



Lakeview Public Schools

PreSchool-8th Grade Latchkey Programs

Early Childhood Center – Stay-N-Play
Ardmore Elementary School – Kidz Korner
Greenwood Elementary School – Kidz Korner
Harmon Elementary School – Kidz Korner
Princeton Elementary School – Kidz Korner
Jefferson Middle School – Kidz Korner

PARENT INFORMATION 2016-17

Lakeview Public Schools
27575 Harper Avenue
St. Clair Shores, MI 48081
586-445-4000

LAKEVIEW PUBLIC SCHOOLS
MISSION STATEMENT

Lakeview Public Schools, in partnership with our community, is committed to students achieving their full academic potential and becoming responsible citizens prepared for global diversity, today and tomorrow.

SCHEDULE OF OPERATIONS

Kidz Korner and Stay-N-Play is open Monday thru Friday following the District calendar for Lakeview Public Schools.

Early Childhood Center (Stay-N-Play): 6:30am-6:00pm (for children enrolled in ECSE, GSRP or tuition preschool)

Elementary and Middle Schools (Kidz Korner): 6:30am until school begins and from when school ends until 6:00pm

Stay-N-Play and Kidz Korner follow the Lakeview Public Schools calendar. Whenever school is closed for a full day, then Stay-N-Play and Kidz Korner latchkey services are not provided. However, services CAN be utilized on ½ days from the time of dismissal until 6pm.

PROGRAM

We offer a safe environment for children before and after school. Each program has a variety of toys and games to be used by the children.

REST TIME (STAY-N-PLAY ONLY)

If a child is in the care of Lakeview Public Schools for preschool and Stay-N-Play totaling more than 4-6 hours, then a rest time will be offered. Children can bring blanket and a small cuddly item to snuggle. All children will be provided a cot during rest time.

RATIOS

1:10 - 1 adult for every 10 children if a 3 year old is present

1:12 - 1 adult for every 12 children if there is a 4 year old present (but not any 3 year olds)

1:18 - 1 adult for every 18 children if they are all in Kindergarten-8th grade

FEES and HOURLY RATES

- **REGISTRATION FEE:** \$50 per child
 - The Registration Fee (\$50.00 per child) for the Preschool Stay-N-Play and Elementary and Middle School Kidz Korner Latchkey Programs is non-refundable.
 - If your child is registered for tuition preschool is the same school year and needs to utilize Stay-N-Play, then the \$50 registration fee covers both tuition preschool and Stay-N-Play.

- **Kidz Korner HOURLY RATES:**
 - \$4.00 for 1st child
 - \$3.00 for 2nd child
 - \$2.00 for 3rd child
 - \$1.00 for 4th child

- **Stay-N-Play HOURLY RATES:**
 - In District: \$4.60 per child
 - Out of District: \$5.60 per child
 - (Multiple sibling discount does not apply to preschoolers.)

BILLING

Tuition is billed by the quarter hour. All charges must be paid each Friday. Bi-weekly payments are accepted, however, a late fee of \$4.00 will be applied when a balance is carried into the next week. Pre-payments are highly encouraged.

Failure to make payments in a timely manner will result in children being suspended from the program until payment is made. The Director of Business Services may be contacted if special financial arrangements become necessary.

Children must be picked up each day by 6:00pm. Failure to do so will result in a charge of \$1.00 per minute per child. No late charge will exceed \$50.00 per family in any one day. Continuous late pick-ups may result in termination from the program. In the event that a child is not picked up by 6:30pm and no one on the emergency cared can be reached, then the police department may be contacted to pick up the child.

Non-sufficient Funds checks will incur a processing charge of \$15.00. If two checks are returned non-sufficient funds, then cash, credit/debit card or money order will be the only method of payment accepted for future payments.

We process MDHHS payments in connection with the Michigan Child Development Care (CDC) program for families who qualify. The parent/guardian is responsible for payments until we receive authorization as well as any balance not covered by MDHHS. It is the responsibility of the parent/guardian to contact their local MDHHS office for qualifications and payments.

EMERGENCY POLICY

Each site practices fire drills, tornado drills and lockdown drills during the school year in order to be prepared for emergency situations.

All exterior doors are locked at all times for the safety and security of all children. Parents are expected to use their FOBs or the buzzer system to enter the school building during latchkey hours.

In the event that school needs to be closed due to a building emergency (evacuation, power outage, water main break), children will be relocated to a predetermined location which is established through the district's Crisis Plan. The exact locations are known by staff but not available to the public for security purposes.

In an emergency where latchkey would need to close early, we will make all efforts to contact parents first. If we cannot, the person specified on the Child Information Record will be asked to come for the child. Please keep this Information Record up-to-date. The emergency number must be someone who can arrive to the school quickly (15 minutes or less). Parents should notify staff if their child has any special needs that should be addressed during an emergency.

If Lakeview Public Schools is closed due to bad weather, latchkey services will not be available. You can find school closing information on the district website at www.lakeview.misd.net or check local news programs for school closings.

SEVERE WEATHER – TORNADO

Latchkey employees will lead children to predetermined locations in the school in the case of a Tornado Warning. If parents are picking their child up, they are encouraged to stay in the building during dangerous weather.

CRISIS PLAN – LOCKDOWN

Each building in Lakeview Public Schools has a crisis plan that includes lockdown protocol. These plans are known by staff but not made available to the public for security purposes.

If the school cannot be reached during a building emergency, then a district representative can be reached by calling (586) 445-4000.

REGISTRATION REQUIREMENTS

The following is required in order to be considered fully registered for Lakeview Public Schools' latchkey services.

1. Registration packet (completed online)
2. \$50.00 registration fee
3. Additional paperwork may be required when deemed necessary

WITHDRAWAL POLICY

When your child is enrolled in Lakeview Public Schools' latchkey, it is for the current school year. A separate registration is required for the summer program. Latchkey services are used when needed. It is not necessary to withdraw.

MEDICAL POLICY

If children show any of the following symptoms they must remain at home: **A CONTAGIOUS DISEASE, FEVER, DIARRHEA, VOMITING, UNDIAGNOSED RASH, INFLAMED EYES, EARACHES, OR DISCHARGE FROM EYES, NOSE OR EARS.** Sick children will be sent home. If parents cannot be reached the person specified on the child Information Record will be called.

Children sent home with rashes or strep throat might be asked to provide a doctor's note before returning.

Children who are too ill to be outside should be kept home. We must have doctor's note, updated each week, if your child must remain inside due to a medical condition.

MEDICATION

Medicine must be in the original container (including the prescription on the packaging) and must be accompanied by a Lakeview Public Schools Medication form, signed by the doctor and parent. This requirement also applies to "over the counter" remedies such as acetaminophen, cough syrup, cough drops, and throat lozenges, etc. Aspirin must be administered by parents. Medication is administered in the school office only.

All children's medications must be brought to the teacher's attention and not left in backpacks or mailboxes.

TRANSPORTATION

Parents are expected to provide transportation to and from latchkey. Only those listed on your Child Information Record are authorized to pick up your child.

NO STAFF MEMBER MAY TRANSPORT CHILDREN.

Notice of Availability of LICENSING NOTEBOOK
Section 3g (MCL 722.113g)

Each site maintains a licensing notebook for all licensing inspection reports, special investigation reports, and all related corrective action plans.

- The notebook is available for parents to review during regular business hours
- Licensing inspections and special investigation reports from the past two years are available on the Department of Licensing and Regulatory Affairs – Child Care Licensing Division website at http://www.dleg.state.mi.us/brs_cdc/sr_lfl.asp

FOOD SERVICE POLICY

Healthy, nutritious snacks are provided by Lakeview Public Schools. A menu is posted.

DISCIPLINE

The latchkey staff will follow the Lakeview Public Schools student code of conduct concerning discipline problems. Children may be suspended or expelled from the latchkey program for disciplinary reasons at the principal's discretion. School handbook rules apply to children in the Kidz Korner and Stay-N-Play programs.

The programs follow regulations set forth by the State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems – Child Care Licensing Division. The rules can be viewed by going to this link:

http://www.michigan.gov/documents/lara/BCAL_PUB_8_3_16_523999_7.pdf

STAFF

All employees of the Lakeview Public Schools latchkey programs have been cleared through DHS Central Registry and through the Michigan ICHAT (Internet Criminal History Access Tool). They have also been electronically fingerprinted.

PARENT OR GUARDIAN RESPONSIBILITIES

A parent (or designated adult) must sign their child in each day upon arrive in the morning. Do not drop children off outside or allow them to come into the building alone.

Anyone picking up a child must be listed on the Child Information Record and should be prepared to show picture identification. If there is any question about the legitimacy of the person picking up the child, the employee has the right to protect the child and notify the police department.

It is the parent's responsibility (or designated adult on Child Information Record) to sign children in when they are dropped off in the morning and out when picked up after school using the iPad. The Family Pin Number must be used. (Staff will sign the child out when school begins in the morning and sign them in when school ends in the afternoon.)

Children are expected to be responsible for their own personal belongings. Children are discouraged from bringing personal toys or items to school. Kidz Korner, Stay-N-Play or Lakeview Public Schools or staff responsible are not responsible for any damages or loss that may occur when child bring any personal items.