

BEFORE/AFTER-SCHOOL & CARE HANDBOOK

2023-2024



*8840 Byron Center Ave.
Byron Center, MI 49315
616.878.3347*

School Care Mission

The school care mission is to create a loving, Christ-centered environment for quality child care.

Program Philosophy

The school care philosophy is to care for, guide, and encourage God's children while fostering each child's physical, social, emotional, and spiritual development.

Before/After-School Care Schedule of Operations

Care operates each day Byron Center Christian has school. Hours for Before-School Care are from 7:15 AM to 8:20 AM and hours for After-School Care are 3:30 PM to 5:30 PM.

Snow Care Schedule of Operations

Care operates each day Byron Center Christian has a snow day (unless weather conditions prohibit safe travel). Hours are from 8:00 AM to 4:00 PM.

Day Care Schedule of Operations

Day Care operates on certain days Byron Center Christian has a PD Day or day off for a holiday break. Hours are from 8:00 AM to 4:00 PM.

The dates offered are October 18-20, November 22, December 21 & 22, January 15, February 16 & 19, and March 8.

Enrollment

Before a child attends care, the child must have a file that contains the following documents:

1. **Health Appraisal:** For childcare, the State of Michigan requires an up-to-date physical prior to the start of preschool and kindergarten. A copy of the Health Appraisal form, signed by a physician, must be in the child's file. Please submit by August 4, 2023. For school age children beyond kindergarten, a certification of health needs to be signed by the parent and filed with the office annually.
2. **Immunization Record:** Each child attending BCCS must be up to date on immunizations or properly waived. A record will be kept in the child's file verifying this. The immunizations may be recorded on the Health Appraisal form, with a signature, or on an official immunization record (MCIR record) obtained from the doctor's office or health department. This form is due by August 4, 2023.
3. **Child Information Record:** *Required only for preschool through kindergarten students in BSC/ASC, and for all students in Snow/Day Care.* Parents will be requested to complete the Child Information Record with their registration. This will include the parents' permission for the school to seek emergency medical care, should that become necessary and the school is unable to contact the parents.

Parent Notification of the Licensing Notebook for West Campus Programs

Byron Center Christian Preschool is licensed by the State of Michigan and maintains a licensing notebook in accordance with their policy. Parents will be asked to sign a form stating that they have received the following information about the licensing notebook:

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years.
- The notebook is available to parents for review during regular school hours.
- Licensing inspection and special investigation reports from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

Care Program Admission

Each family must complete the registration form and pay the required \$50 care enrollment fee. To attend care, a student must be enrolled in a current BCCS class.

Withdrawal

Please give one week's written notice of intent to withdraw your child from BSC/ASC.

Dismissal from BSC/ASC/Care

The Program Director and Byron Center Christian School Administrator reserve the right to temporarily or permanently dismiss a child from the program. **Reasons for a child's dismissal include, but are not limited to:**

- Non-payment of program fees, or after notice, excessive late payment.
- Failure to submit required paperwork.
- Excessive late pick-ups or no shows.

Scheduling, Rates, and Fees Policy

Enrollment Fee: \$50 (per family)

RATES	Before-School Care (BSC)	After-School Care (ASC)
First Child	\$5.00	\$12.00
Second Child	\$3.00	\$6.00
Third Child +	\$3.00	\$6.00

After-School Care Late Fee: \$5.00 per child.

**Rates are the same no matter how long your child is in BSC/ASC.*

RATES	Snow/Day Care
First Child	\$40.00
Second Child	\$30.00
Third Child +	\$30.00

For BSC/ASC:

At the beginning of the school year or at your family’s enrollment in BSC/ASC, you may submit a master schedule that applies to every week. The master schedule may be utilized only if your family’s need for care is the same every week.

If your schedule changes month to month, then please submit a schedule each month either by email to reidsma@bccs.org or in person. If you schedule BSC/ASC services, and your child does not show up for that scheduled time, then you will still be charged for that time. Should you need to change your schedule, please provide 24 hours notice of those changes either by email, phone, or written note. A schedule is required each month that you need BSC/ASC services for your family.

You may use BSC/ASC on an unscheduled or drop-in basis provided the following:

- You have completed the Registration Form
- You give 24 hours notice of your child(ren)’s attendance
- There is capacity for your child(ren) in the classroom

We understand that schedules change. If you schedule BSC/ASC services, and subsequently find that your children do not need those scheduled services, then please provide 24 hours notice to BSC/ASC staff by emailing reidsma@bccs.org. If you cancel a scheduled day or time within less than 24 hours or your child does not show up on a scheduled day without any notice, then you will still be charged for your scheduled day.

For Snow and Day Care

You must submit a registration form in order to attend care on these days. We will confirm care offering days following registration.

You may use Snow/Day Care on an unscheduled or drop-in basis provided the following:

- You have completed the registration form
- You give notice of your child(ren)’s attendance and receive confirmation from a Director
- There is capacity for your child(ren) in the classroom

An invoice will be sent at the conclusion of each month based on the total care used. It will be a separate line item on the tuition statement. If we do not receive the payment with the monthly schedule, then we will not schedule your child the following month.

To pay your statement, you may pay by check or use the school’s online payment option. To pay by check, please make payments to BCCS and in the memo line designate that the payment is for BSC/ASC. You may bring your check payments to the school office in either building, or you may mail your check to

the school. BSC/ASC staff cannot accept payments. You may also set up automatic withdrawals from your bank account. These withdrawals are made once per month. In order to set up the automatic withdrawals, please visit the main office for an ACH Authorization Form. Then, complete the form and return it to the main office.

BSC/ASC Staff

Administrator: James Onderlinde

Program Director: Michele Vieu

Acting Director: Andrew Reidsma

BSC Lead (East): Deb Zondervan

BSC Lead (West): Annika Johnson

BSC/ASC Assistants (West): preschool staff; Skylar Collier, Autumn DeVries,

Marti DeVries, Kaitlynn Dykhuis

ASC Lead (East): Deb Zondervan

ASC Co-Lead (West): MWF: Katie Miedema

ASC Co-Lead (West): T/Th: Becky Vos

Sample Daily Routines

West Campus: For drop off/pick up, please use the school main entrance along 87th Street (Door A).

East Campus: For drop off and pick up, please use the school main entrance (Door A).

**This schedule is simply an example and is subject to change based on the day and number of students.*

TIME	BSC ACTIVITY (West Campus)	BSC ACTIVITY (East Campus)
7:15	Arrival and Attendance	Arrival and Attendance
7:40	Morning Table Stations	Reading, Art, Homework, Games, Other
8:00	Devotions and Prayer	Dismissal
8:15	Dismissal	
TIME	ASC Activity (West Campus)	ASC Activity (East Campus)
3:30	Arrival and Attendance	Arrival and Attendance
3:45	Snack	Playground
4:00	Choice Time	Snack
4:20	Outdoor/Indoor Recess	Guided Study Time
5:00	Free Play	Free Play Activities
5:30	Pick-Up	Pick-Up

Arrival

BSC: Upon arrival to BSC in the morning, a child must be escorted by a parent or guardian to the BSC room. At 8:15, children are sent outside with a BCCS staff member.

If you are scheduled for BSC, you can arrive anytime after 7:15 AM, but not later than 8:05 AM.

Please use Door A at the West Campus and Door A at the East Campus.

ASC: For ASC, students will be escorted from their classroom to the ASC classroom. Please make sure your child is designated for the program in the dismissal schedule in the PikmyKid application.

Snow/Day Care: Students should be dropped off directly to the care classroom and the parent or guardian should check in with the teacher.

Departure

Who

Parents have a right to pick up the child, unless a court order is on file prohibiting release to a particular parent. Otherwise, a child must only be released to persons authorized by the parent. Prior authorization must be documented before the child may be released.

How The parent or guardian must come to the ASC/Snow/ Day Care room to pick up their child. Anyone who is picking up a child must show photo identification until they are familiar to regular staff. A staff person must be informed that your child is leaving with you. Please be sure to bring home all your child's items.

When

ASC: A child may be picked up at any time during ASC hours (3:30 - 5:30 PM). Please be sure to arrive no later than 5:30 PM.

Snow/Day Care: A child may be picked up at any time during program hours, but must depart prior to dismissal at 4:00 PM.

For any child picked up after program completion, a fee of \$5.00/every 10 minutes will be charged.

Food Service Policy

Breakfast

For early morning arrivals, parents may send breakfast with their child to eat in BSC. It is preferred that students come having already eaten breakfast, but we can also help them eat theirs as needed.

Lunch (for Snow/Care Days)

Students should come with their own snack and lunch provided as they would on a regular school day.

Afternoon Snack

Students will be provided with a snack in ASC.

Utensils and Foods

Please send in spoons, forks, paper plates, and baggies that are necessary for your child's food. However, please do not send food that needs to be heated in a microwave.

Allergies

If your child has a food allergy or restriction or other special dietary need, then this information should be noted on the Child Information Record and registration form. Please ensure staff are aware of your child's needs and restrictions. Also, please be sensitive to children other than your own that may have food allergies when you prepare lunches and snacks. We will make parents aware of allergies in the classroom.

Health Care Plan

Hygiene and Wellness

1. Child and Staff Hand Washing:
 - a. Children are required to wash their hands with soap and water before snack time and after bathroom use.
 - b. Hand sanitizer is used when children begin their day and after coughing or sneezing in their hands.
 - c. Staff members are required to wash their hands with soap and water before serving snacks and after bathroom use.
2. Equipment, toys, and other surfaces are cleaned and sanitized using the 3-step method (soap, water, bleach) on a regular schedule.
3. Students who become ill at school are separated from the group until a parent or other designated individual is able to pick them up. Areas of exposure are sanitized. **Children are required to be fever/symptom free for 24 hours before returning to school.**
4. Staff members are required to review blood borne pathogen requirements annually. Staff members follow all procedures for cleaning after exposure.

Absence – Illness – Accidents/Incidents

1. Absence: If your child will be absent, please follow regular BCCS attendance guidelines. No additional action is necessary if you have a child in BSC/ASC.
2. Illness:
 - a. If your child shows signs of illness or is running a fever, please keep him/her home. **A child should be fever and symptom free for 24 hours without fever reducing medication before returning to school.** If your child is diagnosed with a communicable illness such as chicken pox, please inform the teacher or school office.
 - b. If any changes in the child's health are observed while attending class, or if a child becomes ill and cannot remain in class, his/her parents will be notified. The child will be brought to the office and will wait there for his/her parent to pick him/her up.
 - c. If a staff member becomes ill and cannot remain at school, a sub will be called in. If a volunteer becomes ill and cannot remain in class, he/she will be sent home.
3. Medication: If medication is to be given to your child during school, a written statement from you or a doctor must be sent to school, and a form from state licensing must be obtained. Only the teacher, teacher assistant or parent will administer medication.
4. Incidents/Injuries: If a child is involved in an accident or incident and is hurt or injured, a staff member will notify his or her parents immediately.
5. Allergies: If a child has a severe allergy that includes a plan from their healthcare provider, parents should contact the office or their child's teacher at their earliest convenience to ensure that plans and procedures can be implemented before the start of school.

Communications

The Lead Teacher or Director will reach out to parents through email before the first day and occasionally throughout the year as needed.

At any time that you have questions regarding BSC or ASC, please contact either Andy Reidsma (reidsma@bccs.org) or Michele Vieu (vieu@bccs.org). If you have questions regarding your tuition, please call the school office. We are here to serve you in any way we can.

Weather-Related School Closings

In case of inclement weather, the school may be forced to cancel classes. Parents will be informed of school closing via email. WOOD radio (1300 AM and 105.7 FM) and WOOD TV8 carry this information. If BCCS closes due to weather, no BSC or ASC will be offered. Snow day care will be offered to those registered for that program.

In the case of a tornado watch or warning, the children will remain at school. If you wish to pick up your child during a tornado watch, you may do so. In the case of a tornado WARNING, all children will be moved to a safe location in the building; please do not pick up your child until after the “all clear” is issued.

Discipline Plan

Generally, children are eager to please teachers at school. Our Care programs promote love and respect for one another and for staff and aides. Children usually are self-disciplined in a school setting, and any other form of discipline is unnecessary.

At times, a child may have to be reminded of rules or taught not to do something. At these times, a child may have to be removed from the group and/or spoken to quietly. At no time will corporal punishment be used. This means that at no time will the staff members inflict physical pain, deprive children of necessary physical needs, confine children in enclosed areas, or inflict emotional pain. If a problem persists, the director will arrange a conference with the child's parents to attempt to come to a cooperative solution. Removal from the program will be considered at this point.

Final Notes

Children will be provided with a hook or area outside the classroom to keep their belongings. Please check it at each pick-up time for projects, food, and similar items that need to be brought home.

Footwear: Please send in comfortable indoor and outdoor shoes for your child. Sandals or flip flops are good for indoor time, but for outside time, please send socks and closed toe shoes.