



JPS EXTENDED DAY CARE BEFORE AND AFTER SCHOOL CARE 2024/2025

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

This may change based on enrollment/staffing

FEES: \$10.00 FLAT RATE PER SESSION (AM/PM)

\$50 Registration fee per family; per school year, per program

*The registration fee is non-refundable

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. Breakfast is available at a cost from the Jenison Public Schools Food Service 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 ***



2024/2025

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.

2 Hour Delay Eligible for students enrolled in this program.

Half Day - \$40 flat rate fee per child

Enrollment Period 1- Opens September 9

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

Enrollment Period 2-Opens September 16

Open enrollment selection if program is not full

*Enrollment for Day Off Program will open early Sept. 2023. Additional information to follow.

JPS DISTRICT & ECC **CLOSED**:

(Childcare and BASC - 2023-2024)

Labor Day: August 30-September 2, 2024 - CLOSED

Teacher PD Day: November 1, 2024 - CLOSED

Thanksgiving Break: November 27-29, 2024 - CLOSED

Half Day: December 20, 2024 - CLOSED

Holiday Break: December 23, 2024 - January 3, 2025 - CLOSED

Spring Break: April 4 -11, 2025 - CLOSED

Memorial Day: May 26, 2025 - CLOSED

Last Day of School - May 30, 2025 no After School Care

ECC Childcare **OPEN** Dates:

(Childcare and BASC - 2024-2025)

Teacher PD Day: September 27, 2024 - **OPEN**

Half Day: December 18, 2024 - **OPEN**

Half Day: December 19, 2024 - **OPEN**

Teacher PD: January 15, 2025 - **OPEN**

Half Day: January 20, 2025 - **OPEN**

Mid Winter Break: February 7-10, 2025 - **OPEN**

Teacher PD Day: March 17, 2025 - **OPEN**

Half Day: May 28, 2025 - **OPEN**

Half Day: May 29, 2025 - **OPEN**

*** DETAILS ARE SUBJECT TO CHANGE ***

JPS Childcare Program CIR 2024/2025

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. 7-18) Previous edition 6-17 may be used.

See Reverse Side

*** In the allergy section: *must place 'none, or unknown if not applicable***

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	()	()

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 Jenison Public Schools (BASC), licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment 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 Citation.

BCAL-3731 (Rev. 7-18) Previous edition 6-17 may be used.



Jenison Public Schools Early Childhood Center
CHILD PLACEMENT CONTRACT
 Extended Day Programs 2024/2025

For the 2024/2025 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

***Please check this box if you are registering a 4 year old preschool student enrolled in our JPS 4 year old full day programming.** Note that 4 year old preschool students cannot use the BASC program until they turn 4 years old. If the birth date is before the start of preschool in September, you are eligible to enroll if spaces are available. You will be responsible for paying the 2 session minimum. Spaces are limited.

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 LARA CCBC fingerprint 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:
 Linked is the [BASC handbook](#). It is an active live document that can be updated throughout the school year. 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 BASC 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. 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 2024. Registration information will be placed on our website, sent in our email blast, and in the JPS App.

Discipline Policy

3 strikes result in dismissal from the program. Students must be able to individually succeed within a 1:15 ratio.

3 Strike Policy: Major safety issues, biting, leaving without permission, hurting others, stealing are strikes. At 2 strikes a meeting with Crystal Morse and family are required.

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.

Rates are listed below:

Before School Care-

Time: 6:45am until school starts

Fee: \$10.00 flat fee per morning

After School Care-

Time: School dismissal until 6:00pm

Fee: \$10.00 flat rate fee per afternoon

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.

2024/2025 BASC Program Attendance

The Before and After School Care program has a 2 session weekly minimum. This allows us to ensure the number of staff to student ratio during the week. Starting the 2024/2025 school year, each elementary school building will have a BASC email address assigned to the staff. This allows for everyday communication and notes that need

*Attendance Tracker:

The BASC program has a 2 session weekly minimum. Please select the session you intend to use weekly. If the sessions change outside your normal schedule- you will need to communicate with the building email address within a minimum of a 24 hour notice.

*If you do not use the 2 sessions weekly and there is a waitlist for your building's program, we may reach out to you to check in on your need for the program.

Please select the day(s) you plan to use:

(A session is in the morning or afternoon. Example: 2 sessions is a Monday AM and Thursday PM).

- Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM
 Monday PM Tuesday PM Wednesday PM Thursday PM Friday PM

Special notes:

If you need to change your scheduled assigned sessions above, please be sure to communicate with the building email address associated below. In addition, any changes outside your students daily routine will need to be communicated with the building office and/or teacher. This allows us to anticipate the attendance of your student(s).

**We ask that you communicate any changes at least 24 hours in advance via email.*

BASC Building Email Addresses:

Bauerwood BASC: babasc@jpsonline.org
Bursley BASC: bubasc@jpsonline.org
Rosewood BASC: robasc@jpsonline.org
Pinewood BASC: pibasc@jpsonline.org
Sandy Hill: shbasc@jpsonline.org
ECC/EL Puente: eccepbasc@jpsonline.org

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
Child Care Licensing Bureau
CENTER MUST CHECK ONE

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

I have read the above statement issued by

Jenison Public Schools (BASC)

Name of Child Care Center

Child(ren)'s Name(s):	
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Parent Name _____

Parent Signature _____ Date _____

LARA is an equal opportunity employer/program.



MyProCare Online Tuition

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. This is optional.

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.*



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® — a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. _____ (initial) Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

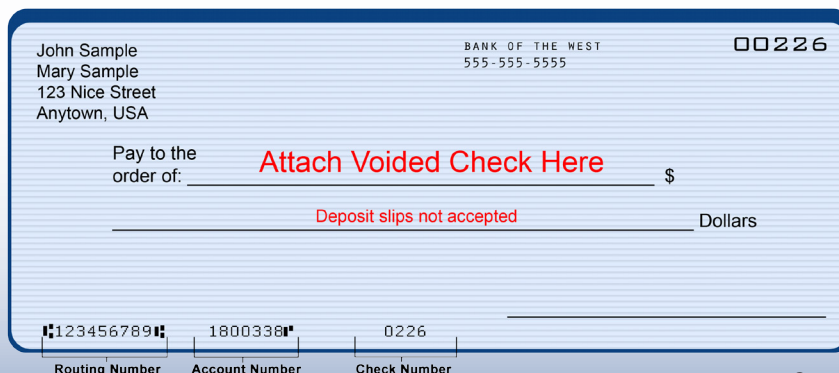
Cardholder Name		Phone #	
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

SECTION B (Bank Account)

Your Name		Phone #	
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Authorized Signature	Date		

For Official Use Only

Date Received
Employee Signature



A service of

