PLYMOUTH S.T.A.R.S.
PARENT HANDBOOK
2017-2018



Philosophy:

Hello, my name is Kathi Remus and I previously owned a licensed daycare for 20 years. I have four children from 10 to 23 years old. This long term experience has allowed me to observe, nurture and educate children on a daily basis. My goal is to provide professional caregivers, quality materials and a safe and fun learning environment.

Mission Statement:

We will exceed your expectations with superior care, low staff turnover, competitive rates and above all; a mission to excite your child to belong to S.T.A.R.S.!

Hours of Operation: Monday-Friday 6:30 a.m.-8:00 a.m. Before School Care
3:15 p.m.-6:00 p.m. After School Care

ENROLLMENT POLICY:
The forms listed below must be filled out before your child can begin care. S.T.A.R.S. does not discriminate based on race, color, national origin, religion, sex or handicap.

1. Child's Records- Medical/Immunization must be on file with school
2. Emergency Contact Information Cards/signed medical waiver on back
3. Child Care Contract (Parent Handbook)
4. Registration Form and Fee ($40 per family)
5. Statement of good health. A signed statement that the child is in good health and the parent assumes responsibility for the child's state of health while at a center, and if the parent objects to physical examination or medical treatment based on religion.
6. Payment Preference Form
7. Medication authorization form(s) (If applicable)

HOLIDAYS/VACATIONS:
S.T.A.R.S. is always closed when Plymouth Scholars is closed. Any weekdays that the school is closed for professional development, holidays and/or power failure or snow days, we will not be able to provide care. Payment is required for holidays (except for Winter Break and Spring Break), power failure, extenuating circumstances resulting in school closure and snow days. Payment is not required for professional development days. Plymouth Scholars and S.T.A.R.S will be closed on the following days and payment **is expected:**

October 31 (Closing at 4:30 p.m.)
November 22, 23, 24
January 15
February 19
March 30
May 28
Snow Days

Payment is **not** required for the following professional development days and holiday breaks (Care is not provided):

September 4	December 25 - January 5
October 20	March 12
November 13	April 2 - 6

HALF DAYS: (Dec 8; Feb 16; Jun 15)
In the event of a half day, care will be provided until 12:30 p.m. without additional charge. Tuition will be required whether your child(ren) is in attendance or not. If your child(ren) will require care past 12:30 p.m., there will be an **additional** $20 charge per child to cover extended hours of care. This fee will be required on top of their regular tuition amount.

CHANGING YOUR CHILD'S SCHEDULE:
If your child is attending part time and you would like to add a day we can do so if space is available. If your child is attending part time or full time and you want to cut down on the amount of days your child is attending, or terminate services (their schedule will be drop-in by default, should you ever need our services) you are required to give a 2 week notice and submit a written notice via email to the Director and Office Manger (for payment purposes). The first schedule change will be of no charge, and any additional changes will be a $10 fee. You are limited to 2 schedule changes in order to maintain full time contracted rates. **If your child doesn't attend all the days you have reserved for him/her for the remaining 2 weeks you will still need to pay for the contracted days.**

FEES AND DISCOUNTS:

Registration Fee:
A non-refundable fee of $40

Sibling and/or Keystone Academy Employee Discount: 20%
Deduct 20% of your child's tuition if you are a Plymouth Scholars employee.
Deduct 20% - off the daily or weekly rate that is applied to each sibling. (The 1st child is at full price, each additional child is 20% off). Sibling discount applies to the lower paying child's rate. Not applicable for Drop-In rates.

Late Pick-Up Fees:
S.T.A.R.S is closed at 6:00 p.m. **This means your child is signed out by 6:00 p.m.** There is a late fee of **$1 per minute per child** until pick-up thereafter. **Please be considerate of our staff and their obligations.** Fee's will be due at the time of pick up. If you pick your child up more than ten minutes late on three or more occasions, we have the right to terminate your child's enrollment with S.T.A.R.S.

Contracted Schedule:
This means you have chosen a schedule for your child to attend care on a weekly basis. This enables you to have a place held at a discounted rate. Whether your child attends or not, you are responsible for your weekly tuition amount.

Drop-In Clients:
This means you have the luxury of picking and choosing the days your child attends, but are subject to a higher daily rate. Payment is due **the day** of which services are used, late fee's will be applied if tuition goes unpaid. (All clients must be pre-registered to be entitled to care at S.T.A.R.S.) The 20% sibling discount does not apply for this service.

Declined Card Fee:
A charge of $25.00 will be applied if a payment is returned due to insufficient funds. In the event of a second returned payment, a fee of $40.00 will be charged (as well as any additional returned payment).

Late Payment Fee (Invoice Payers):
Payments are due in advance by Monday at 6:00 p.m. A $10 late fee will be added to any remaining balance at 6:00 p.m. on Monday's. If the payment has still not been paid by Wednesday of that week, your child will be unable to attend before and after care until all fee's are paid in full.

CHILD RELEASE POLICY / ARRIVAL & DEPARTURE:
All children will be signed in and out by a S.T.A.R.S. Employee upon the arrival of a parent/ guardian. Our attendance log is required by the State of Michigan. This is essential to our standards of quality care as children must be accounted for at all times. S.T.A.R.S. is no longer responsible for actions/incidents involving children that are signed out of our care.
Children will only be released to persons that are listed on the child's emergency cards. For the first two weeks of child's enrollment please expect to show Photo I.D. upon pick-up. This is for your child's safety. We will not release your child to you unless you can show this piece of identification.
If other's are listed on the emergency card, please instruct them to bring a Photo I.D. also.
WE WILL NOT RELEASE YOUR CHILD TO ANYONE UNLESS THEY ARE LISTED ON THEIR EMERGENCY CARD. **No Exceptions!** Please understand this is for everyone's protection.
S.T.A.R.S. is not responsible for an individual's competency or sobriety when picking up a child. If there is a suspected cause for concern, we will call the police for further assessment.

If you would like to have someone pick up your child other than those listed on the emergency cards, you must submit a request in writing. It must be signed by a parent and dated, no verbal requests will be granted. You will still be responsible for having an authorized person pick-up

your child. S.T.A.R.S. will not be held responsible for late fees in case of mishap as this is your mistake.

CUSTODY:
Unless we receive court papers stating that you have been granted temporary or permanent custody, we have no legal authority to tell either parent that he/she can't pick up their child. You must have court papers to override this policy. We will need a photo copy of the court order with the court's signature. Please make sure we have these papers in your child's file. And please make sure you tell the director if there is someone that is not to pick up your child.

DRESS CODE:
All children are required to stay in their uniforms, unless it is a school authorized Spirit Day. Also, please send appropriate outdoor wear; hats, gloves, boots, rain wear, etc. This is to make sure every child is prepared should we have an outdoor activity. We are not responsible for any child not appropriately dressed.

MEALS:
S.T.A.R.S. will provide a breakfast snack only. (All students should bring a refillable water bottle.) Parents are required to provide afternoon snack. All breakfasts provided by S.T.A.R.S. will be healthy but simple; granola/fruit bars, cereal bars, and/or additional items. Please let us know if your child has allergies, we will try to accommodate, but you may be required to provide their breakfasts if the allergies are extensive or a commonly found ingredient, such as wheat or soy.
Lunches and afternoon snacks are to always be provided by the parent or may be ordered through the hot lunch program (at parent's expense). Please send only healthy items as required by Plymouth Scholars. **We will not allow your child to drink soda, eat candy or other sugary items such as cupcakes, cookies and/or other sweets for an afternoon snack.** (These items are allowed in a lunch as a treat.) Please try to send healthy snacks for your children to maintain their energy until they go home. Examples: Fruit, yogurt, crackers, pretzels, cheese, vegetables and dip, plain cereal (no added sugar), and/or granola bars.

S.T.A.R.S. Daily Schedule

Before School

6:30 a.m. **Arrival (Activities begin: group games, manipulative's, reading..)**

7:00 a.m. **Breakfast (a.m. snack provided by S.T.A.R.S)**

7:50 a.m. **Activities end, clean-up begins**

8:00 a.m. **Children are released to their classrooms (Kindergarten are walked to class)**

After School

3:15 p.m. **Snack Time/Restroom Break**

3:30 p.m. **Homework time for 1-8**

Activities for F5's-K

4:30 p.m. **Outdoor playtime (if weather allows) or Indoor Choice**

5:30 p.m. **Group Activites**

6:00 p.m. **Closed**

(Please make sure your child is signed out by 6:00 p.m. and you are not just arriving at 6:00 p.m.)

OUTDOOR PLAY:
As weather permits, we will enjoy the outdoors when possible for our large motor activities. Please make sure your child is dressed accordingly.

ILLNESS:
Sick children will not be accepted into our child care program. If a child was sent home on Wednesday because they were ill, they will not be able to return for 24 hours. So please do not bring your child back before Friday or they will not be permitted to stay. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

Examples of associated symptoms include, but are not limited to:

1. Fever (100 F. higher)-Child needs to be fever free for 24 hours
2. Nausea or vomiting
3. Diarrhea: runny or watery stools, or 2 looser stools within last 4 hours.
4. Sore throat, loss of voice, hacking or continuous coughing, runny nose with colored discharge
5. Runny and/or crusty eyes: watery, matted, and/or red/pink eyes are not acceptable
6. Unexplained rash
7. Lice (may not return child to care until no more nits are spotted)
8. Communicable diseases (chicken pox, roseola, conjunctivitis, mumps, measles, influenza, etc.)

This benefits your child and the other children. Your help at keeping your sick child home is appreciated.

Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify a S.T,A.R.S. employee as soon as possible so that I may alert parents to watch for symptoms in their own children.

MEDICATION:
If your child is on medication and it needs to be taken while he/she is in childcare, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and when to be taken. If medication is to be taken only twice a day, i.e. (morning & night) then it will need to be done at home. A medication form will need to be filled

out that morning so please make sure you have a few extra minutes. S.T.A.R.S. will not administer medication until it has been given by the parent/guardian at least for 24 hours. If a child is going to have an allergic reaction to the medication it should happen in those first 24 hours sometimes up to 48 hours. If your child refuses to take medication, S.T.A.R.S will not force them to take it.
All non-prescription medicine must have a form filled out and be approved by the director.

INJURIES:
Minor cuts and bruises suffered while at S.T.A.R.S. will receive proper care -- they will be washed with soap and warm water and properly bandaged. You will receive notification upon arrival.

If a serious accident should occur you will be contacted immediately for instructions; unless this would endanger your child's life. In that case S.T.A.R.S. will take necessary steps such as; calling the hospital, doctor, 911 etc. All injuries need to be documented. You will be asked to sign an injury report.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK:
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Human Services
All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.
• This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
• The notebook will be available to parents for review during regular business hours.
• Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at **www.michigan.gov/michildcare.**

FIRE:
In the event of a fire, we would evacuate the school immediately and gather together outside. This will be practiced at least once a month, in conjunction with Plymouth Scholars so the children are familiar with what to do.

TERMINATION OF SERVICES:
S.T.A.R.S. has the right to terminate childcare services to any child without notice if that child threatens a staff member or another child, or themselves, payment is not made when it is due after the one day grace period and/or parent engages in any inappropriate actions toward staff or another parent or child.

Some examples are below (but not limited to):

*3 corrective action plan write-ups
*Weekly childcare not paid on time
*3 Uncontrolled bowel or urine incidents (Every child must be completely toilet trained)
*More than three late pick-ups in a school year. (S.T.A.R.S. will be closed at 6:00 p.m. Your child must be signed out and exiting the building by this time.)
*Parent and/or designated caregiver (grandparents, neighbors..) engages in profanity, and/or other disrespectful behavior directed towards a staff member or child.
*Indecent Exposure
*Violence (physically harming another student or staff member)

Two weeks written notice is required to withdraw your child from care. Notice cannot be given on Monday for that week. Notice must be given by Friday for the two week notice to begin that following Monday. If you do not wish to bring your child, payment is still expected.

DISCIPLINE POLICY:
At S.T.A.R.S., we will minimize the need for discipline by providing an eclectic schedule of creative and educational activities. As the need for discipline occurs we will be following Plymouth Scholar's Discipline Policy as stated in the Plymouth Scholars Handbook. If you would like a copy of this, let a staff member know and we will provide you with one. Aftercare is still apart of the school environment so we would like to remain consistent; therefore, the school policy and aftercare policy will be the same.
Under NO CIRCUMSTANCES will there be any corporal punishment used, such as; spanking, physical abuse, verbal abuse, name-calling or isolation.

SUSPECTED CHILD ABUSE:
The State of Michigan requires that all members of a daycare be on the lookout for, and report to the State, any and all cases of abuse to a child. I am therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

CHILDREN WITH SPECIAL NEEDS:
S.T.A.R.S. will work with any special needs child in accordance with their IEP through the State of Michigan. A copy of your child's IEP must be provided to us to provide the best possible care for your child. I give my permission for the owner/director of S.T.A.R.S to communicate with Canton Charter's administration concerning my child. The communication will be focused around the success of my child(ren) should my child have an active Individual Assessment Plan (IEP), pertinent information can be shared. I understand that S.T.A.R.S. is not financially responsible to provide my child with a paraprofessional should he/she require one in the program.
An additional form will be emailed to the parents requesting a signature upon the notification that their child has an IEP.