



Child & Family Services  
of the Upper Peninsula, Inc.  
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## BEFORE & AFTER SCHOOL AND KINDER CLUB PROGRAMS 2009 – 2010 Marquette Area Public Schools

Child and Family Services, a non-profit agency, collaborates with Marquette Area Public Schools to provide Before/After School and Kinder Club child care in three local schools: Cherry Creek, Sandy Knoll, and Superior Hills. **\*\*NOTE:** at this time, we will not be able to offer a Kinder Club program at Superior Hills due to the lack of a classroom space to hold the program. You are welcome to enroll your child in the Kinder Club programs at Cherry Creek or Sandy Knoll. (If you choose to do so, you will be responsible for their transportation to and from those programs as your child's regular bus will NOT drop them off at those sites. On your child's half day, you will be responsible for transporting them to/from their school from/to the Kinder Club that you have chosen to enroll them in.) For any further questions, please call our office.

We will accept DHS Childcare assistance payments. Those meeting the requirements for this assistance, need to contact your caseworker to file the necessary paperwork. You will be responsible for full payment until we receive notice from DHS that your Childcare assistance paperwork has been processed and accepted. Once you start receiving assistance, you will still be required to pay the portion that DHS does not pay. DHS pays a portion for every hour your child is in care. Your portion will be the remainder of our daily rate minus the amount that DHS pays.

- The B/ASP and Kinder Club begin on the first day of school.
- The Before School Program begins at 6:45 a.m. and runs till the start of the school day. The After School Program is available from school dismissal to 5:30 p.m. Children may be picked up or dropped off at anytime during these times. Please sign your child in or out when dropping them off or picking them up.
- The Kinder Club is available from 8:50 am to 3:35 pm. Children may also use the B/ASP at **no additional charge on the days they attend FULL DAY Kinder Club. If your child uses Kinder Club on their half day in the morning, the Before School Program will be no charge, but the After School Program will be an additional charge to the half day charge. If your child uses Kinder Club on their half day in the afternoon, the After School Program will be no charge, but the Before School Program will be an additional charge to the half day charge. (This is a change from last year.) On Kindergarten days, the regular rates apply for both the Before and After School Programs.**
- These programs follow the school calendar providing before school care every day school starts at its normal time, and after school care every day school dismisses at its normal time. We are not open on snow days or vacation days
- Some Half day programs **MAY** be scheduled through out the year. A sign will be posted at the program notifying parents of any additional half day programming that will be offered.
- A nutritious snack meeting the Federal Food Program guidelines is served daily at the After School Program.
- A morning and afternoon snack meeting the Federal Food Program guidelines is served in the Kinder Club.
- A parent/authorized **adult** (18 years or older) must sign children **IN** and/or **OUT** of all of the School Programs **EVERY DAY!** Children can not be dropped off out in the parking lot. No exceptions.

### ENROLLMENT PROCEDURE

- Please complete and sign the **INDIVIDUAL STUDENT RECORD** form. We need one form per child. It is **VERY** important that you provide **ALL** requested information on this form to ensure the well being of your child, and also to comply with licensing rules.
- Children attending full day programs will need a copy of their shot records.
- All past due balances **MUST** be paid in full before we will accept your child's enrollment into any program. **We will not process any enrollment forms until that account is paid in full.**
- Mail or deliver completed forms with enrollment fee (\$6 per child) to: **Child and Family Services- School Programs  
706 Chippewa Sq. Ste. 200  
Marquette, MI 49855**

Once school starts, forms may also be turned into the B/ASP Site Program Coordinators or the school office.

Carefully review the attached sheets titled **PROGRAM INFORMATION** and **POLICIES AND REGULATIONS**. These sheets are yours to keep for your reference. Please call **228-4050** ext. 120 if you have any questions.

Welcome to the Child and Family Services Before and After School and Kinder Club Programs. We look forward to having an enjoyable year with you and your child.

## PROGRAM INFORMATION

(Please keep this sheet for your reference)

### Child and Family Services Before & After School Program and Kinder Club

Child & Family Services of the U.P., Inc as been providing programming since 1993 and is widely respected for its quality care. A before and/or after school child care program is offered in your district's elementary school(s) to provide parents with a convenient child care option, hopefully decreasing the number of children left home alone before and/or after school. Every program is licensed by the State of Michigan, is staffed with qualified adults and structured to meet the physical, social, emotional and academic needs of the enrolled children. There is a cost for use of the Before/After School Program (B/ASP) and Kinder Club. Please see the chart below for the rates. Payment is expected on a weekly basis.

Programs are staffed with a Program Coordinator and assisted by aides when average daily attendance allows. Coordinators have educational backgrounds in Child Development, Early Childhood Education, Elementary Education or Child Psychology. All staff are trained to be aware of and responsible for their role in promoting the 40 positive youth development assets that were identified through research by the Search Institute. They are aware of the "America's Promise" program that recognizes five fundamental resources children need to succeed (MENTOR, TEACH, PROTECT, NURTURE, SERVE), and also know how interaction with the children helps this promise. All staff are required to be certified in CPR and First Aid within their first 90 days of employment.

Curriculum for the Before & After School Program includes a wide variety of indoor and outdoor activities with an appropriate balance of structured and free play. Coordinators plan daily activities that fulfill a child's energetic, social, creative and learning needs. Children are encouraged to participate in arts and crafts, recreational activities, table games, reading and homework time.

The attendance fee rates for the Before & After School Program and Kinder Club are listed in the chart below.

- Checks must be made payable to Child and Family Services.
- The regular rate is discounted for an additional child in a family when **both children** attend a program on the **same day at the same time**.
- The completed **INDIVIDUAL STUDENT RECORD** enrollment form for the Marquette Elementary School Program applies to both the Before and After School Programs and the Kinder Club Program.
- Parents are not required to have a set schedule or set number of days to use the program. You are only charged for the days/times you use the program.
- For the **After School Program**, parents are encouraged to give the Site Program Coordinator and their child's teacher a schedule for the days they plan to have their child attend. **Parent, child and teacher are responsible** for getting a child to the program. You will only be charged for days actually used.

<b>Before/After School and Kinder Club Programs</b>				
RATES 2009/10				
Qualification	Before School Rate per Day	After School Rate per Day	Kinder Club w/ BASP Rate per Half Day	Kinder Club w/ BASP Rate per Whole Day
<b>Rate</b> 1 <sup>st</sup> Child	\$5.00	7.00	16.00	25.00
Each Additional Child	\$4.00	6.00	14.00	21.00
Reduced Rate Per Child	\$2.00	\$3.00	Not Applicable	Not Applicable

We now offer a reduced rate for those children only needing care for less than 30 minutes before or after school. If your child(ren) use the Before or After School Programs longer than 30 minutes, you will be charged the full rate.

### **Staff to Child Ratio Policy**

The current staff to child ratio according to state licensing is 1 to 18. CFSUP's programs are licensed child care and do NOT fall under school required Individual Education Plans. If it is determined that a child needs more care than we can provide under our current staff to child ratios, the child's parent/guardian may be charged for the extra staff. This would only take place after a meeting with the parents.

# POLICIES AND REGULATIONS

(Please keep this sheet for your reference)

## CHILD AND FAMILY SERVICES BEFORE AND/OR AFTER SCHOOL AND KINDER CLUB PROGRAMS

1. An **ENROLLMENT FEE of \$6.00 per child (non-refundable) is due upon registration.** This fee secures your child's placement in the program for the school year.
2. Any child, grade K – 5, may enroll in our BASP at the school they attend. If they will be attending Kinder Club at another school it is the parent/guardian's responsibility to transport them to and from the other school.
3. A parent/authorized **adult** (18 or older) must walk his/her child(ren) into the school and **sign the children IN** for the Before School Program **EVERY DAY!** No Exceptions.
4. A parent/authorized **adult** (18 or older) must walk into the school when they pick up his/her child and **sign the child OUT** of the Program **EVERY DAY! A child cannot walk home alone after the program.**
5. Program staff **CANNOT** give your child a ride home. Please do not ask them to do so.
6. Program hours are as follows:
  - Before School Program is 6:45 a.m. to the beginning of the school day. Children may arrive anytime during this time. **Sign in!!!**
  - After School Program is from school dismissal to 5:30 p.m. Children may be picked up anytime during this time. **Sign out!!!**
7. If a parent/authorized adult arrives to pick up their child late (after 5:30 p.m., **a LATE FEE of \$5.00 will be charged for each 15 minute increment they are late for the day.**
8. Parents are advised to give their Site Coordinator a schedule whenever possible.
  - It is **essential**, especially for the After School Program, that teachers have schedules also.
  - If schedules vary, written reminders for children and teachers on attending days will minimize confusion and potential problems regarding a child's whereabouts.
  - Site Coordinators must receive written notes or phone messages from the parent when someone other than a parent will be picking up their child. Other authorized adults may be added to your enrollment form.
  - Parents/children/teachers are responsible for getting children to the Program.
  - If you are withdrawing from the program, please inform us as soon as possible. If you have any questions or concerns with our program, please let us know so we can address it.
9. Site Coordinators will make the decision regarding whether children will stay indoors or go outside on any given day of the program. Weather conditions will also be considered.
  - **It is the parents' responsibility to send their children with appropriate clothing (i.e. hat, mittens, snow pants, etc.) for outdoor activities on a daily basis.**
10. Please make checks payable to: **Child and Family Services.**
  - All checks returned for non-sufficient funds are subject to a **\$20.00 service charge.**
  - Payments must be made to the Site Coordinator weekly.
  - If you are unable to make weekly payments, arrangements can be made to pay bi-weekly. Credit cards are also accepted at our BASP Office or over the phone.
  - **Failure to make payments as arranged will result in your child's suspension from the program.**
  - We hold parents responsible for payment of acquired attendance fees and will refer outstanding balances to a collection agency when necessary.
11. We expect children to show respect to staff and take responsibility for their own behavior. They must interact with their peers in a safe manner and use equipment appropriately. The "**1 2 3 Magic**" behavior modification program is used to discourage rule violations. If a child gets to a "3", a note will be given to the principal and sent home. Repeated violations may result in a one to two week suspension from the program. If violations continue after a suspension, the child may be removed from the program. We also expect parents to show respect to the staff and to other parents and children. Inappropriate behavior of any kind by a child AND/OR parent may result in the removal of a family from the program.
12. Repeated failure to abide by the Before & After School Program **POLICIES AND REGULATIONS** will result in your child's removal from the program. This includes making regular payments to your account.

As a quality Before and After School provider, we strive to provide safe and nurturing environments. This can only occur when families and staff work as a team. Thank you for allowing us the privilege of caring for your child(ren). We look forward to a GREAT school year!