

2020-2021 HARLAN KIDS CLUB HANDBOOK

The Harlan Elementary Kids Club program operates as a service to Harlan 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 to the AM start of school

PM Session: PM school dismissal to 6:00 pm.

Extended Kids Club sessions will not be offered on scheduled half-days this year. Kids Club follows the Birmingham Public Schools calendar and is only in session on school days.

This year's Kids Club Room will be the Harlan gymnasium, with tables and activities set up to allow for social distancing.

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 BPS main page and on the Harlan Kids Club webpage.

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. Students can attend **ONLY** if they are **scheduled in advance**. (There are no Unscheduled Attendance or Drop Ins as there have been in past years.)

Attendance will be capped for each AM/PM session to allow for sufficient staffing required to meet State of Michigan Licensing ratios. Social

distancing requirements also impact daily enrollment limits.

TUITION & FEES

Please refer to the Rate Sheet at the end of this handbook. All Kids Club attendance is prepaid by purchasing sessions through the SchoolCareWorks site. There are no refunds for regular scheduled 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**.

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 authorized adult listed on the emergency form. Children may not be released to siblings under 16 years of age. Additionally, any adult may be asked for identification prior to release of a child.

BPS COVID-19 protocols prevent the entrance of non-school personnel into the school building. Therefore, sign-in and sign-out is to be done by a parent or other authorized adult, and will be performed by Kids Club staff or the Community Service Organizer (CSO) at the south side doors, adjacent to the diagonal parking spaces. **If a staff member is not present, call the Kids Club Room at 248-203-3282 for assistance.**

COVID SCREENING

At morning drop-off, staff will perform a temperature check on the child before s/he can enter the building. In addition, you will need to show the “all clear” symbol on the Clear to Go screening app.

After PM dismissal, students will have their temperature checked by staff before entering the Kids Club Room

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 “Kids Club Fees” at the end of this handbook). Late pick-up four times in the school year could result in dismissal from the Kids Club program.

SNACK

Due to COVID protocols, we will only be able to provide a snack to students in the PM Kids Club session, as long as we are able to do so outdoors. ***If your child has food allergies, please inform the staff, in writing, so that the proper precautions may be taken.***

COMPUTER USE

In the event that students use computers in 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.

ITEMS FROM HOME

Electronics, toys and games from home are not allowed in Kids Club. Students MAY bring a labeled, re-usable water bottle.

OUTDOOR PLAY

Students attending Kids Club will go outside on the Harlan playground as much as possible, weather permitting. Weather-appropriate clothing must be worn,

including boots, hats and gloves in cold weather.

COMMUNICATION

Parents will receive a variety of communication regarding Kids Club. These include emails from the CSO, KC Director and the administrator of 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 on the Child Information Record. Parents/guardians will complete this when registering their child for Kids Club. **A review and signature will be requested on a paper copy of the Child Information Record, prior to leaving your student/picking up your student on the first day.**

This emergency information is very important in case an emergency occurs and immediate 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 Child Information Record 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 record and an emergency situation is involved, instructions on the card will be implemented.

MEDICATION & ALLERGIES

The Kids Club program follows the BPS Medication Policy. Any requests regarding medication during Kids Club hours should

be directed to the Kids Club Director. Forms for administering medication are available by contacting the school office.

Please notify the Kids Club Director immediately of any allergies your child may have and any related restrictions. If your child has medication stored in the school main office, please be aware that the office is closed at 4:00 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.

ILLNESS

Please see the **Child Care COVID Response & Preparedness Plan** on the website for additional information related to COVID-related 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 s/he is ill. Please do not send your child to school if s/he displays ANY symptoms of illness.

Symptoms of illness are defined as follows:

- Fever of 100.4 degrees or more
- Sore throat
- Persistent cough
- Red or runny eyes, sneezing, or green and/ or runny discharge from the nose
- Earache
- 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 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 Record.

Children must be fever-free for 24 hours before returning to school after an illness, **without the use of medication**. 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 Harlan 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 after each Kids Club session and as needed.

The complete Health Care Policy is available for review in the Harlan CSO'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 kept on site.
- If your child's injury is on the head or is significant, the director/CSO will call you to discuss the injury. The parent may be requested to pick up the child early in order to observe him/her more closely.

In the event of a serious injury, 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 the Kids Club Room. Periodic practice drills may be held throughout the school year. Individual plans for each type of emergency are in place for students with special needs.

BEHAVIOR/DISCIPLINE

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

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 and CSO before they work with children.

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 Harlan Kids Club program is licensed by the Michigan Department of Licensing and Regulatory Affairs. The CSO maintains a notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook is available for review by appointment by contacting the CSO. Licensing inspection and special investigation reports from the past two years are available online at: www.michigan.gov/michildcare.

2020 - 2021 HARLAN KIDS CLUB

We are excited to have your child in Harlan Kids Club! Things will look a little different this year, but Kids Club will remain a safe, caring and FUN place to be! We look forward to seeing you and your child soon!

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.
- Kids Club will NOT 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 session.
- 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 PROTOCOLS

- Masks will be required and social distancing will be practiced AT ALL TIMES.
- Temperatures will be taken before students enter the building or Kids Club Room.

Please visit your school's website to read the Kids Club Handbook and to print and complete required forms. These must be turned in on the first day your child attends Kids Club.

KIDS CLUB FEES:

- ❖ ANNUAL REGISTRATION FEE: \$60 (per family)
- ❖ AM/PM RATES \$10 (per child) per session
- ❖ LATE PICKUP 6:00 - 6:10 pm \$15 (per child). After 6:10pm, an additional \$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 cebiller@birmingham.k12.mi.us

Kids Club building program questions? Email or call Angie Righter, CSO (arighter@birmingham.k12.mi.us or 248.203.3284).

HOW TO REGISTER FOR KIDS CLUB

IF YOU ALREADY HAVE A SCHOOLCAREWORKS ACCOUNT*

(Use other instructions to the right if account is from ECC /Wee Care)

1. Log in to your SchoolCareWorks account at: https://www.schoolcareworks.com/cg/secure_login.jsp
2. 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.
3. Select "Registration" at the top. Click "View More,"
4. Click to view Location Offering and click "Enroll" for the school your child(ren) will attend.
5. Select Student. Click "ADD MORE" to register another child. *See below for instructions to add students.
6. Read and check the statements regarding Kids Club policies, then select "CHECKOUT".
7. Under "Payment Information," enter your credit/debit card or echeck information to pay your registration fee. Click "SUBMIT PAYMENT."
8. 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 sessions.**
9. ***To add and register children who are NOT in the system:** Select "Personal" at the top of the page. Select "Add a New Student". Enter information and click "Save" at the bottom. Repeat registration steps and check out.

IF YOU DO NOT HAVE A SCHOOLCAREWORKS ACCOUNT

1. Go to the Birmingham Public School website at: www.birmingham.k12.mi.us
2. Go to "Quick Links" on the left and choose "SchoolCareWorks Registration."
3. Click to "View Program Offering" under the school your child(ren) will attend and click "Enroll".
4. Enter the required information. If the information does not apply, enter "NONE" in the box.
5. Click "Next" to go to the next registration page.
6. Create a "UserID" and "Password" and save for future use.
7. 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.
8. Under "Payment Information", enter your credit/debit card or check information to pay your registration fee.
9. Read and check the statements regarding Kids Club policies, then select "Confirm and Enroll".
10. **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

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