



Child & Family Services
of the Upper Peninsula, Inc.
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AFTER SCHOOL ACTIVITIES CLUB 2009 – 2010 **North Star Academy Elementary School**

Child and Family Services, a non-profit agency, collaborates with North Star Academy to provide After School Activities. Activities will be offered after school each day to provide enrichment to the students. Some of these activities include, Homework Club, Group games, and Cooking Club.

- Activities begin on the first day of school. Children must enroll in order for enough staff and supplies to be available.
- The After School Activities are available from school dismissal to 5:30 p.m. Children may be picked up at anytime during these times. Please sign your child out when picking up him/her.
- The activities schedule follows the school calendar. Activities will be offered after school every day school dismisses at its normal time. We are not open on snow days or vacation days.
- A nutritious snack is served daily.
- A parent/authorized **adult** (18 years or older) must sign children **OUT** when picking them up after their activities **EVERY DAY!** 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. Licensing procedures are in the process of being completed.
- 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 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 After School Activities Club. 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 After School Activities Club

After school activities are offered at your child’s elementary school to provide parents with a convenient option to provide enriching activities for their child(ren). This may also help decrease the number of children left home alone after school. The site is in the process of being licensed by the State of Michigan. It 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 After School Activities Club. Please see the chart below for the rates. Payment is expected on a weekly basis.

Activities 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 After School Activities Club 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. A nutritional snack is provided.

The rates for the After School Activities 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 on the **same day at the same time**.
- Parents are not required to have a set schedule or set number of days to use the Club, but 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(ren) to the Club. You are only charged for the days your child(ren) attend.

After School Activities Club			
RATES 2009/10			
Qualification		After School Rate per Day	Enrollment Fee Per Child
Rate	1 st Child	7.00	\$6.00
	Each Additional Child	6.00	\$6.00

Staff to Child Ratio Policy

The current staff to child ratio according to state licensing is 1 to 18. Staffing will be determined according to this rule. 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 AFTER SCHOOL ACTIVITIES CLUB

1. An **ENROLLMENT FEE of \$6.00 per child (non-refundable) is due upon registration.** This fee secures your child's placement in the Club for the school year.
2. Any child, **grade K – 8**, may enroll in the activities.
3. A parent/authorized **adult** (18 or older) must walk into the school when they pick up his/her child and **sign the child OUT EVERY DAY! A child cannot walk home alone after the program.**
4. Staff **CANNOT** give your child a ride home. Please do not ask them to do so.
5. Activity hours are as follows:
 - Activities are offered from school dismissal to 5:30 p.m.
Children may be picked up anytime during this time. **You are required to sign them out each day.**
**** Please note: The rate is the same no matter what time you pick up your child.**
6. 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.**
7. Parents are advised to give their Site Coordinator a schedule whenever possible.
 - It is **essential**, 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 activities.
 - If you are withdrawing from the program, please inform us as soon as possible. If you feel there is an issue with our program, please let us know so we can address it.
8. 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.**
9. 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 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.
10. 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 activities. If violations continue after a suspension, the child may be unable to participate in any activities. 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.
11. Repeated failure to abide by the After School Activities Club **POLICIES AND REGULATIONS** will result in your child's removal from the program. This includes making regular payments to your account.

As a quality programming agency, 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.