

Before & After Day Care/ Latchkey & Homework help

19701 Wyoming

Detroit, MI 48221

*Located inside Bates Academy School and is for Bates’ students only. Our program is designed to meet the needs of Bates’ parents.*

***We offer homework help in small group settings; (tutorial services up on request) lots of fun and half days field trips. All activities are planned to stimulate all children as well as challenge our children in a warm, safe environment.***

***Our focus****- The Before & After School program will work together with teachers to make sure that we provide students with the appropriate materials to improve their academic success at Bates Academy.*

***Our goal*** *is to service and support the families of Bates Academy.*

Hours of Operation: 6:30 am to 8:20 am & 3:29 pm to 6:30 pm

For more information please call Ms. Haugabook @313-673-7465 or @ oamevi@gmail.com

Ms. Muhammad Program Director, Mrs. Fields- retired school administrator & program mentor

Mrs. Anderson student teacher, Ms. Frankie Fields student teacher, Mrs. Callaways program

**Mission Statement:**

 The objective of our facility is to provide a safe environment to all children regardless of religious, beliefs, age, race and disability. Our intent is to provide a solid, invigorating foundation for each child to build upon in a positive atmosphere. Our facility also ensures a healthy, nurturing learning environment to all children who are enrolled here.

**Philosophy Statement:**

 We believe that the goal of each students is to nurture and supply children with good social skills so they can be ready for a future of learning. We believe that the role of the caregiver is to provide safe surroundings for the children in which they can flourish according to established policy. It is our belief that children should be given loving care no matter regardless of their way of life. We believe that parent and community members contribute to the children’s future because it takes a village to raise a child and children learn from what they see around them. It is our affirmation that knowledge is the most powerful tool a child can acquire.

**Vision Statement:** Our facility is designed to meet the needs of your family.

“We are licensed & insured”

Before & After Day Care latchkey (Located @ Bates Academy)

Before & After Day Care program is a latchkey program designed to provide a safe & learning environment for the students at Bates Academy only until the students are pick up by their parents. We have developed stimulating activities that challenge your child in a warm, safe setting. The students have a choice to start homework or participate in other activities.

**Hours of Operation:** Monday – Friday 6:30 am to 8:20am & from 3:29 to 6:30pm. Please be aware that we only operate when school is open.

**Daily Routine:** Games & Coloring/free play 6:30am to 7:30am

Breakfast (provided by the school) 7:30am to 8:10am Clean up & get ready for class 8:10 -8:20

Afternoon 3:29 -3:30 students enter latchkey

Snacks, clean up & rest time 3:30 - 3:50

 Activities & Homework help 4:05 -6:30pm

During Rest Time, the children will be allowed to rest their head on the table; each child may bring their own small pillow, and at the end of each week it will be sent home to be washed. Those who do not wish to take a nap may quietly work on activities (HOMEWORK HELP). (We will go outdoors to play on the school’s playground if the weather permits).

**Food and Nutrition:**

Latchkey staff will provide free nutritional snack to each child according to the meal requirements of the Childcare Food Program as administered by the Michigan Department of Education.

\*If your child or children have any food allergies, please provide us with a note and we will make the appropriate accommodations.

**Pick-Up Procedure:**

After the students are dismissed to latchkey, they will be required to sign in. All parents/ guardians are required to sign out their child or children at the time of pick-up. Staff will not be able to release any students to any person not listed on the information card. Please notify us with a written note or call us if someone other than those on the information sheet will be picking-up your child or children.

**Child Absent:**

Tuition is due regardless, unless your child was absent for a full week.

**No tuition during breaks such as Christmas Thanksgiving Easter ect…**

**Enrollment & Fees:**

A weekly fee for full time program participates is $35 (Full –time is considered when a child attends for 3 days or more). $20 for am only, $30 for pm only along with $20 non-refundable registration. Drop-in fees are $ 5 for am & $7 for the pm or $ 10.00 for the whole day. If a drop-in child attended latchkey for more than 3 days full-time weekly rate will apply.

Latchkey payments are due at the end of each week (Fridays). If for any reason students have a short week, then the latchkey payment is due on that last day of school. If for any reason the payment is late, an additional $15 will be charge to your bill. If we still have not received your payment by the end of following Friday, the late payment fee will be increased to $ 25. Your child will be automatically dropped from the program if you are more than 3 weeks late for payment, there will not be a formal notice sent to you, (No exception)! We accept cash & checks, **there will be a $25 returned check fee and your checks will no longer be accepted.**

**Late pick-up fee:**  Latchkey closes at 6:30pm **sharp. Please pick up your child on time, otherwise there will be a fee of $1 for the first minute after** 6:30pm & $2 for every minute afterward. If late pick-up becomes a habit, you will be warned and if it continues, your child will be terminated from the program.

**Withdrawal and Termination Policy:**

**Please give us at least a two week written notice before withdrawing your child from latchkey or you will be require to pay your normal tuition fees. If your child has been terminated from the program due to bad behavior or other reason, we will give you a one week notice unless the parents require immediate termination. We will protect all children according to the DHS rules and regulations.**

**Discipline:** Our policies on discipline at Before & After Day Care will be in compliance with Rule 400.5107, #107 of the Childcare Center Rules as outlined by the Licensing Division of the State of Michigan Department of Social Services, that stated the followings:

**Rule #107(1)** Staff shall use positive methods of disciple, which encourage self-control, self-direction, self-esteem, and cooperation.

**Rule#107(2)** Staff shall be prohibited from using the following mean of punishment:

1. Hitting, shaking, pinching, or inflicting a form of corporal punishment.
2. Restricting a child’s movement by binding or tying him or her.
3. Inflicting mental or emotional punishment, such as humiliating, shaming or threatening a child.
4. Depriving a child of meals, snacks, rest, or necessary toilet use.
5. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

**Rule #107(3)** Non-severe discipline of restraint may be used when reasonably necessary, based on a child’s development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those of punishment prohibited by sub rule (2) of this rule.

 **Health Care Policies & Illness**: If your child gets sick during latchkey you will be called to come pick up your child. In extreme case they will not be permitted to attend latchkey without Doctor’s note. Medication can be administered with proper approval from the parent/guardian. We will provide every child with soap to wash their hands before & after eating. Every table & toys will be sanitized properly according rules of safety & environmental.

**Before & After Day Care Latchkey Enrollment Information Package Agreement:**

 Full time: $35 per week (full -time is considered when a child attends for 3 days or more) $30 pm only & $20 for am. $20 non-refundable registration. Drop-in fees are $ 5 for am & $7 for pm or $10.00 for the whole day (Family discounts available). Latchkey payments are due at the end of each week (Fridays), if for any reason students have a short week, then the latchkey payment is due on that last day of school. If for any reason the payment is late, additional $15 will be charge to your bill. If we still have not received your payment by the end of following Friday, the late payment fee will be increase to $ 25. Your child will be automatically dropped from the program if you are more than 3 weeks late for payment, there will not be a formal notice sent to you. (No exception)! We accept cash & checks**, make checks payable to Before & After Day Care**. **There will be a $25 returned check fee and your checks will no longer be accepted.**

**Late pick-up fee:**  Latchkey closes at 6:30pm **sharp. Please pick up your child on time, otherwise there will be a fee of $1 for the first minute after** 6:30pm & $2 for every minute afterward. If late pick-up becomes a habit, you will be warned and if it continues your child will be terminated from the program.

**Withdrawal and Termination Policy: Please give us at least a two week written notice before withdrawing your child from latchkey or you will be required to pay your normal tuition fees. If your child has been terminated from the program due to bad behavior or other reason, we will give you a one week notice unless the parents require immediate termination. We will protect all children according to the DHS rules and regulations.**

|  |
| --- |
|  **Parents’ information STARTING DATE / /** |
| **Name:** |  | **Phone( cell)** |  | **Alternative #** |
| **Address** |  | **Phone (work)** |  | **E-mail** |

**Child/ren’s Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child/ren’s Name** | **DOB** | **Child/ren’s Age/ grade** | **Enrollment type****AM PM drop in** | **Teacher’s name Homeroom#** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **By signing this I/We agree that I/We have received an information package on this date / /****And understand the policies of Before & After Day Care** |
| **Parent(s)’s Signature / /** |
| **Guardian(s)’s Signature / /** |

Please contact Ms. Haugabook @ 313-673-7465 or @ oamevi@gmail.com for any information.

**Comments: Allergies/Medication Alerts/Special Information (If none- initial: \_\_\_\_\_\_\_\_)**

**Form of payment: Cash $\_\_\_\_\_\_\_\_\_\_\_ Check/MO: $ \_\_\_\_\_\_\_\_\_\_ check/mo #\_\_\_\_\_\_\_\_\_**

Before & After Day care Latchkey

Child Placement Contract

Note: This contract is required of all licensed child care centers by 400.5105b of the Michigan Administrative Code. The Michigan Department of Consumer and Industry Services is required to inspect the child care center and enforce the contract based on the terms provided in this contract.

As of September 06, 2011, the Before & After Day Care agrees to provide child care services for

­­­s of September 06, 2011, the Before & After Day Care agrees to provide child care services for he followingtract based on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Child/ren’s Name & Date of Birth)

**Part1: Provisions agreed to by child care provider:**

Before & After Day Care will abide by the following provisions of the Michigan administrative code:

R400.5106 Program

Rule 106. (1) A Before & After Day Care shall provide a program of daily activities and relationships that offers opportunities for the developmental growth of each child in the following areas:

1. Physical development, including large and small muscle.
2. Social development, including communication skills.
3. Emotional development, including positive self-concept.
4. Intellectual development.

(2) A center shall permit parents to visit the program for the purpose of observing their children at all times

(3) A center operating with children in attendance for 5 or more continuous hours a day shall provide the children with rest time.

(4) A center shall provide children with a daily activities guide relating to the curriculum and outdoor activities if child attend 5 hours or more.

(5) Television, video tapes, movies, electronic devices and computers shall be designed for children’s education and/or enjoyment, and shall be suitable to the age of the child in terms of content and length of use. (b) Other activities shall be available to children during television/movie viewing.

R 400.5102 Licensee

Shall have the following administrative responsibilities regarding staff: (b) Develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.

Part 2: Provisions agreed to by parent, legal guardian or responsible adult

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent or legal guardian) will provide Before & After Day Care staff with my child’s Immunizations records, Health Appraisal and all necessary health records. I will update these records yearly or as needed.

My child is in good health with no activities restrictions \_\_\_\_\_\_ (initial).

My child’s immunizations are up- to- date and a copy is attached \_\_\_\_\_\_\_\_\_\_(initial).

I hereby certify that immunizations are not being administered due to religious, medical or other reasons \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial).

I understand that the staff will contact me if my child is sick, upon the child return I will bring the doctor’s statement to verify my child’s release to return to school.

Upon signing this agreement, the parent, legal guardian or responsible adult agrees to abide by all the provisions contained in this contract.

Parent or Legal Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date\_\_

 (print Name) (signature)

Before & After Day Care

Amevi Ahocou\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: owner