

1NOW ENROLLING.....

Portland Public School

THE BEFORE AND AFTER SCHOOL LATCHKEY PROGRAM

- ON SITE CHILDCARE SERVICES-

SUMMER:

Summer Child Care Program (students through 5th grade)

- Beginning Wednesday, June 11, 2008
- Hours: 6:30 AM - 6:00 PM
- \$23.00/day
- Field Trips, Sports, Fishing, Wacky Water Days,
NASCAR Week, Pirates of the Carribean Week,
Circus, Bike & Blade Days....FUN, FUN, FUN!!!

FALL 2008-09:

1. Before School Program(school-age only)

- Held at Westwood and Oakwood Elementary
- Open at 6:30AM
- \$2.40/hour

2. $\frac{1}{2}$ Day Kindergarten Activities Program

- Morning and Afternoon sessions
- For current DK/K, MI Readiness, 4 yr. old Headstart students
- Held at Oakwood Elementary
- \$11.00/session

3. After School Program(school-age only)

- Held at Oakwood Elementary only
- Westwood students bus over to Oakwood after school
- Open until 6:00PM
- \$2.40/hour

* * * * *

\$20.00 Family Registration Fee/completed forms are required to enroll in programs.

For more information or to enroll:

Call: Latchkey Program
Oakwood 647-2991 Ext. 3

Guidelines for Parents

1. All children must be enrolled in an elementary school in Portland School District and must be enrolled and have current forms on file with the Before and After School Program.
2. All students must be potty trained.
3. The Child Care Program will be housed in the classrooms of Oakwood Elementary School and Westwood Elementary School.

Before School Program: Parents may bring their child(ren) no earlier than 6:30 AM. Parents are expected to accompany their child(ren) into the school in the morning and check them in on the computer.

After School Program: Parents are expected to come into the building and check their child(ren) out on the computer when they pick up their child(ren) at the end of the day.

4. The center closes at 6:00 PM. Children who are picked up after 6:00 PM will be considered late pick-ups and will be charged accordingly. If you know that you will not be on time for any reason, you must call us and notify staff of your arrangements. Students are only released to the parent/guardian or other authorized person.
*****A LATE PICK UP FEE of \$5.00 FOR EACH 5 minutes will be charged PER CHILD** (Ex: 6:01PM - 6:05PM - \$5.00 PER CHILD, 6:06 PM - 6:10PM - \$10.00 PER CHILD, etc.) for each child that remains at the center after 6:00. At 6:05 P.M., the staff will call the first name on the child's emergency card to come and get the child. Except for weather or an emergency situation, two (2) late pick-ups may result in dismissal from the program.
5. For an additional cost, the Before School Program offers an optional breakfast, while the After School Program offers an optional snack/juice.
6. Parents may withdraw their child/ren from the Child Care Program at any time. Simply notify the Director or Program Administrator with regards to your child's last day at the center. All unpaid fees must be paid at that time.
7. If you have any concerns or questions about the Before and After School Child Care Program, please feel free to contact either the Director or the Program Administrator at Oakwood Elementary School at 647-2991 or at Westwood Elementary School 647-2989.

DK/KINDERGARTEN ACTIVITY PROGRAM

Program

This program is available to DK/Kindergarten students and 4yr. old Head Start and Preschool students who attend a program housed in an elementary school in the Portland Public School District. It is held at Oakwood Elementary School and will coordinate with your child's school day.

Morning session - 8:45 AM to 12:55 PM

Afternoon session - 12:00 PM to 4:00 PM

School aged children may also enroll in the Before and After School Program to extend the day from 6:30 AM to 6:00 PM. Head Start and preschool-aged children may only attend the DK/Kindergarten ½ day program.

Goals

- To provide a developmentally appropriate child care program which is held in a warm and secure atmosphere. It will compliment home and school by offering a variety of structured and unstructured activities.
- To meet parents' needs by offering a safe, accessible, dependable, reasonably priced and self-supporting ½ day program for preschool, DK/Kindergarten students attending an elementary school in the Portland Public School District.

Staff

Under the direction of the Child Care Provider Administrator, the child care program is planned and supervised by licensed teaching staff and qualified child care aides. An adult-student ratio of 1-12 is maintained.

Activities

The Kindergarten care program will provide a wide variety of age appropriate activities for you child. The following is a list of some of those activities.

Arts and Crafts
Outdoor Play
Physical Fitness
Music

Movies
Books
Games
Story Time

Quiet Time
Learning Games
Special Projects
Toys

Lunch

Hot lunch is available daily through the school's hot lunch program or your child may bring a lunch from home. Lunch/milk money is paid directly to the school's hot lunch program and is NOT included on your latchkey bill. Menus are sent home monthly. A mid-day juice/snack time is provided.

BEFORE & AFTER SCHOOL ACTIVITY PROGRAMS

The Portland Public Schools Before and After School Child Care Program is for school-aged students enrolled in an elementary school class in the Portland School District through grade 5. This program does not accept Head Start or preschool children.

Hours

Before School - 6:30 AM - 8:45 AM After School - 4:00 PM - 6:00 PM
The program operates Monday through Friday. If school is canceled due to weather, we will also be closed. If schools are delayed, we will be delayed the same amount of time. Call to confirm that someone is available.

Goals

- To meet children's needs by offering a secure and warm atmosphere that compliments both home and school and offers a variety of structured and unstructured activities.
- To meet parent's needs by offering a safe, accessible, dependable and self-supporting before and after school child care for elementary age children that is reasonably priced and of high quality as a service to the Portland community.

Staff

Under the direction of the Child Care Program Administrator, the Child Care Program is planned and supervised by a licensed teaching staff and qualified child care aides. A teacher-student ratio is always maintained following state guidelines.

Activities

The child care program will provide a wide variety of activities geared to the age range of your child. The following is a list of some of those activities:

**Arts & Crafts
Outdoor Play
Games**

**Movies
Books
Physical Fitness**

**Homework Time
Computers
Tutoring**

Admission

The Before and After School Child Care Program is a self-supporting and non-profit service of the Portland Public Schools. A student who attends an Elementary School in the Portland School District is eligible to attend the Child Care Program.

Fees

Before School - \$2.40 per hour

After School - \$2.40 per hour

Kindergarten Program - \$11.00 per day

Breakfast/Snack fee - \$1.00

Rates are reduced 20% per hour for each additional family member.

Time is calculated on the half hour basis.

Minimum of one hour per session, per child.

Family Independence Agency grants are available to qualifying families to help with the cost of tuition. This grant does not cover the cost of the registration fee or the breakfast/snack fee. Applications are available at the Ionia FIA office. All State assisted daycare families are required to PREPAY their portion of their bill.

Pay procedures

Bills will be available for payment every Monday. Payment **MUST** be received by Friday NOON of each week to avoid late charges. During weeks when there are scheduled school days off, payment will be due that week's last day of school. A **LATE FEE of 8% of past due amount will be assessed if bills are NOT paid weekly.** Continual Disregard of payment deadline may result in discontinued care for your child. If other payment arrangements are needed, notify the Director or Program Administrator.

******There will be a \$29.50 fee for each Non-Sufficient Fund check. After one N.S.F. check has been received, all payments from that time forward MUST be made weekly in cash or Cashier's check to continue receiving childcare in our program.***

Registration

Parents wishing to register their child should call or visit Oakwood Elementary School or Westwood Elementary School for enrollment papers. Enrollment should be completed at least two (2) school days in advance of attendance in order for staff and materials to be prepared for your child. The following steps need to be completed before student may attend the Child Care Program.

Read the information provided and complete the following:

- Enrollment/Contract sheet.
- Complete Child Information Record Card
- Complete Contract Provision sheet.

Return all forms and a non-refundable registration fee of \$20.00 per family to

Oakwood or Westwood Before and After School Program prior to attendance.

Center Hours - Center's hours are 6:30 AM - 6:00 PM. Children being dropped off or picked up must be accompanied by an adult to check them in/out on the computer. Early drop-off or late pick-up of children will result in an additional fee of \$5.00 PER CHILD for each 5 minutes after closing time(ex.6:01 PM - 6:05 PM - \$5.00 per child, etc.) Students are only released to the parent/guardian or other authorized person. Other arrangements **MUST** be made if you will not be at the center by 6:00 PM. Except for weather or an emergency situation, two (2) late pick-ups may result in dismissal from the program.

Weather Policy

- If the schools are closed due to the weather, the Before & After School Program and Kindergarten Activities Program are also closed for the day.
- If the schools are delayed due to the weather, then the programs are delayed for the same amount of time.
- Listen to the radio and/or watch your television for school cancellations and delays.

Discipline Policy

There is a need for the children to follow the rules of the program. Children are expected to respect each other's bodies, feelings and possessions.

- When such actions warrant intervention, the following steps will be taken:

STEP 1 - THE CHILD WILL BE SPOKEN TO REGARDING HIS BEHAVIOR.

STEP 2 - THE CHILD WILL BE ASKED TO REMOVE HIMSELF FROM THE SITUATION FOR A TIME OUT PERIOD.

If the child is showing unacceptable behavior that is hazardous to him/herself or to others, or extreme disrespect to the adults, other measures will be taken:

STEP 3 - A VERBAL NOTICE TO THE PARENTS

STEP 4 - WRITTEN NOTICE TO THE PARENTS WITH TWO DAY SUSPENSION

STEP 5 - WITHDRAWAL FROM THE PROGRAM

In an extreme case, the administrator maintains the right to withdraw a student without following the above steps.

Pay Procedures

Bills, for the past week's services, will be available for payment every Monday with payment due in full by Friday. A LATE FEE of 6% of past due amount will be assessed if bills are NOT paid weekly. Continual Disregard of payment deadline may result in discontinued care for your child. If other payment arrangements are needed, notify the Director or Program Administrator.

There will be a \$29.50 fee for each Non-Sufficient Fund check. After one N.S.F. check has been received, all payments from that time forward **MUST** be made weekly in cash or Cashier's check to continue children being in our care.

Fees

Before and After School Programs - \$2.40 /hr.

Kindergarten Program - \$11.00 per day

Breakfast/Snack - \$1.00 per session

Rates are reduced by 20% per hour for each additional family member. Time is calculated on the half hour basis. Minimum charge of one (1) hour per day, per family.

SUMMER CHILD CARE PROGRAM

* Limited to students, pre-school through grade 5 who attended an elementary school in the Portland School District during the school year.

GOALS

- To provide safe, dependable care for school-aged children during the summer.
- To provide childcare for a reasonable cost at a convenient location
- To provide a comfortable, relaxed environment where children feel welcome and secure.
- To enhance and encourage children's development by providing a variety of activities to help the physical, intellectual, social and emotional development of each child.

HOURS OF OPERATION/HOLIDAYS

Summer Childcare will be provided beginning the first Monday after school ends and ending the Friday before school begins for the fall. The center is closed the week of the fourth of July holiday.

Center hours - 6:30 AM - 6:00 PM Monday through Friday.

FEES

SUMMER REGISTRATION FEE(non-refundable).....\$20.00

FULL DAY.....\$23.00

SECOND CHILD (20% discount).....\$18.40

These rates include breakfast and an afternoon snack/juice.

*** This program does require each family to register for all days your child will be attending by filling out summer calendar's of attendance. Three (3) excused days from those calendars will be given. All other days will be charged to your weekly bill.

ACTIVITY FEE

Field trips are a part of our summer activities. To help offset the cost of our transportation/admission fees, an activity fee will be required. We will do our best to make this fee reasonable and affordable for parents.

**For more information or to enroll:
Call: Latchkey Program
Oakwood 647-2991 Ext. 3**