NEW BRANCHES
CHARTER ACADEMY

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New Branches Charter Academy
Little Owlets Before & After School Care
Admission Checklist
2021-2022 School Year

Please read the information included in the packet. Sign and return all required documents to Giny Aho (Office Manager) at the NBCA Office, or scan & email to ginyaho@choiceschools.com

NBCA Office Phone: 616-243-6221 Option 7
Childcare Direct Contact: 616-855-7654 or 616-242-6221 ext 385
Childcare Director: Valerie Cassell (valeriecassell@choiceschools.com)

Checklist:

- ☐ Read "Before and After School Child Care Handbook"
- ☐ Complete NBCA Before & After School Care Agreement Contract for 2021-2022
- ☐ Return completed Agreement Contract to NBCA Office
- ☐ First payment made by August 23, 2021 to use service on 1st day of school (August 25, 2021)

Revised July 2021

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Before & After School Child Care Handbook

Welcome

Welcome to New Branches Charter Academy (NBCA) Before & After School Child Care program. The program is set up for NBCA students who need before and after school childcare.

Our Mission

New Branches Charter Academy will provide a positive learning environment, along with rigorous, academic and cultural programs where our children learn to become healthy, responsible citizens, life-long learners, and world leaders.

Our Vision

New Branches Charter Academy, in partnership with educators, students, families and community stakeholders, closes the achievement gap and transforms the human culture by developing problem solvers and life-long learners who are fully prepared for high school, college, global economy careers, and world change.

Our Values

Community – We strive to create a safe environment that fosters inclusiveness and belonging by students, parents, staff, and community stakeholders.
Perseverance – We always strive to push ourselves and our students to their fullest potential.
Responsibility – Students, parents and staff are respectful to each other. Students learn to understand their responsibilities and take initiative to act upon them in their local, national and world communities.
Diversity – We embrace and value working with families with rich cultural and diverse backgrounds. We recognize that immersion in a variety of cultures will prime our students to work and live in a global economy. We celebrate and honor all the perspectives and aspects of every culture and background that creates the fabric of our school culture.
Teamwork – We provide a respectful process for open communication, collaboration and the opportunity for everyone to realize their value in our school community.
Communication – We practice healthy, open and candid dialogue between all members of our school community. Healthy dialogue encourages necessary conversations and respects all parties.
Stewardship – We ensure that our teaching and operational principles and practices are morally sound, ethical, transparent, respectful, and honest.

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Before & After School Care Days and Hours of Operation

The program is scheduled to operate Monday through Friday from 6:30 AM – 8:10 AM before the school day begins and Monday through Thursday from 3:10 PM – 6:00 PM and Friday from 12:10 PM - 6:00 PM in the afternoon after the school day has ended. The Principal of the Academy or his/her designee is the administrator of the childcare program.

Fee Policy

NBCA Before & After School Child Care is a pre-paid program only for students who have chosen In-Person instruction for the 21-22 school year. There must be a deposit of $60.00 (one week's fee) in the student account prior to using the service. This fee includes both morning and after school childcare. Discounts are not given if one portion of the program is not utilized.

School hours are 8:10-3:10 for In-Person Instruction for the 2021-2022 school year. If a student has an outstanding account balance from the previous week, childcare services will be suspended and the student will be brought to the Office and parents will be called to be picked up.

Parents are required to pay for childcare in advance. Payments are due every Friday. Returning students must have a zero balance to re-enroll in NBCA Before & After school childcare program. Payments may be made by credit card/debit card (online only) or by check. We also accept DHS payments, if qualified and approved. To make a credit card payment go to https://newbrancheschartеracademy.epaytrak.com/ .

When paying you will be issued a receipt for funds paid. *There will be a $25.00 fee assessed for a check returned for insufficient funds.* Failure to make payment will result in suspension or cancellation of childcare services.

Late Payment/Negative Balance

If a family has an outstanding balance at the beginning of each week, child care services will be withheld until the balance has been paid. Once a bill notice has been given (sent out on Thursdays), the family has until Monday to issue payment.

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Drop Off/Pick Up Procedure

New Branches Charter Academy does not assume responsibility for your child until he or she is signed in and out by a Parent or Guardian (as required by State of Michigan Licensing).

A child *may not* sign himself or herself in or out of childcare services. The only person who can sign in a child or pick up a child is the parent or person designated on the emergency card.

The parent or approved person bringing a child to school or picking up the child at the end of the school day must bring the child to the child care room in the morning and sign in. The person picking up the child after school must come to the childcare room and sign the child out.

Sign-in and sign-out procedures must be followed or services will be terminated. Calling ahead does not meet the standard for signing in or signing out. If a parent will have someone else drop off or pick up his or her child, the child care supervisor must be notified of the person's name and relationship or the child will remain in childcare until a properly authorized person comes to pick up the child.

Late Arrival

Children that are not picked up on time (before 6:00) will incur a $20 fee. If the child has not been picked up by 6:15, another $20 fee will be charged. This pattern will follow for every 15 minutes thereafter.

Emergency Cards

Parents will complete an emergency card at the time of enrollment. Your child will ONLY be released to someone authorized on that card. Please keep us up to date if the information on that card should change. Emergency cards will be stored in the Child Care Center.

Custody Issues & Release of Children

We realize that for our families, sometimes custody is an issue. We must have a copy of a custody order on file outlining your child's custody arrangement. Only with this order may we respect any wishes you might have for your child not to be released to the non-custodial parent.

Only those people listed on the Emergency Card will be allowed to pick your child up from school. All "Pick-up People", other than parents must be at least 18 years old and will be asked to show a photo ID before your child is released. This policy must be strictly adhered to for your child's safety and compliance with Day Care Licensing Rules. We understand that situations

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may arise where someone who may not be one the Emergency Card will need to pick your child. We will not be able to release your child to that person unless we have consent from you. The person picking up will also need to show identification in order for the child to be released. For your child's safety, we will not release them to someone not on their Emergency Card, or to anyone on the card who does not appear to be a safe pick up person, due to intoxication or other impairments. The following steps will be taken when a parent or other pick-up person appears to be intoxicated or otherwise impaired.

The Staff will attempt:

- To contact the other parent or another person responsible for the child.
- To keep the child until another authorized person can pick the child up.

If the pick-up- person insists on leaving, the staff will tell the pick-up person that they feel it is not safe for the child to ride with him/her and notify the local police as soon as they leave the facility.

Daily Schedule

Before School Program

6:30-8:10	– Morning care (books, table toys, and music)
	Hand washing before going to class
8:10	– Students brought to classroom

After School Program:

3:10	– Check In
3:15-4:15	– Outside play/Choice Time (weather permitting)
4:15-5:00	– Bathroom Break, hand washing, snack
5:00-5:45	– Intentional Activity (craft/reading/games/homework)
5:45-6:00	– Final Clean Up
6:00	– Pick up and Closing

Half-Day After School Program:

12:10	– Check In
12:10-1:00	– Bathroom Break, hand washing, lunch
1:00-2:45	– Outside Play/Choice Time (weather permitting)
2:45-3:15	– Bathroom Break, hand washing
3:15-4:00	– Rest Time/Intentional Activity/Selected Centers

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4:00-4:10	– Bathroom and Handwashing
4:10-4:30	– Snack Time
4:30-5:45	– Choice Time/Outside Play (craft/reading/game/homework)
5:45-6:00	– Final Clean Up
6:00	– Pick up and Closing

Activities

Activities will consist of arts and crafts, regular games, a study time, music and creative movement activities, as well as outdoor time.

Outdoor Play

Outdoor play is a fun, healthy part of Before & After School Care. Make sure your child has appropriate clothing for outdoor play in all seasons. Snow pants, boots, hats and mittens are needed for the colder months. We have a safe play area, which is suitable for all children. There is a playground and open field, as well as a basketball court area. Students will be taught safe play habits in the play area and on the court.

Bathroom Policy

Children must be able to efficiently use the bathroom *independently.* Staff is not able to assist children in the bathroom in regards to wiping or changing soiled clothes. Pull-ups and diapers are prohibited.

Discipline Policy

New Branches Charter Academy believes that discipline is designed and implemented to help each child learn self-control, choose appropriate alternatives, identify feelings and when possible, develop an understanding and respect for the feelings of others. Discipline should not damage the child's self-image or embarrass the child who is being disciplined. When possible, the child being disciplined should contribute to resolving the conflict in which he or she is involved. Disciplinary guidelines and action will follow the NBCA Student & Family Handbook.

The goal of positive methods of discipline is for children to develop the skills that are necessary for healthy growth toward self-discipline. In the classroom staff members will:

- Give positive suggestions and feedback by explaining to children what they can do, rather than what they can't do
- Redirect unacceptable behavior

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- Encourage children to express their feelings
- Providing a reflection space in an open area of the room for the student to calm him/herself

At no time will our staff/volunteers:

- Inflict any type of corporal punishment such as hitting, shaking, biting, pinching or binding. Children will never be deprived of meals, snacks, rest or necessary toilet use.
- Staff will not humiliate, shame or threaten children.
- Children will not be confined in closed areas.
- Non-severe discipline or restraint may be used when reasonably necessary, only to prevent a child from harming themselves or to prevent a child from harming other persons or property.

Fighting, weapons, drugs or other dangerous activity is forbidden at NBCA and will result in exclusion from NBCA. Bullying and intimidation are considered dangerous activities.

Admission & Withdrawal

Admission Criteria

Children from Preschool to 8th grade may attend childcare based on availability in the program (student to teacher ratio). An Emergency Card is required before admittance to childcare as well as, filling out child care enrollment paperwork and arranging prepayment of services.

Paperwork must be filled out every year by every student utilizing Before & After School Care; this includes returning students.

Withdrawal Criteria

Children may be withdrawn from the program at the discretion of a parent or legal guardian at any time. Please notify the supervisor in writing, on or before the date of withdrawal.
The school may terminate service if any of the following occurs:

- Parent failure to follow sign-in and sign-out procedures.
- Failure to pay childcare bill in a reasonable time.
- Repeated failure of a child to maintain good behavior.
- Child fighting, bullying, and/or intimidating another student.
- Child showing disrespect or threat to the child-care supervisor.
- Parents failure to pay on time.
- Parents repeated failure to pick up child at arranged time.

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- Any behavior or action of your child that threatens the well-being of another child or that creates unsafe or threatening conditions for another child.
- Parent(s) disrespectful, threatening, or argumentative actions toward the child-care supervisor or toward another parent or child.

Any student withdrawal/terminated will not receive a refund.

2021-2022 Calendar

Standard childcare hours of operation are on Monday-Thursdays from 6:30-8:10 AM and from 3:10-6:00 PM and Fridays from 6:30-8:10 AM and 12:10 - 6:00 PM on days that the school is in session only.

NBCA Before & After School Childcare will be OPEN on all early release days EXCEPT for:

- Tuesday, November 23, 2021 (no after school care only)
- Friday, December 17, 2021 (no after school care only)
- Friday, December 18, 2021 (no after school care only)
- Friday, February 18, 2022 (no after school care only)
- Friday, June 10, 2022 (no after school care only)

Childcare services will follow the New Branches Charter Academy school calendar. Parents will be given notice if the program will operate on days the Academy is closed for in service days. The program will be CLOSED if the school is closed due to inclement weather or other emergency situations.

Childcare will be closed on the days that the Academy is closed for holidays in the school calendar. Childcare will also be closed the day prior to a holiday and any early release days in the school calendar prior to holiday or school break.

School Closures

Please consult the schedule for planned school closures. If it deems necessary to close due to weather conditions then it will be reported on local TV stations or radio stations for closings. We will make every effort to notify you if school will be canceled for any other reason. If a storm or other emergency should be so severe that school needs to be closed during the school day, reasonable efforts will be made to contact parents or designated persons. NBCA stresses the

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need for parents to have an alternate person to pick the child up at school in case of emergency closings.

Weather Policy

The center is responsible for assuring that all children are taken outside on a daily basis, as weather permits. The following will be taken into consideration when making a decision about outdoor play: temperature, including wind chill and heat index, as well as severe weather conditions. Students will not be allowed to play outside if the temperature is below 20 degrees, including wind chill. Staff will use discretion if the temperature is hot and students will have an opportunity to be in the shade. Parents are encouraged to dress children appropriately for the weather conditions for both hot and cold weather. Students must wear jackets/coats during outside play in temperatures less than 60 degrees.

School closings will be posted on the local news channels and/or on our school's Facebook page. Staff may even call/email parents to inform them of the news.

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New Branches Charter Academy | 2021-2022 CALENDAR

25 School starts

Instructional Days=5

3 No School
6 No School -Labor Day
10 Early Release
17 Early Release
24 Early Release

Instructional Days=20

1 Early Release
8 Early Release
15 Early Release
22 Early Release
29 Early Release

Instructional Days=21

5 **Early Release**
12 Early Release
19 Early Release
23 Early Release
End of Trimester 1
24-26 No School-Thanksgiving
29 Trimester 2 begins

Instructional Days=19

3 Early Release
10 Early Release
17 Early Release
20-31 No School

Instructional Days=13

3 School resumes
7 Early Release
14 Early Release
17 No School MLK Day
28 Early Release

Instructional Days=20

4 Early Release
18 Early Release
21 No School

Instructional Days=19

4 End of Trimester 2
7 No School – Staff PD
Trimester 2 begins
18 Early Release

Instructional Days=22

1-8 No School-Spring Break
22 Early Release

Instructional Days=15

6 Early Release
27 Early Release
30 No School - Memorial Day

Instructional Days=21

10 Early Release
Last day of school

Instructional Days=8

School Hours: 8:10-3:10
Early Release at 12:10
Total Instructional Days = 183
Hours: 1,099.5
Approved by Board 5/10/21

School Calendar Template © calendarlabs.com

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Student Health, Wellness & Emergency

Illness

The school does not have facilities to care for the children or staff when they are sick. If your child is not feeling well, please keep him/her at home. If your child becomes ill while at school, you will be notified using the information you provided on your Child Information Card. Please have a plan so that you or your emergency person will be able to pick your child up promptly if necessary.

Children should not attend or Before & After School Care when the following conditions are present:

- Temperature above 100°F.
- Unusual drowsiness, excessive sleep or the child appears ill.
- Complaints of pain.
- Vomiting two or more times in a 24-hour period.
- Three or more loose or watery bowel movements in a 24-hour period.
- Body rash with fever.
- Severe cough or difficulty breathing.
- Red swollen eyes or pus draining from eyes.
- Open daring areas on the skin
- Ringworm, lice or pinworm.

Accidents/Injury

In the course of the day, a child may have a minor accident resulting in a bandage or soothing words. When this does occur, we will send home a notice with your child to let you know what happened. At no time will any medicines or chemicals be used to treat injuries.

In the event of a serious accident, these steps will be followed:

- If necessary, 911 will be called. Basic first aid and comfort will be given to the child.
- You will be contacted. If we are unable to reach you, the emergency person listed on the Child Information Card will be called.

Medication

Before & After School Care staff is not allowed to administer over the counter medications. All requests for administering any medication must be made through the principal's office.

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Breakfast and Snack

Breakfast will not be served as a part of the childcare program; it is part of the New Branches Charter Academy Food Service Program. An after-school snack is provided. Parents may provide a nutritious snack for their student.

Child Abuse and Neglect Reporting

Program staff members are required by state law to report any and all suspected child abuse or neglect.

Emergency Drills/CPR and First Aid

All sites practice emergency routines monthly for escaping fires and hold tornado drills regularly during tornado season. All staff members on duty at New Branches Charter Academy are certified to administer CPR and minor first aid. In the event of an accident or medical emergency, every effort will be made to notify the child's parents. If a serious injury or illness occurs, the child will be transported by emergency vehicle to:

Spectrum Hospital—Downtown
100 Michigan NE
Grand Rapids, MI 49503

Grievance Procedure

We will always do our best to provide you and your child the highest quality services. If you feel that you need to file a complaint or grievance, we ask that you use the following procedure:

- Make contact with the person(s) you have a complaint against.
- Try to resolve the problem on an informal basis.
- Bring as much information as possible to this meeting.
- If the matter has not been resolved, contact the Program Director.

No Smoking Policy

In compliance with Michigan Public Act 116, there is no smoking in the building or on the grounds. We also ask that you do not smoke at any off-site function in the presence of the children.

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Health Care Plan

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the room has appeared to play a role in the transmission of disease in childcare settings.

Illnesses may be spread by way of human waste, such as urine and feces, body fluids, such as saliva, nasal discharge, eye discharge, open skin sores, and blood, direct skin-to-skin contact, touching a contaminated object, the air, in droplets that result from sneezes and coughs. Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions and sanitation procedures that approach every potential illness- spreading condition in the same way. When physical, mental, or social health concerns are raised for the child or for the family, they should be addressed appropriately, often by referring the family to resources available in the community.

Hand Washing Procedure

Hands shall be washed with soap under running water. The following are *not approved* substitutes for soap and running water: hand sanitizers, water basins, and pre-moistened cleansing wipes.

The following procedures are considered best practice for hand washing:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60° F to 120° F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or single-use towel.
- Dispose of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.

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Additional Hand Washing Information

- By using a paper towel to turn off the water faucet, staff that have just completed hand washing prevent recontamination of their hands.
- Shared cloth towels can transmit infectious disease.
- Taps that turn off automatically or those that can be turned off without using hands avoid the recontamination problem.
- To keep soap from becoming a breeding place for microorganisms, thoroughly clean soap dispensers before refilling with fresh soap.
- When hand-washing facilities are not available at a remote work site, use appropriate antiseptic hand cleaner or antiseptic towelettes. As soon as possible, rewash hands with soap and running water.
- Good practice mandates that staff members always wash their hands, upon arrival for the day or when moving from one childcare group to another
- Before
- Start of the workday
- Prior to care of child
- Before and after:
    - Eating, handling food, or feeding a child
    - Giving medication
    - Playing in water that is used by more than one person
- After:
    - Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores
    - Handling uncooked food, especially raw meat and poultry
    - Handling pets and other animals
    - Playing in sandboxes
    - Cleaning or handling the garbage

Universal Precautions/Handling Bodily Fluids

As protection against blood-borne pathogens, staff members are to use universal precautions when coming in contact with the blood or bodily fluids of any person. Strict adherence to universal precautions prevents exposure to blood-borne pathogens including HIV and Hepatitis B. The following universal precautions apply:

- Wear latex gloves when coming into contact with blood, skin and mucous membrane cuts, or any open lesion.
- Wear latex gloves when coming into contact with urine, stool, or vomit.
- Use gloves for the care of only one child and then discard the gloves.
- Wash hands after discarding the gloves.

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- Properly dispose of contaminated materials in a properly labeled biohazard container.

Treat urine, stool, vomit, blood, and body fluids as potentially infectious. Spills of body fluid should be cleaned up and surfaces sanitized immediately.

For small amounts of urine and stool on smooth surfaces wipe off and clean away visible soil with a little detergent solution. Then rinse the surface with clean water. Apply a sanitizer to the surface for the required contact time.

For larger spills on floors, or any spills on rugs or carpets: Wear gloves while cleaning. While disposable gloves can be used, household rubber gloves are adequate for all spills except blood and bloody body fluids. Disposable gloves should be used when blood may be present in the spill. Take care to avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have. Wipe up as much of the visible material as possible with disposable paper towels and carefully place the soiled paper towels and other soiled disposable material in a leak-proof, plastic bag that has been securely tied or sealed. Use a wet/dry vacuum on carpets, if such equipment is available. Immediately use a detergent, or a disinfectant-detergent to clean the spill area. Then rinse the area with clean water.

For blood and body fluid spills on carpeting, blot to remove body fluids from the fabric as quickly as possible. Then spot clean the area with a detergent-disinfectant rather than with a bleach solution. Additional cleaning by shampooing or steam cleaning the contaminated surface may be necessary.

Sanitize the cleaned and rinsed surface by wetting the entire surface with a sanitizing solution of bleach in water (1 tablespoon of household bleach in 1 gallon of water) or an industrial sanitizer used according to the manufacturer's instructions. For carpets cleaned with a detergent-disinfectant, sanitizing is accomplished by continuing to apply and extract the solution until there is no visible soil. Then follow the manufacturer's instructions for the use of the sanitizer to be sure the carpet is sanitized by the treatment. Dry the surface.

Clean and rinse reusable household rubber gloves, then treat them as a contaminated surface in applying the sanitizing solution to them. Remove, dry and store these gloves away from food or food surfaces. Discard disposable gloves.

Mops and other equipment used to clean up body fluids should be:

- Cleaned with detergent and rinsed with water
- Rinse with a fresh sanitizing solution

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- Wrung as dry as possible
- Air-dried

Wash your hands afterward, even though you wore gloves. Remove and bag clothing (yours and those worn by children) soiled by body fluids. Put on fresh clothes after washing the soiled skin and hands of everyone involved.

Sanitizing Process and Solution

The following steps are to be followed for cleaning and sanitizing:

- Clean surface with detergent and water.
- Rinse the surface with clean water
- Submerge, wipe or spray surface with bleach solution.
- Wipe bleach solution over the surface with a paper towel. Do not dry off.
- Allow to air dry for 2 minutes.

Sanitizer solutions can be applied in various ways to surfaces that have been cleaned with detergent and rinsed: spray bottles for diaper changing surfaces, toilets, doorknobs, cabinet handles, phone receivers, countertops, and tables.
Note: Spray bottles and other containers should ALWAYS be labeled with the name and strength of the solution they contain and kept out of reach of children. In addition, fresh air should be moving about when sanitizing (a large fan or windows open).

A bleach solution is recommended:

- Made fresh daily (the solution loses strength once it is mixed).
- 1 tablespoon household (not industrial strength) bleach + 1 gallon of cool water OR
- 1-tablespoon bleach + 1 quart of cool water.

Other examples of sanitizing solutions include but are not limited to:
Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions. Bleach being used for sanitizing must have an EPA number indicating an approval for food sanitizing.

Exclusion or Dismissal of Children Due to Health Concerns

The parent, legal guardian, or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the center. The center shall ask the parents to consult with the child's health care provider. The staff shall ask the parents to inform them of the advice received from the health care provider. The advice of the child's health care provider shall be followed by the center.

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The program shall temporarily exclude a child, staff, or volunteer, to a supervised area, or send the child or staff home as soon as possible if one or more of the following conditions exist:
a) The illness prevents the *child, staff, or volunteer* from participating comfortably in activities as determined by the childcare provider.
b) The illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children or staff as determined by the childcare provider.
c) The *child, staff, or volunteer* has ANY of the following conditions:

- FEVER – the child or staff will not be able to come back to school until 24 hours AFTER the fever is gone with **NO fever reducing medication**
- Symptoms and signs of possible severe illness (until medical professional evaluation finds the child or staff able to be included at the facility). Symptoms and signs of severe illness shall include:
    - Lethargy that is more than expected tiredness
    - Uncontrolled coughing
    - Inexplicable irritability or persistent crying
    - Difficulty breathing or wheezing
    - Other unusual signs for the child
    - Diarrhea – defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool that is not contained by the child's ability to use the toilet
    - Blood in stools – not explained by dietary change, medication or hard stools.
    - Vomiting illness – (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration
    - Persistent abdominal pain – (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms
    - Mouth sores and drooling – unless a health care provider or health department official determines that the child is noninfectious
    - Rash with fever – or behavior change, until a physician determines that these symptoms do not indicate a communicable disease
    - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) – until after treatment has been initiated. In epidemics of non-purulent pink eye, exclusion shall be required only if the health authority recommends it.
    - Pediculosis (head lice) – from the end of the day until after the first treatment and NO NITS remain
    - Scabies – until after treatment has been completed

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- Tuberculosis – until a health care provider or health official states that the child is on appropriate therapy and can attend child care
- Impetigo – until 24 hours after treatment has been initiated
- Strep Throat – or other streptococcal infection… until 24 hours after initial antibiotic
- Varicella-Zoster (chicken pox) – until all sores have dried and crusted (usually 6 days)
- Pertussis –until 5 days of appropriate antibiotic treatment (currently erythromycin, which is given for 14 consecutive days) has been completed
- Mumps – until 9 days after onset of parotid gland swelling
- Hepatitis A virus – until 1 week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff members.
- Measles – until 4 days after onset of rash
- Rubella – until 6 days after onset of rash
- Unspecified respiratory tract illness
- Shingles (herpes zoster)

Confidentiality

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student adult student (eighteen (18) years of age or older), and those authorized by Federal Law and State and District regulations.

A parent has the right to:

- Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify shy it is inaccurate or misleading.
- Consent to disclosures of personally-identifiable information contained in the student's education records except to those disclosures allowed by the law.
- Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or

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adult student will be notified and provided an opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

- File a complaint with the US Department of Education, 600 Independence Avenue, Washington D.C., 20202

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NBCA Before & After School Care Agreement Contract for 2021-2022

Before & After School Care Handbook Acknowledgement

I have received a copy of NBCA's Before & After School Care Program's Handbook and read it. I understand that my child will be expected to comply with the procedures and policies listed. I know it is my responsibility to abide by NBCA Before & After Child Care policies. I realize if I do not follow these policies my childcare could be terminated immediately.

Initial: _____

Outdoor Play Disclosure

Outdoor play is a fun, healthy part of Before & After School Care. Parents, our Before & After School Care Program will be using the lower elementary playground equipment at New Branches Charter Academy. The school is responsible for the maintenance and upkeep of the playground equipment. Before & After School Care Staff will make sure the playground is free of all hazards and maintain the safety of all students while playing outside. Please make sure your child has appropriate clothing for outdoor play in all seasons. Snow pants, boots, hats and mittens are needed for the colder months.
By initialing parent/guardians agrees to the use of the lower elementary playground at New Branches Charter Academy

Initial: _____

Child Care Program Statement of Health

This acknowledges that my child who attends NBCA Before & After school Childcare, a school-aged program licensed/approved by the Michigan Department of Consumer and Industry Services, is in good health and his/her immunizations are current. By initialing this form I also acknowledge that my child's immunization records and/or waivers are on file with his/her school. R 400.8143 Rule 143 (8)

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Any health/activity restrictions, allergies, medications taken by the child, or any other special needs are noted below:

Initial: _____

Media Release

Recording of various school and classroom activities with photography and video equipment is done by NBCA and local press throughout the year. The recording might circulate to other students or classrooms, be used in publications, or be shown on local channels. Please fill out the media release form for our records giving your permission for your child/children to participate in the media information.

Please check <u>one</u>:

◯ I give full permission to have my child photographed or video recorded.
◯ I give full permission for **Internal use ONLY** (art projects, pictures in the hallways, etc.)
◯ I *<u>do not</u>* give permission for my child to be photographed or video recorded.

Initial: _____

COVID-19 Policy Agreement

☐ I the parent/ guardian am required to report to New Branches Charter Academy Main Office, NBCA Childcare Director or Childcare worker if my child has:

- Have received positive COVID-19 results;
- Been in close contact with someone who has COVID-19; and/or
- Have experienced symptoms such as persistent cough, fever, difficulty breathing, chills, change in smell or taste, diarrhea, and/or vomiting.

☐ I understand that if my child has tested positive, been exposed to/or has any symptom of COVID- 19 they MUST STAY HOME UNTIL:

- They are fever free for 72 hour without the use of fever reducing medicine
- All other symptom have improved

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- At least 10 days have passed since their symptoms appeared or has received a negative COVID-19 test

Parent/Guardian Signature: _____

Parent/Guardian Digital Signature: _____

If form is completed electronically with no digital signature, the district will treat a typed signature like a signature on paper form.

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Parent Notification of the Licensing Notebook/Information Packet Documentation

Child Care Organizations Act, 1973 Public Act 116

A written information packet has been provided at the time of enrollment. The packet included all the following information:

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open and services are provided.
- Fee policy.
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, illnesses.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook.

Michigan Department of Human Services

All childcare 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 Children and Adult Licensing website at *www.michigan.gov/michildcare.*

I have read the above statement issued by New Branches Charter Academy.
New Branches Charter Academy Before & After School Child Care, as a licensed childcare facility, will provide the following provisions of the Michigan Administrative Code as required by R400.5105b:

R400.5105 License
Rule 102 (2) A licensee shall have the following administrative responsibilities regarding staff:
(b) Develop and implement a written screening policy for all staff and volunteers, including parents, who have contact with children.

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R400.5106 Program
Rule 106 (1) A center shall provide a program of daily activities and relationships that offers opportunities for the developmental growth of each child in all of the following areas:

a. Physical development, including large and small muscle
b. Social development, including communication skills
c. Emotional development, including positive self-concept
d. Intellectual development

(2) A center shall permit parents to visit the program for the purpose of observing their children at all times.
(3) A center operating with children in attendance for 5 or more continuous hours per day shall provide for daily outdoor play, unless prevented by inclement weather conditions.

**This is an excerpt from NBCA's Licensing Notebook; complete Licensing Rules for Childcare Centers are available at NBCA Childcare center.

Printed Name of Child(rens): _____

Parent/Guardian Signature: _____

Parent/Guardian Digital Signature: _____
If form is completed electronically with no digital signature, the district will treat a typed signature like a signature on paper form.

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Payment Options and Agreement

All payments for Before & After School Care must be made in advance. Childcare services are offered at a daily fee of $12.00 (this includes morning and/or afternoon). You will be charged a fee for the days the student is registered to attend. A 24-hour notice to the school office or childcare director is required for fees to be waived if a student will not be attending on a registered day. You are responsible for ensuring services are pre-paid. Payments may be made online at https://newbrancheschartеracademy.epaytrak.com/. We accept DHS with the proper paperwork.

Any outstanding balances at the beginning of each week will result in a suspension of childcare services until the balance is paid.

◯ **FULL-TIME WEEKLY PAYMENT PLAN - $60.00 per week**

- $60 per week, $12. 00 daily fee, paid in advance
- Due August 24, 2021 for the first week of school.
- **All subsequent payments are due on Fridays by 6:00pm**

◯ **PART-TIME WEEKLY PAYMENT PLAN - Fees varies per week based on registered days**

- $12. 00 daily fee, paid in advance
- Due August 24, 2021 for the first week of school.
- **All subsequent payments are due on Fridays by 6:00pm**

I agree to make payment on a weekly basis and keep my account in good standing in order to have my child enrolled in NBCA Before & After school childcare program. I understand that my child may NOT attend if my payment is not paid every Friday.

Initial: _____

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NBCA Before and After School Care Contract

Note: This contract is required of all licensed childcare center by R 400.5105b of the Michigan Administrative Code. The Michigan Department of Consumer and Industry services is required to inspect the childcare center and enforce the contract based on the terms provided in this contract.

As of _____, New Branches Charter Academy 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

_____ _____
Printed Name of Child Date of Birth

Desired Schedule (circle): I understand that NBCA Before & After School Child care is open at 6:30 AM- 6:00pm and parents must sign-in and sign-out their child(ren). **Any permanent changes in the child(ren)'s schedule must be communicated to Childcare Director 2 weeks prior to the schedule change**

Please Check/Circle days of service required: ☐ M ☐ T ☐ W ☐ Th ☐ F
Please Check type of service required:

◯ **BEFORE SCHOOL (ONLY)**
◯ **AFTER SCHOOL (ONLY)**
◯ **BEFORE & AFTER SCHOOL (BOTH)**

Please return all Care Agreement Contract forms to New Branches Charter Academy Main Office or to Renee Good, NBCA Childcare Director (Each child MUST have a child information record form filled out)

Please include $60/Child (or specific part-time rate) Registration fee via check, cash or online payment to complete enrollment

_____ _____ _____
Parent/Guardian Printed Name Phone# Email Address

_____ _____
Parent/Guardian Signature Date

If form is completed electronically with no digital signature, the district will treat a typed signature like a signature on paper form.

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

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 New Branches Charter Academy, 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 6-17may be used.

CHILD INFORMATION RECORD

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

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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.)				

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