



**Clawson Childcare Center**  
**Summer 2024 Handbook**



**June 10-Summer Program Begins**



**August 18-Last day of Summer Camp**



**July 4 & 5 -CENTER CLOSED**

**Kenwood Childcare (Lunchroom)**  
248-655-3816  
**Childcare Office (Baker)**  
248-655-4421  
[Renay.swords@clawsonschools.org](mailto:Renay.swords@clawsonschools.org)

## **Hours of Operation**

6:30 am—6:00 pm  
Monday through Friday  
Office hours: 7:30-2:30

## **Philosophy**

Dedicated to the concept that children need to be nurtured in developing socially, emotionally, physically, and intellectually to their fullest extent. Our curriculum and daily program are designed to make this a daily occurrence. Along with offering a safe, positive, caring environment in which parents feel comfortable leaving their children, we strive to recognize and encourage individual needs, interests, and talents.

## **Goals**

- Provide quality childcare at a reasonable rate and convenient location.
- Provide quality childcare via a strong Summer Program and Daycare Program.
- Develop a strong and positive self-image within each child
- Offer a variety of activities to satisfy, enrich, and challenge each child to their fullest.
- Foster positive social behavior, cooperation, and skills.
- Encourage a love for learning
- Provide an atmosphere conducive to learning and experimenting.
- Foster large and small muscle development.
- Provide a positive physical, social, and emotional atmosphere, which is responsive to the needs and abilities of each child.
- Encourage independence and self-confidence
- Provide and understanding staff that exhibits warmth, patience and a fondness for children.
- Ensure an open and positive line of communication between the staff, parents, and children.

**Summer Camp is at Kenwood this year! Parking and drop off will be in the driveway next to the playground off of Redruth Rd.  
Once inside, the Information table will be to your left.**

### **SUMMER CAMP HELPFUL HINTS**

- Provide and label a container of sunscreen for your child
- Tennis shoes provide better protection and safety than sandals for children during outdoor play, sports, and field trips (you may send both for children to change)
- Parents are welcome and encouraged to send an extra pair of shoes, swim clothes, and an extra set of clothes for their children should an accident, spill, etc. occur
- Remember to dress children appropriately for weather and field trips
- You will be given a newsletter at the beginning of the summer with details of your child's daily schedule, teachers, and activities.

### **SUMMER CAMP RULES**

- All personal gaming equipment **MUST** to be labeled, including games, chargers, and systems.
- Electronics will only be allowed at drop off and pick times.
- Cell phone use will not be allowed during camp hours. If children need to contact you we have a phone available. The number to reach us at Kenwood is (248)655-3816
- Home toys will be limited to 2 per child and will only be allowed at designated times. This prevents many lost "borrowed", or "given" toy issues between children. The center is not responsible for lost toys. No trading of any toys or cards is allowed.



### **FIELD TRIP REMINDERS**

Arrive at least 1/2 hour before the scheduled departure time for field trips; this allows us to speak about appropriate behavior and take accurate attendance taken before the bus arrives.

- Please inform us if you are expected and not coming.
- Lunches for field trip days should be sent in plastic bags, unless lunch is being provided

- Please do not send warm-ups on days lunch is not eaten at the center
- All field trips are subject to change based upon weather conditions.

### **Non-discrimination**

Clawson Public Schools and the Clawson Childcare Center complies with all Federal laws and regulations prohibiting discrimination and with all the requirements and regulations of the United States and Michigan State Board of Education. The policy of these governmental agencies being that no person on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the State or Federal government.

### **Enrollment Requirements**

- Children entering DK through 5th grade are eligible to attend.
- A non-refundable registration fee of \$60.00 for each child enrolled.
- Due at Registration first week payment.
- All registration, health, and emergency information must be complete and payment must be received before any child may attend.

### **Child Information Cards**

Please keep contact information, including telephone numbers, email addresses, pa-rental employment changes (such as your work phone number), hours of employment, and medical information current. Also make sure to keep emergency pick up contacts and telephone numbers current, as well as the names of people your child can be released to. Review regularly if you are uncertain about the information originally listed. This is the Centers primary source of contact information for parents during the times their children are in attendance.

### **Childcare Providers**

Under the sponsorship of Clawson Public Schools, our program is planned and administered by a certified director with a degree in elementary education. All staff members are certified in CPR, First Aid, and Blood Borne Pathogens. All staff members are screened and fingerprinted as well as background checks completed. Our staff is skilled in assessing children's needs and resourceful in providing opportunities and experiences which will enhance social, emotional, physical, and intellectual growth. All staff participate in a minimum of 16 hours of training in the field of childcare each year.

### **Payments**

- Payments are due on a weekly basis. Each payment is due on Monday for the proceeding week. Payments can be made ahead of time for more than one week.
- Optional field trip fees are due one week prior to the field trip.
- All school year balances must be paid in full to attend the first week of summer camp.
- If an account has been in collections in the past, summer camp must be paid in full one month in advance including optional field trip fees.

### **Methods of Payment**

Make checks payable to **CLAWSON PUBLIC SCHOOLS**

Payments will be accepted in the form of check, money order, or online via PayPal.

### **Non-Sufficient Funds Fee**

A fee of twenty-seven dollars and fifty cents (\$27.50) will be charged for any checks returned for non-sufficient funds.

### **Absences**

Parents are required to sign up for weeks children will be attending. Ex-tended illnesses with a doctor's excuse will be adjusted. Please email lead teacher if your child will not be attending, but is registered to attend.

### **Failure to Pay**

**Accounts one week in arrears will be subject to withdrawal from child-care services. You will be required to re-register (including the registration fee) if your enrollment is terminated.**

### **Daily Sign-In and Sign-Out Procedure**

Upon arrival and departure, a Staff member will sign your child in and out with a time and initials.

### **Late Pick-Up and Charges**

The center closes promptly at 6:00 pm. It is expected that parents will notify Center staff if unable to arrive by 6:00 pm. If the Center is NOT alerted by 6:30 pm and if no other emergency back-up person (as listed by the parent on the Child Information Card) responds to phone calls from the Center, then

### **CHILD PROTECTIVE SERVICES (855)444-3911**

will be notified to pick up the children. Center staff are **NOT** authorized to transport children. To avoid this situation, please keep phone numbers for yourself and emergency backup persons current. Please only list those emergency pick-up persons who are likely to be available.

**If a child is not picked up by 6:03 pm, a late charge of \$1.00 per minute will be billed to your account.**

**If you are late to pick up your child more than once from June 13-August 19, 2022 the late charge will increase to \$10.00 per late pick up.**

**After 5 late pick-ups your child will be withdrawn from the program.**

### **Arrival and Departure**

As stipulated in the state licensing regulations, adults **MUST** accompany children into the center. Adults are **NEVER** to allow their children to enter or leave the center unattended.

It is expected that children will be brought and picked up from the center at the time designated by the parents in the Parental Agreement. If parents know they are going to be late, they must notify the center immediately.

Children will **NEVER** be released to anyone without the express written consent of the parent/guardian who enrolled the child.

### **Daily Activities**

Activities provided during the summer program are based on the age or grade of the group. Appropriate activities are designed to engage children in a variety of ways, socially, emotionally, intellectually, and physically. All children will participate in physical activities either in the Gym or outside. Daily activities may consist of one or all of the following: Arts and Crafts, Exploration, Sensory Activity, Motor Development (Gross and Fine), Social play.

### **Transportation**

Transportation to and from most field trips will be provided by Clawson Public School buses. Childcare staff are never permitted to transport children under any circumstances.

### **Field Trips**

Parents will be given a schedule of all field trips planned for the summer program. Parents are expected to have their child(ren) at the school at the designated time and dressed appropriately for the field trip.

### **Nutrition**

Children's lunches will be provided by the parent. Refrigerators and microwaves are available to store and prepare lunch foods. Please remember these conveniences are not available on field trip days. A mid-morning and mid-afternoon snack and beverage will be provided for all children.

### **Items From Home**

Children are permitted to bring a maximum of two home toys to summer camp per day. These items may only be used at designated times to be determined by staff. Your child's name or initials **MUST** be on all items brought to the center including electronics, chargers, and games. Staff will hold items not marked until the parent picks up. **The center is not responsible for lost, stolen, or broken items.**

### **Clothing**

Children should be dressed in simple, durable, and washable clothes. Dress should also be appropriate for weather conditions, field trips, and activities. A swimsuit, towel, and tennis shoes may be kept at the Center during the summer months.

### **Medication and First Aid**

Medication will not be administered without written consent of the parent or guardian. All prescription medication must be in the original container, properly labeled with the physician, child and medications name, as well as the strength and dosage. The parent or guardian also **MUST** fill out a MEDICATION PERMISSION AND INSTRUCTION Slip. Medication will be administered by staff members only and the date time and dosage will be recorded. Basic First Aid (cleaned wounds, bandage, ice packs, etc.) will be administered when needed. Parents will be notified of any injury and will be called immediately in case of serious injury.

THIS ALSO INCLUDES SUNSCREEN AS ALL CHILDREN HAVE DIFFERENT MEDICAL AND PHYSICAL NEEDS

### **Sunscreen**

If you want your child to wear sunscreen you must fill out the medication permission form and provide your child with their own sunscreen labeled with their name. Siblings may share sunscreen. Staff will administer sunscreen before going outside and on field trips as needed. Sunscreen not claimed by the last day of the summer camp will be discarded.

### **Illness & Health Care Plans**

It is required that a child/Staff stay home if he/she has:

- A fever (must be fever-free for 24 hours)
- An infectious (green mucous) runny nose
- A severe cough
- Been vomiting within the last 24 hours
- Been on antibiotics less than 24 hours
- 3 or more episodes of diarrhea in a 24 hour period

If a child becomes ill while at the center, parents will be contacted to pick up the child. In the event the center is unable to contact anyone, the child will be separated from the program (as not to expose the other children), and made as comfortable as possible until a parent or designated person arrives. No medication will be administered without parent approval. It is imperative that you not send your child when he/she is ill or has a possibly contagious disease. In the event of a contagious ailment, please report it to the center in order that we may inform other parents as well as the health department.

To promote the health of your child and the staff, hand washing is done many times throughout the day. Including but not limited to before meals, after bathroom use, and when in contact with bodily fluids.

All surfaces, equipment, and toys are cleaned and sanitized on a regular basis with a two step process including soap and water and bleach and water solutions.

### **Emergency Procedures**

Emergency Procedures are posted in the lunchroom. Staff members also carry a copy of Emergency Procedures with them.



## **FIRE**

Every student and adult will exit the building through their designated route to a safe distance from the school. Teachers will then take attendance.

## **SEVERE WEATHER/STORM**

Every student and adult will go to their designated area within the building. Teacher will then take attendance.

## **INTERNAL SAFETY**

Classroom doors will be locked and lights turned off. Students will proceed to designated area away from doors and windows. Teacher will then take attendance.

All procedures will be practiced on a regular basis to familiarize the children and the staff with proper procedure.

## **Center Rules**

All children, staff, and parents are expected to follow the rules established for the safety and well-being of all who attend. Rules will be posted in each classroom and are to be followed in all areas and at all times while in attendance. *Please see our Discipline Policies for more information.*

## **Bullying Policy**

Definition of bullying:

Bullying is *unwanted, aggressive behavior* between school-aged children that involves a *real or perceived* power imbalance. The behavior is *repeated*, or has the potential to be re-peated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

*Adapted from [www.StopBullying.gov](http://www.StopBullying.gov)*

Clawson Childcare is dedicated to making our center safe for every child that attends. We take bullying accusations very seriously, and work as a group to find out information in any situation that we believe is bullying, or that is reported to us as bullying. Our primary goal is the safety of all involved in a bullying situation, and then the appropriate education of children involved. We will work to solve these kinds of problems with positive, meaningful consequences, but if the behaviors continue after repeated

instances and with parent involvement, an incident report may be given. We will always give an incident report for an intentional act of physical aggression towards another student.

*Our policies align with the Clawson Public Schools Bullying Policy, [www.clawsonschools.org](http://www.clawsonschools.org)*

### **Discipline Policies**

It is most important to emphasize that the main goal of discipline is to assist the child in becoming a self-disciplined, mature adult who accepts responsibility for his/her actions. At each age a child is capable of assuming some measure of self-control and therefore is responsible for his/her own actions. The goal is to foster both self-control and self-discipline as is appropriate for each age and to support the children as they master these skills.

Disciplinary action will be taken if a child uses inappropriate language, does not listen to or follow directions from a teacher, does not respect the people and property around him/her, or uses violence to solve a problem.

If action is necessary it will be handled in a positive manner to encourage self-control, self-esteem, self-direction, and cooperation. The staff may use some or all of the following methods:

- The child will be stopped and spoken to concerning his/her actions and what is expected.
- Redirect a child to an appropriate activity.
- Separate the child from the activity (but not away from supervision) for an age-appropriate time-out.
- If necessary (when all other methods have failed), the child's parents may be called for a conference to discuss the difficulties and possible resolutions
- Inappropriate behavior will be brought to the attention of the parent who drops off or picks up the child. In some situations, the parents will be contacted by telephone either at home or at work.
- Severe behaviors will be recorded with an incident report. These behaviors include (but are not limited to): disruptive behaviors, physical aggression, destruction of property, failure to follow policies or procedures, chronic bullying behaviors and misuse of technology.
- If a child receives a third behavior-related incident report, the child will be suspended from Clawson Childcare Center for up to one week. During that time, the director, parents and supervisor will meet to determine the conditions for reinstatement.
- If the child is reinstated and receives a fourth incident report, the child will be withdrawn from the program.

### **Withdrawal**

The following situations may result in immediate dismissal of your child from Clawson Childcare Center:

- Documented evidence of unsuccessful adjustment according to our Discipline Policy (see above).
- Bringing a weapon to school.
- Leaving the center without permission.
- Threatening another child/adult in a manner that could result in bodily harm.
- Behaviors endangering themselves or others.
- Intentionally physically harming another student or staff member.
- Possession or distribution of inappropriate (violent or sexual) materials.

### **Parent and Staff communication**

Parents are always welcome and are invited to participate whenever and however possible.

Please remember to check the parent's information table on a regular basis.

A weekly newsletter will be emailed from your child's lead teacher. This newsletter will give details on upcoming activities, daily schedule, class rules, and basic activities.



**Thank you for choosing Clawson Childcare Summer Camp for your child's ultimate summer experience. We look forward to getting to know your child and family.**