Prime Time Care/Summer Care/Teen Club
Educational Services Center
850 Ladd Road - Bldg. D
Walled Lake, MI  48390
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SCHOOL AGE CHILD CARE PRESENTS:

Prime Time Care/Summer Care/Teen Club

Walled Lake Consolidated Schools
Educational Services Center
Child Care Program
850 Ladd Road
Walled Lake, MI 48390

Judy Scott
Prime Time Care Manager
248-956-5111

Terri Szymanski
Prime Time Care Secretary
248-956-5033

Kathy Birdseye
Prime Time Care Secretary
Billing and Scheduling
248-956-5110

Debi Olsen
Prime Time Care Secretary
Billing and Scheduling and DHS
248-956-5002

Building Office Hours
Monday - Friday
8:30 am to 4:30 pm
Drop Box - Outside of door
248-956-5000

For the times you can't be there yourself, it is reassuring to know that Prime Time Care supports your efforts to ensure your child is in a safe, nurturing, and positive environment while in our care. Our tuition-based program is designed for parents who require child care before and/or after school. Our experienced staff seeks to meet the physical, emotional and intellectual needs of your children.

Our program is state-licensed at all twelve elementary schools of Walled Lake School District for children enrolled in Kindergarten through fifth grade. We also have four Middle Schools for Teen Club. Beginning August 28, 2018, the program will follow the Walled Lake Consolidated School calendar for holiday recess and inclement weather closings. This handbook is provided to acquaint you with the program and its policies which are designed for your child’s well being.

The program operates within the guidelines of the National After School Association (NAA), one of the most comprehensive associations accrediting school age programs. The children participate in a balanced program of open play and structured activities, while being supervised by well-trained and caring staff. Children have the opportunity to get involved in a variety of learning enrichment centers that allows for social, physical and intellectual stimulation.

We are open at each elementary school for the AM session at 6:30 and PM session when school dismisses until 6:00 PM. For Teen Club we are open when school dismisses until 6:00 PM.

Late Pick Up
We ask that you be prompt in picking up your children by 6:00 PM. There is a later pick up fee of $1.00 per minute and will be applied to your account. Dismissal from the program will occur if a late pick up happens three times.

Procedures when children are not picked up by 6:00 pm
6:00 pm - Parents/Guardians will be contacted. A message is left if no answer. Emergency contact numbers from your emergency form will be called. If no answer and we have not heard back from any of the contacts - the Prime Time Care Manager will be contacted and the local police of which the school resides will be contacted and informed a child has been left in our care.
If your child becomes ill at Prime Time Care, the parent will be contacted immediately. If a parent cannot be reached, the supervisor will call a person whose name you have supplied on the registration form/emergency form. We may ask that your child be picked up and taken home. Until someone comes to pick up your child, he/she may be kept apart from the other children.

If your child should become seriously ill or injured, the same procedures above will be followed. In addition, the supervisor will attend to your child. The supervisor will contact the emergency services deemed necessary, i.e. doctor, hospital, ambulance. If it becomes necessary to transport your child to a hospital, the supervisor will accompany him/her. The supervisor will contact an administrator.

The following are symptoms suggestive of communicable diseases. Children, staff and volunteers with these symptoms should be kept at home. Should any of these symptoms be noted during school hours,
parents will be contacted immediately. Parents are urged to have their child seen by a physician, and must be excluded from the program until fully recovered. Children, staff, and volunteers will be excluded from the program due to illness when there is a fever, it is a communicable illness, or a rash of unknown origin is observed. If parents are not available, their designated pick up adult from the emergency card will be contacted. The supervisor of your program will contact staff should exclusion be necessary. Parents will be informed via email or letter regarding communicable illnesses.

Symptoms common to communicable diseases:
- Red or running eyes, sneezing or discharging nose.
- Cough, particularly if persistent or productive.
- Sores and crusts on the scalp, face, or body particularly if red and swollen, or draining.
- Any skin eruption or rash.
- Sore throat.
- Swelling and tenderness of glands, particularly about the face or neck.
- Fever, suggested by flushed, hot face.
- Nausea and vomiting.
- Pain and stiffness of neck and headache.
- Jaundice-yellowing of eyes and/or skin.
- Diarrhea and persistent abdominal pain.
- Lice, nits
- Pink Eye

Any of the above symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable diseases, but must be considered as signs of illness that should have medical attention. Supervisors will inspect children upon arrival for well-being. Children with rashes or who appear unwell will be sent home.

Please help us to keep everyone healthy by staying home with your ill child, teaching them proper hand washing and sneezing (into their elbow) procedures! Please send a note from your child’s doctor if your child is not able to play outdoors.
Nutritional Policy

Our Nutritional Policy for our programs, Prime Time Care and Teen Club, are to provide snacks that are healthy and keep in line with the State of Michigan’s nutritional guideline and initiatives. You may purchase a snack for after school for $1.00 per child or you may provide your own.

Medication

Prime Time Care staff will administer medication to a child only if they have a medical release form signed by a doctor and a parent, and the medication has been prescribed by a physician. Medication must be in the original pharmacy bottle clearly labeled with the child’s name, medication name, appropriate dosage, physician’s name and medication is not expired. When the medication is given, a witness must be present. The person administering the medication must record the time it is given and the amount given.

Evacuation

In case of emergency, plans have been made to safely move children to a relocation site, contacting parents by phone or email to reunite families, and each child with special needs will be accommodated during each type of emergency.

Signing In and Out

For your child’s safety, school age programs (Prime Time Care & Teen Club) and the State of Michigan requires that children be signed in and out of the program by a parent or person listed on the Registration Form. Please make sure the Prime Time Care staff sees you when you drop off or pick up your child/ren. If it is necessary to have someone other than those listed on the Registration form pick up your child, you must notify the Supervisor in writing. Identification will be checked for those persons with whom the staff is unfamiliar.
Parents please review with your child/ren our expectations of them to make their time with Prime Time Care a pleasurable experience.

- Children must remain in the Prime Time Care area.
- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow the instructions of the Caregivers.
- Playground rules and policies for each elementary building will be followed and enforced in Prime Time Care.
- Appropriate and acceptable language is expected.
- Parents have the right to expect their child will have proper supervision.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their place when done.
- Children are expected to arrive to Prime Time Care promptly from their classrooms.
- Electronic equipment, including cell phones, may ONLY be used at the discretion of the Supervisor. Prime Time Care will not be liable for lost, stolen or damaged things from home.

Children, their parents and the staff will assume a responsible role in promoting behavior that encourages a safe and organized program. Staff shall use developmentally appropriate, positive methods of discipline which encourage children in self-control, self-direction, self-esteem, and cooperation. If a child is experiencing difficulty with appropriate behavior, we will address the concern through individual discussions, examining choices, and consequences. If this does not appear to be working:
• Inappropriate behavior will be brought to the attention of the parent who drops off or picks up the child. In some situations, the parents will be contacted by telephone either at home or at work.

• If a child deliberately displays hurtful behavior to another child or staff member in the program, he/she will be suspended on their next scheduled day.

• Chronic disruptive behavior will be dealt with in writing. An incident report will be given to the parent or guardian to read and sign; then a meeting with the Supervisor will be arranged.

• If a child receives a third behavior related incident report, the child may be suspended for 1 day from Prime Time Care by the Supervisor.

• If the child receives a fourth incident report, the Prime Time Care Manager may suspend the child from the program.

It is our goal to provide a safe and pleasant environment for all children. This discipline policy above is implemented for children displaying chronic or disruptive behavior.

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Dismissal from Program Policy

The following circumstances may result in immediate dismissal of your child/ren from our care:

• Failure to pay for services on the monthly due date.
• Failure to pay for services on time more than twice.
• Dropping off a child before 6:30 AM and/or in an unsupervised area.
• Three late pickups may result in dismissal from the program.
• Any child who intentionally physically harms another child or staff member.
• A child who does not adjust to behavioral recommendations as found in our discipline policy.
• Not signing a child in or out of the program more than 3 times.
• Children with repeated bladder or bowel control issues.
✓ Registration:

- Child care is available on a pre-registration basis only. We do not provide drop-in service for children whose parents have not pre-registered. Parents will complete a calendar online via Family Access for each month indicating their expected schedule of attendance at the Prime Time Care program. This schedule should be carefully constructed, as it determines each monthly bill.
- Calendars are always to be completed online by the 25th of the preceding month.
- After the 25th, you will need to contact our office for scheduling.
- Parents with emergency jobs such as substitute teachers or emergency personnel may contact Judy Scott (248-956-5111) for special arrangements.

✓ Fees:

- Fees are assessed using the “block system” with a set rate for each block of time used. Bills are not computed on an hourly basis.
- You will not receive a monthly invoice. View your balance due through Family Access. Payments are always due by the last day of the preceding month. You may pay online through Family Access, mail a check or drop your payment off at the Community Education Center. Payment must be in our office on or before the last day of the preceding month.

The following forms must be completed on-line by the parent or guardian to ensure placement in the program each year that you use our service:

1. The Registration/Emergency Application
   This form registers your child and provides us with the necessary emergency and medical information.
2. **Prime Time Care Contract**
This form is a contract that states you are aware of and understand Walled Lake Consolidated Schools payment policy, scheduling process, and health information.

3. **Calendar Worksheet-Schedule**
The completed on-line calendar is your childcare schedule. Choose your schedule for either am and or pm. Your balance is calculated on this calendar.

4. **Schedule Changes**
Changes must made by the 25th of the preceding month. For current week schedule changes, please contact the PTC Supervisor at your school. All other schedule changes, please email Kathy Birdseye at kathybirdseye@wlcsd.org. No schedule changes will be taken over the phone.

### Fee Schedule

Fees are assessed using the “block system” with a set rate for each block of time used. A “block” represents either an AM or PM session. For example, if you sign up for AM on Monday, Wednesday and Fridays, you will pay a **flat rate fee** of $7.00 x the 3 days for a total of $21.00. Regardless of your sign-in time during an AM session, you will be charged the “block” fee. Likewise, regardless of the time you pick your child up in the afternoon, your fee remains the same.
Prime Time Care Rates:

Registration Fees, which are non-refundable, are as follows:

<p>| | | |</p>
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<tbody>
<tr>
<td>First Child</td>
<td>$45</td>
<td></td>
</tr>
<tr>
<td>Family</td>
<td>$70</td>
<td></td>
</tr>
</tbody>
</table>

Half Days = $23.00 first child
            $18.00 each add’tl child
Full Days = $35.00 first child
            $27.00 each add’tl child

Fee Schedule for schools that start at 8:05 am and end at 3:08 pm
(Oakley Park)

<table>
<thead>
<tr>
<th>Block</th>
<th>1st Child</th>
<th>Each Add’tl Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM - 6:30 to 8:05</td>
<td>$4.00</td>
<td>$2.50</td>
</tr>
<tr>
<td>PM1 - 3:08 to 5:00</td>
<td>$7.00</td>
<td>$4.75</td>
</tr>
<tr>
<td>PM2 - 3:08 to 6:00</td>
<td>$10.00</td>
<td>$7.00</td>
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</table>

Fee Schedule for schools that start at 8:55 am and end at 3:58 pm
(Commerce, Dublin, Glengary, Guest, Hickory Woods, Keith, Loon Lake, Meadowbrook, Pleasant Lake, Walled Lake Elementary, and Wixom)

<table>
<thead>
<tr>
<th>Block</th>
<th>1st Child</th>
<th>Each Add’tl Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM - 6:30 to 8:55</td>
<td>$7.00</td>
<td>$4.75</td>
</tr>
<tr>
<td>PM - 3:58 to 6:00</td>
<td>$7.00</td>
<td>$4.75</td>
</tr>
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</table>

Occasional Package

This package is designed for:

1. The occasional user that does not know when they will need service. It allows you to purchase 5 sessions at a time. Packages must be purchased in advance to be used when the need arises. Please check the box on-line if you will be using this package. Must be used by the end of the present school year.

2. It is also designed for anyone who has a regular schedule but needs care on an emergency basis.
Prime Time Care Occasional Rates:

Fee Schedule for schools that start at 8:00 am and end at 3:15 pm:
(Oakley Park)

<table>
<thead>
<tr>
<th>Block</th>
<th>1st Child</th>
<th>Each add’tl Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Early</td>
<td>$25.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>PM1 Early</td>
<td>$45.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>PM2 Early</td>
<td>$65.00</td>
<td>$43.00</td>
</tr>
</tbody>
</table>

Fee Schedule for schools that start at 8:50 am and end at 4:05 pm
(Commerce, Dublin, Glengary, Guest, Hickory Woods, Keith, Loon Lake, Meadowbrook, Pleasant Lake, Walled Lake Elementary, and Wixom)

<table>
<thead>
<tr>
<th>Block</th>
<th>1st Child</th>
<th>Each add’tl Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Late</td>
<td>$45.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>PM Late</td>
<td>$45.00</td>
<td>$30.00</td>
</tr>
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</table>

Additional Fees

Snack Fee - You may purchase a snack for afterschool for $1.00 if you choose - please see the Program Contract.

Late Pick Up Fee - There will be a $1.00 per minute charge after 6:00 pm. Late charges for PM1 (3:00 to 5:00) will be a $1.00 per minute after 5:00 pm. Three late pickups may result in dismissal from the program.

Late Payment Fee - You will be charged $20.00 for payments not received by the due date.

Late On-Line Calendar Fee - Calendars not filled out on-line (via Family Access) after the 25th will be assessed a $15 late fee.

Returned Check Fee - There will be a $25.00 fee for returned checks.

Refunds/Credits - There will be no refunds for missed sessions; however, credit will be given for snow days and emergency school closings.
**Sick Day Credit** – If a child is out of school sick, credit is given for the second consecutive day on. Children who do not attend school will not be eligible to attend Prime Time Care that day.

**Participation in Prime Time Care** – If your child is 1) suspended, 2) expelled, or 3) sick on any given school day, your child will NOT be permitted to attend Prime Time Care for that day(s).

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### Billing Procedures

The Prime Time Care billing office is centrally operated at the Educational Services Center, 850 Ladd Road-Bldg. D, Walled Lake. **No invoices will be mailed.** You may always view and pay your balance through Family Access. If you choose not to pay through Family Access, your payment must be in our office no later than the last day of the preceding month.

To secure a place in your school’s Prime Time Care program, you must register in advance each year that you need the service. Please visit our website [http://wlcsd.org/programs/prime-time-care/](http://wlcsd.org/programs/prime-time-care/)

**DHS (Department of Human Services)**

Parents interested in financial assistance will need to contact their local DHS office to see if you qualify for assistance. The local phone number in Southfield is 248-262-6400. Parents will be responsible for fees incurred until the first payment is made by the State of Michigan. Parents will also be responsible for the percentage of payment not covered by DHS. Registration fees are not covered by DHS and are the responsibility of parents.

*If you have any questions, please call Kathy Birdseye at 248-956-5110 or Debi Olsen 248-956-5002.*
<table>
<thead>
<tr>
<th>Elementary School</th>
<th>Address</th>
<th>Phone Number</th>
<th>Prime Time</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Commerce Elementary</td>
<td>520 Farr Street</td>
<td>248-956-3900</td>
<td>248-956-3999</td>
<td>Shannon Rabaut</td>
</tr>
<tr>
<td>Dublin Elementary</td>
<td>425 Farnsworth</td>
<td>248-956-3800</td>
<td>248-956-3836</td>
<td>Diane Franchak</td>
</tr>
<tr>
<td>Glengary Elementary</td>
<td>3070 Woodbury</td>
<td>248-956-3100</td>
<td>248-956-3136</td>
<td>Mary Guiles</td>
</tr>
<tr>
<td>Hickory Woods Elementary</td>
<td>30655 Novi Road</td>
<td>248-956-2600</td>
<td>248-956-2636</td>
<td>Cindy Kluz-AM, TBA-PM</td>
</tr>
<tr>
<td>Keith Elementary</td>
<td>2800 Keith Road</td>
<td>248-956-3700</td>
<td>248-956-3736</td>
<td>Alice Johnson-AM, Sue Kline-PM</td>
</tr>
<tr>
<td>Loon Lake Elementary</td>
<td>2151 Loon Lake Road</td>
<td>248-956-4000</td>
<td>248-956-4099</td>
<td>Kim Decker</td>
</tr>
<tr>
<td>Sarah Banks Middle School</td>
<td>1760 Charms Road</td>
<td>248-956-2261</td>
<td></td>
<td>Patricia McGrath/Ashley Sand</td>
</tr>
<tr>
<td>Geisler Middle School</td>
<td>46720 West Pontiac Trail</td>
<td>248-956-2960</td>
<td></td>
<td>Kelly Cagigas</td>
</tr>
<tr>
<td>Mary Helen Guest Elementary</td>
<td>1655 Decker Road</td>
<td>248-956-3300</td>
<td>248-956-3399</td>
<td>Sharon Becker</td>
</tr>
<tr>
<td>Meadowbrook Elementary</td>
<td>29200 Meadowbrook Road</td>
<td>248-956-2700</td>
<td>248-956-2799</td>
<td>Alexandra Booms</td>
</tr>
<tr>
<td>Oakley Park Elementary</td>
<td>2015 Oakley Park Road</td>
<td>248-956-4100</td>
<td>248-956-4199</td>
<td>Sherrie Myers</td>
</tr>
<tr>
<td>Pleasant Lake Elementary</td>
<td>4900 Halsted</td>
<td>248-956-2800</td>
<td>248-956-2899/2898</td>
<td>Haley Hill</td>
</tr>
<tr>
<td>Walled Lake Elementary</td>
<td>1055 W. West Maple Road</td>
<td>248-956-4300</td>
<td>248-956-4399</td>
<td>Cindy Anolick</td>
</tr>
<tr>
<td>Wixom Elementary</td>
<td>301 North Wixom Road</td>
<td>248-956-3400</td>
<td>248-956-3401</td>
<td>Nicole Caloia</td>
</tr>
<tr>
<td>Clifford Smart Middle School (Teen Club)</td>
<td>8500 Commerce Road</td>
<td>248-956-3522</td>
<td></td>
<td>Emi Bozynski</td>
</tr>
<tr>
<td>Walnut Creek Middle School (Teen Club)</td>
<td>7601 Walnut Lake</td>
<td>(248) 956-2440</td>
<td></td>
<td>TBA</td>
</tr>
</tbody>
</table>
Attention: Prime Time Care Parents

School–age child care centers operating in school buildings approved by the Michigan Department of Education must inform parents that this center plans to use a public school’s outdoor play area and equipment and does not comply with the Child Care Centers Licensing rules.

12-01-08
2019-2020 Fee Schedule

Sarah Banks
Clifford Smart
Walnut Creek
James Geisler

Per student
PM1 (5:00-5:30)...........$7.00
PM2 (6:00-6:00)...........$7.00
PM3 (7:00-7:00)...........$10.00

Example of PM1, PM2, and PM3
PM1-Your student is picked up between dismissal and 5:00.
PM2-Your student is in an after school activity and will attend Teen Club at 4:00 or thereafter.
PM3-Your student attends Teen Club at school dismissal and is picked up between 5:00 and 6:00.

Registration Fee
Single Child.............$43.00
Family Rate...............$70.00
(family rate applies to Prime Time and Teen Club)

Office Information
The Teen Club Office is located at:
Educational Services Center
850 Ladd Rd.—Bldg. D
(enter off Maple Rd.)
Walled Lake, MI 48390
248-956-5002—Debi Olsen
248-956-5110—Kathy Birdseye

Office hours are:
8:30 am-4:30 pm
Monday—Friday

Office Staff
Judy Scott—Manager
Kathy Birdseye—Billing Secretary
Debi Olsen—Billing Secretary

www.wlcisd.org/cec

Walled Lake Consolidated Schools

2019-2020 Teen Club Information

Grades 6-8
School-Age Care at:
Clifford Smart Middle School
Sarah Banks Middle School
Walnut Creek Middle School
James Geisler Middle School

“Nurturing the Growth of the Whole Child”