

Welcome
Fitzgerald Public Schools
School Age Child Care
(SACC)
Provided By
Robin's Nest Child Care
Parent Handbook



Located at Mound Park Elementary School
5356 Toepfer Rd, Warren, MI 48091

Mound Park SACC: 586-277-3642
RobinsNestSACC@myfitz.net

Fitzgerald Public Schools
School Age Child Care (SACC)
Provided By
Robin's Nest Child Care
Parent's Policy and Procedure Handbook

Our Commitment:

Fitzgerald Public Schools School Aged Child Care (SACC) has partnered with Robin's Nest Child Care, a licensed childcare provider in Warren to provide before and after school child care for Fitzgerald students in grades Pre-K to 5. Mid-day after school child care is not available for morning preschool.

We promise to devote our time and effort to ensuring that children are safe, happy and cared for in a positive environment where children can feel comfortable and are able to socialize with their peers. We are committed to meet the developmental needs of children through developmentally appropriate experiences and activities with caring and nurturing staff, while providing supervision and guidance that help children develop their physical, emotional, intellectual and social skills both before and after school. To foster this growth, various enrichment activities will be played in a safe, comfortable, healthy and nurturing environment. This includes arts and craft activities, STEM activities, self-directed play, physical activities (indoor/outdoor), that provide children the opportunity to have fun, work together as a team and stay fit, reading and homework time. Staff will assist children with school-related homework. These activities provide the opportunity to make choices by providing fun, interactive, culturally-sensitive, social- emotional activities for children. SACC supports the idea that children are individuals and learn at their own pace and developmental levels. This will create a fun-filled learning environment where children acquire a positive self-image, self-awareness, develop social skills and also enhance imagination by being creative. Our goal is to create a home/school partnership where parents and school age leaders work together to support the child's well-being and children and families are encouraged to have input into the program.

Our program does not discriminate on the basis of race, color, religion, national or ethnic origin in any way, including admissions and educational policies, assistance and other school related activities or programs. Diversity is valued and encouraged.

Robin's Nest Child Care is licensed by the Department of Human Services to provide child care supervision for children whose parents are working or who are not home immediately before or after the regular school day hours. All children must be enrolled in a Fitzgerald Public School grade Pre-K to 5.

CDC Guidelines:

Children will not be allowed to attend SACC if they have a fever of 100.4 or more. We have touchless thermometers to check the temperature if the child appears feverish. They must remain fever free for 72 hours to attend. Children will be in smaller groups with a designated staff member during the day and will rotate stations throughout the day to have free play, art, gym and outdoor time to promote social distancing. The stations will be sanitized between groups. Children are not currently required to wear masks at SACC but this may change based on the recommendations of the school district and the Macomb County Health Department. If a child is experiencing symptoms then they will be isolated from the other children until the parent arrives. We discourage bringing toys from home to maintain the cleanliness of our facility. Hand sanitizer will be available in the room for the children to use. SACC will follow the Federal, State and Center for Disease Control (CDC) COVID-19 guidelines and adhere to state and local licensing policies unless otherwise notified by their local health department.

Days and Hours of Operation:

Monday-Friday, 6:30 am until the start of the school day and after school until 6:00 pm. SACC will also be available, based on need for half days of school and PLC, early release days. SACC is not open when the building or district is closed due to cold, emergency, holidays, etc.

Attendance:

A weekly schedule with payment must be turned in by Friday for the child to attend SACC the following week. To receive credit for the day, the parent/guardian must give 24 hours' notice of cancellation by calling 586-277-3642 Failure to notify SACC staff in a timely manner about your child's attendance could result in your child being excluded from the program.

Voicemail: 586-277-3642 email: RobinsNestSACC@myfitz.net

24 hours a day, 7 days a week

Withdrawal Policy:

Children are excluded from the program for the following reasons:

- Request from parents.
- Failure to comply with the rules of the program.
- Failure to make payments according to the policies.
- Failure to provide "IN ADVANCE" weekly schedule of attendance with payment attached.
- SACC staff are unable to meet the needs of the child in our setting, although every reasonable effort will be made to accommodate those with special needs.
- Lack of parental support dealing with challenging situations.
- Tardiness in picking up your child on more than 3 occasions.
- Failure to maintain current phone numbers and e-mail addresses.

- A child suspended from school will not be permitted in the SACC program for the duration of the suspension.
- Returned checks
- Continual behavior or language that is disruptive to others, dangerous, destructive and/or disrespectful to other students or staff. Please refer to the School Code of Conduct.
- Parent behavior or language that is dangerous, destructive and/or disrespectful to staff.
- No fees will be refunded

Enrollment

All paperwork must be submitted at least 48 hours prior to the student attending SACC

The packet will include:

- Registration Form
- Health Statement
- Child Information Record (must be filled out completely, no blank spaces and/or N/A allowed)
- Schedule and Pay Agreement
- SACC Guidelines and Information Agreement
- Parent Handbook Acknowledgment Form/Playground Consent
- We need 24 hours' notice to add a day onto your schedule for a regular school day.
- We need 48 hours' notice to add a day onto your schedule for half days.

Arrival and Departure Policy:

- Children are to be dropped off and picked up using the Front Entrance of the school off of Cyman Street.

All children must be escorted by an adult into and out of the program using the designated entrance. For safety reasons we insist that you not send children into the building alone or leave them if the SACC staff is not present. Parents will use the intercom upon arrival and a staff will pick up the child or bring the child to the parent. Parents entering the classroom is discouraged for the safety of the children. All parents must show ID when dropping off and picking up their children. Sign in sheets will be by the door for parents to sign children in or out. It is the responsibility of the designated adult to sign in on the sign in sheets upon arrival and sign out upon departure. No child will be dismissed from the SACC program without a parent or authorized person signing the child out. **FAILURE TO DO SO WILL RESULT IN PAYMENT FOR CLOCKED HOURS OVER AND ABOVE THE HOURS ATTENDED.**

It is up to the discretion of SACC staff to withhold the release of a child to an authorized person if it is strongly suspected the said parent is under the influence of a controlled substance such as alcohol or drugs.

Prior arrangements must be made with the SACC staff to release a child to anyone other than the parent or legal guardian. Students are released only to persons listed on the emergency card.

Daily Routines:

AM Routine:

Arrival-Students arrive at staggered times with parents/guardians.

6:30 until the start of school for Mound Park students or departure by school bus to Westview and Schofield.

Children will have Free Choice Activities (separated by grade level)

Examples include: crafts, board games, gym time, playground time, homework help

7:55-8:05 Mound Park Students clean up and line up to go to their classrooms.

8:25-8:35 Westview students clean up and line up to be escorted to their bus by staff.

8:30-8:40 Schofield students clean up and line up to be escorted to their bus by staff.

PM Routine:

3:10 Mound Park students arrive from their classrooms

3:35 Westview students will arrive by bus and drop off at the Curie entrance by the gym.

A SACC staff member will escort the students off the bus and into the classroom.

3:55 Schofield students arrive by bus and are escorted to the classroom by staff.

Upon arrival children gather for snack time

4:30-5:00 Supper will be served

5:00-6:00 Children will have Free Choice Activities (separated by grade level) Examples include: crafts, board games, gym time, playground time, homework help Children dismissal at staggered times with parent/guardian pick up until 6:00 pm.

Restraining Orders and Court Papers:

We cannot legally prohibit a parent from picking up a child unless we have current court papers on file indicating restrictions. It is the parent's responsibility to provide these papers and make the staff aware of any potential conflict. Staff members are directed not to become involved in parental disputes over the children. Please do not ask the staff to take sides, give their opinions in regards to the other parent or to write letters on your behalf. We remain neutral and act only in the best interest of the child. We can only report on attendance and the child's behavior while in our care.

Licensing Rule: R400.5102(6)(a) —"The licensee shall assure that a child is released only to persons authorized by the parent. The following shall apply: (a) a child shall be released to either parent unless a court order prohibits release to a particular parent. (b) A copy of the order specified in sub-rule (6)(a) is to be kept on file at the center."

Child Information Cards:

Licensing requires we have current addresses, phone numbers and place of employment on file. A parent is called if a child is injured or becomes ill. If a parent cannot be reached then

the emergency number furnished is called. PLEASE INFORM THE SACC STAFF OF ANY CHANGES IMMEDIATELY!

SACC Staff:

Robin's Nest Child Care screens every staff member according to the Human Service Department's criteria including background checks through the Michigan State Police, fingerprint background clearance by both the Michigan State Police and FBI, and abuse and neglect clearance. All staff need CPR, first aid training, blood borne pathogen and sixteen hours of school age training a year.

Student Behavior:

Our caring and concerned staff makes every effort to recognize and encourage acceptable behavior. Consistent rules and routines, clear directions and explanations and positive guidance and encouragement are all part of our behavior policy. Students are expected to follow all program rules. If a problem occurs during SACC, the staff will redirect and/or discuss feelings with the child(ren) related to the specific problem that occurred to resolve the situation. In the event parental support is needed, the information will be brought to the attention of the parent.

If chronic disruptive behavior occurs from extreme behavioral issues, including but not limited to verbal and/or physical contact, a meeting will be held with the SACC staff and the parent. In the event that the behavior continues, the student will be permanently dismissed from the program.

Rules:

Be Safe — Walk in the halls, keep hands and feet to self, listen to and follow directions

Be Kind — Use appropriate language, take turns with materials, respect other students and adults.

Be Responsible — Clean up materials and centers, play cooperatively with others and play in designated areas

Child Management:

Child management is very specific and does not allow for any form of corporal punishment to be used. Rules are established to ensure safety as well as provide for appropriate social development, self-control, positive self-concept and cooperation. The staff shall use positive methods of child management which encourages self – regulation, self – direction, self – esteem and cooperation. Non – severe discipline or restraint, excluding those forms of corporal punishment, may be used when reasonably necessary based on a child's development to prevent a child from harming other persons or property.

Discipline Policy:

Our goal is to nurture self-control and positive behavior in our students. To take ownership in the program, students will help develop rules that will be followed. Positive reinforcement is given when appropriate choices are made. Redirection and discussion will be used when inappropriate choices are made. If inappropriate behavior continues, the child will receive a time out or cooling off period to rethink appropriate behavior choices. Behaviors that result in harming other students or ongoing refusal to follow the rules will result in:

1st offense: A caution card that parent and child must sign.

2nd offense: A caution card and discussion with parent and child.

3rd offense: A third caution card will result in the child's removal from the program. For students with the 3rd offense, the student, parent, caregiver and program supervisor must have a conference before the child can be considered for re-entry into the program.

Parents will be provided with the SACC handbook upon the start of the program and will provide Robin's Nest Child Care SACC with a signed form agreeing to abide by the policies of the program.

Outdoor Policy:

SACC feels that children need fresh air and physical activity daily. The boys and girls will go outside daily, weather permitting, unless the temperature or wind chill is below 34 degrees or the heat index or temperature is above 98 degrees. Please make sure children are dressed appropriately for the weather.

Fee Policies:

Registration Fee:

\$25.00 Registration fee is required per family and is non-refundable

Cost:

\$5.00 per hour for 1st child, \$4.00 an hour for additional children

- Charges are taken to the full hour

Payment schedule: Weekly in advance

Parents must complete and submit 'Expected SACC Schedule' along with payment, prior to your child attending the SACC program. Preferred methods of payments are check or money order in an envelope at student drop off or pick up. If a credit card payment is made then the parent must wear a mask to enter the room to make the payment. Masks will be provided if needed. Submit completed form and payment by Friday, before the next week to a SACC staff member for care to be guaranteed.

Staffing is based on the provided schedule. The State of Michigan Licensing requires us to adhere to staff/child ratio. If a change to the schedule is needed, please submit a change in writing at least 24 hours in advance.

Late Pick Up:

\$20.00 for each 10 minutes after 6 pm. If for some reason you are unable to make it by 6:00 pm please make arrangements for another adult, 18 years or older with a valid ID and who is listed on the child emergency card, to pick up your child.

NSF checks:

\$50.00 fee and the original amount are to be paid in by credit/debit card or money order before the child can continue in the program.

Credit/debit card or money order only accepted after 2 NSF checks.

FIA Supplements:

Parents/guardians are responsible for bills until FIA payments are received and must follow DHS requirement of submission of hours.

Cancellation of Day:

To receive credit, a phone call by 6:30 am that day is required.

No Schedule submitted:

If a child shows up on a day NOT SCHEDULED, the parent will be called to pick up the child.

Receipts:

Are given when payment is submitted.

Delinquent Accounts:

Robin's Nest Child Care reserves the right to, at its discretion, terminate care until full payment is made or to permanently terminate care.

Clothing and Possessions:

- Your child is to be dressed appropriately for physical activity and the weather.
- Label all of your child's belongings with first and last name.
- SACC is not responsible for lost clothing or personal items.
- No flip flops for safety reasons.
- Toys and electronic devices such as cell phones and tablets are not allowed.

Food Policy:

A food agreement regarding the food consumed by your child at SACC is to be filled out at the time of registration. If your child has food allergies, please note in writing in the Health Statement.

- Breakfast: Students are to eat breakfast at home. Universal breakfast is served in all classrooms once the school day is in session.
- Lunch: On half days, the parents MUST provide bag lunch unless otherwise specified.
- Snack: The school provides all snacks.
- All menus will be posted and follow the state's requirements.

Medications:

Medication will not be given to any child unless the parent completes the Medication Permission Form. All medication must be in the original container with the child's name, date, type of medication, amount and the time of dosage to be clearly noted on the label. Parents are required to give the medication to a staff member so it can be stored properly. Staff will record the date, time dispensed and the amount dispensed each time medication is administered. If medication requires food with it, crackers will be given. Medication that is to be given twice daily must be given to the child before latchkey and after SACC hours. Medication left at SACC without instructions or that has expired will be discarded.

Accident Reporting:

Accidents do happen. We will call you to let you know about any accidents we feel are serious. Minor cuts and abrasions will be washed and bandaged. If your child is injured during SACC hours, an Injury Report is filled in by the staff member and discussed with you at pick up. If an injury is severe or life threatening, a staff member will stay with the child and instruct someone to call 911. The parent will be called and a staff member will accompany the child to the hospital. It is imperative we have UPDATED PHONE NUMBERS in case of emergency.

Exclusion/Illness Policy:

Children with signs of illness such as a temperature, vomiting, or diarrhea should be kept home to ensure the health and wellbeing of others. Staff reserves the right to refuse admittance to any child who appears ill. If your child develops a contagious disease or rash of any kind during the school year, please call your child's school. It is mandatory for us to report these illnesses to the Macomb County Health Department on a weekly basis. If children become ill while in our care, the child will be separated from the group to prevent further spread of the illness to other children. Parent or emergency contact person will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent. Children, staff, and volunteers cannot be present and will be excluded if any of the following exist:

- Fever of 100 degrees - (must be fever free for 24 hours without the aid of fever reducing medication in order to return to care)
- Diarrhea - (must be symptom free for 24 hours without the aid of fever reducing medication in order to return to care)

- Rash and Communicable diseases - (such as chicken pox, measles, lice, ringworm, pinkeye, scabies etc) Rash and communicable diseases (such as the ones listed above) will require documentation from a physician that you are clear to return to school. If your child becomes ill before or after school, we will call you to come pick up him/her. If the parent is unavailable to come, someone listed on the emergency card must be called. We will isolate the child and provide the best care we can but the SACC is not the place for a sick child.

Health Policy

To promote the wellbeing of students, a daily health check is done when your child initially arrives at SACC and occurs throughout the day. Your child's appearance, including skin (typical, pale, flushed, rash), eyes, nose and mouth (typical, unusual color, dry or discharge, rubbing), and breathing (normal or different) will be checked. Upon arrival, or at the earliest convenient time, there should be a discussion with the SACC staff regarding anything out of the ordinary your child may be experiencing regarding behavior at home, sleeping, eating, drinking, bowels and urine. The SACC staff should be informed if your child is receiving any medication or treatment. Your child may be excluded from the program if he or she appears ill. It is our policy to temporarily exclude children from care who may be infectious or who demonstrate physical symptoms that require continual one-to-one care.

For mental health we look for the warning signs of mental health problems such as:

- * Feeling very sad or withdrawn for more than two weeks
- * Seriously trying to harm oneself, or making plans to do so
- * Sudden overwhelming fear for no reason
- * Involvement in many fights or desire to badly hurt others
- * Severe out-of-control behavior that can hurt oneself or others
- * Intense worries or fears that get in the way of daily activities
- * Extreme difficulty concentrating or staying still that puts the student in physical danger or causes problems in the classroom.
- * Severe mood swings
- * Drastic changes in the student's behavior or personality

If we observe any of these behaviors we will consult with the child's parents, a school counselor, teacher or administrator.

Health Care Service Plans. The following health care services plan is recommended by the bureau of Adult and Child Care Licensing:

Hand washing:

- Have single towels available.

- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rinse hands under running water until free of soap and dirt
- Dry hands with a clean, disposable paper or a single use cloth. Hand sanitizers, water basins, and pre-moistened cleaning wipes are not appropriate substitutes for soap and water.

Handling Bodily Fluids: The center will use precautions when handling bodily fluids as instructed in the blood borne pathogens training.

- Staff will put on latex or vinyl or other medical gloves to create a barrier between their skin and the substance.
- Bodily fluid that is on a surface will be cleaned by the custodian.
- The child will wash hands according to the hand washing policy.
- The staff will remove gloves and wash hands according to the Hand washing policy.

Cleaning and Sanitizing:

- Wash area/surface with warm water and soap.
- Rinse the area with clean water.
- Submerge, wipe, or spray the article or surface with a sanitizing solution that consists of 1 tablespoon of bleach to one gallon of water.
- Let the area air dry.

Controlling Infection:

- Parents are notified when changes in the child's health are observed, if an accident occurs or if the child is too ill to remain with the group.
- Child is placed in a separate room under adult care until parent arrives
- Items exposed to risk are thoroughly washed and sanitized.
- Upon notification of communicable disease, parents are informed of the name of the disease, that exposure may have occurred and the symptoms of the disease.

Parent Notification of Licensing Notebook Requirements:

All child care homes and centers must maintain a licensing notebook which includes all licensing inspections reports and all related corrective action plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAP's contained in the notebook. The Licensing Notebook Summary Sheet (BCA1-5052) may be used as the required summary sheet in the licensing notebook. These notebooks are available during our hours of operation during the school year.

Licensing Notebooks and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at

Community Resources

SACC can provide referrals to families who may need support from local community organizations for assistance that is needed. We have a list of food pantries in the area, and information for: rent and utility assistance, clothing and furniture needs, subsidized housing, counseling and support programs, medical resources, child care services, employment assistance and adult education. Please contact the SACC staff for any names or phone numbers you may need. We also have brochures available in the classroom available for you.

Photo Release:

I agree to permit Robin's Nest Childcare and the commercial media, acting through their authorized employee or agents and at their discretion, to use, reuse, publish, republish and copyright audio or visual reproductions of the student/child's name.

Please submit in writing to the Robin's Nest Child Care SACC program if you do not give photo release permission.

Pest Management Program Notification:

As part of the Fitzgerald Public School District's Pest Management Program, pesticides are periodically applied to school property. Planned applications will be posted at building entrances at least 24 hours prior to application. In certain emergencies, pesticides may be applied without prior notice, but if requested, you will be provided notice following any such application.

If you wish to be notified prior to pesticide application, please mail your name, students name, address, city, zip code, phone number and the school your student attends to:

Fitzgerald Public Schools
Operations Department
23200 Ryan Rd, Warren, MI 48091

Or you may contact Bill Rudd, Maintenance/Custodian Supervisor at 586-758-0964.

Health Policy

To promote the wellbeing of students, a daily health check is done when your child initially arrives at SACC and occurs throughout the day. Your child's appearance, including skin (typical, pale, flushed, rash), eyes, nose and mouth (typical, unusual color, dry or discharge, rubbing), and breathing (normal or different) will be checked. Upon arrival, or at the earliest convenient time, there should be a discussion with the SACC staff regarding anything out of the ordinary your child may be experiencing regarding behavior at home, sleeping, eating, drinking, bowels and urine. The SACC staff should be informed if your child is receiving any medication or treatment. Your child may be excluded from the program if he or she appears ill. It is our policy to temporarily exclude children from care who may be infectious or who demonstrate physical symptoms that require continual one-to-one care.

For mental health we look for the warning signs of mental health problems such as:

- * Feeling very sad or withdrawn for more than two weeks
- * Seriously trying to harm oneself, or making plans to do so
- * Sudden overwhelming fear for no reason
- * Involvement in many fights or desire to badly hurt others * Severe out-of-control behavior that can hurt oneself or others
- * Intense worries or fears that get in the way of daily activities
- * Extreme difficulty concentrating or staying still that puts the student in physical danger or causes problems in the classroom.
- * Severe mood swings
- * Drastic changes in the student's behavior or personality

If we observe any of these behaviors we will consult with the child's parents, a school counselor, teacher or administrator.

Robin's Nest School Age Child Care (SACC)
Fee Policy (All fees subject to change)

Cost: \$5.00 an hour (charges are rounded to the next hour)

\$4.00 an hour for additional siblings

\$25.00 Registration fee per family

Payment schedule — In advance weekly

Payment must be received in advance the week before attendance in the program. Each week a schedule must be submitted by parent, along with payment for the expected hours of attendance. Days scheduled that are canceled 24 hours in advance will be credited. Payment for remaining balance must be received by the end of the current week in order to attend the following week.

Please Note:

- The registration fee is nonrefundable.
- A \$20.00 late fee will be enforced each 10 minutes or portion of that if any child is not picked up.
- A \$20.00 fee along with any other administrative fees will be charged for NSF check. After 2 NSF checks, we will only accept credit cards or money orders for payment.
- A \$10.00 fee will be applied to any child that shows up and they are not scheduled for that day or by previous phone notification.
- DHS payments are accepted for those that qualify but they will not cover the full bill. You are responsible for the full payment until we receive notice of approval. You are responsible for the difference from what DHS approves and the amount that we charge.
- Preferred methods of payment are money order, check or credit card.
- For more information, please refer to the child care handbook.

Robin's Nest
School Age Child Care
2023//2024 School Year Registration Form

Care is available for all district students Pre K-5. The program is held at Mound Park Elementary. Westview and Schofield students will be transported by school bus in the morning to their school and by school bus in the afternoon to Mound Park.

The hourly fee is \$5.00 per child and \$4.00 for additional children (subject to change) If your child/children attend less than an hour per session, you will be charged the hourly rate. (AM or PM)

Child's Name: _____ Birth Date: _____ Age: _____

Grade: _____ School Attending: _____

Child's Address:

Mother or Guardian's Name: _____

Email: _____

Home: _____ Work: _____ Cell: _____

Father or Guardian's Name: _____

Email: _____

Home: _____ Work: _____ Cell: _____

Child lives with: Mother _____ Father _____ Guardian _____

Starting Date: _____ Before School: _____ After School: _____

Preferred method of contact: Phone call _____ Text _____ Email _____

Who should be notified: Mother _____ Father _____ Guardian _____

Other _____

SACC Guidelines and Information Agreement

Please **INITIAL** that you have read all of the following statements and return it with the registration form.

_____ I agree to follow the CDC guidelines and not send my child with a fever of 100.4 or more and will notify staff if they have come into contact with anyone with Covid 19 symptoms.

_____ I have received the parent information handbook.

_____ I understand there is a \$25 nonrefundable registration fee per family

_____ I have read and agree to the payment fees and policies set forth in the SACC policy handbook.

_____ I understand the fees are subject to change.

_____ I understand that I am to pay \$5.00 an hour for 1st Child, \$4.00 an hour for additional children.

_____ I understand that I must call by 6:30 am to receive credit for the scheduled day if my child is not attending. I will be charged \$5.00 for the hour if no phone call is made.

_____ I understand that my child can only attend on scheduled days. If additional days are required, a 24 hour notice is needed. We are not a drop in center.

_____ I understand that my account must remain in good standing with current payments or my child may be dismissed or suspended from the program until my account is made current.

_____ I understand that I will be charged a \$20 late pickup fee for every 10 minutes (or portion of) after 6:00. (ex. 6:03pm = \$20.00, 6:11 pm = \$40.00)

_____ I understand that there is a \$50.00 NSF fee plus all other fees for a returned check. The amount must be paid by credit/debit card or money order before the child can continue in the program.

_____ I understand that when the school or district is closed due to cold, emergency, etc., the SACC Program is closed.

_____ I understand that the SACC staff is not responsible for lost, broken or stolen items and that all toys, and electronic devices, such as phones and tables are not permitted in the SACC program.

_____ I understand that I must submit court documentation for all child custody issues if a parent is not allowed to pick up the child(ren).

_____ I understand that I make the SACC staff aware of any changes with phone numbers, addresses, e-mail address and information pertaining to my child.

_____ I have made the SACC staff aware of any allergies, medications and special needs that my child may have.

_____ I understand that the withdrawal policy which includes a child following the school code of conduct. A child could be suspended from the program if continual behavior or language is disruptive to others, dangerous, and/or disrespectful to other students or staff.

_____ I am being made aware of the Licensing Handbook. I understand that this notebook will be available for parents to review during regular hours.

_____ I understand that all SACC staff has been cleared by the Michigan State Police Criminal Clearance program.

_____ I agree to permit Robin's Nest Childcare and the commercial media, acting through their authorized employee or agents and in their discretion, to use, reuse, publish, republish and copyright audio or visual reproductions of the student/child's name. Please submit in writing to the Robin's Nest Child Care SACC program if you do not give photo release permission.

Child/rens Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

School Age Child Care (SACC)
Health Statement

This acknowledges that my child _____,
Date of Birth _____, who attends the School Age Child Care
Program (SACC) in the Fitzgerald District, is in good health and his/her immunizations are
current and on file at his/her elementary school. I understand that I assume responsibility
for my child's health while he/she is attending the SACC program.

Please list any special health problems: (None if not applicable)

Please list any allergies, including food: (None if not applicable)

My child has an up-to-date immunization record on file with the school.

Yes _____ No _____

(Parent/Guardian Signature)

(Date)

Parent Handbook Acknowledgment Form

The parent handbook describes important information about our program, and I understand that I should consult the SACC staff regarding any questions not answered in the handbook.

Since information and policies are subject to change, I acknowledge that revisions to the handbook may occur and I will be notified in writing as soon as possible after any changes have been made. I understand that revised information may supersede, modify, or eliminate existing policies.

- I understand that the School Age Child Care Parent Handbook may not cover every issue that arises and as a result creates the need for communication between the SACC Staff and myself.
- I understand that I am held accountable for these policies until my child is no longer enrolled. I have reviewed and discussed any pertinent information with my child.

Furthermore, I acknowledge I have read and agree to all terms and conditions set forth in the SACC Parent Handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Parent Signature: _____ Date: _____

Playground Consent

The Michigan Department of Human Services, Office of Child Day Care Licensing has established new criteria for playground equipment and surfacing. A public (school or park) playground is not required to meet all the same playground safety regulations licensed centers are required to meet. The playground equipment at the school may or may not have been inspected and met with playground equipment guidelines. Given this information, in order for a child who is enrolled in a licensed program within a school approved by the Michigan Department of Education to play on equipment, the parent must give their consent to play on the equipment with the understanding the equipment may not have been inspected or meet the current playground equipment safety requirements. If you choose not to give your child permission to play on the equipment they will still be taken outdoors with the other children and will be offered an alternative activity

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
Parent/Legal Guardian's Name			Home Phone ()	Parent/Legal Guardian's Name (Optional)
Home Address (if not child's address)			Cell Phone ()	Home Address (if not child's address)
City	State	Zip Code	City	State
Email Address (optional)			Email Address	
Employer Name			Work Phone ()	Employer Name
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. 7-18) Previous edition 6-17 may be used.

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 treatment 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 Citation.	

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.