



ST. MONICA KIDS' KLUB CHILD PLACEMENT CONTRACT

Beginning August 2020, St. Monica Kids' Klub agrees to provide child care services for the following named child(ren):

M T W Th F As Needed

Name of Child	Birth date	Grade/Room #	Days in Attendance
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M T W Th F As Needed

Name of Child	Birth date	Grade/Room #	Days in Attendance
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M T W Th F As Needed

Name of Child	Birth date	Grade/Room #	Days in Attendance
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M T W Th F As Needed

Name of Child	Birth date	Grade/Room #	Days in Attendance
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Days/Hours of Operation

Kids' Klub after-school care follows the school year calendar. If, for any reason, school is cancelled BEFORE 8 a.m., there will be NO Kids' Klub. When there is an emergency dismissal, Kids' Klub will only be available to students who are registered.

Kids' Klub closes at 5:30 PM SHARP! Any parent picking up a student after this time will be charged \$5 for EVERY MINUTE PAST THE CLOSING HOUR. The time will be determined on the clock in the Kids' Klub classroom. The Director may use discretion for extenuating circumstances.

Fee Policy and Payment

\$3/hr. per child

Kids Klub balances are due by the 15th of each month. Parents are notified in one of the school's weekly notifications that Kids Klub charges/balances are available to view in RenWeb. To view your balance, log-in to your Parents RenWeb, go under "Family," "Family Billing," then look under "Child Care." You can also click "details" for more information. **Individual invoices are no longer emailed.** If you have any questions about your balance, or if you are unable to view your balance, please contact the school office.

Revised 2020 CB



To make a payment, please go to the payment portal on our website or drop a check off at the school office made out to "St. Monica Kids Klub."

Accounts must be PAID IN FULL by the 15th of each month. A late fee of \$5.00 will appear on the following months' statement if the prior months' statement is not paid in full. Accruing **two** late fees is considered failure to pay in a timely manner and will result in the dismissal of your child from the Kids' Klub program.

Signature of Parent, Legal Guardian, or Responsible Adult

Date

Printed Name

Relationship to Child

Home Phone

Work Phone

Cell Phone



ST. MONICA KIDS' KLUB
PARENTAL AGREEMENTS:

Kids' Klub Handbook:

I, _____, have received and read the St.
Print your name
Monica Kids' Klub Parent Guide and agree to follow the policies and procedures therein.

Licensing Notebook:

I, _____, acknowledge that St. Monica
Print your name
Kids' Klub has made me aware that a preschool licensing notebook exists. This notebook contains all licensing inspection reports, special investigation reports and all related corrective action plans from November 28, 2012 to the present. The notebook is available to parents for review during regular school hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

Parent Provides Food:

As the parent or guardian of a child attending St. Monica Kids' Klub, I understand that I am responsible for providing appropriate and healthy snacks for my child each day s/he is in attendance. Kids' Klub is a nut free program –NO PEANUT OR NUT PRODUCTS.

I understand that all snacks need to be labeled with the child's first and last name and the date the snack is to be eaten.

Print your name

Signature

Date



**St. Monica Catholic School
Kids' Klub
School Age Child
Physical Health Form - R 400.5305 (1)**

- My child, _____, is in good health.
- My child, _____, has the following health concerns and/or restrictions:

Parent signature

Date

My child, _____:

____ is up to date on his or her immunizations and a record is on file with St. Monica Catholic School.

____ has a waiver from the County Health Department on file with the school.

Parent signature

Date

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission	Date of Discharge
Name of Child (Last, First, Middle Initial)			Child's Date of Birth /
Address (Number and Street, Building/Apartment Number)		City	State Zip Code
Parent/Legal Guardian's Name	Home Phone ()	Parent/Legal Guardian's Name (Optional)	Home Phone ()
Home Address (if not child's address)	Cell Phone ()	Home Address (if not child's address)	Cell Phone ()
City	State	Zip Code	City State Zip Code
Email Address (optional)		Email Address	
Employer Name	Work Phone ()	Employer Name	Work Phone ()
Name of Child's Physician or Health Clinic		Physician's or Health Clinic's Phone Number ()	
Hospital Preferred for Emergency Treatment (optional)			
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)			

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)		
1.	()	()
2.	()	()
3.	()	()
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)		
1.	()	2. ()
3.	()	4. ()

Parent/Legal Guardian Initials: _____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.	
Signature of Parent or Guardian _____	Date Signed _____

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation	

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Kids' Klub
Parent Guide
2020-2021

The St. Monica Kids' Klub program is designed to offer quality after-school childcare to students enrolled at St. Monica Catholic School, in an atmosphere that fosters self-esteem, self-reliance, and group interaction through developmentally appropriate activities. This program is licensed by the State of Michigan, Department of Human Services.

DAYS/HOURS OF OPERATION

Kids' Klub Hours 3:00 p.m. – 5:30 p.m.

Kids' Klub follows the St. Monica Catholic School year calendar. If for any reason school is cancelled, there will be NO Kids' Klub. When there is an emergency early dismissal, Kids' Klub will only be available to students who are currently registered. There will be NO After-School care on half days that fall before Christmas or Spring Break.

Kids' Klub closes at 5:30 p.m. SHARP. Any student picked up after this time will be charged \$5.00 FOR EVERY MINUTE PAST THE CLOSING HOUR. This charge will be strictly enforced. The time will be determined from the clock in the Kids' Klub classroom. The director may use discretion for extenuating circumstances.

PICK UP

Students will be released to parents and only those adults whose names appear on the Child Information Form, unless a written note or phone call is received from the parent prior to the release of the child. **Pick-up is at the Kids Klub doors – the set of double doors directly across from the Rectory on the West side of the building.** Entering the circle drive, turn left, drive to the end of the school, turn right and go to the first set of double doors on your right. There is a doorbell you can ring when you arrive. If no one answers, they could be outside on the playground or in the gym, so please check the gym doors or the playground.

STAFF

The St. Monica Kids' Klub director has been approved by the State of Michigan, Human Services Department. The director is responsible for overseeing the program, hiring, and supervising staff, the supervision, safety and care of the children, planning and implementing the daily program and billing. Additional caregivers are responsible for the supervision, safety and care of all Kids' Klub kids.

LICENSING NOTEBOOK

A preschool licensing notebook is available for parents to review during regular school hours. The notebook contains all licensing inspection reports, special investigation reports and all related corrective action plans from November 28, 2012 to the present. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

PLAYGROUND

St. Monica Catholic School's playground has been inspected and meets the requirements of the Handbook for Playground Safety.

Revised March18CB

ILLNESS & INJURY

If your child becomes ill at Kids' Klub, you will be notified and will be expected to pick him/her up as soon as possible. Medications cannot be administered unless prescribed by a doctor. In the event of an emergency, first aid will be administered and the school will attempt to notify the parent immediately. The school must be notified if a child suffers from epilepsy, asthma, allergies, or other conditions that might cause fainting or other serious symptoms so that proper procedures might be followed with the least possible trauma to the child.

If your child becomes ill at Kids' Klub, our exclusion policy for child illness requires your ill child to remain in the office until they are picked up in order to reduce the chance of contaminating other children. Staff members who become ill, will be immediately removed from Kids' Klub.

If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, the school will notify parents with the name and symptoms of the communicable disease.

ADMISSION

Students in Pre4 – 8th grade are eligible. Registration through the Kids' Klub director is mandatory. **Parents must return provided documents prior to a student's admission in the Kids' Klub program.** This guarantees the student a place in the program.

LOCATION & CONTACT INFORMATION

Several classrooms are utilized for Kids' Klub, as well as the playground when available. **The Kids' Klub Director can be reached at (269) 271-3115 or emailed at stmkidsklub@stmonicakzoo.org during operating hours.** Voicemail messages can be left at this number and will be responded to as soon as possible. The school office will be closed.

FEE POLICY AND PAYMENT

Full Day of School: \$3/hour* per child (*rounded up to the nearest quarter hour). A billing statement is available in RenWeb on the first of every month for the previous month. Full payment is due upon receipt. Payment can be made online or by check written to St. Monica Kids' Klub. Accounts must be PAID IN FULL by the 15th of each month. A late fee of \$5.00 may appear on the following month's statement for any fees collected after the 15th. **Families who carry an outstanding Kids' Klub balance will not be permitted to use Kids' Klub until payment is received in full.**

DAILY PROGRAM

The Kids' Klub schedule includes outdoor activities such as using the playground equipment or organizing team-building activities and includes indoor activities such as table games and arts and crafts. Instructional videos are reserved for rainy and very wintery afternoons.

SNACKS

A parent provided, nutritious snack will be offered daily between 4:00-4:30 p.m. Kids' Klub is a nut free program –NO PEANUT OR NUT PRODUCTS. If parents do not provide healthy choices, children will be provided a healthy option and parents will be billed accordingly.

All snacks need to be labeled with the child's first and last name and the date the snack is to be eaten.

DISCIPLINE

Student behavior while in Kids' Klub is expected to be consistent with that during regular school hours, as outlined in the section Discipline Code of Student Conduct of the St. Monica Catholic School Family Handbook.

Our first priority is to help the child maintain self-control and preserve his or her dignity. We accomplish this by setting realistic goals, upholding expectations consistently, and encouraging kids to talk to each other to work out problems. In the event that a situation warrants disciplinary measures, students will always be treated with respect and understanding. No child will be excluded from outdoor play as a disciplinary action, if the child has not been provided with these opportunities at other times of the day. Timeouts will be issued by the Director for any serious offenses including: abuse of any form, participating in or instigating a fight, serious disruptive behavior, inappropriate language or gestures, or disrespectful behavior of any kind. Kids' Klub Discipline Referral Slips can result in the suspension/expulsion of a student from Kids' Klub. Disciplinary action for serious offenses lies solely at the discretion of the director.

HEALTH CARE PLAN

A complete Health Care Plan is available in room 113 for your examination. Listed below are the topics listed in the plan:

<ul style="list-style-type: none">• Hand washing policies and procedures• Handling of Bodily Fluids policies and procedures• Cleaning and Sanitizing policies and procedures	<ul style="list-style-type: none">• Controlling Infection - Universal Precautions• Illness and Criteria for Keeping your Child Home• Illness and Criteria for Keeping your Child Home• Health Resources
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SUPERVISION AND RATIO

St. Monica Kids' Klub adheres to State of Michigan student/supervisor ratio requirements of one adult per 18 students in grades K-8. When preschool students are present, the ratio changes to one adult per 12 students.

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