



IROQUOIS | EVERGREEN | ROCKFORD

# PARENT HANDBOOK

Policies & Procedures  
2020 — 2021

# KIDS CARE CONTACTS

## KIDS CARE PROGRAM MANAGER AND LICENSEE

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## IROQUOIS CAMPUS

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## EVERGREEN CAMPUS

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## ROCKFORD CAMPUS

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# CAMPUS LOCATIONS

## Grand Rapids Christian Elementary School Iroquois Campus

1050 Iroquois Dr. SE  
Grand Rapids, MI 49506  
616.574.6500 | [grcs.org/Iroquois](http://grcs.org/Iroquois)

## Grand Rapids Christian Elementary School Evergreen Campus

1630 Griggs St. SE  
Grand Rapids, MI 49506  
616.574.5900 | [grcs.org/Evergreen](http://grcs.org/Evergreen)

## Rockford Christian School

6060 Belding Road SE  
Rockford, MI 49341  
616.574.6400 | [grcs.org/Rockford](http://grcs.org/Rockford)

## LICENSING NOTEBOOK

The Grand Rapids Christian Schools Preschool Licensing Notebooks are available in the school offices. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

# KIDS CARE PHILOSOPHY

*Our program is a Christ-centered program.*

*We glorify and worship God in everything we do.*

*We believe that each child is created in the image of God.*

*We believe in celebrating and respecting the uniqueness of each child.*

*We believe that God created children to learn through play and discovery and have built our program around these concepts.*

## KIDS CARE PURPOSE

- Help your child grow spiritually, emotionally, socially, intellectually and physically.
- Provide safe and secure care where your child will feel loved and nurtured.
- Offer a fun environment and expose children to many experiences.
- Nurture your child's sense of wonder, appreciation, and excitement about God and His creation.

## WHAT WE OFFER

### IROQUOIS CAMPUS

BEFORE CARE	Monday — Friday	7:00 am — 8:20 am
LUNCH BUNCH	Wednesday & Thursday	11:00 am — 12:05 pm
AFTER CARE	Monday — Friday	2:50 pm — 6:00 pm

### EVERGREEN CAMPUS

BEFORE CARE	Monday — Friday	7:00 am — 8:00 am
AFTER CARE	Monday — Friday	3:00 pm — 6:00 pm

### ROCKFORD CHRISTIAN SCHOOL

BEFORE CARE	Monday — Friday	7:30 am — 8:30 am
AFTER CARE	Monday — Friday	3:15 pm — 6:00 pm

# ADMISSIONS AND WITHDRAWAL POLICY

- Parents may enroll their children from 1-5 days per week.
- Parents are asked to commit to a schedule for their child(ren) so that the program may staff and plan accordingly.
- Parents who register and want to use the program on an as-needed basis will understand that we have the right to deny attendance if our classrooms are full.
- Parents must notify the assistant director about all schedule changes so that we can adjust as needed. Parents are required to pay for days scheduled even if your child is not there.
- Parents who wish to discontinue registration in the Kids Care program must contact the assistant director. This will allow for staff planning as well as the needs of those families on the waiting list.
- Parents who neglect to pay the monthly bill will not be able continue to use the program until the balance has been paid.

## REQUIRED FORMS

- Online registration form available at [www.grcs.org/kidscare](http://www.grcs.org/kidscare).
- State of Michigan Child Information Form: Medical needs must be indicated on this form *(included on the online registration form)*.
- Signed form that parent has received and read the Parent Handbook *(included on the online registration form)*.

# KIDS CARE DAILY SCHEDULES

## IROQUOIS CAMPUS

### BEFORE CARE

7:00 am	Doors open for Before Care
7:00 - 7:40 am	Free play and table time
7:45 - 8:10 am	K—4th dismissal to playground for recess before school starts
7:45 - 8:15 am	Preschool story time in Library
8:20 am	Teachers walk preschoolers to classrooms

### LUNCH BUNCH

11:00 am	Teachers walk preschoolers to Lunch Bunch classroom
11:05 - 11:35 am	Lunch
11:40 - 12:00 pm	Free Play
12:05 pm	Parent pick-up

### AFTER CARE

2:45 pm	After Care begins for Preschool: free play, table time, and snack
3:10 pm	After Care begins for K—4th: free play, table time, and snack
3:30 - 4:00 pm	Preschool and Kindergarten: circle time, stories, group games, music & movement
3:40 - 4:30 pm	1st—4th: outside time or gym
4:00 - 4:40 pm	Preschool and Kindergarten: outside or gym
4:30 - 6:00 pm	1st—4th: homework, games, and crafts
4:40 - 6:00 pm	Preschool and Kindergarten: crafts, games, and free play
6:00 pm	After Care closes

## EVERGREEN CAMPUS

### BEFORE CARE

7:00 am	Doors Open for Before Care
7:00 - 7:50 am	Free play and table time
7:55 am	K—5th dismissal to classrooms, Preschoolers walked to class

### AFTER CARE

3:00 pm	After Care begins for Preschool - 5th: free play, table time, and snack
3:30 - 4:00 pm	Circle time, stories, group games, music & movement
4:00 - 4:40 pm	Preschool—5th: outside time or gym
4:40 - 6:00 pm	1st—5th: homework, games, and crafts
4:40 - 6:00 pm	Preschool and Kindergarten: crafts, games, and free play
6:00 pm	After Care closes

# ROCKFORD CAMPUS

## BEFORE CARE

7:30 am	Before Care opens
7:30 - 8:30 am	Homework and free play
8:10 am	5th—8th grade dismissed to class
8:20 am	K—4th grade dismissed to class

## AFTER CARE

3:15 - 3:30 pm	Free play
3:30 - 3:45 pm	Snack time
3:45 - 4:15 pm	Homework
4:15 - 4:45 pm	Outdoor play, gym
4:45 - 6:00 pm	Free play
6:00 pm	After Care closes

# KIDS CARE TUITION RATES + FEES

*There is a \$30 non-refundable registration fee per family per school year.*

## IROQUOIS & EVERGREEN CAMPUSES

### BEFORE CARE

SCHEDULE	YEARLY TUITION
5 Days	\$810
4 Days	\$720
3 Days	\$540
2 Days	\$360
1 Day	\$180

### AS NEEDED

SCHEDULE	TUITION
Before Care	\$10 per day
After Care	\$20 per day

### LUNCH BUNCH

SCHEDULE	YEARLY TUITION
2 Days	\$360
1 Day	\$180

### AFTER CARE (until 5:00 pm)

SCHEDULE	YEARLY TUITION
5 Days	\$1620
4 Days	\$1440
3 Days	\$1080
2 Days	\$720
1 Day	\$360

### AFTER CARE (until 6:00 pm)

SCHEDULE	YEARLY TUITION
5 Days	\$2430
4 Days	\$2160
3 Days	\$1620
2 Days	\$1440
1 Day	\$540

# ROCKFORD CAMPUS

## BEFORE CARE

SCHEDULE	YEARLY TUITION
5 Days	\$810
4 Days	\$720
3 Days	\$540
2 Days	\$360
1 Day	\$180

## AS NEEDED

SCHEDULE	TUITION
Before Care	\$10 per day
After Care	\$20 per day

## AFTER CARE *(until 5:00 pm)*

SCHEDULE	YEARLY TUITION
5 Days	\$1620
4 Days	\$1440
3 Days	\$1080
2 Days	\$720
1 Day	\$360

## AFTER CARE *(until 6:00 pm)*

SCHEDULE	YEARLY TUITION
5 Days	\$2430
4 Days	\$2160
3 Days	\$1620
2 Days	\$1440
1 Day	\$540

# KIDS CARE POLICIES

## CHILD PICK-UP

- Your child's safety is our first priority. Please be certain that you check out with a staff member each day. Do not just take your child. We are allowed to release your child only to those people whom you have listed on your emergency card.
- We will ask for I.D. if we do not know the person picking up your child. Make sure anyone who picks up your child is aware of this policy.

## CARPOOL

- If your child is in a carpool, please give the teacher a written list of children and drivers.
- We will not release a child to someone else unless the office or teacher receives a phone call or note from the parent/guardian.
- Verbal messages from your child will not be accepted.

## LATE PICK-UP

- Please pick up your child on time.
- A \$15.00 late fee will be charged per child for each additional 10 minute increment when students are not picked up by 6:00.
- Please notify Ellen Cook at 616-633-4248 (Iroquois and Evergreen Campuses) or Julia Blanker (RCS Campus) 616-574-6407 if you are running late.

## CLOTHING

- Please dress your child in comfortable and washable play clothes.
- We will do lots of messy art projects and outdoor play.
- Please keep an extra pair of clothing (including socks and underwear) in your child's bag at all times. If your child has an accident, he/she will be guided and supported by the Kids Care staff as they learn how to solve the problem and care for their needs.
- If your child comes home in "replacement clothes," please wash them and send them back to school the next day.

## SNACKS

- We provide each child with an afternoon snack each day, but children are welcome to bring their own snacks as well.
- GRCS follows all USDA food guidelines.
- Please note that GRCS and RCS are peanut-free campuses. No food clearly identifiable as or clearly labeled as containing peanuts is permitted. Please refer to our *Peanut-free Policy* for more information.

## LUNCHES

- Lunch Bunch and RCS Kids Care do not provide hot lunch.
- Students attending Lunch Bunch and RCS Kids Care need to bring their own peanut-free lunch from home.

## GENERAL SCHOOL RULES

- Keep yourself and others safe.
- Use wholesome language that reflects our commitment to Jesus Christ.
- Listen to instructions.
- Respect the property (toys, games, furniture, etc.).
- Share with others.
- No fighting or rough play.
- Clean up after yourself.

## DISCIPLINE

We work to create an environment that is positive, safe, and engaging. Our staff members work to establish clear and manageable expectations so students may begin to share the responsibilities that come with creating and caring for a classroom environment. This shared responsibility fosters self-confidence and creates many learning experiences. Providing clear expectations allows students to make educated choices which encourages them to develop self-regulation skills.

Discipline will be handled in a positive manner and on an individual basis to encourage self-control, self-direction, self-esteem, and cooperation. The ultimate objective is to help develop self-discipline. Attention will be given to the specific needs of each child, but at the same time, the welfare of the entire group will be taken into consideration.

Possible approaches to discipline problems will be:

- Reminding children of rules and consequences
- Encouraging appropriate and positive behaviors
- Encouraging awareness of others' needs and feelings
- Building problem-solving skills
- Redirecting a child
- Taking the child out for a break to refocus in a more positive way
- Involving parents
- Clear, consistent expectations, positive role models, and an abundance of age appropriate activities keep discipline problems at a minimum.

As Christian educators, these goals reflect our belief that all children are made in the image of God. Children are capable, inquisitive, and unique. We look forward to promoting an environment that allows students to grow and thrive as responsible, capable, and excited learners who know they are deeply loved.

## REMOVAL FROM THE PROGRAM

Reasons for removal from the program include (but are not limited to):

- Failure to return the required enrollment and health forms
- Continued uncontrollable, destructive, violent and inappropriate behavior
- Failure to pay monthly dues
- If it comes to our attention that your child is not potty trained.

## ILLNESS

- Please keep your child home if she/he:
  - Has a fever (Your child must be fever free for 24 hours before returning to school)
  - Has a rash
  - Is coughing
  - Has red or watery eyes
  - Has puss around the eyes
  - Has diarrhea
  - Is vomiting (Your child must be vomit free for 24 hours before returning to school.)
  - Has yellow-green discharge coming from the nose or eyes
- Please notify us if your child will be absent.
- If your child becomes ill while in our care or arrives to school with signs/symptoms of being ill, we will call you and ask that you pick your child up. Please respect others in this regard. We will all stay much healthier if we work together.
- If your child has a contagious disease, you must let us know. The Health Department requires notification to parents in some instances.
- If a child is ill and a parent can not be reached we will begin contacting the listed emergency contact individuals that were provided by parents/guardians.

## STAFF ILLNESS POLICY

- If the center becomes aware that a staff member has contracted a communicable disease the center will notify parents of the name and symptoms of the disease.
- Staff and volunteers will be excluded from the child care center until the disease is no longer communicable.

# HEALTHCARE PLAN

## **1. The hands of children and staff shall be thoroughly washed prior to handling food and before eating.**

The following procedures are considered best practice for hand washing:

- Have a clean paper towel available.
- Turn on the water to a comfortable temperature (between 60-120 degrees Fahrenheit).
- Moisten hands with water and apply soap.\*\*
- Rub hands together until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt.
- Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- Dispose of the paper towel in a lined trash container.

*\*\*When soap and running water are not available, hand sanitizers and/or single-use wipes may be used as a temporary measure.*

## **2. We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids.**

- Latex gloves are available and cleaning/sanitizing will be done.
- Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

## **3. Cleaning and Sanitizing of all equipment, toys, and other surfaces**

The following steps are to be adhered to for cleaning and sanitizing:

- Wash the surface or item with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with sanitizing solution.
- Let the item or surface air dry.
- Mats during rest time are cleaned after each use if they are shared. Rest time bedding used by an individual student should be cleaned weekly.
- Toys are cleaned once per quarter. Tabletops are cleaned after each use.

#### **4. Controlling infection, including universal precautions**

- Kids Care children need to be able to blow and wipe their own noses, attempt to cover their mouths and noses when coughing or sneezing, and be able to use the bathroom without help.
- Our Kids Care staff asks that parents use discretion when individual children are not feeling well and potentially need to be kept home from school. For example, some symptoms that would warrant keeping a child home from school are: fever, diarrhea, vomiting, lice, etc.
- Usually one of our lead teachers will handle communicating to parents children's symptoms, signs of illness or the child's sharing of symptoms.

#### **5. Medical Emergency Procedures**

- Minor cuts, abrasions, bumps, or bruises will be cleaned and treated with ice and/or bandages as needed.
- Parents/guardians (or other emergency contacts) may be called if necessary.

#### **6. Serious Accident or Injury Procedures**

- Check child for needed medical care; ask another staff member to assist you.
- Call 911 if emergency medical care is needed.
- Notify school administration and parents/guardians.
- Apply ice packs, bandages, or other treatments as needed.
- Supervising adult(s) complete the School Accident Report and contact parents/guardians.
- If a parent/guardian cannot be reached and the student needs medical attention, the staff will contact the next person on the emergency card.

# PLANS AND PROCEDURES

## SEVERE WEATHER AND SCHOOL CANCELLATIONS

When severe weather is in effect, school will remain in session. The following emergency procedures will take effect:

### **Tornado Watch**

Students will remain at school during a tornado watch. The staff will take every precaution for safety. Dismissal will be at regular times, although parents may check in at the school office and pick up their child if they desire.

### **Tornado Warning**

All students and staff will remain in the building, taking shelter in designated areas. Students will not be available for pick-up until the “all-clear” is issued. Please refrain from calling the school office during an emergency to keep communication lines open for authorities.

*\*Fire and tornado drills are a necessary part of our classroom instruction.*

### **Cancellations**

Grand Rapids Christian Schools determines when GRCES and RCS campuses are closed due to weather. Kids Care is closed all day when there is a snow day and is closed before school when there is a two-hour delay. There is no Lunch Bunch or after school care on half days of school.

Announcements will mention “Grand Rapids Christian Schools,” “Grand Rapids Christian Elementary School,” or Rockford Christian School,” and will be posted on WOODTV8 and WZZM13. They can also be found online at [grcs.org](http://grcs.org).

# EMERGENCY RESPONSE PLAN

Grand Rapids Christian Schools has a planned response to the threat of dangerous weather, to a dangerous fire in the building, to a dangerous situation brought on by the actions of a person, and to a dangerous situation resulting from a natural disaster.

There are 4 levels of response to dangerous situations in and outside of the building. Emergency procedures are posted in the Kids Care rooms. The school administration has the final authority in deciding the level of response appropriate for the situation.

Responses include:

- A tornado (dangerous weather) procedure
- A fire procedure
- A shelter in place procedure
- A code red lock-down
- A code yellow lock-down
- Natural or other man-made disasters
- An evacuation at the Iroquois Campus: we will walk to East Congregational Church (1005 Giddings Ave. SE. Grand Rapids, MI 49506).
- An evacuation at the Evergreen Campus: we will walk to Plymouth CRC (1800 Plymouth Ave. SE Grand Rapids, MI 49506).
- An evacuation at the Rockford Christian Campus: we will walk to Bella Vista Church (5100 Belding Road, Rockford, Michigan).

All responses are reviewed by each staff member.

Response Examples:

- Intruder in the building – Code red lock-down
- Dangerous person in area around school – Code yellow lock-down
- Power outage in the building – shelter in place
- Gas leak in the building – evacuation to an alternative site

Note: In the event of a serious accident on campus, appropriate health care providers will be immediately notified. Parents will then be notified. Staff will provide first aid treatment. If safe, the injured person will be treated in the school sick room.



# GRAND RAPIDS CHRISTIAN SCHOOLS

*Preparing students to be  
effective servants of Christ  
in contemporary society.*



GRAND RAPIDS CHRISTIAN SCHOOLS

# KIDS

# CARE