



# Saints Club

## K-3<sup>rd</sup>

# Eagles Club

## 4<sup>th</sup>-8<sup>th</sup>



# ASA Child Care Programs

Welcome to All Saints Academy Child Care Programs. This information booklet is provided to you as a reference guide for our child care programs.

We look forward to serving your family and providing a high quality child care service. Our dedicated staff members are eager to provide a quality experience for your children. They have many fun activities planned and can't wait to share them with your children.

If you ever have any concerns or questions about our programs, don't hesitate to ask a staff member or the program director.



# All Saints Academy Child Care Programs

2233 Diamond Ave NE  
Grand Rapids, MI 49505

[www.asagr.org](http://www.asagr.org)

School Telephone: 364-9453  
Child Care Telephone: 361-7816

Program Director: Beckie Patterson  
[bpatterson@asagr.org](mailto:bpatterson@asagr.org)

Saints Club – School Age (K – 3<sup>rd</sup> grades) are in the Saints Club.  
Eagles Club – Middle School (4<sup>th</sup> - 8<sup>th</sup> grades) are in room 201.

All ASA child care programs are licensed by the State of Michigan.

License Number: DC410017819  
Our Tax ID # 261504524

## Licensing Notebook

The licensing notebook contains all the licensing inspection/special investigation reports and related corrective plans since May 28, 2010. This notebook is available during business hours for parent viewing. Licensing inspections and special investigations from the past 2 years are available for viewing at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **Philosophy**

At ASA child care, we provide a warm, educational, and secure Christian environment where children can imagine and create through learning and play. Children are cared for by responsible and trained adults at all times.



## **Schedule**

Hours of Operation:

Monday through Friday 6:30 AM to 6:00 PM

Our program operates year round. We are open on all non-school days except those listed below. We are open on snow days for those families who have registered for snow days; however, we reserve the right to close if the conditions compromise the safety of our families and staff. If any changes are made to the calendar, you will be notified directly through the program you are using.

New Year's Eve & Day

Memorial Day

July 4th

Labor Day

Thanksgiving Thurs. & Fri.

December 24, 25, & 26

# Admission Policy

Before your child can attend child care, Michigan State Law requires the following items to be on file:

- Registration Form
- Registration with Smart Tuition and a yearly registration fee (non-ASA families) must be on file in the business office.
- Child Information Card
- Health Maintenance Record
- Sunscreen/Insect Repellant Permission (optional)
- Medical Administration Form (optional)

These guidelines have been developed for the protection and well being of each child. Failure to provide the items listed above will result in the child's enrollment being delayed or canceled. We accept new registrations throughout the year provided space is available. The staff must have 24 hours notice to process registration forms before any child may enter the programs.

**INSPIRING  
ACHIEVEMENT,  
BELONGING AND  
CONNECTEDNESS**



## **Staff**

All staff members are required to remain current with various trainings in order to work in the child care rooms. All staff members are required to complete 16 hours of training on appropriate child oriented topics each year. In addition, staff members have been trained in first aid/CPR, Protecting God's Children (VIRTUS), blood borne pathogens, and various other developmental programs. The staff has been instructed on how to handle a crisis, and how to report neglect and abuse. All employees are required to have a criminal background check completed and have fingerprints taken before beginning employment.

## **Attendance**

It is essential that the child care staff is notified if your child will not be attending child care on one of their scheduled days. If your child will be attending child care on a non-scheduled day, please notify us before arriving. We prefer 24 hour notice, but immediate services are available if we have availability.

On non-school days, it is necessary for you to make a reservation for child care. This can be done by phone, e-mail, or signing the reservation sheet in the child care rooms. If you sign up and don't show up, you will be charged for the day. Also, if you just drop in without a reservation, you will be charged an extra \$10.00 per child.

Child care is open on snow days; however, we reserve the right to close if we feel travel to and from school will jeopardize the safety of your family or our staff. You must register for this service. Your registration form is a commitment. If you sign up and don't show up, you will be charged. We are open normal hours on days when school may be delayed.

Staff will only release children to parents or those listed on the child information card unless the staff is notified. Parents must provide a copy of any court order prohibiting contact by a non-custodial parent if we are to withhold a child from a parent. If staff members question anyone's identification, a picture ID may be required.

**Sign In/Sign Out Sheet** – It is essential that parents sign their children in and out. If the child is not signed out, they will be charged until 6:00 PM.



## Health and Medications

If your child has a communicable disease, or any contagious health problem that will affect the health of the staff and other children in the program, please **do not** send him/her to the child care program. Your child may return once they are no longer contagious and fever free for 24 hours without the use of a fever reducer.

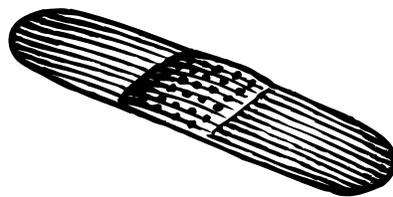
If your child suddenly becomes ill, or symptoms of illness appear such as a fever of 100 or higher, vomiting, or diarrhea, parents will be called and the child will need to be picked up immediately. If a parent is unreachable, your child's emergency contact will be notified.

If medication is required while in our facility, it can only be administered from original containers with the original prescription label attached. A medical administration form must be signed and dated for all medication, including over-the-counter medication. All medications must be kept by a staff member; children may not keep medication with them.

Parents will be notified by phone or email when an accident, injury, or illness occurs. If your child receives a head injury, a parent will be notified immediately. In case of an accident or injury, adequate first aid supplies are available. If the situation requires immediate medical attention, the staff will first call 911, and then notify parents via phone. If the situation requires professional medical attention, an accident report will be completed and a copy will be kept on file.

To help protect your child, all staff members have been trained to handle bodily fluids and are required to follow proper hand washing procedures. Children are taught the importance of hand washing and are provided the opportunity whenever necessary.

At least one staff member trained in CPR and First Aid will be present in the building at all times.



## **Snacks and Lunch**

Nutrition is a necessity of life. During the school year, students will have snacks and drinks available to purchase for 25 cents each, or they may bring one from home. During the summer months, an AM and PM snack will be provided.

On non-school days, lunches for K-8 students are available for purchase by using the school's hot lunch program or parents may choose to send a lunch with their child.



## **Crisis Situations**

**Fire Procedure:** The students practice fire drills five times a year. They know how to respond to the sound of the fire bell and where the nearest exit is. Each group has an assigned location. If this location is unsafe, the group will proceed to Aberdeen School or Blessed Sacrament Church depending on the severity of the fire or directions from authorities. Children will remain at this location until parents come to retrieve them or authorities relocate us. Parents will be notified by email, a remind text, ASA website, and ASA face book page. After 30 minutes, parents of those children still remaining will be called.

**Tornado Procedure:** If the National Weather Service issues a tornado warning for Kent County, the students will proceed to the basement of the school. Students will remain in the basement until given the all clear. If the school sustains damage and students need to relocate sites, parents will be notified by email, remind text, ASA website, ASA face book page, and the local television stations. Parents will then need to come to our location and pick up their child. After 30 minutes, phone calls will be made to those parents whose children remain at the location. Tornado drills are practiced with the students twice a year.

**Crisis:** The staff is trained what to do in a crisis situation. The number one priority is the safety of the students. Teachers will follow the trained protocol or instructions from authorities. If students are relocated, parents will be notified by email, remind text, ASA website, and ASA face book page. After 30 minutes, phone calls will be made to those parents whose children remain

at the location. If a crisis occurs and the children remain at ASA, a letter or email will be sent home with each child explaining the situation that occurred. Lock downs and/or shelter in place are practiced twice a year.

\*\*\* If specific plans for students with special needs are required, alternate arrangements will be provided for staff.



**Our outside doors will remain locked at all times.** When you are coming to drop off or pick up your child, please use the door bell. A staff member will open the door for you.

If we are not in our rooms, we will post a sign on the outside door stating where you can find us. During the school year we will remain on school property at all times except in the case of an emergency. During the summer field trips will be taken with parental permission and notification. If we are at Aberdeen Park, a note will be posted on our door.

## Weather Conditions

**Tornado Warning:** When a tornado warning has been issued by the National Weather Service, all children will take shelter in the appropriate designated area until they are picked up by parents, or until the all clear has been issued. Parents are strongly encouraged to remain in the building with their child until the all clear has been given.

**Tornado Watch:** Activities will continue as usual, with the exception of outdoor play. The weather will be closely monitored. Children will be dismissed as normal.

**Thunderstorm Watch or Warning:** Activities will continue as usual, with the exception of outdoor play. The weather will be closely monitored. Children will be dismissed as normal.

**Snow Days:** ASA child care will remain open on snow days; however, we reserve the right to close if we feel travel to and from school will jeopardize the safety of your family or our staff. Your child must be registered for snow days.

**2 Hour Delays:** ASA child care will open at the normal time (6:30 AM) on these days.



## Discipline Policy

Positive relationships and expectations for children are key components of our programs. We encourage self-control, self-direction, self-esteem, and cooperation when dealing with discipline situations. We concentrate on appropriate behavior among the children and between children and adults. One of our primary goals is to promote positive growth in your child's social and emotional development and keep conflicts to a minimum. We promote positive behaviors and promote trusting relationships among students and staff.

Staff members have been trained in 1-2-3 Magic behavior program. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming themselves, others, or property. Discipline in the form of physical harm, mental/emotional punishment, confinement, exclusion from food, rest, outside play, and daily learning experiences is prohibited in all of our child care programs.



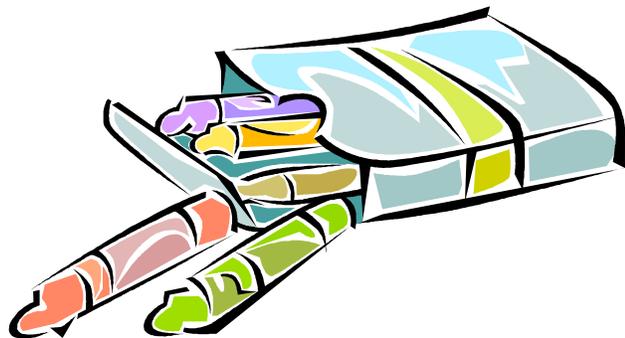
# Daily Schedules & Activities

## Before/After School Schedule (Saints Club K-3)

6:30 – 8:00	Activities such as board games, coloring, crafts, etc...
8:00 – 8:10	Join classmates and teacher
<b>8:10 – 3:25</b>	<b>K-3 students are in class</b>
3:25 – 4:00	Snack, Homework, or Activity
4:00 – 6:00	Outside, Gym, or Classroom Activity

## Before/After School Schedule (Eagles Club 4-8)

6:30 – 7:30	Activities such as board games, coloring, crafts, etc...
7:30	Shuttle to Middle School
8:00 – 3:30	4-8 students are in class
4:00	Arrive at Elementary School on Shuttle
4:00 – 4:30	Snack and Homework
4:30 – 6:00	Join Saints Club group in Gym or Outside



## **Summer Schedule (subject to change – due to event changes)**

6:30 – 9:00	Free Choice Activities
9:00 – 9:30	Group Time/Story/Table Games/Songs
9:30 – 10:00	Bathroom and Snack
10:00 – 11:00	Outside
11:00 – 12:00	Group Activity/Project/Free Choice
12:00 – 12:30	Bathroom and Lunch
12:30 – 1:30	Quiet Activities and Down Time
1:30 – 3:00	Classroom Activities, Gym, Outside, etc...
3:00 – 3:30	Bathroom and Snack
3:30 – 6:00	Classroom Activities, Gym, Outside, etc...

During the summer we have many extra events taking place such as Aberdeen Park, ice cream trucks, summer enrichment opportunities, bowling, Papa Johns, and much, much more. Permission slips and schedules will be distributed during the summer program. Payments for the extra activities will be additional expenses for those participating in the activity.



# Fees

## CHILD CARE RATES

ROOM	DAILY RATE	WEEKLY RATE	HOURLY RATE
Toddler Room	\$45.00	\$200.00	\$30.00 – half-day
Preschool (3s & 4s)	\$35.00	\$160.00	\$4.50
Saints Club (K-3 <sup>rd</sup> )	\$27.00	\$135.00	\$4.00
Eagles Club (4 <sup>th</sup> -8 <sup>th</sup> )	\$27.00	\$135.00	\$4.00
Siblings	\$22.00	\$110.00	\$3.00

All rates will be based on 30 minute increments.

### **Additional Fees:**

Field trips and special activities may have additional fees.

A late charge of \$1.00 per minute, per family will be charged after 6:00 PM.

Failure to pay your expenses will result in a late fee.

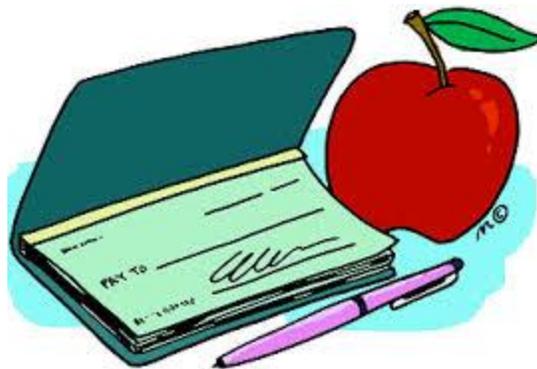
## **Payment Information:**

All families must be registered with the SMART Tuition Program. Billing will be tabulated weekly and added to your SMART Tuition account. Payments will be made according to your selection in the SMART Tuition Program.

To enroll in SMART Tuition: [www.EnrollWithSmart.com](http://www.EnrollWithSmart.com)  
ASA school code: 11860

A yearly registration fee will be assessed to each family enrolled in our child care programs. If your child is student at ASA, you **do not** need to pay an additional registration fee to use the child care programs.

A yearly expense statement will be provided to each family by January 31<sup>st</sup>. If you need detailed statements for flex accounts, please contact the ASA business manager.



## Volunteer Policy

We welcome volunteers in our program; however, they must meet the following criteria.

1. Volunteers shall provide appropriate care and supervision of children at all times.
2. Volunteers shall be of responsible character and suitable to meet the needs of children.
3. Have attended and participated in the Protecting God's Children Program (VIRTUS)
4. Have an iCHAT background check
5. Read and sign the Standards of Ministerial Behavior
6. If a volunteer is in contact with children at least 4 hours per week for more than 2 consecutive weeks, a negative TB test must be on file.

All of the criteria must be complete and acceptable before any volunteering in the school can be done. **Volunteers must be supervised by an All Saints Academy staff member.**



## **With Electronic Devices**

There is no need for child care students to carry cell phones. If your child needs to be reached, you can contact them on the child care phone line. If they bring a cell phone, they will be asked to keep it in their backpack.

Electronic devices such as personal gaming systems, I-Pads, personal CD players, MP3 players, and I-Pods are not allowed in any of our Child Care Programs. I-Pads or tablets maybe used for homework or as a reading device in the Eagles Club only.

On occasion (rainy days or extreme heat), the child care students will get the opportunity to watch a movie. Movies will be “G rated” only. Television viewing is off limits unless extreme circumstances warrant.



## Withdrawal

Withdrawal of children from the Child Care Programs will occur in the following situations.

- Failure to complete the registration requirements.
- Non-payment of child care fees. Services may resume once the balance is paid in full.
- All Saints Academy child care reserves the right to deny admission of any child in situations where the program is not meeting the child's individual need, or if the child's presence is interfering with the needs of others.

If a Parent decides to withdraw a student, 24 hours' notice is required. There is no penalty for withdrawing a student; however, you will remain responsible for all child care fees on your account.



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