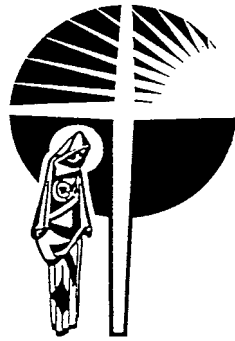


**OUR LADY OF SORROWS
CATHOLIC SCHOOL
KIDS' CLUB**



**PARENT HANDBOOK
AND APPLICATION**

*Our Lady of Sorrows Catholic School
24040 Raphael
Farmington, MI 48336
(248)476-0977*

Introduction

Our Lady of Sorrows Catholic School recognizes the need for school-based childcare within our community. Kids' Club is a self-supporting program aimed at providing a supervised and safe environment for kindergarten thru eighth grade students of Our Lady of Sorrows Catholic School (OLS) before and after school. Kids' Club is licensed by the State of Michigan as a Child Care Center.

Interesting activities are planned which are developmentally appropriate and enhance physical, intellectual, social and emotional growth. A quiet room is available for homework. The opportunity to be with friends in a supervised program benefits children and offers parents a safe, practical solution for childcare needs before and after school. Kids' Club is available from 7:00 am until school begins and after school until 6:00 pm. **All policies described in the Our Lady of Sorrows Catholic School Parent/Student Handbook apply to Kids' Club, as well as specific policies described below. (Includes cell phones and/or any electronic devices)**

Staff

All Kids' Club Staff have passed all state required background checks. Kids' Club does not endorse or recommend baby-sitting outside of Kids' Club for its staff members. Staff members may not transport children to or from any OLS programs. Parents are responsible for their children arriving and departing from Kids' Club.

Registration

Registration for Kids' Club is required each year. Registration is mandatory prior to participation in the program. Each family will pay a non-refundable registration fee along with the completed application enclosed in this packet. Also required is a completed Student Health Statement for each family and a Child Information Card for each child enrolled in Kids' Club. These forms are enclosed in this packet.

Non-Admittance

A request for withdrawal and/or re-admission must be submitted in writing. Your request will be applied to billing after received. Admittance to the program may be refused due to full enrollment, behavior problems, past due accounts or health problems that cannot be accommodated.

Signing In/Out

Parents are responsible for signing in and walking their child into the morning session. Parents are also responsible for picking up their child in the afternoon and signing them out. Children may not sign themselves out for any reason. Failure to comply with this policy may result in exclusion from the program. Parents must notify Kids' Club of your child's participation in any extracurricular activities (scouts, choir, sports, etc. in writing). It is the **parent's responsibility** to arrange for transportation of the children to these activities. Families that need another adult to pick up their child(ren) must send in a letter signed by the parent. This notification must be in writing and presented to Kids' Club before the start of the activity. If events occur after 6:00 pm, parents must pick up children from Kids' Club and return later for the event. Parents who want to pick up children early from the Cafeteria must sign them out and make the supervisor aware. To assure the safety of the student(s), parents (or authorized persons) may be required to show identification to Kids' Club staff when signing out student(s).

Snack

A snack is provided at the start of the afternoon session. Parents may also send a healthy snack with their child to be eaten at Kids' Club.

Outdoor Play/Gym

In the morning session, children will have use of the gym on most days. In the afternoon session, children will go outside whenever possible and weather permitting. The amount of time spent outdoors will vary according to the schedule of activities. **Please provide appropriate clothing.**

Billing

Kids' Club billing is done on a monthly basis. Fees are \$7 per hour for the first child (youngest), \$6 per hour for the second child (second oldest) and \$5 for the third and/or any additional child within the same family. There is a one-hour minimum charge per day (per child) and then bills are calculated in ½ hour increments according to usage. You must inform Kids' Club of your child(ren) schedule as attendance is taken for the safety of our students. **There will be an overtime fee of \$1.00 per minute for children picked up after 6:00 pm.** Statements are sent to the home address every four weeks. It is the family's responsibility to remit the payment by the due date. Any late payments will result in a \$15.00 late fee. Payments must be made by check, payable to "Our Lady of Sorrows", and returned in the envelope provided.

Sample of Fee Schedule

Below is a sample of a monthly charge for a family with 2 children in Kids' Club, attending three days a week for one hour each day.

First Child @ \$7 per hour x 1 hour per day x 3 days per week = \$21 per week
(please remember that anything over 1 hour is calculated in ½ hour increments)

Second Child @ \$6 per hour x 1 hour per day x 3 days per week = \$18 per week

Total per week = \$39 per week

\$39 x 4 weeks = \$156 TOTAL DUE FOR MONTH

PLEASE NOTE:

The billing policy for Kids' Club charges you only for your actual usage of Kids' Club. Time will be calculated by charging the one-hour minimum, and then in half-hour increments. This will allow for flexibility for the families using the Kids' Club. This will be especially useful for families with flexible working schedules, or families with students who are periodically involved in after school activities. Please remember that you must keep Kids' Club informed of your schedule, as attendance will be taken for your child's safety. Parents can inform Kids' Club of the schedule for their children with written instructions or an email to kidsclub@olsorrows.com.

Behavior Management Policy

The staff at Kids' Club will provide positive guidance methods, which encourage self-control, direction, self-esteem and cooperation. In the event that specific discipline issues involving a child were to become a disruption to the running of an orderly program, the following procedures will be enforced:

1. A Parent Notification Discipline Report will be issued; this will be signed by a parent and returned to Kids' Club.
2. Conference between staff and parent.
3. Conference between staff, parent and director/school principal. A specific plan of action for a probationary period, alternate placement, exclusion may be determined at this time.
4. One week suspension from Kid's Club.
5. Exclusion of the child from the program for the remainder of the year.

Note: The School Principal and Kid's Club Director reserve the right to exclude students from the Kid's Club program based on the severity of the situation.

Absences

In the interest of your child's safety, you are required to notify Kids' Club in the event that your child is absent from school or will be absent from Kid's Club for any reason.

Illness

When a child becomes too sick to participate in regular activities or shows symptoms of a contagious disease, parents will be contacted to take their child home. If the parents cannot be reached, the emergency contact person will be called to take the child home.

Holidays and Breaks

Kids' Club will operate according to Our Lady of Sorrows Catholic School calendar. Kids' Club is available on half days of school. Families need to sign up in advance of the half days. Kids' Club is not available during school vacation periods, snow days/school closings or summer months.

Late Pick Up Policy

Late pick up (after 6:00 pm) is strictly against policy. You will be charged at the rate of \$1.00 per minute, per child, for pick-up after 6:00 pm. This will be billed to your account.

Contact Information

You may contact Kids' Club by phone at 248-476-0977, ext. 3, between 7:00 AM and 6:00 PM. You may also contact Kids' Club by email at kidsclub@olsorrows.com, or send a note thru inter-school mail.

OUR LADY OF SORROWS CATHOLIC SCHOOL

24040 RAPHAEL
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2009-2010 KIDS' CLUB APPLICATION

Kids' Club Fees

Non-Refundable Registration Fee of \$50 per family

First (youngest) Child \$7.00 per hour

Second (second oldest) Child \$6.00 per hour

Third Child \$5.00 per hour

- Families will be charged for a minimum of one hour per day for each day of use. After the first hour, families will be charged in ½ hour increments. There are overtime charges of \$1.00 per minute after 6:00 PM.
- Kids' Club will need a schedule of when your student will be attending the after school session – attendance is taken for the safety of our students.
- Statements will be sent to the home address every 4 weeks and are payable within 10 days of receipt.

Kids' Club Hours

AM Session: 7:00 AM until beginning of school

PM Session: after school until 6:00 PM

- Kids' Club follows the OLS school calendar and is not available during school vacations, snow days/school closings and/or summer months.
- Kids' Club is available on ½ days and the sign up is available two weeks prior.

Name(s) of student(s) to attend:

(Name) _____ (Grade in fall)

(Name) _____ (Grade in fall)

(Name) _____ (Grade in fall)

Please indicate the days your child/ren will attend:

A.M. HOURS M _____ T _____ W _____ Th _____ F _____

P.M. HOURS M _____ T _____ W _____ Th _____ F _____

Please indicate the date your child will START Kids' Club _____

(TURN OVER)

PLEASE SIGN AND RETURN THIS FORM TO KIDS CLUB

I have read and reviewed the Our Lady of Sorrows Kids' Club Parent Handbook with my child. We understand what has been written and agree to abide by the policies of Kids' Club. I have read and agree to all fees and policies as described on this application and in Kids' Club Handbook.

I understand that children participating in Kids' Club may be photographed from time to time. I authorize Kids' Club to display, copy or post such photographs in Kids' Club News, displays or other materials without compensation.

I confirm that my child(ren) are in good health and able to participate and attend Kids' Club with no activity restrictions. I also confirm that my child(ren) immunization records are up to date and that immunization records or appropriate waivers are on file with Our Lady of Sorrows Catholic School.

I understand that if I request Kids' Club to administer medicine to my child(ren), I must comply with the medication policy. I further agree to hold Our Lady of Sorrows, Kids' Club, and all affiliated organizations, employees, agents, and representatives, including volunteers, harmless from any and all claims, including negligence, arising out of this administration of medicine.

I authorize Our Lady of Sorrows and/ or Kids' Club employees to obtain emergency medical treatment and/ or hospitalization, if necessary, for my child(ren): _____ / _____ / _____

Insurer _____ Policy No. _____

Allergies/medical information _____

Doctor: _____ Telephone No. _____

Parent(s) Name – Please Print

Parent Signature

Date

Our Lady of Sorrows Kids' Club

Student Health Statement

Please complete the information below for each child that is enrolled in OLS Kids' Club.

1) I certify that my child, _____, is in good health,
with any activity restrictions noted as follows:

I also certify that my child's immunizations are up to date and all records (or appropriate
waivers) are on file at Our Lady of Sorrows School.

2) I certify that my child, _____, is in good health,
with any activity restrictions noted as follows:

I also certify that my child's immunizations are up to date and all records (or appropriate
waivers) are on file at Our Lady of Sorrows School.

3) I certify that my child, _____, is in good health,
with any activity restrictions noted as follows:

I also certify that my child's immunizations are up to date and all records (or appropriate
waivers) are on file at Our Lady of Sorrows School.

4) I certify that my child, _____, is in good health,
with any activity restrictions noted as follows:

I also certify that my child's immunizations are up to date and all records (or appropriate
waivers) are on file at Our Lady of Sorrows School.

Parent Name (please print)

Parent Signature

Date

