel is the preferred method of communication between Extended Care and Cub Care staff and your family.

Thank you

Thank you for allowing our team the privilege of caring for your child. Please feel free to contact us at any time with questions.

Ginny Spahr
Preschool & Extended Care Specialist
gspahr@zcs.org

** Parts of this handbook have been copied from the (ZCS) 2023-2024 Family Reference Guide.