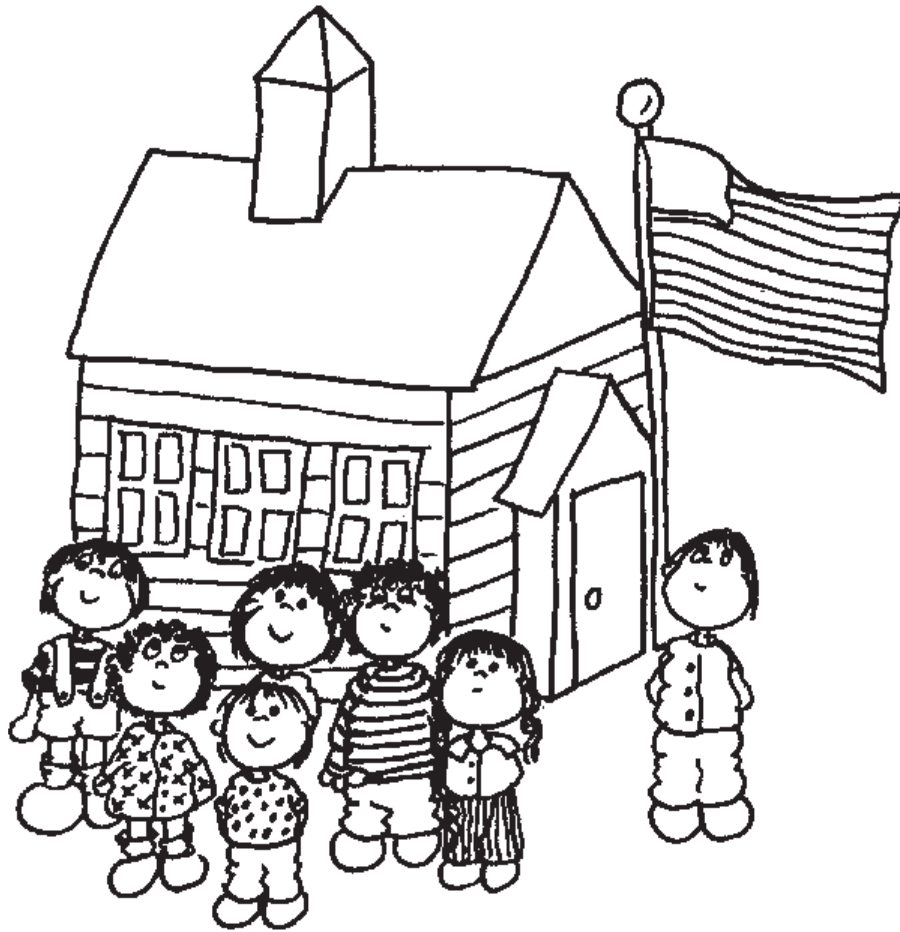


Tiger Kid's Club Parent Handbook



Bendle Community Education
591-4160

TABLE OF CONTENTS

Welcome.....	1
Program Purpose, Philosophy, and Goals.....	2
Location.....	2
Program Admission/Release.....	3
Program Fees and Payment Procedures.....	3
General Information and Policies.....	4-5
Discipline Rules.....	5-6

Welcome

Dear *Tiger Kid's Club* Parent or Guardian:

Welcome to Bendle Public School's *Tiger Kid's Club*. This handbook is provided to inform you about the *Tiger Kid's Club* program and answer the questions you may have regarding the child care program. Our goal is to provide a safe, nurturing quality program for your child. Please take the time to read this important information. If there are any further questions or concerns you may have regarding the program, please contact the Community Education office at 591-4160. Thank you.



PROGRAM PURPOSE

The purpose of Tiger Kid's Club is to provide a safe, nurturing quality child care program for children in grades K-5 before and after school.

PROGRAM PHILOSOPHY

The Bendle Community School's Tiger Kid's Club Program recognizes each child as a whole person having individual differences and whose growth occurs in developmental stages. We believe that providing a safe, nurturing environment can assist in the social, emotional, physical and psychological well-being and growth of a child.

GOALS FOR CHILDREN

Our program strives to provide each child with opportunities to:

1. Develop a positive self-image.
2. Develop social interaction skills.
3. Develop language and communication skills.
4. Develop creativity, imagination and self expression through play and social interactions
5. Develop independence and self control.
6. Develop large and small muscle skills.
7. Develop intellectual skills appropriate for each child's age capability and interest.
8. Increase attention span and ability to follow directions.
9. Develop acceptable social values including thoughtful and courteous behavior.
10. Experience a nurturing, caring environment with a high degree of success in activities.

SCHOOL YEAR LOCATION AND HOURS

Location: The latch key program is housed at West Bendle Elementary
The program is operated by Bendle Community Education, 591-4160

Hours: Monday - Friday
6:30 a.m.- until bussed to school.
Afterschool until 6:00 p.m.
Latch key is also open for early release days without additional cost.
Program is closed when school is not in session. Exceptions may be made for some non-school days depending on student attendance, and additional charges may apply.

PROGRAM ADMISSION/RELEASE

Elementary age students (grades K-5) are eligible for the before and after school child care program provided there are openings in the program.

How to Register a Child:

1. A registration packet must be completed prior to attendance in the program. The paper work can be obtained from the Bendle Community Education Office or the program site.

2. Once a child is registered, they may use the program as needed.
3. Children are released only to those persons listed on the Child Information Card. Parents must advise the child care supervisor in advance if a person not listed on the card is to pick up their child. Parents must come inside the building to drop off and to pick up their child. Children will not be allowed to walk home from the Tiger Kid's Club Program.

How to Release a Child:

1. A child may withdraw from the program at anytime without penalty. However all balances must be paid in full upon withdrawal. If there is a credit on the account, contact the Community Education office so that a reimbursement can be processed.
2. The program reserves the right to release a child from the program under the following circumstances:
 - A.) Disciplinary action (see discipline policy).
 - B.) Unpaid charges.

PROGRAM FEES AND PAYMENT PROCEDURES

SCHOOL YEAR

Tiger Kid's Club is a prepay program. Prepayment for the next week is due every Friday by 6 p.m. or child(ren) cannot return to Latch Key until payment is made along with a \$15 late fee payment.

ANNUAL REGISTRATION FEE: \$20.00/first child, \$30.00/family

FLAT FEE RATE: \$30.00 per week per child or
 \$50.00 per week for 2 children

A late fee of \$15.00 will be assessed for payments made after Friday at 6 pm. All parents are responsible for keeping track of these payments. If you have any questions please contact the community education office...failure to do so can result in losing your latch key privileges.

If child(ren) are absent for more than two weeks (without prior notification to staff), they will automatically be removed from the latch key registration list and will need to re-register before returning to the program. If student remains registered a \$5.00 fee per week is required to hold their spot in the program. If your child(ren) are sick, please inform staff.

LATE FEE PICKUP: Parents who are late will be charged \$1.00 for every minute after Tiger Kid's Club is scheduled to close.

PAYMENTS: Parents are to pay the Supervisor at Tiger Kid's Club. DO NOT send cash payment with children. Check or cash or credit card are acceptable methods of payment. A \$15 fee is assessed for checks returned by banks. Checks should be made out to Community Education.

FINANCIAL ASSISTANCE: Child care financial assistance, determined by family size and income, is available to eligible families. Contact the Genesee County Department of Human Services or your case worker. Until Community Education receives an authorization form from DHS, the parent will be responsible for making weekly payments.

GENERAL INFORMATION & POLICY

PROGRAM FACILITIES

The program will be housed at West Bendle Elementary. The school playground, gymnasium, classroom and other school facilities provide an appropriate environment for children.

TRANSPORTATION

Parents are responsible for transporting children in the morning to West Bendle and picking them up at the end of the day at West Bendle. Students attending South Bendle will be provided transportation by the school district to and from their school to the latch key program.

ACTIVITIES

Numerous age-appropriate activities are offered to children in grades K-5. Children may choose from table games, art and craft projects, outdoor activities, free play, large and small group activities such as reading or homework, and much more!

BREAKFAST/SNACKS/LUNCH

On half day sessions, parents are responsible for providing a sack lunch. A snack is provided in the afternoon each day. Children have the option of eating breakfast at their respective schools each morning. On early release days, parents are responsible for providing lunch.

PROGRAM OPERATION DAYS

Tiger Kid's Club is in operation on early dismissal days, teacher inservices days and other school related early release days. Tiger Kid's Club is not in operation when school is closed. Exceptions may be made for some non school days depending on student attendance, and additional charges may apply.

INCLEMENT WEATHER/CHILD CARE CLOSINGS

Tiger Kid's Club will not be in operation on days that Bendle Public Schools is closed due to weather conditions. Listen to local radio and T.V. stations for closing information. If school should cancel after children have already arrived at the program, parents will be notified and are responsible for picking up their child.

EMERGENCIES

Procedures are posted at West Bendle which will be followed in case of fire, tornado and emergency medical procedures. Periodically, drills will be scheduled so that the children can become familiar with the procedures.

INJURIES

In the event that a child is injured while attending Tiger Kid's Club, attention will be given to make the child as comfortable as possible while addressing the injury. Parent(s) will be notified and 911 will be called for serious injuries.

COMMUNICABLE DISEASES

In the event that a child attending Tiger Kid's Club develops a communicable disease such as measles, mumps, head lice, scabies, pink eye, mononucleosis, etc., the child's parents will be notified to pick up the child. A written communication notifying other parents of potential exposure to a disease will be sent home. The Tiger Kid's Club Staff is not permitted to disclose names of children who may have a communicable disease. The child will be allowed to return to the program when a physician authorizes his/her return.

MEDICATION

In the event that a child must have prescription medication administered while attending Tiger Kid's Club, the following procedure and guidelines will be adhered to:

1. A medication form must be completed and signed by the child's parent or guardian.
2. The medication must be in the original bottle with the pharmacy label indicating the doctor's name, child's name, instructions and name and strength of medication which shall be given in accordance with those instructions.
3. The Tiger Kid's Club supervisor and staff members will only dispense medication that is not prescribed by a physician (i.e. "over the counter" medication) when a medication form is filled out completely.
4. The Tiger Kid's Club supervisor will keep the medication out of the reach of children and must return the medication to the parent when it is no longer needed.
5. Medication will be dispensed and recorded by the Tiger Kid's Club supervisor according to directions.

DISCIPLINE POLICY

To insure good behavior and healthy attitudes toward discipline for everyone involved in the program, the procedures listed below will be used. The goal of the policy is to provide a physically and emotionally safe environment for children. Discipline will be fair, consistent, and non-severe. The Bendle Public Schools Student Code of Conduct is followed as during the regular school day.

DISCIPLINE:

1. More do's and fewer don'ts with as few rules as possible that are firmly, consistently, and fairly applied. Generally speaking, limits apply to the protection of rights, health, and safety of children. Children will be made aware of rules and expectations at the start of the program. Elementary School rules apply to the program as well.
2. Children will be offered positive, socially acceptable choices and alternatives that allow them some control over outcomes and the ability to deal with strong feelings while they are being redirected from the problems or unacceptable behavior occurring. Discipline discussion will occur privately and not addressed in front of the other children.
3. Positive behavior will be praised instead of elaborating on bad behavior. Children will be redirected.
4. Methods that will not be used are corporal punishment, or threat thereof, humiliating, shaming, frightening or depriving a child of meals, rest, or toilet use. Physical, emotional or mental punishment is never permitted at any time for any child under any circumstances.
5. Communication between parents and staff will take place on a regular basis regarding a child's behavior, the good as well as the bad.
6. Parents will be informed when discipline problems occur.

Bendle Public Schools Tiger Kid's Club is licensed through the State of Michigan, Department of Human Services, Lansing, Michigan, License #DC250022673. A licensing notebook is kept onsite and is available to all parents to review any inspections, special investigation reports or corrective action plans as required by the State of Michigan.



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