

ZPS CHILDCARE
(Z-KIDS)

HANDBOOK

2017/2018

Revised 1/4/17

ZPS CHILDCARE (Z-KIDS) MISSION STATEMENT 2017/2018

The mission of ZPS Childcare is to provide a safe, positive, nurturing environment that challenges each child to reach his/her potential with cooperative involvement from children, parents and school personnel.

LOCATION OF ZPS CHILDCARE

Office (616) 748-4711

Billing (616) 748-3005

QUINCY ELEMENTARY SCHOOL

10155 Quincy, Zeeland, MI 49464 (616) 748-3055

ROOSEVELT ELEMENTARY SCHOOL

175 W Roosevelt, Zeeland, MI 49464 (616)748-3063

WOODBIDGE ELEMENTARY SCHOOL

9110 Woodbridge, Zeeland, MI 49464 (616) 748-3403

ADAMS ELEMENTARY SCHOOL

7447 Adams, Zeeland, MI 49464 (616)748-3490

LINCOLN ELEMENTARY SCHOOL

60 E Lincoln, Zeeland, MI 49464 (616) 748-3355

NEW GRONINGEN ELEMENTARY SCHOOL

10542 Chicago Dr., Zeeland, MI 49464 (616)748-3378

ADMISSION

ZPS Childcare is open to any child who is enrolled in Young Fives through fifth grade for the 2017-2018 school year. ZPS Childcare operates on a first come, first serve basis. No registration will be taken over the phone. There is a \$50.00 non-refundable registration fee per child.

Each child enrolled in ZPS Childcare must have the following completed and on file before attending:

- *Child registration form
- *Child medical information
- *General permission form
- *Schedule of attendance
- *Physical release and immunization records

HOURS OF OPERATION

All sites will operate five days a week, Monday through Friday. Each center is open before school from 6:30 a.m. until 8:30 a.m. and after school from 3:40 p.m. until 6:00 p.m.

All sites combine at Quincy/Woodbridge from 6:30 a.m. to 6:00 p.m. when school is not in session. On scheduled half days, we will be open from 12:00 p.m. until 6:00 p.m. For vacation and holidays each center will survey the need for childcare. You must sign your child (ren) up for these special days. You will receive a bill according to the day(s) you signed up for. This bill must be paid prior to vacation/holidays. Your child should bring a sack lunch from home on those days.

DAILY SCHEDULE

Before School Program:

6:30 – 7:45 a.m.	Arrival, sign in, rest, free choice activities
7:50 – 8:10 a.m.	Breakfast, clean up, quiet choice activities (breakfast provided by us)
8:10 – 8:30 a.m.	Outside, craft activities, gym Prepare for school, dismissal

After School Program:

3:40 – 4:00 p.m.	Arrival, attendance, snack (snack provided by us)
4:00 – 5:00 p.m.	Free time (gym, outside)
5:00 – 5:45 p.m.	Art/craft activities, reading, homework completion
5:45 – 6:00 p.m.	Clean up, prepare to leave

Full Day (Snow Days, Christmas Break) Program:

6:30 – 7:45 a.m.	Arrival, sign in, rest, free choice activities
7:45 – 8:15 a.m.	Breakfast, clean up, quiet choice activities (breakfast provided by us)
8:15 – 9:00 a.m.	Free choice activities (gym, playground, library)
9:00 – 10:00 a.m.	Teacher directed activities
10:00 – 10:30 a.m.	Snack, clean up (snack from home)
10:30 – 11:00 a.m.	Centers
11:00 – 12:30 a.m.	Group Leader directed activities
12:30 – 1:00 p.m.	Lunch – PROVIDED BY PARENT
1:00 – 1:30 p.m.	Quiet activities, resting, reading
1:30 – 2:00 p.m.	Outdoor activity
2:00 – 3:00 p.m.	Group Leader directed activity
3:00 – 3:30 p.m.	Snack (provided by us), clean up
3:30 – 4:30 p.m.	Free choice
4:30 – 5:30 p.m.	Art/craft activity
5:30 – 6:00 p.m.	Clean up, prepare to leave

ARRIVING AND LEAVING EACH DAY

Parents/guardians are responsible for “signing in and out” their child (ren) on the attendance sheet each day. Only the persons whose name appears on the release form will be allowed to remove a child from the center. Children will not be allowed to leave ZPS Childcare by themselves at any time. This applies to all children, even those within walking distance. ZPS Childcare will not be responsible for any children who are not signed out.

AUTHORIZATION TO PICK UP

Only persons listed on the registration form may pick up a child. This is for the child's protection. Inform the ZPS Program Director, in writing of any changes or additions to the list.

Parents/guardians are expected to pick up their child on time. Late fees will be assessed for a late pick up. If a pickup has not occurred within half an hour of dismissal, ZPS Childcare staff will:

1. Call the parent/guardian at home.
2. Call another identified person that is listed.
3. Hold the child for 30 minutes before calling Protective Services.

PARENTAL INVOLVEMENT

ZPS Childcare believes that parental involvement is crucial to the success of our program. Please take the time to talk with our staff about your child whenever possible. Take time to notice the arts and crafts that are displayed and discuss the day's happenings with your child. Parents are invited to visit our program at any time.

STAFFING/SCREENING

ZPS Childcare is staffed by certified staff and paraprofessionals who have training and/or experience in school age childcare. All staff members are certified in CPR and First Aid. They also must have a criminal background check, be fingerprinted, go through Right Start Orientation, and fill out a sheet stating that they have never been investigated for any child abuse and neglect cases.

BILLING INFORMATION

Payment for ZPS Childcare needs to be paid on Mondays of the current week's care. Payment covers that week of attendance. Payments are to be made in the form of checks or money orders. Cash is not an acceptable form of payment. Checks need to have the weeks that the payment is for and the child's name written on them in the memo area.

Families are required to pay the weekly fee regardless of sick days or unexpected schedule changes. A one week written notice is required for any permanent schedule change. Electronic payment options will be available, either via check or credit card. Statements will be provided on a monthly basis.

WITHDRAWAL

ZPS Childcare retains the right to dismiss a child if any of the following situations exist:

1. Parental disregard of procedures
2. Lack of Payment
3. Problems/issues that would be seen as detrimental to the program or to other children.

DISCIPLINE POLICY

The staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their action.

Classroom rules will be discussed at length with students. Generally, it is expected that the rule for school and playground is one of sharing and cooperation. If inappropriate behavior occurs, the child will be dealt with in a positive manner. Parent contact will be made if necessary. If the behavior persists, continued placement will be discussed with the parent, and director.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.
Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group – one minute for each year of age.
4. Counseling children individually about their behavior.
5. Making parents aware of disciplinary concerns.

Behavior Levels

Level 1: No intentional harm: examples include

- Disrespects people and materials.
- Not following direction from staff
- Repeated soiling of clothing
- Using Inappropriate language

These Level 1 behaviors will result in the student completing a Time to Think form with a staff member. Continued Level 1 behaviors may result in a dismissal from the program

Level 2: Could harm or hurt: examples include

- Verbal aggression – yelling, profanity, etc.
- Physical aggression – pushing, hitting, kicking, etc.

These Level 2 behaviors will result in Time to Think form, parent contact, and conference. Continued Level 2 behaviors may result in a dismissal from the program.

Level 3: Deliberate aggression: examples include

- Harming self or others – excessive physical behavior to others or property.

These Level 3 behaviors result in parent contact and immediate dismissal from the program.

Any of the above behaviors which require parent contact may require pick up early from the program. Parents are required to pick up their child 30 minutes after contact has been made. Dismissal from the program may occur, if the child is not picked up within 30 minutes.

MEDICATIONS

The School personnel shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours is permitted only when failure to take such medication would jeopardize the health of the student.

Parents are required to fill out a form, available in the office, before medications can be administered to a student. We are required to keep the medication in its original container, labeled with the date of the prescription, student's name, and the exact dosage to be administered. Parents are required to bring the medication to the school office. Students are not allowed to bring their own medication to school.

Students who may require administration of an emergency medication may have such medication stored in the building office and administered in accordance with this policy.

TUTITION

Daily Rates:

\$30.00 for full day care/inclement weather
\$16.00 for ½ day care when school is not in session
\$8.00 for Before and \$8.00 for our After School Program

Second Child Rates:

\$30.00 for full day care/inclement weather
\$16.00 for ½ day care when school is not in session
\$7.00 for Before and \$7.00 for our After School Program

Delays:

\$15.00 charge per child for any delays

EMERGENCY WEATHER

When official notice of emergency weather occurs, all children will be evacuated from the ZPS Childcare rooms.

A tornado warning means that a tornado has been sighted. In case of such a warning, all students will relocate to the designated area until the "all clear" signal is given. Staff members will be aware of all weather conditions.

In case of fire, all children will be removed from the building. Fire routes are posted in each classroom. All staff members are aware of the proper procedures. Children will remain outside of the building until the "all clear" signal is given. Parents will be contacted if necessary.

In case of inclement weather, if the Superintendent of Schools proposes to close the Zeeland Schools for the day, this decision will be announced on major radio and TV stations. Services will be provided unless government emergency services determine that vehicles should not be on the road. Please check your local TV stations for announcements. ZPS Childcare will always be at Quincy/Woodbridge Elementary on inclement weather days.

ARTICLES FROM HOME

Any toy or other item brought from home is not the responsibility of ZPS Childcare. We strongly discourage students from bringing their own toys. If an item is brought in, your child's name must be on it and your child must be willing to share. **No weapons are allowed. Weapons, or toys being used as weapons, will be taken away immediately and not returned.** Electronic toys will be permitted on half days, Christmas Break and Spring Break, etc.

HEALTH AND SAFETY

Upon enrollment, each child must present a Statement of Good Health form signed by a parent/guardian. We require that each child have a standard immunization record on file with the main office. In case of illness, a parent or other designated person will be contacted to pick up the child. If your child goes home sick from the school day, and would normally attend childcare in the afternoon, please contact us so we know not to expect your child.

EMERGENCY NUMBER

The school must always be informed of home and/or work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Please remember to notify the school of any changes of address or telephone numbers (work, home, childcare, etc.)

In the event that your child should become ill or injured at school, every effort will be made to contact you or the emergency number indicated on your enrollment form. For minor bruises and bumps, such as skinned knees or elbows, we will administer Band Aids and lots of TLC (tender loving care). If your child has any health problems such as allergies, asthma, etc. that we need to be aware of, please let us know as soon as possible. A copy of ZPS Childcare's Serious Accident or Illness policy is attached and labeled Attachment A.

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire drills are conducted each season. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to a designed outside area.

During tornado drills, each classroom goes to a designated "safe" area within the building. All children sit in a position that is recommended for safety.

TORNADO WATCH (Conditions are favorable for a tornado): Students will be kept at school during a tornado watch, barring any unusual situations. Parents still have the option of picking up their child early if they wish. If a watch is issued during regular dismissal time, students will be kept in the building. Dismissal will continue when the watch has been lifted.

TORNADO WARNING (A tornado has been spotted and officially reported to the National Weather Service): Students will be directed to the designated "safe" area and remain there until the warning is lifted. Parents may pick their child up if they wish, but a student may be released **ONLY** to his/her parents or guardian.

