



AFTER-SCHOOL ACTIVITY CLUBS (ASAC)

*A Community Education program developed in the
interest of the Saginaw Township Community Schools*

2023-2024 Handbook

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First Day	Weds. Aug. 23	ASACs Open
No School	Aug. 25	
No School	Sept. 1	Labor Day Break
No School	Sept. 4	Labor Day Break
No School	Oct. 2	PD Day
Half Day AM	Oct. 18	Parent Teacher Conferences
Half Day AM	Oct. 19	Parent Teacher Conferences
Half Day AM	Nov. 3	Elementary Record Day
No School	Nov. 7	PD Day
No School	Nov. 22-24	Thanksgiving Break
No School	Dec. 21-Jan. 2	Winter Break
No School	Jan. 12	Teacher Record Day
No School	Jan. 15	PD Day
Half Day AM	Feb. 9	Elementary Record Day
No School	Feb. 23	Snow Day make-up if needed
No School	Mar. 25-Apr. 1	Spring Break
Half Day AM	3-May	PD Day
No School	27-May	Memorial Day

The Community Education Department is located in the Board of Education Office, 3465 N. Center Road. Office phone number is 989-797-1847. E-mail commed@stcs.org.

These are the handbook guidelines as of the starting date of the ASAC. We will notify parents/guardians of any revision to the guidelines.

Registration/Enrollment

Parents must complete a Registration form and pay a non-refundable registration fee. They will then receive an enrollment packet to be completed each year and returned to Community Education before a child attends the ASAC. All necessary forms are available at the Community Education office (inside Heritage High School) and online www.stcs.org/comed

All information must be turned in two (2) business days prior to student's first scheduled day of attendance. The Child Information Record must be completed by a parent/guardian and signed before a child can attend. A child will be released only to persons specified on the Child Information Record.

Basic Daily Schedule

While there is a basic daily after-school schedule, each center may have a different look as to what days and what time of day the activities occur. The basic schedule is as follows:

- Arrival/Check-In
- Snack Time
- Indoor Play and Games in Gym
- Outdoor Play, Recreation & Games
- Literacy Activities
- Projects/Games/Arts & Crafts
- End of day classroom time

Scheduling and Payment - at Center with Payment

Weekly schedule and payment forms are available at each center. This schedule is to be filled out for the upcoming week if your child is attending. The completed schedule and full payment (checks or money orders payable to STCS) must be turned in at each child's center on or **before each Thursday at 6 pm**. If a schedule and payment is not received by this weekly deadline, a late fee of \$20 will be assessed.

If children come to the program without a schedule, they will not be able to attend and a parent/guardian or other persons listed on the Child Information Record will be notified to come pick the child up from the center. The child cannot attend that day, but can attend other days that week if a schedule with payment is received, including a \$20 late fee. If this happens more than twice, the parent/guardian may lose the privilege of using the program. To avoid this occurrence, it may be prudent to purchase an EZ-Pass or two (see below) in advance for such situations.

Please do not send the schedule with your child, to the child's teacher, or to the school. To assure that each child scheduled to attend is accounted for each day, the schedule with full payment **MUST** be returned to the child's individual center. If you have children at 2 or more centers, each center must receive a schedule.

Scheduling and Payment - Online with Credit Card (not available for MDHHS qualified)

A secure online scheduling and payment option is available using **Family Access** via the district's web site (www.stcs.org under the PARENT tab). Users will need to login to Skyward Family Access to access the childcare schedule. (The login and password for Family Access can be obtained from the child's school office staff.) This process will be used for ALL credit card payments and a convenience fee will be assessed for payments. An explanation of how this process works is available at the centers upon request and can be found on our web site www.stcs.org/comed, then click on After School Activities Clubs. The deadline for submitting the online schedule and payment is Monday at 8 am for the upcoming week.

Operation and Rates

The ASACs will operate Monday through Friday from after school until 6 pm and on special half days. A Full day program may be available at Arrowwood on selected days of no school for students. Fees are charged based upon enrollment. There are no credits or refunds for non-attendance, nor when children leave the ASAC to attend other activities.

Fee Structure (per day, per child)	
After school until 6 pm	\$10
Half Days before school or until dismissal only	\$12
Half Days until 6 pm	\$22
Full Days (7 am - 6 pm)	\$26

Pre-Paid EZ-Passes are available for families who use the programs on a periodic basis and have pre-registered their child. EZ-Passes also come in handy in the case of an emergency. EZ-Passes must be purchased at least one (1) day in advance of attendance. They cannot be used on the same day. These passes may be purchased at Community Education, are non-refundable, and are good only within the same school year. They do not carry over into the summer or the following school year.

- **EZ-Pass PM (after school) Days:** \$15*
(can be used for any after school day)
 - **EZ-Pass Special Days:** Half day school - \$25*;
Full day no school - \$31*
- * For children who are MDHHS qualified, the fee is 50% of the regular EZ-Card rate.

Emergency Drop In (EDI) Pass

While an EZ-Pass can be used for any unplanned attendance day, if an EZ-Pass was not purchased, an EDI can be purchased for \$20. The EDI must be purchased by credit card by calling the Community Education office at 989-797-1847. Callers will be asked for school information, including teacher's name and payment must be made at the time of purchase. EDIs must be purchased prior to 2 pm in order to give us time to make the necessary contacts. EDIs cannot be used to avoid a late-schedule turn-in charge.

Door Access: Door access to all the ASAC centers are locked **and accessible by a door-bell type setup. Press the doorbell button to alert staff.**

Michigan Department of Health and Human Services Direct Payment Program

Our centers participate in the Michigan Department of Health and Human Services Direct Payment Program. If income level meets the criteria for this program, please contact the MDHHS offices to meet with a caseworker who will assist you. Since this process can take several weeks, please begin the process prior to scheduling your child.

If you need child care services while you wait for MDHHS approval, you will be expected to pay 100% of the current rates. There is no refund of payments made prior to receipt of approval from MDHHS.

It is the responsibility of the parent/guardian to know when your child's authorization expires and to be re-authorized before that date. It is also the responsibility of the parent/guardian to notify the center of any changes in the authorization of payments for your child.

Credits/Refunds/Balances

Fees are charged based upon scheduled dates, not attendance. There are no credits or refunds for non-attendance for any reason. Credits are given for inclement weather or school emergency closing days.

Any balance that is left on a student's account will not carry over from school year to school year. Please make payments accordingly. A balance may be carried over from the school year to the Summer Camp.

Parent/guardian(s) will be able to look at their childcare payments through Family Access. If you do not already have an ID and password for Family Access, contact the school office of the school in which your student(s) attend to assist you.

Arrival/Pick-up Procedure

A door will be designated for student pick-up. Your child must be picked up at or before 6 pm. If someone other than the parent is to pick up the child, that person must be at least 16 years old, have picture ID and be listed on the Child Information Record. For your child's safety, we cannot accept any changes made over the telephone without providing the CODE WORD on the back of the Child Information Record.

Late Pickup Policy

After 6 pm the person listed on the Child Information Record will be called and a late fee of \$15 per 10 minutes will be assessed. A call from parents that they are going to be late is appreciated, but will not remove the late fee. If we are unable to reach the child's parents/guardians, we will call others on the contact list. After 6:30 pm, if we are unable to contact anyone, police will be contacted. The police will be asked for assistance and a decision about calling Protective Services. If a child is picked up late more than twice, the parent/guardian may not be able to use program.

Absences and Notifications

Please notify the center when your child will not be attending on a scheduled day. A \$10 Finder's Fee may be assessed for each occurrence that requires additional time for staff to locate a child. This may include a call to a parent or person on the Child Information Record.

Snow Days/Delay Days

If schools are closed due to weather or other conditions, the ASAC programs are also closed. When there is a delay in school starting time, programs are closed.

Returned/Non-Sufficient Funds Checks

All returned checks are subject to a \$20 fee. Fees for the full amount of the check along with the \$20 fee must be paid at the Community Education Office with cash or a money order. Repayment must be made within 2 days in order for the student to continue to attend. If this situation occurs more than twice, all future payments must be made by cash or money order. Also, any unpaid declined payment fees, and/or past due balances will result in loss of use of the 3 program.

Visitors/Volunteers

If a parent/guardian requests to volunteer time in the program, a criminal and Michigan Department of Health and Human Services check may be required. If so, the cost of the fingerprint check is up to \$85, payable by the volunteer. These checks are required before volunteers can be with children in the ASAC.

Phone Numbers

Community Education	989-797-1847
Arrowwood ASAC	989-399-8525
Hemmeter ASAC	989-399-8369
Sherwood ASAC	989-399-8335
Weiss ASAC	989-399-8446
Westdale ASAC	989-399-8487

Tax Deduction Information

For the purpose of childcare tax deductions, a report of payments will be issued by January 30 when requested (email commed@stcs.org). This report may be used for tax purposes, but is not an official document. Your bank and personal payment record would be considered the official record. Our Federal Tax I.D. Number is 38-6032446.

Facilities and Equipment

ASACs will provide an adequate supply of play equipment, games, art, project supplies, other materials, and furniture appropriate to the number of children at each center. The children will be able to use the school gym or playground depending on weather conditions.

Medication Procedures

The ASAC staff does not have access to the school's office for medications and/or inhalers. Staff will administer medication to students only under special conditions approved by the school nurse. The district's Medication Administration policy and guidelines will be used.

Accidents, Incidents, and Illness

Parents will be called as soon as possible when staff observes or is made aware of an accident, incident, or change in a child's health that results in a child not able to participate with the group. For accidents, incidents, or changes in a child's health that are not serious, the staff will continue to monitor the child's status and talk with parents when they arrive for pickup.

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Withdrawal Policy

Withdrawal from ASACs may voluntarily be done at any time. The parent must notify the center Director of the last day of attendance. All unpaid fees must be paid at that time.

Health Record and Immunizations

Upon enrolling at the ASAC, the parent or guardian must submit information about any health restrictions, allergies, or medications the child may be taking.

Fire/Tornado/Critical Incidents Procedures

The children will be made aware of the fire, tornado, and critical incident drills and will practice them three times or more for each situation during the school year and/or season. The children will follow the same rules and routes as each individual school. Evacuation routes and instructions will be posted in each ASAC.

Open Door Policy

Parents may visit the ASACs at any time that the center is open. Please realize, however, that the staff member's time and attention must be directed toward the children and they may only be able to visit with parents on a limited basis.

Staff/Parent Communication

Each program has a specific place for information such as newsletters, injury reports, notes, and other important information relating to the program and the children. It is important to check this location daily.

Discipline Policy

The staff shall use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. We will keep the rules simple and clear so that the children know what to expect. The following steps may be taken at the ASAC:

1. The staff will inform and discuss with the children the rules and regulations and review them frequently. A discipline progression system is used.
2. Non-severe discipline or 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 others or property.
3. Upon the 1st serious infraction, the staff will discuss the inappropriate behavior with the child.
4. Upon the second serious infraction, the child who is disrupting the activities of others may be removed from the group to a "time-out" area for a short period of time (5 to 15 minutes) after which the child will return to the day's activities.

- The parent shall be informed of a repeated need for "time-out."
5. If further disciplinary action is necessary, a conference will be held with the parent and the staff member. The program Director has the responsibility to suspend any student whose behavior interferes with the safety, quality, and/or routine of the childcare program. The parent and student will be informed as to the length of time for suspension or expulsion. Arrangements will also be made concerning the conditions to be met for the child to return to the program.
 6. Students who are suspended from school may not attend the program during the course of their suspension.
 7. The program Director has the discretion to determine if the program is unable to meet the needs of the child, which can result in termination from the program. They may determine that it is not in the best interest of the program or other children enrolled to have a child continue to attend the program, which can result in termination from the program.

These procedures are a guideline to the due process for student conduct. Due to the nature of the inappropriate behavior and the timing of said behavior, each occurrence will be handled on an individual basis. It is the discretion of the Director in charge to implement the consequences of violating the code of conduct. Discipline policy enacted by the Board of Education will always take precedence over the guidelines below. The following policies are in effect for students in the following situations:

1. While students go to or from school
2. On school property at any time, including child care
3. At all school-sponsored or approved events and activities
4. On a school bus for any purpose
5. With respect to any misconduct toward any school employee or Board of Education members.

Elementary Building Procedures for Gross Misconduct

All elementary schools maintain high expectations for student behavior. There are specific behaviors noted as gross misconduct in the Saginaw Township Community Schools that will be considered major offenses. All ASACs will follow the elementary building procedures for gross misconduct.

1. Intimidation/threatening or actual assault (physical hurting of others)
2. Defiance of authority

3. Disrespectful or abusive language or gestures
4. Intentional damage or destruction of property
5. Stealing

Consequences will vary depending on age, severity, nature, and frequency of student violations. The discipline process may be bypassed in cases where severe student misbehavior has occurred.

Consequences:

1. ASAC Director conference with student, parent contact, and behavior consequence.
2. Action plan developed by ASAC Director, student, parent, and behavior consequence.
3. Suspension: 1-10 days
4. 10-day suspension and/or recommendation for termination from program.

Consequences for gross misconduct behavior will be cumulative for one year at the elementary level.

Sick Child Policy

We have the responsibility of the well-being of all the children trusted to our care. Please do not send your child with an illness that could be spread to other children or staff. Please arrange for a "back up" plan when your child is sick and cannot attend the program.

There may be times when your child develops symptoms of an illness during the day. We will notify the parent of the child's condition. Parents will be asked to take the child home if the following symptoms are evident:

- Fever - temperature of 101 degrees or higher
- Diarrhea - two or more loose, watery stools
- Vomiting
- Head Lice
- Ringworm
- Pink eye
- Sore throat - if child complains more than twice during the day
- Ear ache - if child complains more than twice during the day
- Cold Symptoms - runny "green" nose, persistent cough, watery eyes, difficulty in breathing
- Other contagious/infectious conditions - chicken pox, measles, mumps, impetigo

All parents will be alerted to any contagious/infectious illnesses at the program.

The following is our policy for allowing the child to return to the program:

- Fever: normal temperature of 98.6 degrees for 24 hours
- Diarrhea 24 hours without diarrhea
- Vomiting 24 hours without vomiting

- Head Lice 24 hours after treatment and no nits (louse eggs) evident
 - Pink eye 24 hours after treatment and no discharge from eye
 - When a contagious disease is no longer communicable
 - If medication has been prescribed, 24 hours after first dosage
 - Ringworm 48 hours after treatment affected area scabbing and drying affected area covered either by clothing or a Band-Aid
- Your child must be able to participate in the program's daily activities, which includes outside playtime. If your child is too sick to go outside, your child is too sick to be at the program. There may be times when a physician's written permission is requested before your child is allowed to return.

Mandated Reporting

Under the Child Protective Services Act, Mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The staffs of the ASACs are considered mandated reporters, under this law. The staff is not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside

Outdoor Play

The Michigan Department of Health and Human Services, Licensing rule R400-5106 for Child Day Care requires that we provide daily outdoor play for children unless prevented by inclement weather conditions. In addition, it is healthy, lots of fun, and the children love it. We cannot allow children without appropriate clothing to go outside. Please maximize your child's school experience by providing him/her with appropriate dress every day. For winter: boots, mittens, hats, scarves, snowsuit, and street shoes (boots can be uncomfortable if worn all day long).

Philosophy

ASACs are established to offer a quality and caring environment for school-aged children while their parents are at work. They are required to be self-supporting and operate solely on the funds received from the fee structure. Board of Education General Funds are not used to subsidize the programs. This program is administered by the Saginaw Township Community Education Department.

Mission Statement

The mission of Saginaw Township Activity Clubs is to offer quality programs and a nurturing environment. Policies will meet or exceed state guidelines for the safety of the children under our care. The program is available for any school-age child in grades K-5.

Goals

- To provide quality activity programs at a reasonable cost and in a convenient location.
- To provide a safe, secure and stimulating environment.
- To enhance the children's physical, intellectual, social, and emotional development.
- To recognize and encourage individual interests and talents.

License

The State of Michigan, Department of Health and Human Services (MDHHS) licenses the ASACs. Each center's director has met the necessary requirements in child development, child psychology, and early childhood education. Each center has been inspected and has met the necessary requirements for licensing. All centers are eligible to receive payments for DHS clients.

Staff Screening

Saginaw Township Community Schools, by policy, screens all prospective childcare employees with the following:

- 1. Employment History Check** - Authorization for Disclosure of Information regarding Unprofessional Conduct pursuant to Public Acts of 1996
- 2. Verification from MDHHS** that the staff member has not been placed on the **Central Registry** for abuse or neglect.
- 3. Live scan Fingerprint screening** - all staff members are screened through this process prior to employment. This screening process is conducted by the State of Michigan.

Activity Areas

Indoor play space is used and accessible to all children. Our staff-to-student ratio is regulated by the Department of Human Services Childcare Licensing rules. The current maximum ratio is 18-to-1.

Outdoor play areas are considered to be an extension of the learning environment. Each school has a playground and used whenever weather permits. Please be sure that your child has the appropriate clothing each day that permits them to be outside. The equipment is maintained by the school district so as to be in a safe condition.

Snacks/Food

Children will be provided a daily snack. Food menus will be posted at each center for your review. If your child has allergies to particular foods, please let the ASAC know. On days when there is no school and our Arrowwood center is open all day, each child will need to bring a lunch to the program. All children will be expected to thoroughly wash their hands before eating their snack or lunch.

Snacks are stored in sealed bins. Refrigerators are used in each center for snacks that require refrigeration. Refrigerators are not readily available for student lunches on the days when there is no school. It is recommended that an ice pack is included in lunches for foods that need to be kept cold.

Child Custody Policies

Only persons listed on the Child Information Form, legal parents or guardians, may take a child from After School Activity Clubs, childcare, and preschool programs. According to licensing regulations, either parent may take the child from these programs, unless there is a court injunction prohibiting one parent from visitation rights. To avoid confusion for the parents and staff, please list both parents on the form, either in the parent section or in the authorized persons' section. Please also list the relationship to the child beside the authorized persons' names.

By law any person who can PROVE parental relationship by birth certificate, etc., would have the right to take the child and the staff cannot legally prevent it. If a parent has a doubt as to whether a child will be safe in these programs during family conflicts, please understand that the staff cannot keep a child from either parent at one parent's request, without an injunction.

All persons picking up children for parents, or parents not normally in the center, may be asked to show identification. A child will not be released to anyone not listed on the Child Information Form unless prior arrangements have been made between the parent and director. The person picking up the child must have identification. These rules will be relaxed as the staff gets to know the families and an ID will no longer be required for individuals known by the staff.

If an emergency arises and it is necessary for a different person to pick up your child, one who is not listed on the card, you will be asked for your "code word." This code word must be listed on the Child Information Form.

Parent Notification of the Licensing Notebook

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related Corrective Action Plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at: www.michigan.gov/michildcare.

Playground Consent

The Michigan Department of Health and Human Services, Office of Child Day Care Licensing has established new criteria for playground and playground equipment. A public (school or park) playground is not required to meet all the same playground safety regulations licensed centers are required to meet. Given this information, in order for a child who is enrolled in a licensed program within a school approved by Michigan Department of Education to play on the equipment the parent must give their consent. 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.

These are the guidelines as of the starting date of the ASAC. We will notify parents/guardians of any revision to the guidelines.

Snow/Inclement Weather Days

If schools are closed due to weather or other conditions, the ASAC programs are also closed. When there is a delay in school starting time, programs are closed.