

### Security and Check-In and Out Procedures

To enter the school building for Child Care, parents and students are required to enter at the “Gym Lobby” Entrance. They are required to ring the bell at the door and the door will be unlocked.

State Licensing requires that parents initial their child in at drop off in the morning and initial their child out at afternoon pick up.

**Parents must accompany their child into the building in the morning and initial the sign in form.** Again, this is required by state licensing.

**At the end of the day, parents must enter the building and initial the sign out form to pick up their child.** Again this is required by state licensing.

Chatfield School has several security features in place to ensure the security of our Child Care students and staff.



## Chatfield School

### Before and After School

### Child Care Program

### for Elementary and Middle School Students

231 Lake Drive  
Lapeer, MI. 48446-1661  
(810) 538-1711  
(810) 667-8970

Website: [www.chatfieldschool.org/StudentLife/Child-Care](http://www.chatfieldschool.org/StudentLife/Child-Care)

## Supervision and Staffing

Excellent supervision is provided by individuals that meet or exceed the criteria outlined by the State of Michigan Licensing Regulations. All staff have been cleared through the Department of Human Services and Michigan State Police. All child care staff are First Aid and CPR certified.

The Chatfield Child Care Program provides a physically and emotionally safe environment for children. Student's are expected to follow school rules. Expectations and discipline are fair and consistent.

School Directors: Bob Kurtz and Kristi Huestis

Child Care Director: Jodi Smith

## Activities

Numerous age appropriate activities are offered to children in kindergarten through fifth grade. Children may choose from table games, arts and craft projects, playing basketball, outdoor activities, large and small activities such as reading and homework, etc. Please refrain from bringing toys from home. ELECTRONICS, PHONES, KINDLES, IPADS, IPODS, GAMEBOYS, etc. are not allowed at the elementary level.

At the middle school level, in addition to the activities listed above, students can study, socialize, and are allowed to use their technology following the school's acceptable use policies.

## Snack

A nutritious snack will be provided each morning and afternoon at no additional charge if your child is in attendance at that time.

Morning snack is served from 7:50 am to 8:10 am. Afternoon snack is served at 3:45 pm.



## Registration

Pre-registration is necessary for the Child Care Program. Registration forms and emergency care must be complete prior to a child's attendance in Child Care. Forms are available in the school office, school website or from the child care supervisor.

A non-refundable \$30 individual/\$50 family Annual Registration fee is due at the time of registration. Child Care students must be re-enrolled each school year. Parents are required to keep their children's record up to-date with any changes in phone number, address, employers, immunization, medical care information, etc.

## Hourly Fee

- \$5.25 per hour for the first child
- \$4.50 per hour for additional children

Parents are responsible for picking up their current bill every Monday from the Child Care Director. Payment is due by Friday. Payment must be paid in full each week. Payments must be made by cash, check, money order, or online.

At the end of each card marking (see dates below) a \$10 weekly late fee will be assessed for any account that is not balanced out to zero. Families with outstanding balances will not be able to use the program. Oct. 28, Jan. 20, March 24, June 9

DHS payments are accepted.