

**Spring Lake  
Public Schools**

# Community Child Care

**846-3180**



## **COMMUNITY CHILD CARE PROGRAMS**

- K-Kids Kindergarten program
- KISS Before & After School program
- Summer KISS program

Revised 3/1/08

**SLPS Community  
Child Care**



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SLPS-CCC reserves the right to add, delete, or amend the policies and procedures provided for in this handbook upon thirty (30) days written notice to parents.

## Dear Parents

Welcome to Spring Lake Public Schools' Community Child Care Program. We look forward to getting to know you and your child.

Please read this handbook carefully to acquaint yourself with our policies and procedures. If you have any questions or concerns, please call us at any time.

All children are unique, differing in their social, emotional, and physical needs. Our staff will work to meet these needs within a risk-free environment.

State licensing regulations require that each child who enters our program have the following documents completed and on file prior to their first day in class: 1) Information Card; 2) Release Form; and 3) Child Care Contract.

Communication is vital to our program's success. Please keep our staff informed if your child will be absent or has any change in schedule. If your child is experiencing a new situation or temporary problem, please let us know so we can be supportive.

We look forward to a wonderful time with your child.

Curriculum

**Philosophy Statement**

Spring Lake Public Schools Community Child Care is committed to providing quality, dependable care for your children while you are at work. Your children will experience a safe and stimulating learning environment that encourages personal and social growth.

**Curriculum**

Our professional staff encourages children to choose freely from a wide range of play and learning experiences, and in doing so, help them recognize, understand and express their own emotions as well as to sympathize with the emotions of others.



The variety of experiences include opportunities for creative self-expression through developmentally appropriate activities. Our staff strives to enhance the natural curiosity and love of learning. We offer a flexible classroom schedule to foster independence and responsibility, to learn to respect others, and to develop self-discipline.



## Kiss Before and After School Program

### KISS Daily Hours

AM hours: 6:30 a.m.—8:45 a.m.

PM hours: 3:30 p.m.—6:00 p.m.

Conference half days: 11:45 a.m.—6:00 p.m.

In-service full days: 6:30 a.m.—6:00 p.m.



### Daily Activities

AM	PM
Activities: games, art reading, quiet time	Homework time and reading/ Computer Lab
Breakfast	Activity Time/Outdoor Play
Gathering: sharing time	Gathering/Snack/Clean-up

**Weather Delays:** See Page 11

**Instructor:** Melissa George      **Phone:** 846-3180 ext. 3113

**Email:** [mgeorge@spring-lake.k12.mi.us](mailto:mgeorge@spring-lake.k12.mi.us)

**Location:** Spring Lake Middle School, Portable D

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**K-Kids**

This program is designed to meet the needs of kindergarten children before or after their regular school day. K-Kids is available Monday through Friday from 8:30 a.m. to 12:00 p.m. for a child attending afternoon kindergarten or 12:00 p.m. to 3:30 p.m. for a child attending the morning kindergarten session.

**Stimulating, engaging explorations in:**

- ◆ *Science*
- ◆ *Literature*
- ◆ *Phonics*
- ◆ *Numbers*
- ◆ *Free play*



An AM kindergarten child will be shuttled to Community Child Care *after* the morning kindergarten session and spend the afternoon at K-Kids. You then have the option of picking up your child from the classroom at 3:30 p.m. or he/she can ride the school bus home .

A PM kindergarten child can be dropped off by a parent directly to the classroom at 8:30 a.m. or your child can arrive by school bus. Your child will spend the morning at K-Kids and then be shuttled to the elementary school for the afternoon session of kindergarten.

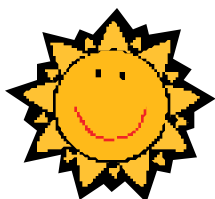
If child care is needed before or after K-Kids hours, please sign up for the KISS program.

**Lunch:** See Page 8      **2-hour Delay Days:** See Page 11

**Instructor:** Mary Flagler      **Phone:** 846-3180 ext. 3006  
**Email:** mflagler@spring-lake.k12.mi.us

**Location:** Spring Lake Middle School, Classroom 6

## Summer KISS



### Daily Activities

Quiet time: puzzles, books, board games  
Recess: gym and outdoor play  
Theme: arts/crafts, games, songs  
Lunch: bring a sack lunch  
Computer: lab free time  
Group time: games, sharing time  
Field trips: trolley rides, walking trips

To help children enjoy all the fun activities our staff has planned, we recommend bringing the following items:

- Backpack
- Water bottle
- Sunscreen
- An extra set of clothes
- Gym shoes and socks.

### DAILY

6:30 a.m.—6:00 p.m.  
Spring Lake Middle School

### Sample Weekly Themes

Welcome to our  
Jungle!  
Western  
Insects  
Foods  
Music



Summer students are allowed 5 consecutive unpaid vacation days. Please request in writing two weeks prior to use.

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**Miscellaneous**

**Calendar**

Community Child Care is closed for the following:

- Snow Days
- Holidays
- Thanksgiving Break
- Christmas Break
- Spring Break

**Registration**

Registration forms are online at:

<http://www.springlakeschools.org/childcare/contact.htm>

If you do not have Internet access, contact Shelly Hettenbach for a registration packet at 846-3180 ext. 3701 or email [shettenb@spring-lake.k12.mi.us](mailto:shettenb@spring-lake.k12.mi.us)

Community Child Care reserves the right to dismiss a child if any of the following situations exist:

- Child will not follow the Code of Conduct
- Parental disregard of CCC rules and procedures
- Tuition becomes past due
- Any other problem/issue that would be detrimental to other children or to the programs.

## Financial

**Registration Fee** \$30.00 per family each year  
Year-round participation in the program requires no re-registration fee

### K-Kids Morning or Afternoon Class

Daily \$16.00 (K-Kids only)  
\$20.00 (K-Kids and before *or* after school)  
\$25.00 (K-Kids and both before *and* after school)

### Before and After School KISS

Daily \$ 8.00 (AM or PM hours)  
\$14.00 (both AM and PM hours)

1/2 Day \$18.00 (Conference Week)  
Full Day \$25.00 (In-Service, Records Day)

### Summer KISS (Young 5's through 6th grade)

Daily \$25.00 per day

**Fees/Payments:** All Community Child Care programs operate on an advanced payment schedule. **Invoices** will be available every other Monday. K-Kids invoices will be put in the K-Kids folder. Before/After program invoices will be available at the sign-in/sign-out sheet for parent pickup. **Payments** are due on Friday of the billing week by cash, check or money order. Please make them payable to SLPS-CCC. A late fee of \$25.00 will be accessed if not paid in full by the due date. Late payments may prevent your child from attending KISS.

In order to maintain the current rates, **credit will not** be issued for any deviation from your child's contractual schedule, regardless of the reason.

**Contact Shelly Hettenbach with any billing questions at 846-3180 ext. 3701 or email [shettenb@spring-lake.k12.mi.us](mailto:shettenb@spring-lake.k12.mi.us)**



## Financial

**Non-Sufficient Fund Checks:** \$30.00 service charge on all returned checks.

**Financial Assistance:** Financial Assistance is available for those who qualify through MDSS (Michigan Department of Social Services). For an application and appointment, please call 616 394-7200. Those who qualify for FIA will be billed for the difference in their childcare coverage.

**Overtime Rate:** KISS closes at 6:00 p.m. daily. There will be a \$1.00 per minute/per child charge for every minute you are late picking up your child(ren). This fee is paid directly to the KISS staff on duty.

**Year-End Statements:** A year-end statement of total child care expenses for the previous year will be provided in January. Additional statements will be available for a fee of \$5.00 per statement.

### Meal Options

**Breakfast/Lunch:** If your child is in our care during meal times, you have two options:

- Students may bring their own breakfast/lunch
- Students may purchase breakfast/lunch at current prices through SLPS Food Service

You need to pre-order breakfast/lunch prior to attending. Ordering procedures are available through your program instructor.

Separate payment to SLPS Food Service must be received in advance.



## **Policies**

### **Attendance**

Attendance is taken very seriously. It is very important that a parent notify their child's instructor if a child is going to be absent. Please leave a message if no one is available to take your call. Be advised if your child is absent without parent notification, staff members will need to contact you to determine the child's status. Excessive no call/no show situations may be referred to central office.

### **Illness**

Please do not send your child to any CCC program if he/she seems ill. If your child becomes ill or an emergency arises while in our care, we will keep him/her as comfortable as possible and call you or your emergency contact.

### **Medication**

Medication will only be administered from original containers with the original prescription label on it. A medical release form must be signed and dated for all medication, including over the counter medication. Administration of any medication will be logged.

### **Signing In/Out**

All children must be checked in by a parent/authorized person at the attendance table upon arrival and checked-out by a parent/authorized person prior to leaving. A child must have a permission slip to be released to someone other than a parent or authorized adult. Any changes to the list of individuals authorized to pick up your child must be made in writing on the registration/information card.

### **Release**

A child will only be released to individuals authorized by parents in writing. In an emergency, a phone call from a parent will be accepted. Parents are asked to keep release names on their child's information card up to date. Parents are responsible for providing the center with a copy of any court order prohibiting contact by non-custodial parents in order for the center to withhold a child from a parent.

### **Withdrawal Policy**

A written two-week advance notification to Shelly Hettenbach at central office is necessary to withdraw from any program.

### **Discipline Policy**

All CCC staff uses positive methods of child management which enhances self-esteem and encourages the development of self-control and cooperation among our students. The individuality of each child is respected and the CCC staff will be generous with their praise and encouragement.

If a child becomes disruptive and aggressive in the classroom, staff members may do one or more of the following:

- Speak to the child and remind him/her of acceptable behavior
- Assist the child to become involved in a more acceptable activity
- Remove the child from the group and direct him/her to sit quietly in a "Time Out" chair for a short period of time to calm down
- Contact the parent to make arrangements for pick up

At no time will a child be physically harmed in any way or deprived of a snack as punishment. The only time any type of restraint will be used is to keep a child from harming himself or other students.

### **Code of Conduct**

All students will:

- Treat all staff and others with respect
- Treat property with care and share it cheerfully with others
- Ask before using another's personal property
- Have walking feet and inside voices in the building
- Listen when staff is speaking
- Help put away all activities and toys
- Clean up after snack/lunch time
- Use appropriate language; no teasing or name calling



## Miscellaneous

### Weather Conditions

**Tornado Watch:** Spring Lake Public Schools does not close due to a tornado watch. Upon notification of a tornado watch from authorities, the CCC staff will take appropriate precautions to ensure the safety of children.

**Tornado Warning:** Students will follow the district tornado safety procedure and move to a designated safety area.

**Snow Days/School Closings:** All CCC programs will be cancelled if Spring Lake Public Schools is closed for the day due to inclement weather. The Grand Haven radio station WGHN, and local television stations will announce all school cancellations. Credit will be issued for all cancellations.

**Fog/Snow Delay:** In the event of a 2-hour delay on a school day, the KISS program will be open at its regular time and operate until the start of school. This additional time will be reflected in your bill.

AM K-Kids operates on its regular schedule beginning at 8:30 a.m. Due to space and staffing restrictions, K-Kids will not be able to accommodate PM K-Kids students in the morning session if AM kindergarten is cancelled. PM K-Kids session will start at their regularly scheduled time of 12:00 p.m.



## **Spring Lake Public Schools Community Child Care**

The Spring Lake Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Spring Lake Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Auxiliary aids and services are available for hearing and visually impaired upon request. For Assistance call the Michigan Relay Center at (800) 649-3337 (voice and TDD).

Questions should be directed to Mark Westerburg, Director of Curriculum & Operations, 345 Hammond Street, Spring Lake, MI 49456, (616) 846-5500.