

PARENT'S HANDBOOK

Welcome to the Troy Black Belt Academy's Child Care Program.

Our After-School Program and Summer Camp Program is designed to meet the needs of working parents and their children by providing a safe, secure, stimulating, and wholesome environment.

MISSION

Our mission is to help your child(ren) develop positive personalities, self-worth, and social skills. The mission for those children who participate in the martial arts training is to develop self-confidence and fundamental self-defense skills. Our goal is to deliver high-quality, affordable care for your child(ren) and for children to feel safe and secure.

PHILOSOPHY

The Troy Black Belt Academy's Child Care Program provides protection, security, stimulation, support, limits, and affection. Children are respected as individuals and made aware that he or she can depend on adults and a predictable environment. Children are treated with kindness and respect.

It gives the children opportunities to explore materials in all open play areas and participate in a variety of experiences. Children are free to choose from age appropriate iPad Apps and gaming stations, activities including arts and crafts, board games, physical activities including martial arts, scooters, basketball, soccer. Summer Camp comprises additional activities to parks, swimming, and field trips.

ADMISSION

At the Troy Black Belt Academy's Child Care Program & Summer Camp, admission comes on a first come, first served basis. Priority acceptance of your child is as follows:

- Is a sibling currently enrolled in the Troy Black Belt Academy Child Care Program
- Children who attend Troy School District
- Children on the wait list

WITHDRAWAL

If you wish to withdraw your children from the After School Child Care Program, you must give 2 weeks notice in writing to the Program Director or Mr. Williams. If you withdraw your children from the program and wish to return, a space is not guaranteed. Your name will be placed in a priority sequence in the waiting list. If you wish to go for a vacation for a period of time without payment, your admission will be automatically withdrawn.

Parents who withdraw their child for the summer, and plan to return in September are advised to put their child on a priority waiting list for the fall. We have limited space availability.

TRANSPORTATION

Our Care Program provides school transportation from your child(rens) elementary or middle school to our center by means of a motor vehicle in safe operating condition.

Field trips are considered an important part of the summer camp program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the center. Your permission for your child to participate in these excursions is part of this agreement.

A permission slip must be signed and returned--including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons.

COMMUNICATION

Communication with families is essential for us in order to provide care for each child and confidence for each parent. Ease of accessibility in communications between us and parents is necessary. We are accessible by telephone calls, text messaging, and e-mails. We ask that parents inform us of any changes to their telephone numbers or e-mails so we may update our student records and keep communications open with them.

DISCIPLINE

As children grow and try to master self-control and social skills, they may not always succeed. At such times, if the situation warrants change, they may be redirected to another activity. Sometimes talking about their actions helps them better see and understand their choices. A child may need to occasionally sit quietly either alone or with a supervisor in order to calm down and regain self-control.

Corporal punishment is strictly prohibited as well as humiliation and embarrassment. In the event that a child's behavior is likely to result in harm to the child, others or property, or seriously disrupts group interaction, the child may be separated briefly from the group. If the child's behavior is severe and threatening to other children and does not change after all measures to find a solution have been taken, parents will be called and asked to pick up their child. Parents will be informed of consistent misbehavior and asked to share their ways of dealing with difficult situations.

PICK-UP/DROP-OFF

We maintain a daily attendance record which indicates child's time of arrival and departure. The After School Care Program picks up your child at their school and transports them to our center. The staff driver records each child he/she transports. When parents drop-off directly to our center they must sign-in their child. Make verbal contact with a staff member in order for us to know your child has arrived. We cannot be responsible for a child that we do not know has arrived.

When parents/guardians pick-up a child in our care they must sign out the child in order for us to release the child to them. Parent/guardian must make verbal contact with a staff member to communicate that the child is leaving.

ALTERNATE PICK-UP/DROP-OFF

Parents and guardians may authorize other people to drop off or pick up a child. A child will only be released to persons listed on the authorization form. Parents will inform Mr. Williams of the days the alternate person will pick-up the child.

The alternate person will show identification to a staff member to verify authorization and sign-out the child for release.

EMERGENCY PREPAREDNESS

Our staff is prepared to deal with a variety of emergency situations. During all circumstances, staff members will remain calm and stay with children. In case of a weather related emergency, such as a tornado warning, children will be relocated to a designated safe place. We would begin calling parents to advise them of our location if it becomes necessary to relocate and to request that the children be picked up as quickly and safely as possible. Emergency contacts numbers will be used in cases where parents can't be reached. In the event that children would be safer remaining indoors, we would shelter them inside the Troy Black Belt Academy.

INCLEMENT WEATHER POLICY

In the event of inclement weather, we will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Troy Black Belt Academy's owner to make the decision to close/open earlier/later due to natural disasters (i.e. Snow, ice...).

Parents are advised to call or text ahead to determine if the Academy is open or if there is any question about care availability. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

TUITION

Tuition is payable at the start of each week on Monday. There will be no refund for day's missed while the child is enrolled. Tuition will not be refunded or credited if the center is not informed within 24 hours that a child will not be attending the center for any given day.

FOOD PROVIDED BY CENTER

Children in the after-school care program who remain with our center for 2-1/2 to 4 hours will receive 1 commercially packaged snack. Children who attend our summer camp care program and remain with us for 7 to 10 hours will receive 2 commercially packaged snacks. Parents will be required to provide a lunch for their child(ren). (see Meal Time)

Water is available from a water fountain within the care center.

Children have different food requirements and you know your child best. Please provide extra snacks for your child if you know the food provided by the center will not be adequate for them.

MEDICATION

Occasionally, children will need to receive medication while at the Troy Black Belt Academy. If your schedule allows, you may wish to come during the day and give the medication yourself. In order for us to assume that responsibility, the following guidelines must be followed:

- 1) Prescription medication must be ordered by a physician for the child to receive the medication. Do not ask that we administer medication that was prescribed for another child or member of your family. Prescriptions must be in the original container with your child's name on the prescription.
- 2) No medication, whether prescription or non-prescription, will be administered to a child without written parental authorization. Permission to administer medication forms are available in the office. The medication form must include the following:
 - A. Name of medication
 - B. Amount of dose
 - C. Time to be given
 - D. Date(s) to be given
 - E. Parent signature

Medication should be handed to an adult staff member or owner rather than leaving it in a backpack. All medication must be in the original container with the child's name printed clearly on the label.

Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually.

PARENT INVOLVEMENT

The Troy Black Belt Academy is focused on the child, while providing a supportive environment for both parents and staff members. Your involvement is both welcomed and encouraged.

Please remember that drop-off and pick-up times are very busy periods in terms of transitions and adjustments. These periods are not the best times to discuss concerns regarding your child, especially if he or she is standing with you.

The best way to address questions or concerns is by calling the office and leaving a message. When the center is quiet the owner will return your call.

HOURS OF OPERATION

The After-School Care Program:

Regular school days: Open from 2:30 p.m. - 6:30 p.m. Monday through Friday
Half-days: Open from 11:00 a.m. - 6:30 p.m.
No School Days: Open from 8:00 a.m. - 6:30 p.m.

The Summer Camp Care Program:

Open from 7:00 a.m. - 6:30 p.m. Monday through Friday

The center may close during these holidays for 1 or more days. Parents will be notified ahead of time.

New Years Day

Labor Day

Memorial Day

Thanksgiving Day

July 4

Christmas Day

School Breaks (Please consult the Troy School District calendar for these days)

The Center will open on holidays if there is sufficient need. A verbal parent survey will be conducted to determine if both parents, if applicable, are required to work on a holiday. Once this decision is made, you will be made aware of our hours of availability.

IMMUNIZATIONS

Upon enrollment and annually thereafter, the center shall obtain and keep on file at the center a signed statement from the school-age child's parent confirming all of the following:

- (a) The child is in good health with activity restrictions noted.
- (b) The child's immunizations are up-to-date.
- (c) The immunization record or appropriate waiver is on file with the child's school.

CLOTHING

All children in kindergarten who have not mastered toilet training should have one change of clothing available in their backpacks.

PERSONAL BELONGINGS

Please label items of value that may be forgotten at our center. We are not responsible for lost or forgotten items. However, we do place children's personal items left behind in our lost and found. When the accumulation of lost items is too great to hold any longer we place them on a table for 1 week and post notices to parents to go through lost and found for items that may belong to their child(ren). All items not claimed and without ownership names at the end of that given week are donated to the Salvation Army.

MEAL TIME

During our Summer Camp season when children are dropped off to participate in our camps for longer periods of time parents are required to do the following:

- Provide a packed lunch with the necessary ice pack(s) to keep food cold for several hours. We have no refrigeration on our premises available to customers.
- Provide adequate funds to purchase a meal from a local restaurant within our location.
- Bring in a meal directly to our location at meal time that does not require heating or refrigerating.
- We do not provide any food service and have no microwave or refrigerator available to customers.

ILLNESS

Michigan Department of Health and Human Services, Divisions of Communicable Disease & Immunization offers these guidelines:

When to Keep a Child Home

1. **Fever:** A child has a temperature of 100.4°F taken by mouth or 99.4°F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
2. **Diarrhea:** A child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause. For students with diarrhea caused by *Campylobacter*, *E. coli*, *Salmonella* or *Shigella*, please refer to the chart below for exclusions and required clearance criteria.
3. **Vomiting:** A child that is vomiting. The child should have no vomiting episodes for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
4. **Rash:** The child develops a rash and has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined it is not infectious. For students with a diagnosed rash, please refer to the chart below for exclusions and required clearance criteria.
5. **Certain communicable diseases:** Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period of time.

To address illnesses and reduce spread within our care center we will contact you to pick up your child(ren) if they develop or display any of the above mentioned symptoms or if we deem it necessary based on our discretion.

ACCIDENT REPORT FORMS

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy will be handed to you or placed in your child's backpack.

Should an accident require emergency medical treatment, the child will be taken to Beaumont Hospital Emergency Room in Troy, MI (44201 Dequindre Rd, 48085, (248) 964-5000). The parents will be contacted immediately to meet the staff member and the child at the Emergency Room. If neither parent can be reached, we will call the emergency contact person designated on the child's information card. When you sign your child's information card you are authorizing us to implement the plan described above.

MAINTENANCE OF PREMISES

If the center needs to implement a pest application on the premises, parents/guardians will receive advance notice of pesticide application. Advance notification will be posted in the waiting room entrance of the center and a notice will be handed out to each parent/guardian.

LICENSING NOTEBOOK

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans. The licensing notebook is available to parents during regular business hours.