



# GOOD TIME FRIENDS

Before and After School Child Care Program

Summer Adventure Program

## Family Handbook

(2022-2023)

Allendale Public Schools

Evergreen Elementary

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## Table of Contents

Allendale Public School District Mission Statement	2
Welcome	2
Good Time Friends Mission Statement	2
Philosophy	2
Objectives	3
Parent/Staff Communication	3
Daily Activities/Schedules	4
Food Service and Nutrition	6
Physical Activity	6
Weekly Schedule for Student Care	7
Enrollment and Tuition	7
Program Fees	7
Half Days	8
Field Trips and Transportation	8
School Cancellations and Delays	8
Calendar	9
Payment Policies	9
ProCare (Billing)	9
No Show/Cancellation Policy	10
Late Pick-Up Fee	10
Drop Off and Pick Up Procedure	10
Rest/Quiet Time and Items	10
Withdrawal Policy	11
Behavior Policy	11
Discipline Procedures	11
Illness, Injury and Parent Notification	12
Medications	13
Communicable Diseases	14
Head Lice Policy	15
Insurance	15
Crisis Response Plan	15
Confidentiality	16
Child Abuse and Neglect	16
Pesticides	16
Grievances	16
Non Discrimination and Diversity Policy	17
Special Needs Referral Policy	17
Parent Involvement	18
Birthdays	19
Community Services and Referrals	19
Michigan Child Care Licensing Notebook	19
<b>Receipt of Good Time Friends Handbook</b> ( <a href="#"><u>please sign and return</u></a> )	20

## **Allendale Public School District Mission Statement**

Allendale Public Schools commit to educate, inspire, and support all students.

### **WELCOME**

Welcome to Good Time Friends (GTF) before and after school childcare for students aged five through fifth grade. We are located at Evergreen Elementary in the cafeteria. Our program has been part of the Allendale community since 1988 and is licensed by the State of Michigan.

The experiences we share will help your child grow intellectually, physically, emotionally and socially. We hope to expand his/her ability to meet new situations, encourage him/her to explore new information, and to build a positive self image.

We have earned the prestigious 4-star rating from the Great Start to Quality program.

### **GOOD TIME FRIENDS MISSION STATEMENT**

We provide a safe, secure, and stimulating environment for your child. GTF will nurture and challenge your child as a whole to reach their maximum potential.

### **PHILOSOPHY**

We are committed to encouraging happy, engaged and curious children at their own pace and level. We know that children learn best in a creative, relaxed atmosphere. With direction and support from the staff, children have the opportunity to make decisions, solve problems, share and take turns, listen, follow directions, create, and discover others and themselves.

Development of a positive self-concept is emphasized.

We believe in:

- Creating a culture promoting children's cognitive, social, emotional and physical growth.
- Providing a stimulating environment with positive, nurturing care and a well-developed curriculum.
- Introducing a variety of experiences and activities designed to encourage children to learn about themselves, their friends, and their surroundings.
- Balancing small and large group experiences, quiet times and active play, as well as indoor and outdoor activities
- Continuously building our faculty's skills with comprehensive professional development and the support of outside professionals and consultants.

## OBJECTIVES

Learning objectives are reached through an integrated curriculum including play, music, art, physical activities, stories, and social interaction. GTF staff observe each student in the noted domains and additionally in areas such as art, music, science, and technology to help further progress at their own rate. Each child will progress at his/her individual pace in the following areas of development.

**Social Development:** The ability to work with others, take part in group activities, follow school rules, and care for property. Also, the ability to transition successfully from home to school, to learn how to act in a group setting, and to interact with adults as well as children.

**Language Development:** The ability to express oneself and to understand others, and to improve his/her oral language.

**Emotional Development:** The ability to accept responsibility for self and to develop self control, and to form a positive self image.

**Intellectual Development:** The ability to know and understand concepts, through developing curiosity for the world around him/her through all the varied activities in our programming.

**Auditory Development:** The ability to follow directions.

**Visual Development:** The ability to see likenesses/differences, colors, shapes, and objects.

**Small Muscle Development:** The ability to control the small muscles needed while doing creative art projects, music activities, and small manipulative toys.

**Large Muscle Development:** The ability to control large muscles needed in walking, running, jumping, hopping, skipping, throwing, catching, and building.

## PARENT/STAFF COMMUNICATION

Communication is a vital component between home and school for a successful school year! Here are some great ways to communicate with us:

- Email.
- Drop Off and Pick up times: While GTF staff may be able to briefly chat with you at drop off time, they will have more time to chat with you at pick up time.
- Phone Calls
- Daily Notes/Newsletters/Monthly Calendars: GTF will be sending important information to you through these forms of communication that will keep you informed on what is happening in school.
- Notes: Feel free to jot GTF staff a note and send it along with your child.
- Parent Information Board

Please make sure that you notify a GTF staff member about any changes happening at home, such as the death of a family member or a pet, separation, divorce, etc. This will help us understand any changes in your child’s behavior.

## DAILY ACTIVITIES/SCHEDULES

### Before and After School Care Schedule

#### **A.M.**

6:00 a.m. Open - Check In - Free choices

7:30 a.m. Breakfast

7:55 a.m. Clean-up, Oakwood goes to bus, play a game/trivia/show-n-share

8:20 a.m. ECC goes to bus

8:25 a.m. Elementary goes to their classrooms

#### **P.M.**

3:30 p.m. Check in

3:45 p.m. Snack

4:15 p.m. Outside/free choice/gym

5:30 p.m. Clean up

6:00 p.m. Close

**Please Note: Daily Schedule may change due to inclement weather, special events, gym availability, needs of the classroom, etc.**

**Choices:** tabletop games/puzzles, art/crafts/coloring, music, homework, Wii, legos, doll house, mini pool table, manipulative activities, reading area, quiet area, and much more.

We switch out toys bi-weekly.

**Electronic devices:** Electronics are allowed on designated days only. Parents and children need to read and sign the electronic agreement before they can use any electronic devices. Please note: GTF is not responsible for any lost or stolen electronic devices or items brought to the program.

*Families assume all risk when children bring their own electronic devices and/or items to the program.*

### Summer Full-Day Care Daily Schedule

What Happens . . .	Students . . .	Teachers . . .
Arrival/Opening Time Free Choice	Take care of belongings Wash Hands	Guarantee child Sign-In, greet students, observe student’s health, connect with parent/guardian/staff, help student
Breakfast	Wash hands and prepare to eat	Assist students with hand washing and serve children

Morning Meeting	Attend and participate Morning Meeting activities	Staff will lead Morning Meeting activities, intentional teaching time
Morning outside time	Enjoy the outdoors!	Staff will interact, observe, lead outdoor time
Snack	Wash hands and prepare to eat	Staff will help students with snack
Small Group Activity	Activity will be lead and offered by staff for children to participate	Staff will lead activity, intentional teaching time
Free Choice Time	Student-lead free play	Staff will engage students and scaffold learning, assist with social skills, build community
Lunch Time	Children will prepare for lunch, assist with table prep, enjoy lunch together and take care of their own eating space.	Assist students with self-help skills, table prep, and engage in conversation with students.
Story time	Transition activity for lunch to rest time	Staff will read story
Rest Time	Time for children to rest and/or nap	Create an atmosphere that will encourage rest/nap time
Wake Time	Children will wake, help put away rest items	Help children awaken, assist them with personal needs
Snack Time	Students will wash hands and prepare for snack	Staff will help students with snack
Free Choice Time	Student lead, choice of activities and centers throughout the classroom	Teachers will work with students throughout free choice time
Outside Choice Time	Students will engage in large motor activities, self-selected, group play and activities	Engage students, facilitate group play experiences, encourage physical activity while including pretend play and group play
Departures beginning Closing time is at 6pm	Students will collect personal items to take home	Teachers responsible for child leaving with approved adult

**Please Note: Daily Schedule may change due to inclement weather, special events, gym availability, needs of the classroom, etc.**

**Electronic devices:** Electronics are allowed on designated days only. Parents and children need to read and sign the electronic agreement before they can use any electronic devices. Please note: GTF is not responsible for any lost or stolen electronic devices or items brought to the program.

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## **FOOD SERVICE and NUTRITION**

GTF is dedicated to teaching and modeling the importance of a healthy lifestyle. This includes healthy food choices by introducing and incorporating varying food options during meal times and meal times conversations.

### **Before and After School: Breakfast & Snack**

Breakfast is served around 7:30 a.m. and is 50¢ per food item. At this time milk is provided by GTF. Students may also choose to participate in the school breakfast program where the morning meal free of charge for the state of Michigan. Choices include hot or cold cereal, fruit, go-gurt, nutri-grain bars and more.

The [Breakfast Menu](#) can be found online.

A snack after school will be provided at no cost. Snack Menus will be posted for families to view. Upon request, hard copy snack menus will be provided. Please send your child with a snack if they choose not to have ours or needs more than what is offered.

### **Summer Program: Breakfast & Snack, Lunch & Snack**

For the GTF Summer program, families can receive a monthly menu and it will be posted for families to view. Our breakfast, lunch, and snack menu follows guidelines that meet CACFP meal pattern requirements.

*All food is NUT free and is in its original packaging ready-to-eat from the store.*

*No homemade food is allowed or served.*

*Please notify GTF Staff with any dietary restrictions. Alternative choices will be made available to those students with allergies and/or with religious or cultural needs.*

## **PHYSICAL ACTIVITY**

Per guidelines, we dedicate 30 minutes of every 3 hours to active outdoor time, with appropriate indoor physical activities available when weather prohibits outdoor play.

This physical activity includes but is not limited to running, jumping, climbing, etc. The outdoor environment is an extension of the classroom and provides students with many opportunities to explore and continue to build social skills. When weather does not allow for outside play, inside gross motor time will be implemented by utilizing our classroom and/or the building's gym.

Research states, “Good physical health and well-being, and a safe environment contribute to improved learning. Gross motor development enhances body awareness, understanding of spatial relationships, and cognitive growth.” [Michigan Department of Education]

## WEEKLY SCHEDULES for STUDENT CARE

State licensing requires a minimum caregiver-to-child ratio in our program. For this reason, we request that parents/guardians provide us with a childcare schedule each week. This allows us to plan for our staffing needs.

***All schedules must be received the Tuesday prior to the week when childcare is needed. If not received by Tuesday we can not guarantee a spot for you.***

Submit schedules by email at (**[scheduleonly@apsfalcons.net](mailto:scheduleonly@apsfalcons.net)**). When unexpected childcare needs arise, please contact us and we will do our best to accommodate your child, as long as openings are available.

***Drop-in or call-in care is not guaranteed.***

## ENROLLMENT & TUITION

- Children must be 57 months (4 yrs 9 months) of age thru 5th grade
- Submit \$50 per child non-refundable registration fee. Family cap is \$120.
- Complete enrollment forms:  
Forms are available at Allendale Public Schools website:  
[www.allendale.k12.mi.us/parents/goodtimefriends](http://www.allendale.k12.mi.us/parents/goodtimefriends) as well as the Evergreen, Springview, Early Childhood Center, and Oakwood offices.
- For additional information or questions, please contact Lisa Gross, Program Director, at 616-892-3914, or by email [grosseli@apsfalcons.net](mailto:grosseli@apsfalcons.net)

## PROGRAM FEES

Before School (until school start time)

Drop off between 6 A.M. - 8:25 A.M. = \$9.00 per child .

After School (until 6:00 PM close), if you pick-up at...

- 3:30-4:30 p.m. | \$5.50per child
- 4:31-5:00 p.m. | \$8.25 per child
- 5:01-5:30 p.m. | \$11.00 per child
- 5:31-6:00 p.m. | \$13.75 per child

Summer Care - \$6 per hour



## HALF DAYS

The GTF program loves to take the children and explore different places in and around our community! Since GTF follows the Allendale Public Schools calendar, it is possible for GTF to go on a field trip when the school district has a half-day session. Additionally, it is likely GTF will go on a field trip during the summer months.

Sign-up will be available in advance of the event, outlining the activities planned. The additional fees for the planned activity and transportation will be added to the family's bill. An hourly rate applies for all half days.

Permission slip **MUST** be filled out for your child to attend half days.

## FIELD TRIPS and TRANSPORTATION

GTF could be going on field trips throughout the year on half days. Transportation will be provided when needed. We will be charged a fee which is passed along to you as a parent. It will be reflected on your bill.

### Bus Safety Rules

- When riding the bus, you must remain seated and facing forward at all times. If there is a problem with this, your child will be referred to the bus staff/bus driver immediately
- Children may not raise their voice, scream, or laugh loudly. Emergencies are to be communicated to the staff/bus driver
- Children need to leave the bus how they found it--clean and in good condition.
- We will not tolerate foul language, or mean things said to one another. If your child has a problem with another child, they are advised to speak to staff/bus driver
- Everyone must keep their hands and feet to themselves at all time, unless instructed by staff/bus driver
- Children must keep their hands and arms inside the bus at all times

## SCHOOL CANCELLATIONS and DELAYS

- IF SCHOOL IS CANCELED BEFORE 6 AM, GTF will NOT be in session.
- IF SCHOOL IS CANCELED AFTER 6 AM OR CANCELED FOLLOWING A DELAY, families may pick up their child as soon as possible or make arrangements for someone else to pick up their child as soon as possible (please see fees below).

*\* NOTE: Allendale Public Schools does not transport children home if school is canceled.*

- IF SCHOOL IS DELAYED, GTF will keep children at the elementary school until school begins (please see fees below).

### **Fees for cancellations and delays**

The regular \$9 fee will apply until 8:30 AM. After 8:30 AM, the charge will be \$5 for the first hour and \$2.50 for every half hour after that.

### **CALENDAR**

Good Time Friends starts the first day of school and ends the last day of school.

Our breaks will coincide with the Allendale Public Schools' schedule/calendar, which can be found on the Allendale Public School website [Allendale.k12.mi.us](http://Allendale.k12.mi.us).

We will be open half days and record day(s).

GTF is closed APS District Holiday Breaks, see [here](#).

### **PAYMENT POLICIES**

- Payment is due every Friday, unless other arrangements are made
- GTF accepts cash, check, credit cards/debit, and online payments through Procure (see below)
- GTF is eligible to receive payments from Child Development and Care Program (DHS)
- If payment is not received by 6 pm Friday, a \$10.00 late fee will be charged. If a bill is more than two weeks overdue, your child(ren) will not be allowed to participate in GTF until the bill is paid in full. If late payment becomes a pattern, the family may be required to prepay for service or no longer be able to participate in the program
- There is a \$25 fee for returned checks. If more than three (3) returned checks in a year, in a combination of any school program, Allendale Public Schools will not accept future checks

### **PROCARE**

Procure is the program GTF uses for billing and student signing in/out.

How to use set up your ProCare account:

LOG IN

1. Go to [myprocare.com](http://myprocare.com)
2. Enter your email address you have on file with Evergreen GTF, choose go  
**A confirmation code will be sent to your inbox**
3. Enter the confirmation code, choose a password and press **GO**
4. Then you may:
  - a. Use the **PAY** button to make a payment with your credit card/debit
  - b. Click on Reports to print or view your current statement
5. There will be a 2.5% processing fee on your bill

## **NO SHOW/CANCELLATION FEE**

- To cancel childcare for morning or afternoon, please contact us by phone (616-892-5579) or by email ([scheduleonly@apsfalcons.net](mailto:scheduleonly@apsfalcons.net)) at least 12 hours prior to the child's scheduled time.
- Failure to notify will result in a \$9.00 fee per child for each scheduled session that a child misses.
- Families will not be charged for children who are sick, however families are still required to notify the program of the child's absence as soon as possible.
- Families MUST contact GTF **staff and the child's school** when absent.

## **LATE PICK-UP FEE**

GTF closes at 6:00 PM. Staff must be present until all children and parents have left. After 6:00 PM, a late fee of \$10 is charged for the first 15 minutes and an additional \$10 for every additional 15 minutes following.

Examples:

- Pick-up between 6:00 - 6:15 PM incurs a \$10 late fee
- Pick-up between 6:16 - 6:30 PM incurs a \$20 late fee

Chronic lateness may result in the dismissal of your child from the program.

Late fees will be automatically added to weekly bills.

## **DROP OFF and PICK UP PROCEDURE**

Allendale Public School requires that parents/ guardians physically come to Door H when dropping off and/or picking up and signing their child in/out on Procure. PLEASE DO NOT LET CHILDREN RING THE INTERCOM.

## **REST/QUIET TIME and ITEMS**

**GTF Summer Program:**

GTF Summer Care must follow the Michigan Child Care Licensing rules by providing a daily rest time for all children in care.

During this time, students will be allowed to nap or rest quietly on individual cots for up to one hour per day. The classroom environment during this time will provide soft lighting, quiet voices, and at times, peaceful music or white noise. Students help with cot care. If they choose, they may bring a blanket (labeled with their name) to keep in their locker for rest time. Students will assist in getting their blanket to their cots if they have one. If students do not have a blanket, the school will provide one for the child.

Students who don't sleep, will be encouraged to rest for 20-30 minutes. After that time, quiet activities, such as books, paper/writing materials, puzzles, "busy bins/bags" or other quiet activities will be provided to non-sleeping children by staff for the remainder of the rest time.

When rest time is complete, the teacher will gently transition sleeping children into waking. Students will help with their cots and return their blanket to their cubby or locker. All washable rest time items will be sent home with the child at the end of the week for washing/cleaning care purposes.

## **WITHDRAWAL POLICY**

Please notify GTF staff when you no longer need our services.

## **BEHAVIOR POLICY**

It is our goal at GTF to work with children focusing on correcting behavior by what we want them to do rather than the unwanted behavior. We will do this by implementing Positive Behavior Interventions and Supports (PBIS) which follows the school-wide behavior guidelines for all students. Also, students are expected to follow the 3 R's.

1. BE **RESPECTFUL**...be friendly and helpful to others. Put-downs, fighting, name-calling, teasing, and racial comments will not be tolerated. Clean up your work/play area. Do not destroy or damage school or other person's property or creations
2. BE **RESPONSIBLE**...follow directions the first time, keep hands and feet to yourself, participate, cooperate, follow school rules, and do not leave the premises unattended
3. BE **READY TO LEARN/PLAY**...property belonging to GTF must be shared by all. Follow expectations for all GTF rules and areas

## **DISCIPLINE PROCEDURE**

GTF follows Evergreen Elementary's discipline guidelines. In this grid a child receives the following warnings and consequences for: Defiance, Disrespect, Disruption, Inappropriate Language/Gestures, Property Damage, Bullying, Harassment, Possession of Inappropriate Materials, Physical Aggression or Fighting, Theft.

- ★ Level One - Warning of next behavior being suspension from GTF. Parent Contact.
  - ★ Level Two - Parent Contact. One day suspension from GTF
  - ★ Level Three - Parent Contact. Two day suspension from GTF
  - ★ Level Four - Parent Contact. One week suspension from GTF
    - ★ Level Five - Parent Contact. Expulsion from GTF

*Depending on the severity and the occurrences  
we may skip any one or all of the steps and go to Level 5.*

Physical contact in disciplining is avoided  
unless it is necessary to restrain a child from harming themselves or others.

## **ILLNESS, INJURY AND PARENT NOTIFICATION**

It is our goal to provide a safe and healthy environment for your child. There are times when accidents/emergencies occur. In the event that your child should become ill or injured at school, every effort will be made to contact you at the emergency numbers that you have indicated on your emergency card. Minor bruises, bumps, skinned knees and elbows will be taken care of by our office. However, we do not administer any medication unless we have a doctor's note. Please let us know if your child has any health concerns that we should be aware of.

A Child Information Record is kept on file for each child giving permission for medical treatment, if such treatment is needed. The following guidelines will be followed for any accident/emergency.

1. All staff members will be certified in CPR and First Aid, and credentials will be kept current.
2. If a child suffers a serious injury, such as falling from playground equipment, etc. and loses consciousness, 911 will be called immediately by the assistant teacher, with the lead teacher staying with the child, keeping him/her comfortable, and in an area that is safe and clear. A parent will be notified after 911 has been called.
3. If a child suffers an injury such as a suspected break or sprain, a parent will be called and given the option of picking up their child or if they would like 911 to be called.
4. If a child suffers a severe allergic reaction, the lead teacher will administer an Epinephrine pen if prescribed. The assistant will call 911 and the parent, in that order. If no EPI pen is prescribed, 911 and a parent will be called.
5. If a child suffers a minor allergic reaction, such as rash, etc., a parent will be notified immediately and will be given the option of picking up their child or calling 911.

If a child receives a small cut, scratch, or scrape, the area will be cleaned and will receive a bandage, an ice pack or baggy of ice, and some TLC.

We do not administer any over-the-counter pain medication without parent/guardian written permission and the medication has been provided by a parent/guardian. (See Medications section below).

***Please let us know if your child has any health concerns that we should be aware of.***

## MEDICATIONS

The following definition of “medication” is adopted for use in Allendale Public Schools:

Medication includes prescription, non-prescription, and herbal medications and includes those taken by mouth, by inhaler, those that are injected, and those applied as drops to eyes, nose or medications applied to the skin.

- The student’s parent/guardian will give the school written permission and request to administer medication(s) to the student
- Written instructions from a physician, which include the name of the student, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the student shall accompany the request and be kept on record by the school
- Parental or guardian request/permission and a physician’s instructions for administration shall be renewed every school year
- The building administrator will designate an individual(s) responsible for administering medications to students
- Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil
- Each building has a plan for handling medical emergencies
  
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of medications. Note: the policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act
- A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. GTF may request that the physician send a written explanation with the medication administration instructions to GTF if an exception to the school’s designated time is necessary
- A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.
- Any adverse reaction to medication, as described on the physician’s written instructions, shall be reported to the student’s parent/guardian immediately
- Any errors made in the administration of medications shall be reported to the building administrator immediately and a written report completed and entered into the student’s school record. The building administrator is responsible for reporting the medication error to the student’s parent/ guardian immediately
- When it is necessary for a student to have medication administered while on a school sponsored field trip or off-site activity, the individual designated to administer medication

must carry the medication in the original container and record the necessary information on the medication log upon return from the trip/activity

If your child needs medication during GTF hours, please fill out a "Permission to Administer Medication" form and return it to GTF staff along with the medication. Please note that there are different forms for nonprescription medications and prescription medications. These forms are available at the school offices. Medication of any kind must be provided by a guardian and must be brought to the school office by an adult. Students are not permitted to bring medication of any kind on the bus.

## **COMMUNICABLE DISEASES**

GTF staff will be observing children's mental and physical health throughout the care time, so if a child becomes ill while in our care, a parent/guardian will be called immediately to come and pick up their child, unless it is within the last 15-20 minutes of their time with us. If this is the case, we will keep the child as comfortable as possible until the parent arrives.

Please notify GTF staff as well your child's teacher and/or the school by phone call or email, before the beginning of his/her class, listing any symptoms. If your child should exhibit any of the following symptoms, he/she should stay at home until the condition improves meeting the following criteria.

### **If your child is not feeling well, please keep him/her home.**

Listed below are general guidelines for the return to school following some of the more common communicable diseases. Please be aware that these guidelines may be more restrictive than the recommendations of your private physician. These guidelines have been developed in conjunction with information provided by the Health Department to reduce the spread of communicable disease. If you have any questions about any of the guidelines, please call the office.

- Chickenpox – Students may return after the pox is scabbed over and dry.
- Conjunctivitis (or "pink eye") – Students may return 24 hours after doctor's treatment.
- COVID-19 - Please notify your child's teacher of a positive test (child or household member) and current school protocols will follow.
- Fifth Disease - Exclusion not necessary unless the student has a fever or other symptoms besides the rash.
- Impetigo – Students may return to school when under treatment and if the sores are not draining and are covered.
- Pediculosis (or head lice) – Students may return to school when checked and found to be free of lice and eggs (or nits).
- Scabies – Students may return to school following the completion of the treatment.
- Strep Throat - Students may return to school when they have been on antibiotics for 24 hours.
- Fever – fever free for 24 hours without medication before returning to school.

- Runny Nose – until the thick discharge disappears.
- Earache – until the doctor checks ears and gives clearance to return.
- Rash – until a cause has been determined.
- Sore throat – until the throat loses redness.
- Unusual pale or flushed skin – until normal color returns.
- Persistent Cough – until cough stops or doctor permits return.
- Upset Stomach – monitor to make sure no other symptoms appear.
- Vomiting and/or Diarrhea – cease for 24 hours without medication.
- Draining sore – until drainage has stopped and sore is covered.

## **HEAD LICE POLICY**

GTF has a “nit-free” policy regarding head lice. This means that if a student is reported to have lice, or has been found to have lice at GTF, it is required that the treatment done at home includes the removal of the eggs or nits from the student’s hair before the student returns to the classroom. The student must be brought back to school by a parent or other adult.

The student will be checked by a designated GTF employee to make sure he/she is free of nits before being allowed to stay.

## **INSURANCE**

The school carries a comprehensive school insurance program, which covers medical expenses due to accidental injury in excess of family or employer group insurance that must contribute their maximum cost first. This program is supplemental coverage that will pick up any shortage, and if no other insurance, pay the claim in full to the limits stated. This program covers all school sponsored events. Call the school office for forms or if you have questions.

## **CRISIS RESPONSE PLAN**

Students and staff perform a variety of state mandated safety drills throughout the year including fire, tornado, and lock down. These drills are necessary to ensure the safety of everyone in the event of a real emergency. Fire and tornado drill procedures are posted on the parent board.

***In the event of an actual emergency, parents will be notified via the Infinite Campus Messenger system. The system utilizes contact information from the school’s Infinite Campus database. For this reason, keeping the school informed of changes to phone numbers and email addresses is extremely important.***

In the event a tornado **warning** is issued, all students and staff will take shelter in a designated area within the school building until the warning has expired. GTF remains in session during a **watch**.



In the event that a disaster requires evacuation from the building, general procedures for fire evacuation will be followed. If emergency personnel determine that it is not safe to shelter on school grounds, children will be relocated to an alternate location. Parents would be notified via Infinite Campus Messenger System, and teachers and/or staff would remain with children until they are united with parent/legal guardians.

Designated relocation location sites include:

Oakwood Intermediate (10505 Learning Lane, Allendale, MI) or

Allendale Middle School (7161 Pleasant Court , Allendale, MI).

Other locations may be determined by administration or emergency personnel, depending on situations.

## **CONFIDENTIALITY**

Child/family records will not be disclosed without consent of the family, except as needed when child abuse or neglect are suspected. Confidential information will only be shared with staff members who need to perform their jobs. If at any time you wish to view your child's records, please contact GTF employees.

## **CHILD ABUSE and NEGLECT**

Our GTF staff is required by law to report any suspected abuse or neglect, including substance abuse, to Child Protective Services. A report must be made immediately to the Central Department of Human Services State Office, and followed by written documentation.

## **PESTICIDES**

Our premise is periodically sprayed with pesticides. All chemicals used are non-toxic and sprayed on weekends when the building is unoccupied. If you would like to be notified when this procedure is done, please contact the Operations Department at 892-3482.

## **GRIEVANCES**

If you have concerns regarding your child, or concerns regarding a policy or procedure, you should first discuss it with Janis Lutz or Nancy Kadzban (GTF employee). If the situation is not resolved, please contact Doug Bol or Andrew VanderWal. If you feel that the program is in violation of a licensing regulation, reports can be made to the Department of Human Services--Office of Children and Adult Licensing. A copy of the regulations is available at GTF.

## **NON DISCRIMINATION and DIVERSITY POLICY**

Allendale Public Schools GTF programs do not discriminate on the basis of age, sex, race, sexual orientation, weight, height, disability, color, religion, gender identity or expression, marital status, or national origin. No one will be excluded from participation in, or be subject to discrimination, during any program or activity.

Our GTF programs embrace student diversity and strive to incorporate diversity in the classroom. We strive for our programs to be reflective of the student population, our school district, and our community.

Diversity opportunities for families to enhance our GTF programs may include, but are not limited to, the sharing of family photographs, recipes, and music. Families are welcomed and encouraged to also share aspects of their child's culture and traditions at any time throughout the school year. These opportunities may be formally requested or informally requested of families during our Creative Curriculum Studies throughout the school year.

Classrooms are equipped with multicultural books, dolls, toys, and puzzles as well as other items representing our school district (Allendale Falcons), our community (Allendale local businesses and groups or the greater Grand Rapids area), and our state (Michigan universities and teams). If a child enters our program from a different culture, all efforts will be made to incorporate new literature and other items from that culture as well.

## **SPECIAL NEEDS REFERRAL POLICY**

When possible, our GTF program works in conjunction with Allendale Public Schools, GTF staff and Allendale Public School staff work together to support and accommodate any APS students with special needs that choose to enroll in our GTF care programming. Each situation is unique and it is GTF's goal to offer the best possible experience and care for each and every enrolled student.

### **Mandatory Special Education Act**

Public Act 198 of 1971, the Mandatory Special Education Act, establishes the rights of persons with disabilities, from birth through the age of 25, to equal opportunity within the public schools. This means that children with disabilities do not need to wait until they are school age to benefit from special education services.

It is important that help be obtained for those with disabilities at the earliest possible age. In the state of Michigan, this help is free and is available through your public schools. A team of educational specialists will evaluate the child to determine the type and degree of disability and the best kind of program placement. The evaluation often includes medical specialists.

Pre Primary Special Education services are available for Mentally Impaired, Emotionally Impaired, Physically and Otherwise Health Impaired, Hearing Impaired, Visually Impaired, Speech and Language Impaired, and Specific Learning Disabled.

The parent must contact the special education secretary to initiate this process. A multidisciplinary evaluation team will then consider the data to determine how to proceed with

input from the parent. Parents are considered integral to this process, as they initiate contact and express their concerns. Staff will work with families to ensure the process is moving forward.

If you have, or know of, a young child who may benefit from these services please contact:

Heather Kennedy  
[kennedyhea@apsfalcons.net](mailto:kennedyhea@apsfalcons.net)  
Secretary of Special Education  
Allendale Public Schools  
Allendale, MI 49401  
(616) 892-3460

## **PARENT INVOLVEMENT**

Parents/guardians are welcomed and encouraged to get involved in your child's education in a multitude of ways and degrees throughout the school year.

Direct volunteer opportunities include, but are not limited to, class parties, field trips, and program volunteering and visits.

Indirect opportunities are just as impactful and may include, but are not limited to, program projects that are completed at home, donations of supplies and items (requested and/or voluntary), Zoom video guest reader, and participating in PTO activities and fundraisers.

We have an "open door" policy in our program, but all volunteers must comply with the APS District staff/volunteer screening policy. An I-Chat form is required to be completed by any adult wanting to volunteer in the program, help with a party, or attend a field trip. These forms are available on the APS website, at the District Office, the Evergreen, Oakwood, and ECC offices, or from your child's grade level classroom teacher.

Parents are welcomed and encouraged to participate in their child's education in other ways as well. Opportunities exist for parents to participate in the APS Parent Teacher Organization (PTO), the Allendale Encouragement Team (AET), or the Parent Advisory Committee, either on a local or county-wide level. The Great Start Parent Coalition and the School Readiness Advisory Committees are also other opportunities to share thoughts and get involved. These committees often seek parent input on important decision-making activities. More information on these committees will be shared at building Open Houses and staff and as they become available.

## **BIRTHDAYS**

We love to celebrate our student's birthday! We will celebrate your child's birthday as close as possible to the actual day. If you prefer that we do not celebrate your child, please let us know.

Please note: If you or your child would like to bring a birthday treat to share with the class, and it is a food item, it must be store-bought and in original packaging.

## **COMMUNITY SERVICES and REFERRALS**

A Community Resource Guide can be shared with all families. This may be helpful to families that move into our wonderful community of Allendale. Please contact the GTF staff if you are interested in receiving this information.

Additionally, families are able to access “Community Resources” on the Allendale Public Schools website. It can be found under the “Community” tab or through this link: [https://www.allendale.k12.mi.us/downloads/mental\\_health\\_committee/allendale\\_community\\_resource\\_guide.pdf](https://www.allendale.k12.mi.us/downloads/mental_health_committee/allendale_community_resource_guide.pdf)

Should families require assistance in locating comprehensive services within the community, please contact your child’s teacher as staff can usually provide information on a confidential basis if families ask. Another option would be to contact the APS Assistant School Community Services Coordinator, Brianne Blanksma.

Mrs. Blanksma’s office is located in the ECC building and she can be reached at (616) 892-5580 or by email [blanksmabri@apsfalcons.net](mailto:blanksmabri@apsfalcons.net). Allendale (and the surrounding area) is a wonderful community and has many resources available to assist with needs such as (but not limited to) food assistance, housing assistance, clothing needs, mental health, education, etc.

## **MICHIGAN CHILD CARE LICENSING NOTEBOOK**

Our program is licensed by the State of Michigan and must maintain a licensing notebook. This notebook includes all licensing reports, special investigation reports, and all related Corrective Action Plans (CAP). The notebook must include all reports issued and CAPS developed on and after May 29, 2010 until the license is closed.

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours and is located on the desk where you sign in/out.
- Licensing inspections and special investigation reports from the past two years are available on the Bureau of Child and Adult Licensing website at: [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## Receipt of Good Time Friends Handbook

I have received a copy of the Good Time Friends Handbook. GTF staff may review certain items with me; however, I acknowledge it is my responsibility to read this material and ask for clarification or ask any questions as needed.

At any time throughout the school year, I understand that I may ask GTF staff to clarify or explain any information that I do not understand.

Child's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to a GTF staff member prior to your child starting.**