



Dutton
Christian
School

Extended Care Parent Handbook

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DCS Care Distinctions

Our Mission: Within a Reformed worldview, Dutton Christian will nurture the heart with Biblical truth, equip the mind through academic excellence, and impact the world for Christ.

Our Call: We are dedicated to nurturing the whole child as an intellectual, emotional, physical, social, and spiritual being, uniquely created by God.

Our Commitment: We are committed to providing a safe, comfortable environment in which students can thrive during school hours in spaces filled with inspiration, community, meaningful activities, and fun.

Our Goals: Some of the key goals we have for each of the children in our care include:

- Growth in love for God and one another.
- Support the families of DCS with quality childcare.
- Provide developmentally appropriate activities for all children in care.
- Promote a positive relationship between home and school.

Lines of Communication

Ways we share with you...

- **Monthly Newsletter (emailed)** - Learn about weekly happenings and upcoming events. This is a great tool to help you engage your child in conversations about their experiences in DCS care.
- **Email** - Email is used as needed to share specific details or changes in schedules or special announcements.
- **Phone Calls** - When a message is believed to be better conveyed through conversation rather than in writing, we will give you a call.
- **Facebook** - Like our DCS Facebook page to glimpse into the school lives of our DCS students. It is also a great way for your family and friends to connect to our school!
- **WOTV, WOODTV 8** - School cancellations, due to inclement weather, will be announced on WOTV and WOODTV 8.

Ways for you to share with us...

- **Email** - Email is a great way to contact us. We will respond within 24 hours during the school week.
- **Meeting** - We are happy to meet in person before or after DCS Care hours. Please set up a meeting with the Director ahead of time, if possible.
- **Phone Calls** - Please call the school office phone number during the school day if you need to speak with someone in DCS Care. (616) 698-8660 ext. 4

Schedule of Operation

Before Care, Morning Care, Lunch Care, and Afternoon Care begin on your child's first day of school.

When school is delayed, Extended Care will begin when the school day begins.

DCS Extended Care is not provided during the summer or scheduled breaks during the school year. Extended Care will not be available when school is cancelled.

Student Drop-Ins

While some families may use this program all school year long, if there are openings, parents may use DCS Extended Care as a temporary service for any set period of time, provided that students are pre-registered and parents give a minimum one week notice. The first month's payment must be received before the student can participate in the program.

Student Supplies

Blanket / reusable bag

- Children participating in Afternoon Care (12:30 - 3:15pm) need to bring a blanket to nap with each day. The blanket may stay in the classroom. It will be sent home at the end of each week to be washed. Please label your child's name on the blanket and a reusable bag (ie. cinch sack, sturdy cloth bag, etc) for their belongings.

Appropriate Clothing

- Please make sure your child can take care of the clothing worn to school (ie. snaps, buttons, buckles, etc.)
- All preschoolers are required to have an extra set of clothing with them each day.
- Please pack winter and rain gear-like boots and a jacket for our outdoor adventures.
- While we do our best to keep children reasonably clean during class time, there are occasional art activities and outdoor adventures that can lead to dirty clothes.

Lunches for Lunch Care Students

- Lunches must be packed in a labeled lunch bag and left in the child's bag until the correct time.
- There is no access to a refrigerator or microwave, so lunches need to be heated/cooled by parents when packed.

Snacks for Afternoon Care Students

- Snacks are provided by parents and must be individually wrapped or bagged.
- Suggested snack items include: crackers, goldfish, granola bars, etc.
- If there is an allergy in your child's class, you will be notified as soon as possible.
- Please provide a labeled water bottle every day for snacks and lunch.

Daily Programs & Routines

Before School Care 7:45am-9:00am \$5

- Free play
- Morning exercises

Morning Care 3's Preschool 9:00am-10:30am(T/Th) \$7.50

- Free play

Morning Care 3's Preschool 10:15am-11:30am (T/Th) \$5

- Free play

Morning Care 4's Preschool 9:00am-11:30am (MWF) \$12.50

- Free play

Lunch Care 11:15am/11:30am-12:30pm \$5

- Lunch
- Free play

Afternoon Care 12:30pm-3:15pm \$15

- Story time
- Rest time
- Free play

If you have any questions about our schedule or activities, please ask our Director.

Hallway Etiquette - When DCS students are in class, please help us avoid classroom disruptions by respecting the following hallway etiquette guidelines:

- Keep voices quiet.
- Use walking feet in the hallways.
- Continue parent conversations in the main school lobby.

Transitions

Preschool and Early 5's students who are enrolled in any Extended Care segments will always be accompanied to and from their classroom as they transition throughout the school day.

Safety & Security

Student safety is important to all of us. Help us ensure the safety of our students by respecting the following procedures:

Sign-In and Check-Out

- BrightWheel is the software we use in order to check in and check out students.
- Parents sign students out and pick them up at the classroom.
- We will only release your child to those authorized on the child information card. This card and other necessary paperwork will be given to you after your registration form is received.
- We must have a signed note or email if your child is to be released to anyone not listed.
- We will ask for identification if we do not know someone picking up your child.

Access to Classroom

- For security purposes, the wing entrance doors and classroom doors remain locked. Key fobs are available to parents for a refundable fee. These fobs allow access to the doors of the Preschool wing.
- DCS main entry doors are unlocked during the day.

Not Allowed on Campus

Drugs, Alcohol, Smoking, and Weapons

Abuse and Neglect

- All staff members at DCS are mandated reporters. If abuse or neglect is suspected, staff members will contact social services and administrators.

Behavior Management

It is our desire to partner with parents in nurturing each student to behave in ways that show respect for God, others, and themselves.

Love and Logic

Age-appropriate expectations are shared and modeled by teachers and aides. When expectations are not met, students are asked about what went wrong, what they can do to keep it from happening again, and what they can do to make it right.

Sometimes students need a break from classmates or an activity. Once they have taken time to think about their behavior and are ready to return with a positive attitude, they are welcome to join back into the classroom fun.

If a disrespectful behavior continues, the Director will call to inform parents about the situation and work together for positive solutions.

Dutton Christian School is not Christian in name only. We encourage our students to understand with their minds, feel with their hearts, and then experience with their hands what it means that “Our World Belongs to God”.

In accordance with state law, the use of corporal punishment is not permitted. A DCS employee may only use physical restraint in self-defense, if a child is hurting himself, to protect others from

physical harm, for the purpose of taking away weapons, or for the protection of others or property.

Discipline and Withdrawal Policy

Our students are taught our behavior expectations at the beginning of each school year. Should a time arise when the teacher must discipline/withdraw the child, the following steps will be taken:

1. The teacher will speak to the child and attempt to redirect him/her and model proper behavior.
2. If the problem persists, the child will be given a “time out” to sit quietly and gain control of him/herself.
3. If, after trying steps one and two, the child persists in improper behavior, the teacher will call the parents and open up a dialogue to encourage support from home. A behavior plan may be designed and implemented.
4. If, after working together as teacher and student and parents, the behavior remains unchanged, the child may be asked to withdraw from the program.

Health & Medical Information

We partner with parents to keep all children as healthy as possible.

Illness Policy

- Students are to be kept home if they show symptoms of an illness and/or are running a fever.
- Children may return to school 24 hours after a fever/illness has subsided.
- Students **MUST** remain home if they have a contagious illness.

- Communicable diseases like chickenpox, pink eye, head lice, strep throat, and scarlet fever should be reported to the teacher.
- You will be contacted if your child becomes ill or injured during the school day.

Medications

- Inform the Director as soon as possible if your child needs medication while at DCS Care for any reason.
- Written parent permission is needed and kept on file if medication has to be dispensed at school. This includes Epi-Pens. Also, all medication must be current; not expired.

Allergies

- At the beginning of the school year, discuss your child's allergies and needs with the Director.
- DCS is not a peanut-free school; however, a specific class will be peanut-free if needed.

Potty-Training

- All children in DCS Extended Care must be potty-trained per Michigan state child care licensing rules.
- Pull-ups are not an acceptable option.
- If your child has identified special needs with regard to the bathroom, please contact the Director to inquire about possibilities.

Financial Policies

- Annual \$30 non-refundable registration fee for each family. This is due when submitting the registration form and not deducted from your first monthly bill.
- There is 10% discount on the monthly bill for additional children.
- Each child has five 'free passes' during the school year if they are not going to be at extended care or are ill. Please notify the director ASAP to use these passes and they will be credited to your next month's bill.
- Due to the nature of prekindergarten field trips, you will not be charged for scheduled care before and after a class trip, provided that you have given the co-directors one week notice that care is not needed on that day.
- DCS will work with you to develop a contract based on your child's weekly schedule. You will be billed for the contracted days prior to each month. Your next bill will be credited when there is a school cancellation or if you wish to use a 'free pass'. If your family schedule changes throughout the school year, we can adjust your contracted days. You may add other days of care based on availability.
- Invoices will be issued using the BrightWheel app and sent on the first Friday of each month.
- Payment of cash or check only is due by the second Friday of the month.
- A late fee of \$1.00 per minute per child will be charged when students are not picked up by 3:15 pm.
- Unpaid balances will result in students being unable to participate in DCS Care.
- Unpaid balances will accrue a \$20 per week late fee.

Licensing Notebook

Our Licensing Notebook is available for you to view between 7:45am - 3:15pm on school days. It is located inside the DCS Care classroom. Feel free to contact us if you have any questions in regard to the licensing rules/notebook.