

**2020/2021****PEMBROKE KIDS CLUB HANDBOOK**

The Pembroke Kids Club program operates as a service to Pembroke families. The program provides a safe, secure and caring environment for students before and after school. Kids Club is open to all students in grades K—5. A wide range of activities, including outdoor play (weather permitting), is offered during program hours. The Kids Club program is licensed by the Michigan Department of Licensing and Regulatory Affairs.

**SCHEDULE**

AM Session        7:00 am—AM start of school  
PM Session        PM school dismissal — 6:00 pm  
Half-Day Session    unavailable in 2020-21

Kids Club follows the Birmingham Public Schools calendar and is only in session on school days.

**REGISTRATION**

All children attending Kids Club must be pre-registered for the program. A link to the SchoolCareWorks online Kids Club registration site is found under Quick Links on the main page of the Birmingham Public Schools website and on the Pembroke Elementary Kids Club webpage.

**TUITION & FEES**

Please refer to the Kids Club Rate Sheet at the end of this handbook. All Kids Club attendance is prepaid by purchasing Kids Club sessions through the SchoolCareWorks site. There are no refunds for regular scheduled user dates which are purchased and not used. If school is cancelled due to weather or other unexpected events, including Covid-19 closures, payments for those dates **are not refunded**. Additional purchases of Kids Club sessions may be made online at: <https://connect.schoolcareworks.com/login.jsp>

**ARRIVAL & DISMISSAL**

It is a licensing requirement that all children must be signed in to the program in the morning and signed out of the program in the afternoon by a parent or an adult authorized by the parent on the emergency form or in writing by the parent. Children may not be released to siblings unless they are at least 16 years of age.

Sign-in and sign-out is done by a child's parent or other authorized adult. It is done online using the Kids Club laptop. The adults signing a child in and/or out of Kids Club must know and use the parent's SchoolCareWorks password and logon name. Additionally, any adult may be asked for identification prior to release of a child.

Parents/guardians will ring the bell outside the multipurpose room doors on the north side of the building. Gray doors by the staff parking lot..

All doors remain locked during Kids Club hours to ensure the safety of our students and staff.

**PEMBROKE KIDS CLUB Phone: 248-203-3913**

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### **LATE PICK-UP**

Kids Club closes promptly at 6:00 pm. If you are late picking up your child, a late fee will be charged (refer to "Rates" form attached). Late pick-up four times in the school year could result in dismissal from the Kids Club program.

### **SNACK**

A nutritious snack and drink are provided each afternoon to the students in the PM Kids Club program, when able to hold the program outdoors. \*\*\*If your child has food allergies, please inform the staff, in writing, so that the proper precautions may be taken.

### **COMPUTER USE**

When students use computers in the computer lab or the Kids Club room, they must adhere to the Acceptable Use Policy of the school district. To maximize student safety online, students may only visit websites that are linked from a BPS web page. They may not type in URLs on their own.

Electronics, toys and games from home are not allowed in Kids Club.

### **OUTDOOR PLAY AND GYMNASIUM PLAY**

Students attending Kids Club will go outside on the Pembroke playground every day, weather permitting. Appropriate clothing must be worn, including boots, hats and gloves in cold weather. On days when the gym is available, children must wear gym shoes or rubber soled shoes.

### **TOYS FROM HOME**

Play equipment and toys from home are **not** allowed in Kids Club. Kids Club is not responsible for any lost, stolen or damaged items.

### **COMMUNICATION**

Parents will receive a variety of communication regarding Kids Club. These include emails from the CSO, KC Director and SchoolCareWorks. Parents of special needs students may request a written daily record, as an additional form of communication. All requests should go to the CSO.

### **HEALTH & SAFETY**

All children attending Kids Club are required to have emergency contact information on file. Parents/guardians will complete the emergency card online when registering their child for Kids Club. A review and signature will be requested on a paper copy of the emergency form, prior to leaving your student for the first day.

The emergency information is very important in case an emergency occurs at school and contact with parents is necessary. Please notify us of any changes that may occur throughout the year.

In the event of injury or illness, every effort will be made to contact the parents/guardians or designated person indicated on the emergency card by phone within 15 minutes of the injury/onset of illness. The program director will initiate the phone call. If unable to contact anyone on the emergency card and an emergency situation is involved, instructions on the card will be implemented.

### **MEDICATION & ALLERGIES**

The Kids Club program follows the Medication Policy established by the Birmingham Public Schools. Any requests regarding medication during Kids Club hours should be directed to the Kids Club Director. Forms for administering medication are available in the school office.

Please notify the Kids Club Director immediately of any allergies your child may have and any restrictions related to the allergies. If your child has medication stored in the school main office, please be aware that the office is closed at 4:30 pm and medications may not be accessible to the Kids Club staff. In this case, medicine including Epi-pens may be stored in the Kids Club room, if they are provided in the original packaging along with a completed Care Plan.

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## **ILLNESS**

Please see the [Child Care COVID Response & Preparedness Plan](#) on the website for additional information related to illness in the 2020-2021 school year.

Your child will be more comfortable and will recuperate faster if he/she can stay home and rest when he/she is ill. Please do not send your child to school if the child displays symptoms of illness.

Symptoms of illness are defined as follows:

- Fever of 100.4 degrees or more
- Earache
- Sore throat
- Red or runny eyes, sneezing, or green and/or runny discharge from the nose
- Persistent cough
- Swelling and/or tenderness of the glands
- Nausea, vomiting
- Abdominal cramps and/or diarrhea
- Rash (any skin eruption, particularly if red, swollen and/or draining)

If a Director/Teacher or CSO determines that a child should be sent home, the child will be isolated and the parents called. If a parent cannot be reached by phone, the staff member will call the emergency contact(s) on the Child Information Card.

Children must be fever-free for 24 hours before returning to school after an illness. Children should stay home for 24 hours following vomiting or diarrhea. If antibiotics are prescribed, a child may not return to school until 24 hours after the first dose.

Parents will be informed if their child may have been exposed to a communicable disease while at school. The notice will include the name of the disease and the symptoms related to the disease.

## **HEALTH CARE POLICY**

The Pembroke Kids Club program's health care policy includes the following health practices and procedures:

- Children and staff wash their hands after using the restroom, before eating or preparing food, after outdoor play and as needed to prevent the spread of germs and disease.
- Surfaces used for food service are cleaned and sanitized before and after eating.
- Toys and equipment are cleaned and sanitized as needed.

The complete Health Care Policy is available for review in the Pembroke Community School Organizer's office.

## **ACCIDENT REPORTS**

Children in a group setting may occasionally have accidents. If your child is hurt at school:

- First aid will be administered.
- Your child will be comforted.
- An accident report will be completed.
- A copy of the accident report will be sent home with you and the original will be given to the director.

If your child's injury is on the head or is significant, the director (or teacher in charge) will call a parent to discuss the injury. The parent may be requested to pick up the child early in order to observe him/her more closely. If a child is seriously injured, we will implement our "Serious Accident/Injury Plan", which includes calling 911 and transporting your child to the hospital. All staff members are trained in CPR and First Aid.

## **EMERGENCY PLANS**

Emergency plans for fire, lockdowns and tornadoes are posted in each classroom. Periodic practice drills are held throughout the year. Individual plans for each type of emergency are in place for students with special needs.

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## **BEHAVIOR/DISCIPLINE**

Kids Club students are expected to demonstrate respect, responsibility, cooperation and kindness at all times. A safe and orderly environment is to be supported by each student's actions. All school rules found in the Pembroke School Handbook are in effect during Kids Club. Please review these rules with your child and follow the guidelines in the handbook. In addition, the Kids Club program has specific rules and procedures. Concerns or questions should be directed to the Kids Club Director or the CSO.

Kids Club adheres to positive discipline methods. Rules are set to keep children safe. If discussion and explanation of the rules with the student are ineffective, the parents will be consulted to work out a solution. If a child refuses to cooperate, a parent will be called to pick up the child from school. If behavior problems persist, the student may be dismissed from the Kids Club program.

## **SCREENING STAFF/VOLUNTEERS**

All employees have been screened according to the Michigan Department of Licensing and Regulatory Affairs requirements. A comprehensive background check, including fingerprinting, has been completed on all employees.

Volunteers never have unsupervised contact with children in the program. High school students doing community service are recommended to our school by their teachers and are interviewed by the Director or CSO before they work with children.

All staff who work in the program on a regular basis are asked to sign a "conviction and abuse" form as required by licensing.

## **PEST MANAGEMENT PLAN**

The Kids Club program is covered by the BPS integrated pest management policy. If pesticide application will occur, advance notice of application will be provided via a notice posted at the school entrance doors and via a notice posted in the main office of the school.

## **LICENSING**

The Pembroke Kids Club program is licensed by the Michigan Department of Licensing and Regulatory Affairs. As such, the program maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook is available for review by parents during regular school hours in the Pembroke Community School Organizer's office. Licensing inspection and special investigation reports from the past two years are available online at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

It is the policy of the Birmingham School District that no person shall, on the basis of sex, race, color, creed, age, marital status, sexual orientation, national origin, weight, height, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.



## 2020-2021 KIDS CLUB

**We are excited to have your child in BPS Kids Club! Things will look a little different this year but Kids Club will remain safe, caring and FUN!**

### **Kids Club Policies for Hybrid In-Person Attendance**

- Kids Club Hours are: 7:00 - 9:05 AM and 3:50 - 6:00 PM.
- AM cohort students can be scheduled for AM Kids Club only and PM cohort students can be scheduled for PM Kids Club only. (Only AM Kids Club will operate on district scheduled Half Days.)

### **IMPORTANT SCHEDULING INFORMATION**

- Attendance can be scheduled one week at a time.
- Scheduling will open on Monday and close on Sunday prior to the start of each week.
- Attendance will be capped for each AM/PM sessions until Kids Club programs reach sufficient staffing required to meet State of Michigan Licensing ratios. Social distancing requirements also impact daily enrollment limits.
- Students can attend **ONLY** if they are scheduled in advance. (There is no Unscheduled Attendance or Drop Ins as there have been in past years.)

### **SAFETY IPROTOCOLS**

- Masks will be required at all times.
- Temperatures will be taken before students enter the Kids Club room.
- Social distancing will be practiced.

Please visit your school's website for the Kids Club Handbook and other required forms. We look forward to seeing you and your child soon!

### **KIDS CLUB FEES:**

ANNUAL REGISTRATION FEE:	\$60 (per family)
AM/PM RATES	\$10 (per child) per session
LATE PICKUP	6:00 - 6:10 \$15 (per child) After 6:10 \$2 per minute (per child)

**Students must be scheduled in advance to attend a Kids Club.**

**THERE ARE NO REFUNDS FOR DAYS SCHEDULED AND NOT ATTENDED.**

Registration/scheduling questions? Email BPS SchoolCareWorks Support at: [ce-biller@birmingham.k12.mi.us](mailto:ce-biller@birmingham.k12.mi.us)

Kids Club building program questions? Email or call the CSO (Community School Organizer) at your school.

# HOW TO REGISTER FOR KIDS CLUB

## IF YOU ALREADY HAVE A SCHOOLCAREWORKS ACCOUNT\*

\*(Use other instructions if account is from ECC /Wee Care)

- Log in to your SchoolCareWorks account at: [https://www.schoolcareworks.com/cg/secure\\_login.jsp](https://www.schoolcareworks.com/cg/secure_login.jsp)
  - Click "Personal" at the top to update personal information. Scroll to "Contacts" to ensure that there are two contacts for each child. Enter additional contacts if needed.
  - Select "Registration" at the top. Click "View More,"
  - Click to view Location Offering and click "Enroll" for the school your child(ren) will attend.
  - Select Student. Click "ADD MORE" to register another child. \*See below for instructions to add students.
  - Read and check the statements regarding Kids Club policies, then select "CHECKOUT".
  - Under "Payment Information," enter your credit/debit card or echeck information to pay your registration fee. Click "SUBMIT PAYMENT."
  - A registration confirmation will appear on the screen. Your registration will automatically approve. **Please follow the instructions on page two to schedule your child(ren) to attend Kids Club.**
- \*To add and register other children who are NOT already n the system:** Select "Personal" at the top of the page. Select "Add a New Student". Enter information and click on "Save" at the bottom. Repeat the registration steps and check out when done.

## IF YOU DO NOT HAVE A SCHOOLCAREWORKS ACCOUNT

- Go to the Birmingham Public School website at: [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us)
- Go to "Quick Links" on the left and choose "SchoolCareWorks Registration."
- Click to "View Program Offering" under the school your child(ren) will attend and click "Enroll".
- Enter the required information. If the information does not apply, enter "NONE" in the box.
- Click "Next" to go to the next registration page.
- Create a "UserID" and "Password" and save for future use.
- Click on "Add a New Child" if you are registering another child. Repeat for each child. Register all children before paying to ensure the family registration rate is applied.
- Under "Payment Information", enter your credit/debit card or check information to pay your registration fee.
- Read and check the statements regarding Kids Club policies, then select "Confirm and Enroll".
- **A confirmation email will be sent after registration. An approval email will be sent within 24 hours. After approval, please follow the instructions on page two to schedule your child(ren) to attend Kids Club.**

# HOW TO SCHEDULE KIDS CLUB ATTENDANCE

- 1) Log in to your account at <https://connect.schoolcareworks.com/login.jsp> and click on the "Attendance" tab at the top.
- 2) At "Child", click on the drop down menu to select the child you are scheduling.
- 3) The upcoming week's calendar will appear.
- 4) Schedule your AM and PM sessions by checking on the boxes on the calendar. When finished, click "Add to Cart".
- 5) To schedule another child, click "Find More" and repeat the process by selecting that child's name under "Child".
- 6) When finished scheduling all children, confirm the schedule in your cart and click "Check Out" to pay.
- 7) To view each child's schedule after checking out, click on "Personal" at the top.

Registration/scheduling questions? Email BPS SchoolCareWorks Support at: [cebiller@birmingham.k12.mi.us](mailto:cebiller@birmingham.k12.mi.us)

Kids Club building program questions? Email or call the CSO (Community School Organizer) at your school.

**NOTICE OF NONDISCRIMINATION**

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment.

**The Birmingham Public Schools has adopted the following procedure for addressing complaints of discrimination:**

**Step 1:** A person who believes that he/she has been discriminated against by the Birmingham Public Schools shall discuss the matter informally with the immediate supervisor in the case of an employee, or the building principal, in the case of a student. [NOTE: If it is the immediate supervisor or building principal who is the subject of the complaint, the employee or student may, instead, contact the School District's Compliance Officer.] The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 days.

**Step 2:** If the informal Step 1 process does not resolve the matter, a written complaint may be submitted to the employee's immediate supervisor (to the school's principal if by a student). A complaint may also be filed directly with the School District's Compliance Officer. The complaint shall include (1) the employee's or student's name; (2) the facts of the incident or action complained about; (3) the date of the incident or action giving rise to the complaint; (4) the type of discrimination alleged to have occurred; and (5) the specific relief sought. A Step 2 meeting shall be conducted within 10 days following the submission of the written complaint. Within the next 10 days, the immediate supervisor or principal [or School District's Compliance Officer] shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint.

**Step 3:** If the supervisor or principal's reply does not resolve the matter, a written complaint may be submitted to the School District's Compliance Officer within 10 business days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Compliance Office shall reply in writing to the complainant and the person who is the subject of the complaint within 10 business days.

**Step 4:** If the complainant wishes to appeal the decision of the Compliance Officer, he/she may submit a written appeal to the Superintendent of Schools within 10 business days after receipt of the Compliance Officer's reply. The Superintendent or his designee shall meet with all parties involved and respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint.

All inquiries concerning the school district's implementation of its nondiscrimination policy may be referred to the appropriate compliance officer as listed below:

<u>Title VI</u> Assistant Superintendent of Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025 248-203-3032	<u>Title IX</u> Assistant Superintendent of Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025 248-203-3032
<u>Section 504 /Americans with Disabilities Act</u> (employees and applicants for employment) Assistant Superintendent for Human Resources Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025	<u>Section 504 /Americans with Disabilities Act</u> (students and prospective students) Director of Special Education Birmingham Public Schools 31301 Evergreen Road Beverly Hills, MI 48025