



“Because They Have  
The Whole World In Their Hands”

# Jade

## School Age Day Camp

*Because they have the whole world in  
their hands!!*

41212 Palmer Rd.  
Canton, MI 48188  
734-397-0480

# Parent Handbook

## Introduction

Welcome to the Jade School Age Day Camp!! We would like to thank you for choosing our Center. Enrollment to the Center's programs is open to children ages 5 through 13 years. SADC programs continue year-round from 5:00 am to 7:00 pm, Monday through Friday. Current licensing capacity for the building is 60.

We know that you have put much thought and consideration into your choice for child care for your child. You are welcome and encouraged to visit or observe your child at any time while in our safe, healthy, child-centered environment. Our mission is to provide each child with an individualized, developmentally appropriate program so that they can grow and develop at their own unique pace. Our caring, nurturing environment helps to foster each child's social and emotional development. Our play-based curriculum emphasizes the importance of discovery, creativity, and exploration, enabling your child to grow cognitively and physically.

We look forward to working with your family, getting to know you, and offering your child a safe, wonder-filled environment. Our goal is to provide you with a program that will enhance your families support networks. We understand the importance of communication between caregivers and families, please feel free to share any ideas or concerns. We respect the fact that you know your child's needs and your family's wishes better than anyone else and are excited about partnering with you to provide your family with quality, affordable child care.

## **Enrollment Procedures**

The following items must be in your child's file before the first day of attendance. Jade School Age Day Camp is licensed by, and complies with, the State of Michigan Day Care Licensing Division.

- Registration forms
- Registration fee
- 1st week's tuition

Registration is done on a first come, first serve basis. A yearly, non-refundable \$65.00 registration fee and your first week's tuition are required to hold a slot for your child. A new registration form and \$65.00 fee is due on July 1<sup>st</sup> of each year. The money is used to buy new supplies for the Center. A new registration fee is required if your child is withdrawn from our program, for any reason, before they can be readmitted.

### **Child Information Cards**

Child Information Cards are of vital importance. The Center uses these cards to identify persons to whom your child may be released, the name of a contact person to notify in case of illness or injury, and to determine any allergies your child may have. Day Care Licensing requires us to have all the necessary information listed on these cards. Please notify the center immediately, in writing, of any changes to these cards, i.e. change of phone number, new job, additional people to be added to pick up list, etc.

School Age Health Waiver stating that the child is in good health. Activity restrictions must be noted for all children.

- A signed Tuition Agreement form
- A signed Child Placement Contract
- A signed Illness Policy
- A signed Withdrawal Policy
- A signed Discipline Policy
- A signed Nutrition and Food Service Policy
- A signed Parent Handbook Acknowledgement

### **Releasing a Child**

Please understand that the safety of our children is of utmost importance to us. In order to keep our children safe, we ask that you list any persons that may be picking up your child on their emergency card. When picking up a child, authorized persons, including parents, must have a picture I.D. Please stay in the habit of bringing your I.D. to pick up your child even if you have been to the Center to pick up before as your child may have a substitute. If a staff person is not familiar with you or the person you designate to pick up, we will not release your child without proper identification.

## Tuition Agreement

Tuition amount \_\_\_\_\_ Child's Name \_\_\_\_\_  
Tuition amount \_\_\_\_\_ Child's Name \_\_\_\_\_  
Tuition amount \_\_\_\_\_ Child's Name \_\_\_\_\_

**Tuition is based upon the actual operating costs of the Center; therefore, tuition remains the same for each calendar week. Each child will have 1 weeks' worth (equivalence of days enrolled in one week) of Absence Credit available to use after 6 months of continuous attendance. Unless using an Absence Credit, no adjustments will be made for Holidays the Center is closed or unforeseen emergencies.**

**Tuition is due on Friday for the following week. Tuition not received by Monday at 7:00 pm, without prior arrangements, will be assessed a \$15.00 late fee. A subsequent \$15.00 late fee will be charged weekly. Tuition more than 2 weeks delinquent will result in withdrawal from the program.**

A returned check fee is \$25.00. Any returned checks and applicable fees must be paid to the office in cash or by money order.

Jade School Age Day Camp reserves the right to change tuition amounts at any time with a 30 day written notice to parents.

Please bring any discrepancies in billing to the attention of management immediately in order for corrections to be made.

Mother's name: \_\_\_\_\_

Mother's SSN: \_\_\_\_\_

Father's name: \_\_\_\_\_

Father's SSN: \_\_\_\_\_

Parent Signature/s \_\_\_\_\_

## Child Placement Contract

Jade School Age Day Camp will provide our families with an open-door policy, permitting parents or persons designated by parents, to visit the program for the purpose of observing their child at any time.

Jade School Age Day Camp will provide each child in attendance 5 or more continuous hours an opportunity for outdoor play, weather permitting.

SADC will provide children in attendance 5 or more continuous hour an opportunity to rest. Children 3 years or less will be provided with the opportunity to rest as needed, regardless of the number of hours in care.

SADC will provide a program of daily activities and relationships that offers opportunities for the developmental growth of each child in all of the following areas: Intellectual development, Social development, including communication skills, Emotional development, including positive self-concept, and Physical development, including large and small muscle.

SADC will provide healthy, nutritious meals and snacks according to each child's dietary needs using the USDA guidelines. We will also supply each parent/guardian with a copy of our Nutrition and Food Service policy to be signed.

SADC will provide our families and faculty with a copy of the NAEYC (National Association for the Education of Young Children) guidelines for diapering and hand washing. We ask that all people, adults and children, wash their hands upon arrival to your child's room. It is a nice routine for your child to get into and has been proven as the number one way to stop the spread of germs.

Each staff member and volunteer will have on file a Michigan department of state police criminal history check and a family independence agency check for a history of substantiated abuse and neglect.

In addition to the education and experience our staff member come to SADC with, we will provide ongoing training in all areas of child development, including but not limited to; health and safety, first aid and CPR, abuse and neglect, parent/teacher communications, social, emotional, cognitive, and physical development of children.

Parent/guardian signature/s \_\_\_\_\_

Date \_\_\_\_\_

## Illness Policy

We understand how frustrating childhood illnesses can be to all concerned; parents, teachers and especially your child. Unfortunately, it is not uncommon for a child to have 8-10 illnesses a year! SADC will do everything we can to minimize exposure of germs and illness to all of our children, including proper sanitizing, disinfecting practices, and hand washing techniques. Exclusion from the Center is sometimes necessary to reduce the risk of exposure. We are sensitive to the fact that it can be difficult to find care for a child that is ill and strongly suggest that you have alternative care set up in case of this circumstance.

If your child is ill, we ask that you not bring them into the Center. If your child becomes ill while in our care, we will contact you or someone on your emergency card to pick up your child. Because we make every attempt to keep your child excluded from the other children while ill, we ask that you make arrangements to pick up your child within 1 and  $\frac{1}{2}$  hours of being contacted.

Parents/guardians are responsible for reporting to us any communicable diseases that your child may have.

Following is a guideline of symptoms for exclusion:

\*Fever of 101 degrees or higher

(Infant 4 months or younger with a temperature of 100 degrees should receive medical attention as soon as possible.)

\*Vomiting

\*Uncontrollable Diarrhea

\*Excessive coughing

\*Unexplained rash on any part of the body

\*Thick, yellow or greenish nasal discharge

\*Any illness that prevents your child from participating in the program

\*Any illness that requires one-on-one care for continued periods of time

\*Signs of conjunctivitis (pink eye)

A child may return to the Center under the following circumstances:

\*When they are fever-free or have not had any bouts of diarrhea or vomiting for 24 hours.

\*Rash has subsided or with a signed physician's note stating that the rash is not contagious.

\*Symptoms have been treated with anti-biotic for a period of 24 hours.

\*Nasal discharge is no longer thick, yellow, or green.

- \*When a child is able to participate in program activities, including outside activities and does not require one-on-one care for extended periods of time.
- \*A physician's note may be required to return to the Center.
- \*The ultimate decision for exclusion from the program is to be determined by the Center.

If you have *Absence Credits* available, you may use them for sick days if you contact the Center before noon on the day your child will be absent.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Management Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Withdrawal Policy**

If you decide to withdraw from our program, in order to give us time to fill the slot that will be left vacant and to adjust staffing schedules as needed, we require a two-week written notice. Tuition is due for both of your last two weeks regardless if your child is able to attend during that two weeks or not.

Because of our frequent interactions and communications with families to build a responsive, trusting relationship, it is only on rare occasions that we may have to need to disenroll a family from our program. If these circumstances should arise we reserve the right to ask families to find a more suitable setting for their particular circumstances. Some of these instances may include, but are not limited to the following:

- \*A child appears to be a danger to him/herself, other children, or staff.
- \*It appears that continued care within our Center is not within the best interest of the child or the Center.
- \*A family fails to abide by Center policies or State Licensing regulations.
- \*A family's tuition becomes delinquent more than two weeks.
- \*A child requires more care or services than can be reasonably offered by the program.
- \*Any family member is verbally or physically abusive to any center clients, staff, or children.

At any point that a child's behavior or family circumstances become a concern to staff, written and or verbal communication will begin the process of determining a better understanding of the situation.

The Center will provide documentation and may request a written development plan for the family and center to follow up with. Since we make every effort to partner with parents, an essential part of this partnership is parental involvement. Parent/teacher conferences, parental observations, and professional counseling may be recommended.

Parent/Guardian signature\_\_\_\_\_

Date\_\_\_\_\_

Management signature\_\_\_\_\_

Date\_\_\_\_\_

### **Discipline Policy**

It is the philosophy of Jade School Age Day Camp that children learn by experimentation and that each child is unique in their path of discovery. We believe that the best approach to help a child understand acceptable guidelines is through positive discipline. Children can be more confident and learn better self-control in an atmosphere that praises their positive accomplishments and are given alternatives to destructive behaviors.

Just as children are unique in their development, each stage of development is also unique. Children are accepted where they are age-appropriately and developmentally. We encourage children to problem solve, use appropriate assertiveness, cooperate, and understand the natural consequences of situations. Staff model appropriate behavior and encourage dialogue when appropriate.

The following methods of discipline are prohibited:

- \*Any form of corporal punishment including, hitting, shaking, biting, pinching, or spanking.
- \*Restricting a child's movement by binding or tying him or her.
- \*Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- \*Depriving a child of meals, snacks, rest, or necessary toilet use.

Signature of Parent/Guardian\_\_\_\_\_

Date\_\_\_\_\_

Signature of Management\_\_\_\_\_

Date\_\_\_\_\_

## Nutrition and Food Service Policy

Jade School Age Day Camp will provide children with nutritional meals and snacks if they are present during the time that meals are served. The times are as follows:

Breakfast 6:30am-7:15am

AM Snack 9:00am-9:15am

**Jade School Age Day Camp children need to bring a lunch, labeled with their name on days that school is out/ during the summer.**

Lunch 11:30am-12:15pm

PM Snack 4:00pm-4:30pm

Dinner 6:00pm-6:30pm

Weekly menus will be posted in your child's room and available at the front desk if you want a copy to take home. Any substitutions to that menu will be posted at the front desk.

Any dietary restrictions must be given to management in writing and up-dated as necessary. Substitutions will be provided accordingly.

Parent/Guardian Signature\_\_\_\_\_

Date\_\_\_\_\_

Management Signature\_\_\_\_\_

Date\_\_\_\_\_