

**Gaylord Community Schools**

# **After School Program**



**615 South Elm Street**

**Gaylord, MI 49735**

**989-705-3004**

**Cell: 989-370-4406**

**Childcare Director: Joyce Plumstead**

**GAYLORD COMMUNITY SCHOOLS  
AFTER SCHOOL CHILD CARE  
PROGRAM INFORMATION**

**PURPOSE OF PROGRAM**

The purpose of this program is to provide a safe after school experience that is socially and developmentally sound for children in kindergarten through sixth grade.

**HOURS**

The program begins at the end of the student school day and ends at **5:45 p.m.**

**FEE**

The fee is **\$5.50** per day for each day that the student is in attendance at the program. (Fee is subject to change.)

**LATE PICK-UP FEE**

There will be a fee of **\$4.00** charged per 15 min each day that your child is picked up later than 5:45 p.m. The childcare providers are only scheduled to care for your child until that time. Please note that consistently late pick-ups may result in removal from the program. If you have a varied schedule, a schedule must be received one week in advance, or a \$2.00 charge will be added each day.

**PAYMENT**

As this program is self funding, **payments are due (in full) on a monthly basis**, from the parent(s) that fills out the application. A statement will be mailed to you around the first of each month for the previous month, with payment due within 10 days of the mailing. Your payment must be received on or before the due date specified on the statement or a **\$10.00 late fee** will be applied to your balance. Please mail payments to:

Gaylord Community Schools  
P.O. Box 4245  
Traverse City, Mi 49685-4245

Payments that are two months in arrears will result in childcare services being suspended. Partial payments are not allowed.

**HOW WILL MY CHILD GET TO THE CHILD CARE CENTER?**

Special after-school child care buses will transport K-3 students from South Maple Elementary School and North Ohio Elementary School to the child care center. Childcare providers will walk with 4-6 students from Gaylord Intermediate School to the center.

**INJURIES**

If your child is injured, the staff will take whatever steps that may be necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- ✓ Attempt to contact a parent/guardian.
- ✓ Attempt to contact parent/guardian through any of the persons listed on the child's registration.

If we cannot contact you, we will do any or all of the following:

- ✓ Call an ambulance
- ✓ Have the child taken to the hospital with a staff member.

**CAN SOMEONE ELSE PICK-UP MY CHILD?**

Transportation from the center to home is the responsibility of parent/guardian. For their protection, students are to be signed out by a parent/guardian or individuals authorized in writing by the parent/guardian. Childcare providers will ask for identification and verify authorization.

**SNACKS**

A snack is provided each afternoon. If your child has any dietary restrictions, please be sure to indicate this information on the Child Information Record.

**HOW CAN I BE HELPFUL?**

Involvement of parents in the program is essential. Cooperation with all policies and procedures is expected. Take every opportunity to talk with the childcare providers about your child. Ask your child about the program each day. You can also volunteer to help with the program, to offer your special talents or become involved in some other way.

**WILL THE PROGRAM BE HELD WHEN SCHOOL IS DISMISSED EARLY?**

If school is dismissed early for any reason, the afternoon session of childcare will not be held.

**WILL THE PROGRAM BE HELD WHEN SCHOOL IS CANCELLED?**

The program will not meet on any day that school is cancelled due to weather or other extreme conditions.

**DISCIPLINE**

The best discipline is preventive, through a carefully planned program which challenges and meets the needs of the children and provides variety. Many problems can be avoided when children are involved in constructive activities. School personnel must organize space and materials to avoid unnecessary confrontations. They must also give children ample opportunities to practice social skills through spontaneous interaction with peers and adults. Staff members give children cues about which behaviors to maintain or avoid and which alternative behaviors may be more successful. It is important to use a variety of positive guidance techniques. Should a child fail to adjust to a group situation, the child care program director and parents will confer as to the appropriate action to be taken.

**WITHDRAWAL**

If a child is to be removed from the program, a one week notice is appreciated.

**STAFF/VOLUNTEER SCREENING POLICY**

Gaylord Community Schools require all staff participating in State of Michigan licensed child care programs to participate in the following screening processes:

Staff	Volunteers (All volunteers will be supervised)
<ul style="list-style-type: none"> <li>• Electronic fingerprint clearance</li> <li>• State of Michigan criminal history check</li> <li>• Sex Offenders Registry check</li> <li>• Offender Tracking Information System check</li> <li>• Signed screening statement regarding child abuse &amp; neglect</li> <li>• Department of Human Services registry clearance</li> </ul>	<ul style="list-style-type: none"> <li>• State of Michigan criminal history check</li> <li>• Sex Offenders Registry check</li> <li>• Offender Tracking Information System check</li> <li>• Signed screening statement regarding child abuse &amp; neglect</li> </ul>

## **HEALTH CARE REQUIREMENTS**

Each child must have a physical examination and up-to-date immunizations before starting in the program as required by Michigan Child Care licensing. The Gaylord Community Schools will work cooperatively with the Northwest Michigan Community Health Agency to enforce and adhere to the Michigan Public Health Code for the prevention, control, and containment of communicable disease in schools. Students are expected to be in compliance with the required immunization schedule. The Superintendent has the authority to exclude a student from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student shall be excluded unless their physician approves school attendance or the condition is not longer considered contagious.

If your child should come down with a contagious condition of any kind, please notify the school office and the program supervisor. If a child is judged to be ill while in our care, the family will be contacted and required to come for the child. If a parent/guardian is not able to be reached, individuals listed on the Child Information Record will be contacted. A child should not be sent to the program if he/she has symptoms of illness. To protect themselves and others, your child should not return to school until healthy.

## **EMERGENCY PLAN**

In the event of an accident or emergency, parents/guardians will be contacted immediately. If parent/guardian is unable to be reached, individuals listed on the child information form will be contacted. If we are unable to reach anyone, we will seek emergency medical care as specified by the parents/guardians on the Child Information Record. **It is in the best interest of your child to please keep school personnel updated with any change in emergency contact phone numbers.**

If a child is injured, first aid will be rendered and a parent/guardian will be notified. A Student Incident/Accident Report will be completed. In case of a severe injury or an emergency when the child's health is in danger (experiencing breathing problems or lack of breathing, severe bleeding, unconsciousness, suspected head or spinal injury, or anaphylaxis), Emergency Medical Services will be requested by calling 911. Parents/Guardians will be notified immediately after the EMS call is placed. The parent/guardian will be responsible for any incurred expenses.

Evacuation plans and emergency procedures will be posted in the classroom. This will include tornado, fire drill, and serious accident or injury and crisis management information.

## **BLOODBORNE PATHOGENS EMERGENCY PROCEDURES**

Infection control approaches are based on the concept of standard precautions treating all blood and bodily fluids as if they were potentially infectious. An exposure can lead to infection; therefore standard precautions shall be used at all times. In an emergency situation involving blood or potentially infectious materials, Universal Infection Control Procedures should be used. Wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks and other barrier devices will be used whenever possible to try to minimize exposure.

Spill Clean-up: Always use gloves. Do not reuse disposable gloves. If utility gloves are used, decontaminate after use with soap and water and appropriate disinfectant. Use absorbent paper towels to absorb spill. Clean spill with soap and water. Utilize proper disinfectant (usually 1:10 bleach and water) and follow procedures.

## **CLEANING AND SANITIZING SCHEDULE**

Eating areas will be sanitized regularly throughout the day and specifically before and after each meal or snack. Toys that go into the children's mouth will be placed in a tub with sanitizing solution, rinsed and air dried. Sanitizing solution will be made up of 1 tablespoon bleach to one gallon water.

## **HAND WASHING METHODS**

Method for staff members and children prior to meals and snacks: Wet hands under warm water, apply soap, vigorously rub hands together for at least 10 seconds, thoroughly rinse hands under warm running water, dry hands using a single-use disposable towel. Hand washing procedures will be posted in the classroom.

## **MEDICATION**

Medication will only be administered when prescribed specifically for your child by a doctor. The medication must be brought to us in its original container and the Medication Permission and Authorization Form must be completed and signed by the parent or guardian. Instructions and medication permission forms may be obtained upon request from the program supervisor. All medication will be administered by a school designee.