

## K-Kids Program Information

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 back to the elementary school for the afternoon session of kindergarten.

If child care is needed before or after these hours, you may sign up for the KISS program. Please refer to our handbook for program details.

[Program Handbook](#)

## K-Kids Registration

**Registration deadline:** July 1 —**after** this date, please call Mary for program availability at (616) 846-3180 ext. 3006. **Our program fills quickly; priority will be given to full-time students.**

Return the following forms:

- K-Kids Placement Contract
- Child Information Record
- Release Form
- \$35 Registration Fee

Please return completed forms along with a registration fee of \$35 either in person or by mail to:

Spring Lake Public Schools  
Community Child Care  
345 Hammond St  
Spring Lake, MI 49456

# Spring Lake Community Child Care

## K-Kids Child Placement Contract

Note: This contract is required of all licensed childcare centers by R 400.5105b of the Michigan Administrative Code. The Michigan Department of Consumer and Industry Services is required to inspect the childcare center and enforce the contract based on the terms provided in this contract.

*Spring Lake Community Child Care agrees to provide childcare services for the following named child.*

### CHILD'S NAME

\_\_\_\_\_ Gender \_\_\_\_ D.O.B \_\_\_\_\_

Elementary school attending \_\_\_\_\_ Teacher \_\_\_\_\_

Starting Date: \_\_\_\_\_  
Month Day Year

**HOURS OF OPERATION: MONDAY - FRIDAY AM CLASS 8:30 AM – 12:00 PM**  
**PM CLASS 12:00 PM – 3:30 PM**

ALL CCC programs are closed Holidays and Christmas break

*(Please check one)*

\_\_\_\_\_ **•K-Kids only** *I/We agree to pay* • \$18.00 per day  
*Please circle which days are needed:* M T W Th F  
AM Class ~ (kindergarten in the afternoon)  
Drop off By parent \_\_\_\_\_ Arrival time \_\_\_\_\_ By bus # \_\_\_\_\_  
PM Class ~ (coming from kindergarten)  
Pick up By parent \_\_\_\_\_ Pick up time \_\_\_\_\_ By bus # \_\_\_\_\_ home

\_\_\_\_\_ **•K-Kids + KISS before or after school** *I/We agree to pay* • \$22.00 per day  
*Please circle which days are needed:* M T W Th F  
AM Class ~ (kindergarten in the afternoon)  
Drop off By parent \_\_\_\_\_ Arrival time \_\_\_\_\_ Coming from AM KISS \_\_\_\_\_  
PM Class ~ (coming from kindergarten)  
Pick up By parent \_\_\_\_\_ Pick up time \_\_\_\_\_  
By bus # \_\_\_\_\_ home Going to PM KISS \_\_\_\_\_

\_\_\_\_\_ **•K-Kids + KISS before and after school** *I/We agree to pay* • \$27.50 per day  
*Please circle which days are needed:* M T W Th F  
Please indicate arrival / departure times from the KISS program  
AM arrival time \_\_\_\_\_ PM pick up time \_\_\_\_\_

***Please note: Billing is based on this contract.***

Spring Lake Community Child Care, as a licensed child care facility, will provide the following provisions of the Michigan Administrative Code as required by R 400.5105b:

**Part 1: Contract Provisions provided by SL Community Child Care**

**R 400.5102 Licensee.**

Rule 102. (2) A licensee shall have the following administrative responsibilities regarding staff:

- (b) Develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.

**R 400.5106 Program.**

Rule 106. (1) A center shall provide a program of daily activities and relationships that offers opportunities for the developmental growth of each child in all of the following areas:

- (a) Physical development, including large and small muscle.
- (b) Social development, including communication skills.
- (c) Emotional development, including positive self-concept.
- (d) Intellectual development.

(2) A center shall permit parents to visit the program for the purpose of observing their children at all times.

(3) A center operating with children in attendance for 5 or more continuous hours per day shall provide for daily outdoor play, unless prevented by inclement weather conditions.

(4) A center shall provide each child under school age in attendance for 5 or more continuous hours a day with an opportunity to rest.

(5) A center shall provide children less than 3 years of age with an opportunity to rest regardless of the number of hours in care.

(6) A center shall permit children under 12 months of age to eat and sleep on demand.

**[R 400.5205 and R 400.5209 apply only to children from birth to 2 1/2 years of age as required in Part 2 of these rules, see below.]**

**R 400.5205 Formula; milk; foods.**

Rule 205. (1) The requirements of R 400.5110 apply to infant formula and feeding in addition to the requirements of subrules (2) to (11) and (13) of this rule.

(2) When a center provides formula for the child who is on infant formula, commercially prepared, pre-bottled, ready-to-feed formula shall be provided. A center shall keep a list of formulas it offers and the number of calories per ounce that each formula provides.

(3) A formula shall be iron-fortified for a child who is less than 6 months of age, unless otherwise recommended by the parent or a licensed physician for the individual child. Iron-fortified cereal, if not already provided the child by 6 months of age, shall be provided when the iron-fortified formula is discontinued, unless otherwise recommended by the parent or a licensed physician for the individual child.

(4) Formula left in a bottle at the end of a feeding shall be discarded with the bottle.

(5) Special formula required for an individual child shall be provided by the center in commercially prepared, prebottled, ready-to-feed units, unless provided by the parent as specified in subrule (12) of this rule.

(6) When formula is discontinued, all of the following provisions shall apply:

- (a) A center shall provide and use whole homogenized vitamin D-fortified cow's milk, unless otherwise directed by the parent or a licensed physician.
- (b) Milk shall be poured into clean cups or bottles have sanitized nipples. Excess milk left in a bottle or cup shall be discarded.
- (c) Nipples shall be thoroughly cleaned and sanitized after each feeding and before being used again. This sterilization shall be by boiling the nipples for not less than 5 minutes.

(7) This rule does not preclude a mother from visiting the center in order to breast-feed her child or from sending to the center expressed milk for the child.

(8) A child too young to sit in a highchair or at a feeding table shall be held in a semi-sitting position or placed in an infant seat while being fed.

(9) A child who is unable to hold his or her bottle shall be held when the bottle is given.

(10) Solid foods shall be introduced to the individual child according to the parent's or a licensed physician's instructions.

(11) Commercial baby food containers that are opened, and foods prepared in the center which are stored, shall be covered, dated, and labeled as to the contents and refrigerated. The contents shall be used or discarded within a 36-hour period. A child shall not be fed directly from baby food containers if the contents are to be fed to the child at more than 1 sitting or to more than 1 child.

(12) When a parent chooses to provide formula or food in accordance with R 400.5110(1)(b), the center shall assure that the food, formula, bottles, nipples, and containers comply with all of the following provisions:

- (a) Formula shall be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
- (b) Formula, milk, and perishable foods needing refrigeration shall be refrigerated. Formula shall not be stored longer than 24 hours after opening. Foods shall be covered and labeled as to the contents, date of opening, and the specific child for whom its use is intended. Foods other than formula shall be used or discarded within a 36-hour period after opening.
- (c) Each bottle and nipple supplied by a parent shall be used for a single feeding only and then returned to the parent.
- (d) Formula and milk left in a bottle at the end of a feeding shall be discarded.

(13) An exception to subrules (2) and (3) of this rule may be made when a center which provides formula is located in an area where commercially prepared, pre-bottled, ready-to-feed formula is not available for center use and the center is in compliance with all of the following provisions:

- (a) All formula shall be commercially prepared, ready-to-feed formula.
- (b) All formula shall be poured directly from the opened can of formula into clean bottles with disposable liners.
- (c) All nipples shall comply with either of the following provisions:
  - (i) Be disposable nipples, each of which shall be for a single use only by an individual child and shall be discarded after use.
  - (ii) Be reusable nipples, each of which is cleaned after each single use with hot detergent water and rinsed thoroughly. Each reusable nipple shall then be sterilized by boiling fully for not less than 5 minutes in water before reuse.
- (d) Each liner shall be for a single use only by an individual child and shall be discarded after use along with any remaining formula.
- (e) All liners, nipples, formula, and other equipment used in bottle preparation shall be prepared, handled, and stored in a sanitary and sterile manner as required to safeguard children.
- (f) Prepared bottles and opened cans of formula shall be refrigerated until used by the child.
- (g) All opened formula which has not been used within the manufacturer's stated use time after opening shall be discarded. All bottles filled with formula and all opened cans of formula shall be dated to show the date and time of the opening of the commercially prepared formula and the manufacturer's stated use time of the formula. An individual formula for an individual child shall also be labeled identifying the individual child for whom its use is intended. Bottle liners and disposable nipples of the unused bottles shall be discarded with the formula. Reusable nipples shall be cleaned and sterilized as required in subdivision (c) of this sub rule before being used by a child.

**R 400.5209 Diapering; toilet training plan.**

Rule 209. (1) Diapers shall be disposable or from a commercial diaper service. If a child's health condition necessitates that disposable diapers or diapers from a commercial services cannot be used, then an alternative arrangement may be made according to the parent's or a licensed physician's instructions.

- (2) Diapering shall be done in the child's own crib or in a designated diapering area.
- (3) A center shall maintain a diapering area, and all supplies and equipment shall be maintained in a safe and sanitary manner.
- (4) The caregiver shall thoroughly wash his or her hands after each diapering, and after cleaning up bodily fluids, using soap and running water.
- (5) A washcloth or towel, or both, used in diapering shall not be used subsequently on another part of the body or for any other purpose until laundered.
- (6) Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum, shall include washing hands after toilet use. The center shall empty and sanitize all training devices immediately after each use.
- (7) The caregiver shall change diapers when soiled or wet.

In order to maintain the current rates, there will **no longer be credit for absent days**. You will be charged for all days scheduled on your contract. There is no charge for holidays or whenever CCC is closed.

**PLEASE NOTE** *\*\*Credit will not be issued for any deviation from your child's contractual schedule, regardless of the reason.\*\**

**I/We have read the Community Child Care handbook\* and understand this Child Placement Contract. I/we understand the rules and procedures used in this program.**

**Price list will be posted on website as of April 1, of the current year.**

*Upon signing this agreement, the parent, legal guardian and Community Child Care agrees to abide by all of the provisions contained in this contract.*

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Coordinator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Rates and times are subject to change. Written notice will be provided to all parents.*

\*Handbook is available on Community Child Care website at <http://www.springlakeschools.org/childcare/contact.htm> or call (616) 846-3180 ext. 3006 and a copy will be mailed to you.

Date of Admission:		Allergies		<b>CHILD INFORMATION RECORD STATE OF MICHIGAN</b> Department of Human Services Bureau of Children and Adult Licensing			
Date of Discharge:							
Name of Child (Last, First, Middle I.)				Address (number and street, Building/Apt #)			
Child's Date of Birth	Gender	Home Phone ( )		City		State	Zip Code
Father/Legal Guardian's Name		Cell Phone ( )		Mother/Legal Guardian's Name		Cell Phone ( )	
Email Address				Email Address			
Home Address (if not child's)				Home Address (if not child's)			
City		State	Zip Code	City		State	Zip Code
<b>Employer</b>				<b>Employer</b>			
Address (Employer)				Address (Employer)			
City		State	Zip Code	City		State	Zip Code
Employer Phone ( )		Daily Work Times		Employer Phone ( )		Daily Work Times	
Names of Persons to whom the child may be released other than Legal Guardian:							
Person(s) <b>not</b> authorized to pick up child:							
I give permission to <u>Spring Lake Community Child Care</u> , licensed by the Department of Human Services to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care.							
Signature of Parent/Legal Guardian						Date Signed	
Name of Child's Physician or Health Clinic				Physician's or Health Clinic's Phone Number ( )			
Address of Child's Physician or Health Clinic				Address of Child's Physician or Health Clinic			
Hospital Preferred for Emergency Treatment				Health Insurance Policy Number			
Special Needs:				Date of Last DTaP (Diphtheria, tetanus, pertussis) Shot			
<b>Emergency Contact:</b> Name of local person to be notified when parent not available				Local Address of Emergency Contact			
Home or Cell Phone ( )	Relationship	Work Number ( )		City		State	Zip Code
Special Instructions: (medical, emotional, physical, behavior issues)							
Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, sexual orientation, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation Citation	

# Spring Lake Community Child Care Release Form

I, \_\_\_\_\_, hereby agree/disagree to the following procedures on behalf of my child(ren) \_\_\_\_\_.

## Health Statement

I acknowledge that my child(ren) is in good health and free of communicable disease. Furthermore, I accept full responsibility for the general good health of this child(ren). Immunization records are on file at my children's school.

Yes       No

## Movie Permission

My child(ren) has permission to watch G/PG rated movies as part of the KKids program. (Movies may be shown on a rainy day or for a reward.)

Yes       No

## Permission to Participate in Field Trips

My child(ren) has permission to participate in field trips during KKids. I understand that I will be notified of these trips in advance unless weather causes the planned trip to be changed at the last minute. These field trips will either be on foot or the Harbor Transit will provide transportation.

Yes       No

## Photo Permission

Throughout our programs your child(ren) will be participating in various activities. While they are actively involved, do we have your permission to capture that Kodak moment with photographs?

Yes       No

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date