



# CLK

## Childcare Programs

Caring for the Little Kids  
57070 Mine Street  
Calumet, MI 49913  
(906) 337-0311 Option 4

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# **CLK Childcare Programs**

Located in the CLK Elementary School

**Infant Room - Classroom 105**

**Toddler Room - Classroom 107**

Hours of Operation:

-7:30 am - 5:00 pm

-Monday - Friday

-Year-round: January-December

Taylor Vertin

tvertin@clkschools.org

CLK Childcare Director

(906) 337-0311 ext. 4109

57070 Mine Street

Calumet, MI 49913

## **About Us:**

This is a licensed childcare program for children six weeks until ready for kindergarten. We are a non-profit program with all family fees going toward staff, food and supply costs.

## **Our Philosophy:**

We are dedicated to providing a safe, warm and loving environment that encourages children to learn and grow at their own pace. We understand the role we play when you entrust us to care for your child and we strive to do this by providing caring, professional staff, enriching environments, daily routines and activities in areas of language, math, science, art, music and more to promote each child's individual growth and development. We want to be an extension of your home and be part of the team leading to your child's success.

## **Eligibility & Scheduling:**

This center is open to all parents and grandparents of CLK school employees, as well as, Keweenaw Aspirus Hospital and U.P. Health Systems Employees.

When classrooms are full and children are waitlisted, families wanting full-time care take precedence over families wanting part-time and will be moved up on the waiting list.

We offer flexible scheduling and payment options.

(With pre-enrollment **depending on availability**) Our program does have an option that is open to students in Junior Kings for an after school care and early release Wednesdays program.

### Tuition and Fees

	All Families
Annual Registration Fee per child <b>NONREFUNDABLE</b> - this secures your spot for the upcoming school year.	\$50.00
Weekly Tuition (6 weeks-Kindergarten Ready)	\$225.00
Weekly tuition for every sibling after first child (6 weeks-Kindergarten ready)	\$191.25 (15% discount)
Daily Tuition (6 weeks-Kindergarten Ready)	\$50.00
Daily Tuition for every sibling after first child (6 weeks-Kindergarten Ready)	\$42.50 (15% discount)
Half day rates (6 weeks-Kindergarten Ready)	\$6.25/hour with a (4) hour minimum
Drop-in Rate (any day that is not in your contract)	\$55.00/daily
MK & JK students before and after school hourly rate when Childcare classroom is <u>not</u> at capacity	\$12.50/day
MK & JK students before and after school hourly rate when Childcare classroom is at capacity	\$25.00/day

#### **Annual Fee**

This fee will be charged yearly for every child enrolled in the program and will be due at the time of signing the new contract. This fee enables CLK Child Care to provide repairs and replacements to worn and used items. All children will directly benefit from this fee. This fee is NONREFUNDABLE - this secures your spot for the upcoming school year.

#### **Drop-in Rate**

This rate will be **\$55.00/day** for unscheduled care that is added and not part of your contract. Doesn't apply to you if you are a full-time family. It's for the week that you need to add that extra day of care.

#### **Payments**

Payments can be made to CLK Child Care. We accept checks, cash, credit card and automatic withdrawal (for CLK Employees)\ Payments can be dropped off to our locked box outside of the 3 and 4 year old rooms at CLK or you can pay by phone by calling 337-0311 extension 1217. Ask to speak to Amy.

#### **NEW FOR 2024-2025 SCHOOL YEAR:**

**All childcare payments will be made on a weekly or bi-weekly payment plan agreed upon in your contract. Failure to pay childcare balances in a timely manner will result in a \$15 late fee. We reserve the right to stop childcare if payments are not made consistently.**

### Late Fees- Picking up your child

If you are going to be late picking up your child/ren, please call and notify staff as soon as possible.

We understand that life happens and unfortunately picking up your child late does occur.

We do charge an excessive late fee of **\$20.00 per 15 minutes** or part thereof, past the agreed upon departure time in your personal contract.

If you are late...have cash on hand **or it will be added to your bill!!!** We all have schedules and obligations so please be respectful of the staff and program by planning ahead. Our center closes at 4:30. Overtime for staff is hard on the budget!!!

### Admission Policy

Prior to entry, the following must be complete:

- Enrollment Form
- Child Information Record
- Meet to Greet
- Payment of annual registration fee and first week of care
- Up-to-date immunization record / waiver
- Current physical exam

Parents must keep the center informed of any changes in address, phone numbers or individuals that your child can be released to.

### Trial Policy

Your child's adjustment is important to both of us, so to assure that the child care arrangement is a good match for the child and the center; **there will be a TWO week trial period.** This will give your child, our staff and the other children in care an opportunity to discover one another. Within this period, either the family or the Program Director may terminate child care for any reason without notice. After this trial period, a two week notice must be given to terminate child care.

### Withdrawal Policy

The family must inform the center ten business days in advance of termination of the contract. The notification must be in **WRITTEN FORM**. Parents who do not provide proper notice will be charged two weeks **PENALTY FEES** = to two weeks regular child care fees in lieu of proper notice. This penalty fee is due the last day the child is in care.

CLK Childcare reserves the right to immediately terminate services without notice in the event the family fails to abide by the terms of the contract and policies.

**Inclement Weather** On snow days, we will be open from 7:30 AM to 5:00 PM to accommodate families. On days with a two-hour delay, our doors will still open at 7:30 AM. However, if conditions become too dangerous for travel, we will close, and this decision rests with Superintendent Joel Asiala. Please note that you will be charged for snow days, regardless of whether you choose to bring your child to daycare. Thank you for your understanding, and stay safe! **There are no rebates for weather closure days.**

### **Court Orders Affecting Enrolled Children**

Any child enrolled may be picked up/dropped off by either parent listed on the birth certificate even if the parent isn't listed on the Child Information Card. The only reason that a parent would be disallowed to pick up their child would be through appropriate, legal court documentation stating otherwise, such as a child custody order, personal protection order or no contact order. A copy **MUST BE** on file with us.

### **Arrival/Departure**

Licensing rules require that all children be signed in and out by a parent or authorized person every day. You may not drop off your child before 7:30 as we use the time before to prepare for our day and are not available to care for children. If you do arrive early you may stay with your child until 7:30.

Children enrolled must be picked up by 5:00 pm. Each child must be signed out for the day.

ABSENCES are not free of charge. — this includes sick days, snow days, delayed starts and parent days off. You pay each week to hold your child's spot regardless of attendance.

Records days are the **ONLY** days that are free of charge if you choose to keep your child(ren) home.

### **Dressed & Ready for School**

CLK Childcare uses an active learning approach which means your child will get "messy" with a wide variety of hands on activities, learning self-help skills when eating and toileting and playing outside daily. Please dress your child comfortably, in close toed shoes. Also provide these items...

#### **Infants and young toddlers'**

A picture of your family  
Diapers and wipes at all times, diaper creams brought home daily for cleaning.  
Blanket for rest time (pillow if want)  
Baby food and/or infant cereal (if applicable)  
2 changes of clothing with socks  
Sunscreen / Bug spray  
Pacifier or comfort item (if applicable)  
Bottles of formula and/or mother's milk (if applicable)

#### **Older toddlers and preschoolers**

A picture of your family  
2 changes of clothes with socks & underwear , and sippies  
Blanket for rest time (pillow if want)  
Diapers, wipes, & diaper creams (if applicable)  
Sunscreen / Bug spray

-All bottles must be fully assembled, labeled with child's name, contents, date and ready to be fed. They must arrive in a clean and sanitary bottle. They should go directly into the refrigerator daily and be removed by the parents or guardian at the end of each day.

Winter months, a **HEAVY COAT, HAT, GLOVES, BOOTS, SNOWPANTS** must be provided daily or can be left at the center in your child's locker and taken home weekly for washing. We try to get outside DAILY!!!

### Infant/Toddler Daily Routine

Very young children (6 weeks to 3 years) learn best with the “Primary caregiver” practice. This ensures that each child has a special person who is there most of the time and gets to know that child’s like, dislikes, abilities and needs and is there for the most important times to nurture and play with your child. Children of this age learn and grow best through this consistent relationship and repeated experience.

#### 0-36 months

7:30-8:15	Arrival / Lap Time / Floortime/ Free Choice
8:15-8:45	Breakfast
8:45-9:00	Diapering / Toileting
10:00-10:15	Dress for outside
10:15-11:00	Outdoor Play (or Gym if CLK Schools has Indoor Recess)
11:00-11:15	Prepare for Lunch
11:15-11:45	Lunch
11:45-12:00	Diapering / Toileting
12:00-2:30	Rest time
2:30-3:00	Snack
3:00-3:15	Diapering / Toileting
3:15-4:00	Lap time / Floortime/ Free Choice
4:00-5:00	Outdoors / Gym / Departure

### Preschool Daily Routine

Children this age (36 months until kindergarten ready) spend their time in an environment that is set up for them to make choices and is changed around according to the children's interests. They are provided a wide variety of hands on materials and experiences to encourage independent thinking, creativity and initiative. The adults are there to encourage, support and enhance what the children are doing in a safe, predictable and organized room and routine.

7:30-8:30	Arrival / Free Choice
8:30-8:35	Clean up
8:35-8:45	Morning Meeting/Hand Washing
8:45-9:15	Breakfast
9:15-9:45	Small group
9:35-9:45	Bathroom
9:45-10:00	Get ready for outside
10:00-11:00	Outside (or Gym if CLK Schools has Indoor Recess)
11:00-11:15	Story time
11:15-11:45	Hand Washing / Lunch
11:45-12:00	Bathroom
12:00-12:30	Outside (or Gym time)
12:30-2:30	Settle down / Watch a show / Rest time
2:30-3:00	Hand washing / Snack
3:00-3:15	Bathroom
3:15-5:00	Outside / Gym / Departure

**Communication is key!** It needs to be ongoing to achieve a positive experience for parents, children and staff. Ask questions at drop off and pick up, share your e-mail to receive announcements and notifications, and ask your child about their day.

### Items from Home

Children often want to bring special things from home. Unfortunately, this is often more difficult for them than they realize, can become lost or broken, can be a hazard to the younger children in our care. We prefer that your child NOT bring items from home except for a comfort item for rest time. We will have special scheduled times for show and tell. We DO NOT ALLOW toy WEAPONS of any kind.



### Injury or Illness

Scratches and scrapes are inevitable when children play and will be treated with soap, water and a Band-Aid. For anything more serious, we will consult the school nurse and you will be notified immediately. If it's an emergency 911 will be called and families are responsible for all medical bills.

If your child becomes ill during the day then someone is required to pick up the child within one hour max of being called by staff. Failure to do so will result in termination of the child care contract.

If your child has been prescribed a medication, vomited, had diarrhea or a fever related to illness then they need to be symptom free for 24 hours before returning to care.

All families will be notified if children have been exposed to strep, pink eye, etc...in written form.

We reserve the right to refuse care to any child deemed to be too ill to be in child care!

### Medications

**NO** medication can be given to your child without written permission from parent/guardian on our Medication Consent Form. All prescription medication must be brought in original pharmacy containers.

If your child refuses to take their medication, parents will be notified and you can come and try to administer it yourself or the dose will be skipped and so noted in the Medication Log.

Medication may not be added to a bottle or food unless indicated on the prescription label or health provider's instructions. This is a licensing rule!

The Health Evaluation Form that we provide contains a section in which the Health Care Provider can give permission for our center to give your child Tylenol or Motrin for a fever. If your child is running a fever, we will first call you to let you know. If you say we can give them a fever reducer and you have provided one for your child, we will do so at that time as long as your Health Care Provider has filled out the section with the information needed. NO FEVER REDUCERS will be given to a child under the age of three months. All medications must come in original containers and be given to adults so that they can be stored away from children.

If your child requires an inhaler, nebulizer or an epi-pen, we will need an individualized health plan in their file. This need to be filled out by your Health Care Provider and updated annually.

All diaper creams, sunscreens, and bug sprays need to be labeled and you need to sign the authorization form before we can apply them to your child.

## Communicable Diseases and Illness

A child should be temporarily excluded from participation if she/he has one or more of the following conditions:



- The illness prevents the child from participating comfortably in activities (including outside)
- The illness results in a need for greater care than the staff can provide without compromising the health and safety of other children
- An acute change in behavior-this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quick spreading rash
- Fever: Defined as an forehead / ear temperature of 100°F or higher or an oral temperature of 101°F or higher
- Blood or mucus in the stools not explained by dietary change, medication or hard stools
- Vomiting, Diarrhea, or flu-like symptoms.
- Abdominal pain that continues for more than two hours or intermittent pain associated fever or symptoms of illness
- Mouth sores with drooling unless the child's primary care provider determines that the child is noninfectious
- Rash with fever or behavioral changes
- Head lice until after first treatment
- Any Reportable Communicable Disease defined by the Michigan Department of Community Health

We reserve the right to refuse care to any child deemed too ill to be in child care. If your child appears to have a communicable disease, we will consult the school nurse. For such things such as strep, pink eye, etc...all parents will receive written notification that your child has been exposed.

### **Meals and Snacks**

It is our goal to provide healthy meals to the children in our care.

The following snacks and meals will be served throughout the day:

Note- Infants make their own schedules and will be fed on demand

BREAKFAST 8:15-8:45 am

LUNCH 11:30-12:00 pm

SNACK 2:30-3:00 pm

(Menus are displayed on the parent boards in each room)

Our food program is an extension of the school lunch program and follows the CACFP guidelines. If your child requires a special food it must be provided by the family and they must provide written physician's instructions. Food is offered to your child at each meal and snack but no child is ever forced to eat. If your child does not arrive in time for a schedule meal or snack they will have to eat before they arrive or wait until the next meal or snack.

We believe good nutrition helps children develop to their full potential. We receive training and nutrition education from the Child and Adult Food Program (CACFP).

NO NEW FOODS will be introduced to children less than 12 months of age without parental verbal permission.

### **Baby Food & Bottles/Nursing**

Until your child can have food provided by our center, the parent is required to bring the center the necessary baby food, mother's milk or iron-fortified infant formula and you will be required to sign a written agreement stating this to be kept on file.

Our center is not approved to mix baby formula on-site. Parents must bring the mother's milk or formula pre-mixed and ready to feed in fully assembled bottles that are labeled with the child's name and date on all bottles. Parents should put them directly in our fridge daily and removed daily at pick-up time.

We do have a nursing nook available in our room for nursing mothers.

If the infant cereal needs to be mixed with formula this too needs to be pre-mixed and ready to pour into the container with pre-measured amount of iron-fortified infant cereal.

Commercially packaged baby food will be served from a dish instead of the container because uneaten food that remains on the dish from which a child has been fed has to be discarded.

CLK Childcare participates in the CACFP food program which reimburses some of our food costs for our program. Each family signs a food agreement form that's kept on file stating that CLK Childcare offers Iron-fortified cereal to all infants.

We provide a daily log to parents of times of food eaten, diaper changes, sleep and daily activities.

Children shall not have beverage containers or food while they are walking around or playing. **This is a licensing rule!**

**Diapering**

Families must supply all diapers, wipes and any special treatment supplies. If your child requires anything more than a preventative diaper cream or powder this will require a signed doctor's consent.

If you choose cloth diapers, you must use a waterproof covering over the cloth diaper and at changing it will be treated as a single unit as we are not permitted to do any rinsing of diapers or clothing at the center. This means each diaper will need its' own waterproof covering.

**Rest/Quiet Time**

All children under the age of 3 and children until kindergarten ready that are in care more than five hours a day are required under state law to have a rest time while in child care.

Our daily schedule does list our rest time but children, 18 months and younger are permitted to sleep on demand.

Each infant will be provided their own playpen and when age appropriate each child will be provided a cot. Linens will be sent home weekly to be laundered and more often if necessary.

Infants shall rest alone on a tight fitted sheet and be placed on their backs for resting and sleeping. Infants unable to roll from their stomachs to their backs on a regular basis if found sleeping on stomach will be turned onto their backs until they can developmentally do this then they can adopt whatever sleeping position they are comfortable in. No other blankets, pillows or soft items will be in the crib.

Infants and toddlers, who fall asleep somewhere other than their crib or cot shall be moved to the appropriate sleeping equipment. This is a licensing rule!

**Media Policy**

Use of media is prohibited for children under two years of age.

The use of non-interactive media with all other children shall not exceed 2 hours per week per child.

We use interactive media for our morning media time and some large group activities.

Our non-interactive media time is before rest time in the older room. We watch 20-30 minutes of an age-appropriate cartoon each day.

**Open-Door Policy**

We have an open door policy. Families are welcome to visit at any time during regular business hours, but please understand that staff may not be available to give you their undivided attention while they are interacting with the children. Children come first!!!

**Volunteer Policy**

Families are welcome to volunteer at the CLK Childcare at their convenience. Sign-in sheets will be provided so that we can keep a record of our volunteers. No volunteers will be unsupervised with children at any time.

If you volunteer and have contact with the children at least 4 hours per week for more than two consecutive weeks then you must provide evidence that you are free from communicable tuberculosis. A copy of this will be kept on file.

**Clean-Up Policy**

Any child that is old enough to remove toys from the shelf is old enough to put them back on. During the day, all children (age-appropriate) will be required to help with clean up by picking up and putting items back in their proper places. We ask that at pick-up times, you help your child put anything away that they might have to help reinforce this positive behavior.

**Confidentiality Policy**

CLK Child Care protects all families' rights to privacy & confidentiality. We keep all records in secured areas and only authorized staff are permitted access to these files. Staff will respect & safeguard the confidentiality of the people we serve.

**Discipline Policy**

We will **not** use physical or emotional punishment. Our goal is to minimize behaviors by providing a consistent daily routine within a well-organized room so children have predictability which helps with transitioning from one activity to another. When discipline is required we will use positive methods such as redirection, positive reinforcement and calm down times.

**Biting Policy**

When Biting Continues:

**If a child bites three times in a 1 hour period, the child will be required to be picked up from daycare for the remainder of the day.**

- 1.** If a child inflicts 2 bites in a one week period **(5 days of attendance)** in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
- 2.** If the child again inflicts a bite within the same week in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements for that day.
- 3.** If the child again inflicts a bite within the same week in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from daycare.
- 4.** If a child, who has been through step 1, 2, & 3 and then goes 3 weeks **(15 days of school attendance)** without biting, we will go back to step 1 if the child bites/pushes again.

**Abuse & Neglect**

By Michigan Law, CLK Child Care staff are required to report any incidents or suspicions of child abuse, neglect or domestic violence immediately to the Department of Human Services Centralized Intake at (855) 444-3911.

You also have the right to report any suspicions or incidents that you observe regarding your child or any other child in our center.

Our number one priority is children's safety!

### **Emergency Procedures**

CLK Child Care has developed emergency procedures for FIRE, TORNADO, and UNFORSEEN EMERGENCIES. Drills are conducted throughout the year and all children learn and practice the appropriate procedures for each type of emergency. With appropriate preparation and training, children will learn to react in a well-organized and safe manner.

### **Compliments and Complaints**

These are welcome and necessary. People should feel free to compliment the staff and volunteers. Also, a person with a complaint should discuss the matter with the person who can best satisfy the matter. This means that families should first discuss an issue with their child's caregiver. If we are not made aware of it then we cannot fix it. If the problem hasn't been resolved then the matter should be brought to the Child Care Director's attention. If you still are not satisfied by the answer then the final step would be to contact principal, Matt Hampton.

### **Licensing Notebook**

We are required to maintain a Licensing Notebook, which contains all the licensing inspection and special investigation reports and related corrective action plans since May 28<sup>th</sup>, 2010.

The licensing notebook is available to parents during regular business hours if you ever want to look at it.

### **Child Development**

Children will be screened 2 times per year using the Ages & Stages Questionnaire (ASQ) completed by parents and staff. Parents will receive a copy of the ASQ to complete and return to the CLK Childcare at the beginning of the school year and again near the completion of the school year. The ASQ will be scored and results will be shared with parents through a conference form and verbal explanation of screening results.

### **Supporting Children with Disabilities**

We provide an environment in which all children are supported to reach their full potential.

Our approach to identify, respond to and meet children's needs is by using the Ages & Stages Questionnaire and referrals to Early On and Preschool Special Education when delays in development are present.

We support and involve parents in actively listening to and acting on their concerns and goals. The CLK Childcare staff will work with families to assist them in the referral process to the Copper Country Intermediate School District. Once a family has been referred to the CCISD, they will conduct the developmental evaluation to evaluate if a child qualifies for services.

When a child qualifies for services, the CLK Childcare will have a copy of the child's Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP) and assist in the implementation of those goals and accommodations while the child is in the care of the facility.

We will regularly monitor and review our policy, practice it and if necessary make adjustments.

**Smoke Free Environment**

Smoking is not allowed in the building, on the grounds or in any vehicle used by CLK.

**Cultural Competency Plan**

The purpose of this plan is to make certain that we meet the individual, cultural, and linguistically diverse needs of all families to the best of our abilities.

We have an open door policy and welcome families into our center at any time to share ideas, snacks, stories, etc.

Also, we incorporate items into all areas of the classroom to show diversity. We have daily conversations about family and community. We believe it's important for children to respect and accept people whose culture and background differ from their own.

We attend yearly training to help support us with implementing this plan in our center.

**Individuals with Disabilities**

The CLK Childcare staff is dedicated to assisting families with disabilities. Families that have individual needs in order to communicate with staff will be accommodated. The CLK Childcare will partner with the Copper Country Intermediate School District to accommodate families that need additional support. The CLK Childcare facility is handicap accessible and all areas are able to be accessed by individuals with physical impairments. CLK Childcare staff with disabilities will receive necessary accommodations in order to carry out their job duties. A staff plan will be created on a case by case basis based on the disability of the staff member.

## CLK Childcare Programs Calendar- (Will be Updated Yearly)

### Operating Hours:

- **Open:** Monday to Friday, 7:30 AM - 5:00 PM
- 

### Closed Days:

- **Thanksgiving Break:**
    - November 28th (Thursday) - November 29th (Friday)
  - **Christmas Break:**
    - December 23rd (Monday) - January 3 (Friday)
  - **Spring Break:**
    - March 24th (Monday) - March 28th (Friday)
  - **Good Friday:**
    - April 18th (Friday)
  - **Memorial Day Holiday:**
    - May 26th (Monday)
  - **Fourth of July**
    - July 3rd (Thursday)-July 4th (Friday)
  - **Classroom Cleaning**
    - WE ARE UNSURE OF THE DATES AT THIS MOMENT
- 

### Open Days:

- **Snow Days:**
  - We will be open on snow days unless the weather conditions are deemed too dangerous. The safety of our children and staff is our top priority.
  - Our superintendent, Joel Asiala, will make the final decision regarding closures. We will communicate any changes through Procure.
- **Record Days:**
  - January 17th (Friday)
  - June 9th (Monday)
- **Last Day of School:**
  - **June 6th (Friday)-Full Day**
- **Half Days:**
  - ***CLK Childcare will remain open on CLK Schools 1/2 days! Our center will operate for the full day, providing a safe and engaging environment for your children:***
  - Wednesday, September 11, 2024
  - Wednesday October 9, 2024
  - Wednesday, November 13, 2024
  - Friday, November 15, 2024
  - **Thanksgiving: Wednesday, November 27, 2024- Full Day**
  - **Christmas: Friday, December 20, 2024- Full Day**
  - Wednesday, January 22, 2025
  - Wednesday, March 12, 2025
  - Wednesday, May 7, 2025
  -
- **Midwinter Breaks:**
  - **Monday, February 17, 2025- Full Day**



