



JENISON

KIDS FIRST BUILDING

WWW.JPSONLINE.ORG

JPS EXTENDED DAY CARE BEFORE AND AFTER SCHOOL CARE 2022/2023

WHO: FULL DAY PRESCHOOL (MUST BE 4) & TK-6TH GRADE

WHEN: MONDAY-FRIDAY (MORNINGS & AFTERNOONS)

***PRESCHOOL STUDENTS: MONDAY-THURSDAY, FRIDAY IF ENROLLED IN FRIDAY CLASS**

Before School Care: 6:45am-until School starts

After School Care: School ends- until 6:00pm

There is a \$5/minute fee for late pick up

WHERE: THE SCHOOL YOUR STUDENT ATTENDS

- Early Childhood Center / Spanish Immersion (2950 Baldwin St.)
- Rosewood Elementary School -Sandy Hill Elementary School
- Pinewood Elementary School -Bursley Elementary School
- Bauerwood Elementary School

FEES: \$9.25 FLAT RATE PER SESSION (AM/PM)

\$50 Registration fee per family; per school year

2 session minimum per week

Multi-Child Discounts Available : \$0.50 cents per family

Payments are due the 10th of each month

A \$15 late fee will be applied to all overdue accounts

ABOUT THE PROGRAM

Extended Day Care Program strives to enrich the lives of all the children who participate in the program. With our dedicated, caring and educated staff, our students have the opportunities to participate in wholesome enrichment activities. Activities that consist of homework/reading time, circle time, crafts, indoor and outdoor play, a variety of games to participate in, and much more. Afternoon snack will be provided during the program.

Completed forms and registration information need to be turned in to the Early Childhood Center at 2950 Baldwin St Hudsonville, MI 49426. Please contact Chelsey Dornbos at 616.777.6534 or by email at cdornbos@jpsonline.org with registration questions.

*** DETAILS ARE SUBJECT TO CHANGE ***

CDORNBOS@JPSONLINE.ORG | 616.777.6534



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2022-2023

DAYS OFF & SNOW DAY INFORMATION

DAY OFF RATES:

Full Day Off & Snow Days - \$50 flat rate fee per child

2 Hour Delay AM (held at each building) - \$25 flat rate fee per child

Half Day - \$40 flat rate fee per child

Enrollment Period 1-

Must do all days listed to enroll during period 1
(full days, half days, and snow days.)

Enrollment Period 2-

Open enrollment selection if program is not full

*Enrollment for Day Off Program will open early Sept. 2022. Additional information to follow.

JPS DISTRICT & ECC CLOSED:

(Childcare and BASC - 2022-2023)

Labor Day: September 2-5, 2022 - CLOSED

Thanksgiving Break: November 23-25, 2022 - CLOSED

Holiday Break: December 23, 2022 - January 6, 2023 - CLOSED

Spring Break: March 31-April 7, 2023 - CLOSED

Memorial Day: May 29, 2023 - CLOSED

Last Day of School - June 2, no After School Care

ECC Childcare OPEN Dates:

(Childcare and BASC - 2022-2023)

Half Day: September 30, 2022 - **OPEN**

Teacher PD Day: October 28, 2022 - **OPEN**

Half Day: November 11, 2022 - **OPEN**

Half Day: January 20, 2023 - **OPEN**

Half Day: January 21, 2023 - **OPEN**

Mid Winter Break: February 17-20, 2023 - **OPEN**

Teacher PD Day: March 10, 2023 - **OPEN**

*** DETAILS ARE SUBJECT TO CHANGE ***

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JPS Extended Day Care 2022-2023

School Child Attends _____ **Grade** _____ **Child's Teacher** _____

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission		Date of Discharge			
Name of Child (Last, First, Middle Initial)						Child's Date of Birth	
Address (Number and Street, Building/Apartment Number)				City		State	Zip Code
Parent/Legal Guardian's Name		Home Phone ()		Parent/Legal Guardian's Name (Optional)		Home Phone ()	
Home Address (if not child's address)		Cell Phone ()		Home Address (if not child's address)		Cell Phone ()	
City	State	Zip Code		City	State	Zip Code	
Email Address (optional)				Email Address			
Employer Name		Work Phone ()		Employer Name		Work Phone ()	
Name of Child's Physician or Health Clinic				Physician's or Health Clinic's Phone Number ()			
Hospital Preferred for Emergency Treatment (optional)							
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)							

BCAL-3731 (Rev. 6-17) Previous editions 4-16, 6-15 and 7-12 may be used until September 30, 2018.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	()	()
2.	()	()
3.	()	()

Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	()	2.	()
3.	()	4.	()

Parent/Legal Guardian Initials:

_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian _____ Date Signed _____

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials
LARA is an equal opportunity employer/program.						AUTHORITY: 1973 PA 116 COMPLETION: Required PENALTY: Rule Violation	



Jenison Public Schools Early Childhood Center
CHILD PLACEMENT CONTRACT
Extended Day Programs - Before and After School Care
2022/2023

For the 2022-2023 school year the Jenison Public Schools ECC Extended Day Program agrees to provide childcare services for the following named child(ren):

Printed Name of Child

Date of Birth

Printed Name of Child

Date of Birth

Parent Signature-Person responsible for payment

Date

Part I: Contract provisions provided by child care facility:

The Jenison Public Schools ECC is a State of Michigan Licensed program. The program is staffed according to applicable Licensing Rules for Child Care Centers effective January 2, 2014 through the Department of Human Services.

***Please note changes may occur due to current requirements from the State of Michigan.**

Staff Screening Policy:

The ECC shall have the following administrative responsibilities regarding staff: All program directors meet requirements for Child Day Care Licensing Child Care Centers. Prior to their selection as a staff member all employees are subject to an interview process which includes filling out an employee application, questions, answers, comments, etc., and telephone reference checks. Jenison Public Schools requires a criminal police check on all new employees by having new staff fingerprinted. Also all employees must submit a form to the family independence agency to assist in checking new employees for child abuse and neglect. Finally, all new employees are made aware of existing child abuse, neglect laws and school policy regarding this subject matter, and proper reporting procedures.

Program:

The Extended Day Program shall provide a program of daily activities (indoor/outdoor relationships that offer opportunities for the developmental growth of each child) in the following areas:

Program Goals:

- To provide a loving and relaxed environment where the children's physical and emotional needs are met.
- To develop respect for others, self, the environment and materials.
- To help the children develop self-control and a clear understanding of the expectation in this environment.
- To provide a routine that allows for the type of activities that the children might be involved with if they were at home.
- To provide ample opportunity to develop coordination and large motor skills through physical activity and outdoor play.
- To provide an opportunity to become independent and responsible through self-directed and individualized activities.
- To learn how to participate and function well in a mixed age group.

This is a quality Extended Day Program that provides time for schoolwork, outdoor and indoor activities, arts and crafts, healthy snacks, and much more in a safe and caring environment.

Toilet Trained and Hand Washing:

All program participants must be trained prior to acceptance to the program. All staff will wash hands according to health department standards.

Sign In/ Out:

When dropping off your child(ren) the parent or guardian must walk them into the building and fingerprint sign in when leaving your child. When picking up your child(ren) the parent must go into the building and fingerprint sign out. We are introducing the Procure Touch system that will require payments to be paid on site before use the program. Further questions can be sent to the Assistant Director of Tuition Based Programs.

***This process may be subject to change. Communication on this process and any changes will be sent out to students enrolled.**

Late Pick Ups:

There is a 3 strike system in place for late pick ups. If you pick up your child(ren) up more than 10 minutes late you will receive a strike. On your third strike childcare services will be terminated and you will no longer be able to use the Extended Childcare Program.

Days Off/Snow Days:

Care for snow days and days off are for children who attend the extended day care program. There is a separate form that needs to be completed to attend the snow days and day off dates from school. This form will be available early September 2022. (Registration information will be placed on our website, sent in our email blast, and provided at each location.)

Additional Contract Provisions:

Upon signing this agreement, the parent, legal guardian or responsible adult and the Extended Day Program agree to abide by all of the provisions contained in this contract. Parents are clearly stating their child is in good physical and mental health by signing this contract. You are confirming 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.

Students must be able to function appropriately in a one adult to fifteen child setting. Students must be able to be successful in a 1 adult to 15 student ratio to enroll. There is a three strike behavior program. Rates are listed below:

Before School Care-

Time: 6:45am until school starts

Fee: \$9.25 flat fee per morning

Please circle days of the week your child will attend:

**There is a 2 session minimum required.*

After School Care-

Time: School dismissal until 6:00pm

Fee: \$9.25 flat rate fee per afternoon

Before School Care: M T W TH F

After School Care: M T W TH F

Multi-Child discount \$0.50 less per session

\$5 fee per minute after 6pm

\$15 late fee (per week) for overdue accounts. Payments are due the 10th of the following month.

If your account still has a balance by the 15th of that month, childcare services will be terminated until the account has a \$0 balance.

The signer of this application contractually agrees to assume all financial obligations and responsibilities including, but not limited to, the timely payment of tuition and fees (including late payment fees) for _____ (child(ren)) to attend JPS ECC Extended Day Program. Failure to pay amounts owed will result in the discontinuation of services and possible legal action.

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

Parent, Legal Guardian or Responsible Adult

Signature

Printed Name

Relationship to Children

I understand that if for some reason my schedule changes, I must notify my child's extended day supervisor.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK

Child Care Organizations Act, 1973 Public Act 116

Michigan Department of Licensing and Regulatory Affairs

All child care centers must maintain a licensing notebook which includes all licensing inspection 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 27, 2010 until the license is closed.

- This 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.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Community and Health Systems website at www.michigan.gov/michildcare.

I have read the above statement issued by _____
Name of Child Care Center

Child(ren)'s Name(s) _____

Parent Name _____

Parent Signature _____ Date _____

LARA is an equal opportunity employer/program.



MyProCare Online Tuition

For the 2022-2023 school year, Jenison Public Schools will be offering a new online payment option. In order to provide this option, we will require an **annual 'myprocare' registration fee of \$25 per family each year.** This is in addition to the annual program registration fee.

How to Register: use your email address that you provided on your child information record form. You will need to log on <https://myprocare.com/> and register.

You will use your login information to access the portal of your current balances, statements, and time cards. You are able to make payments at any time. Please make sure to stay up to date on your payments by the 10th of each month. Payments past the 10th of each month, could result in a late fee.

You are welcome to also keep a Tuition Express on file that we automatically process each month. You can still use the myprocare.com option to get statements and time card information.

____ (initials) I understand that I will be charged a \$25 registration fee to use the MyProCare online payment method.

Printed Name of Person responsible for payment

Date

Parent Signature-Person responsible for payment

Date

**You may disregard this form if you do not wish to participate in this option.*

**You may send it to Chelsey Dornbos if you choose to use this option in the future.*