



Crusader Care

Before and After School Care Program

Parent/Staff Handbook



Crusader Care

Before and After School Care Program

9614 Fisk Rd
Belding, MI 48809
(616) 794-3451

CHILD PLACEMENT CONTRACT

NOTE: This contract is required of all licensed child care centers by the Michigan Administrative Code.

Faith Community Christian School Crusader Care Program agrees to provide child care services for the following named child(ren):

Name of Parent: _____ Home Phone: _____

Address: _____ Work Phone: _____

Name of 1st Child: _____ Birth Date: _____ Grade: _____

Name of 2nd Child: _____ Birth Date: _____ Grade: _____

Name of 3rd Child: _____ Birth Date: _____ Grade: _____

Name of 4th Child: _____ Birth Date: _____ Grade: _____

Name of 5th Child: _____ Birth Date: _____ Grade: _____

I have read the Crusader Care Parent Handbook and understand all the information presented in the book.

Signature of parent: _____

*Licensing Rules for Child Care Centers are available upon request. The Department of Human Services handbook for Child Care Centers is posted in the classroom.

Faith Community Christian School Crusader Care Contract (cont.)

PARENT AGREES AS FOLLOWS:

- To pay the following fees: Students - \$3.00 per hour per child; \$6.00 per hour per family
- Minimum daily charge of \$6 per day will be applied.
- To pay fees when billed. Late payment charge of \$10.00 per week.
- FCCS accepts tuition assistance through state funded child care when applicable.
- Parents must provide a schedule to the FCCS office at the beginning of the school year. Any changes to that schedule need to be provided to the FCCS office at least one week prior to implementation and will be subject to acceptance upon available space.
- Late pick-up fee as follows:
 - Children picked up after 6:00 pm will be charged \$5.00 for every 15 minutes or portion there of beyond 6:00 pm.
- My/our child is in good health, immunization are up-to-date, and my child can participate in all activities at Crusader Care. I assume responsibility for the state of his/her health while in this program. I will provide a change of clothing, if necessary, and an after school snack.
- Be advised that the center maintains a licensing notebook of all licensing inspection reports, special investigations reports and all related corrective action plans. The notebook will be available for parents for review during regular business hours.

Information on licensing is available at www.michigan.gov/michildcare.gov

/we have read the Parent Handbook and agree to abide by these policies.

Upon signing this agreement, the parent, legal guardian or responsible adult and the child care facility agree to abide by all the provisions contained in this contract.

In witness whereof, the parties hereto have executed this contract as of this date:

Parent, Legal Guardian or Responsible Adult

Faith Community Christian School
Crusader Care

Signature: _____

Signature: _____

Printed Name: _____

Director: Jessica Feldpausch

Relationship to Child: _____

Date: _____

Date: _____

Faith Community Christian School Crusader Care

Child #1

STATEMENT OF HEALTH

Child's Name: _____

Age: _____ Grade: _____

My Child is in good health with activity restrictions noted:

My child's immunizations are up-to-date. My child's immunization record or appropriate waiver is on file at the school. Crusader Care Directors and staff have my permission to check/copy the health form is necessary (State law requires that eh Health Form and/or this statement be on file at the site).

Date: _____ Parent/Guardian Signature: _____

Faith Community Christian School Crusader Care

Child #2

STATEMENT OF HEALTH

Child's Name: _____

Age: _____ Grade: _____

My Child is in good health with activity restrictions noted:

My child's immunizations are up-to-date. My child's immunization record or appropriate waiver is on file at the school. Crusader Care Directors and staff have my permission to check/copy the health form is necessary (State law requires that eh Health Form and/or this statement be on file at the site).

Date: _____ Parent/Guardian Signature: _____

Faith Community Christian School

Crusader Care Program

Crusader Care Philosophy

Faith Community Christian School's Crusader Care staff will provide a safe and fun environment for children in a relaxed before and after school setting. Students will work with each other and the caregiver on homework, organized play or free play while learning to treat others/equipment kindly and responsibly.

Admission and Withdrawal

Faith Community Christian School's Crusader Care will admit students Prechool to 5th grade from the FCCS Family or from an outside public or private school setting. FCCS does not necessarily arrange for or provide transportation for students enrolled in FCCS Crusader Care. Admission is on a first come first served basis. Availability is subject on the number of students enrolled in the program. Withdrawal of a student could happen if the students fails to follow the behavioral guidelines established in this handbook along with the general school behavioral guidelines. FCCS Crusader Care withdrawal will happen under the direct supervision of the director and Crusader Care staff after significant attempts have been made to correct the behavior. Withdrawal of a student from Crusader Care may result from nonpayment for care given.

Parents who wish to admit their students into the FCCS Crusader Care program need to fill out the required documentation and submit it to the FCCS general office. Parents who wish to withdraw their students form FCCS Crusader Care must give the general office two weeks' notice of the withdrawal or face the possibility of being subject to a \$50 withdrawal charge.

Crusader Care Hours

Faith Community Christian School's Crusader Care will begin the Before School session at 6:30 am and operate until 8:15 am. The After School Care session will begin at 3:30 pm and operate until 6:00 pm. Students will provide their own snacks for either session.

** Please note: Crusader Care will not be held on early dismissals due to emergencies (weather related or other), or snow days.

Procedure of Screening Employees

All employees hired for the Crusader Care program at Faith Community Christian School must undergo a background check and a Central Registry check through the state of Michigan. Also, employees of FCCS Crusader Care will sign statements of faith and provide information about their personal relationship with Jesus Christ. All employees of Crusader Care will be CPR Certified and will attend a Blood Borne Pathogens training session.

Procedure for Screening Volunteers

Volunteers for Crusader Care at Faith Community Christian School must undergo screening using ICHAT through the State of Michigan. Students will not be alone with a volunteer but will always be under the direct supervision of the FCCS Crusader Care Teacher.

Areas Used

Crusader Care will use the Multi-Purpose Room, the Library/Computer Lab, and the Playground. The Playground is on the East side of the building and is visible from M 91. Please see Appendix A for floor plans of these areas. Faith Crusader Care is required to have initial safety inspection of the playground equipment being used – but are not required to undergo additional inspections for child care licensing.

Area Maximum Use

No more than 40 students will be cared for at one time in the Multi-Purpose Room. No more than 17 students will be cared for at one time in the Library. The ratio of students to adults in charge will be 10:1.

Discipline

Faith Community Christian School's Crusader Care follows the same disciplinary plan that the school follows. One goal of Crusader Care is to develop a responsible child. A respectful atmosphere is essential if spiritual, academic, and social growths are to take place. Good discipline helps to achieve this goal. With this basis, we expect the following of our Crusader Care students:

- Respect for students, teachers, staff, and other adults.
- Respect for personal and other's property.
- Respect for all rules.

To ensure justice, we follow this **Disciplinary Process**:

1. Normal discipline is the responsibility of the CC teacher. If poor conduct and attitude continues, the teacher is to make contact with the parent/guardian to enlist their cooperation. If teacher discipline fails, the student will be sent to the director.
2. The director will assess the situation, determine the action to be taken, and contact the parent/guardian. A Conduct Report (Please see Appendix B) will be completed and sent home and kept in the student's file. The student will complete an Action Plan as a portion of his/her discipline.
3. If a student is consistently exhibiting unacceptable and inappropriate behavior, a conference with the teacher, director and parent/guardian is required.

Actions in Violation of Proper School Conduct

- Stealing
- Smoking, possession of, or under the influence of any drug or tobacco product is prohibited by students and adults on school grounds
- Vandalism
- Disrespect to teacher, other adult or other student
- Fighting
- Not complying with directions and/or assignments of teacher
- Breaking Playground rules
- Use of bad language
- Disruptive behavior
- Leaving school or grounds without permission

Staff Training Plan

Faith Community Christian School's Crusader Care Employees will keep current certifications in infant, child, and adult CPR and first aid. Employees must complete Blood Borne Pathogens training yearly. Each Crusader Care Caregiver will receive 12 hours of additional Child Development Training.

Child Abuse and Neglect Reporting Policy

All Faith Community Christian School's Crusader Care employees are mandated reporters of suspected child abuse and neglect. Calls must be made immediately to the following CPS Central Intake number: 1-877-277-2585. Upon completion of the call, a written report of actual or suspected child abuse or neglect must be submitted to the Department of Human Services for Montcalm, Ionia, or Kent County. Employees must also notify the Program

Directors in charge of Crusader Care of the suspected abuse and neglect that the report has been made with DHS. Employees must also provide a copy of the written report to the Program Director.

First Aid

Faith Community Christian School assumes that all of its Staff will provide aid to students who become injured or ill. Follow these procedures in giving aid and reporting these injuries or illnesses:

Be on the alert for potential hazards in the school and on the playground; report any questionable circumstances (equipment or facility hazard) to the custodian or administrator soon.

Become familiar with your students' health needs by checking office records.

Know the exact location and the content of the first-aid kit.

Supply first aid for minor injuries, but report the incident to the office.

For more serious injuries, bring the student to the office if it is safe to move the student; if not, call the office and ask for the staff member trained in first aid to come. The administrator will contact the parents.

For all injuries that require first aid, complete the approved form (see following page) and give a copy to the parent & the administrator on the day of the injury.

If students become ill and wish to, or you think they should, go home, send them to the office. Someone there will contact the parents.

Take all of the following precautions in handling possible pathogen transmission:

Treat all blood and body fluids as potentially infected. Use disposable gloves when treating a student who is bleeding or has breaks in the skin. Wash your hands before and after touching the student. Dispose of all contaminated waste in approved containers. Use a fresh bleach solution or other approved cleaner for cleaning bloody spills.

Pest Control:

Parents will be notified of dates and times when or if the building is treated for pests.

School Evacuation

Faith Community Christian School expects staff to assist students carefully whenever there is a potential for harm from fire, severe weather, and natural disasters.

Be sure to make clear to your students the details they need to know to efficiently reach safety. Expect unannounced drills to follow the safety procedures you have detailed. Follow these procedures:

Fire Drill

1. Each teacher must have an emergency evacuation plan posted in the room close to the door. Teachers should review the plan with their students periodically.
2. The fire drill signal will be a persistent ring. It will continue until all students have evacuated the building or the fire department arrives.
3. Students should leave the room silently, in single file, and proceed to the area designated for that purpose, walking as quickly as possible without running.
4. Follow your class from the room, taking the grade book, turning off the lights, and making sure all windows are closed. When the designated area is reached, make sure that all students are present.

5. At all times listen carefully for the administrator's instructions about leaving the school building, returning to it, or directing children for their safety.
6. In the event of a watch or warning, all school activities, extracurricular practices, and games are canceled for that day.

Tornado/Disaster Drill

1. Each teacher must have an emergency evacuation plan posted in the room close to the door. Teachers should review the plan with their students periodically.
2. The signal for other natural disasters will be a persistent alternating bell and silence.
3. Faith Community Christian School will not dismiss students in the event of a tornado or hurricane watch or warning.
4. In the case of a watch, classes will remain in session. In the case of a warning, students will take cover in designated Civil Defense areas. Students should line up along the wall just outside their classroom. It is recommended that students kneel on the floor with their back to the wall. If possible students should have a hard cover book to protect their back/neck.
5. Parents who wish to pick up children may do so without penalty for absence. Parents who pick up children must be certain that the classroom teacher involved is notified that the child has been picked up.
6. At all times listen carefully for the administrator's instructions about leaving the school building, returning to it, or directing children for their safety.
7. In the event of a watch or warning, all school activities, extracurricular practices, and games are canceled for that day.

Daily Routine

Mornings - 6:30 am to 7:55 am students are in the Multi-Purpose Room or the Library with the CC teacher. They are playing board games or doing homework during this time. They are welcome to bring a breakfast with them and eat it during this time.

7:55 am – 8:15 am students go outside with the teacher

Afternoon – 3:30 pm students report to the Multi-Purpose Room from the classrooms. They eat a snack and play games, read or do homework. 4:00 pm – 4:30 pm students go outside. 4:30 pm – 5:00 pm students participate in a planned activity in Multi-Purpose room with teacher. 5:00 pm –until Pick Up students read or do homework.

Faith Community Christian School
Crusader Care Program
Health Safety Guidelines

Dear Parents,

Your child's health is important to us. We are dedicated to keeping our school safe and clean. We are also dedicated to keeping your child safe and healthy. A sick child does not learn well and also exposes the illness to his/her classmates.

For our part FCCS Crusader Care will:

- Thoroughly clean and sanitize our equipment/classrooms with a 3-step sanitation process.
- Continue to use proper hand washing techniques.
- Wear gloves when handling children's bodily fluids.
- Continue to assist children in the importance of thorough hand washing.
- Provide and encourage use of hand sanitizer.
- Provide Kleenex and instruction on proper use/handling of Kleenex.
- Contact parents immediately should your child become ill.

For your part, we ask you keep your child home should he/she have the following symptoms or conditions:

- Fever of 101 degrees or higher
- Vomiting
- Diarrhea
- Strep Throat
- Lice
- Pink eye
- Any other communicable disease listed in the [Guidelines for Keeping Sick Kids Home](#) booklet.

We do understand that you cannot keep your child home with every cough or sneeze they have, but please help us prevent the spread of colds and flu by treating symptoms early, encouraging thorough hand washing and communicating with us should your child have any of the above mentioned symptoms. Please remember that we do not charge you for days your child may miss due to illness. Thank you.

Please note that all Faith Crusader Care staff will follow these same guidelines.

Faith Community Christian School
Crusader Care Staff



Equipment Inventory List:

- 6 Folding Tables
- 42 Folding Chairs
- Utility Cart with Games/Small toys/markers and coloring books/paper
- Lego Bin
- K'nex Bin
- Marble Works Bin
- 3 Footballs
- 4 Basket Balls
- 2 Kick Balls
- 6 Hockey Sticks
- 1 Hockey puck
- 2 Jump Ropes
- 14 Computer Stations
- Bean Bags
- 2 round tables
- 1 small table
- 3 Large Computer Tables
- 1 Swing Set
- 1 Tire Swing
- 1 Large Jungle Jim
- 1 Large Play Ark
- 1 Octaball Court
- 2 Picnic Tables
- 2 Basket Ball Hoops
- 2 White Boards

Outside window/
Emergency Exit

Outside window/
Emergency Exit

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Multipurpose Room Floor Plan

Door to Hallway

Door to Hallway

