



Hudsonville
CHRISTIAN SCHOOL

CHALLENGING MINDS AND LIVES FOR CHRIST

Kids' Corner Handbook

For Parents

2020-2021

Early Childhood Office
616-669-7486
kidscorner@4hcs.org

Elementary School
3435 Oak Street
Hudsonville, MI 49426
616-669-6689

HUDSONVILLE CHRISTIAN SCHOOL

Challenging minds and lives for Christ

Our Core Values

Hudsonville Christian School...

- pursues academic excellence and achieves state standards.
- establishes and upholds a biblically-based curriculum.
- teaches from a Reformed, Christian perspective, intentionally integrating faith and learning.
- welcomes God's children of varying abilities and backgrounds, celebrating their uniqueness.
- challenges each student to develop his/her God-given gifts to the best of his/her ability.
- nurtures the whole child as an intellectual, emotional, physical, social, and spiritual being who bears the image of God.
- provides a safe and caring community in which to learn.
- partners with parents and churches to encourage students in their faith and learning.
- equips God's children to serve Christ in our global and diverse society.
- assists students in discovering their place in God's Kingdom so they can be a witness to the world.

PHILOSOPHY

Hudsonville Christian School exists because parents desire to have their children taught from a Christian perspective and learn a Christian worldview. What does this mean? Here are some thoughts we need to be aware of:

1. Christian education arises out of faith commitment. Everything in this world and everything we learn about belongs to God. This we believe.
2. In all of our teaching, we give recognition to our Creator for the gift of life, the gift of His creation, the gift of knowledge, the gift of His Word, and the privilege of being His people in this world. We must remember that all truth is God, and all knowledge is a window to God.
3. Christian education addresses the mind and the spirit. We must maintain high standards and desire to teach our children well. Academic content in the Christian school is the springboard to teaching our children about spiritual matters and talking with them about their relationship with their Lord.
4. Christian education must be faithful to God's Word and honor Jesus Christ. In a Christian school this can be done in all areas of learning. Our Christian school classrooms are training grounds for building the peaceable Kingdom. Humility, patience, bearing with one another, speaking the truth in love, and the other fruits of the Spirit (Galatians 5:22ff.) are taught and practiced in everyday school life.

While we are supportive of public education, in a Christian school we can give glory to God! Honoring the Lordship of Jesus Christ and integrating faith and learning is not an easy task. It requires Christian educators to take careful thought, to plan carefully, and to use every opportunity in the classroom to teach God's Word, and to praise Him for His creation and His saving love.

PURPOSE

The children at Hudsonville Christian School are taught that God loves and cares for them and His world. The purpose of our Kids' Corner Childcare Program is to provide a stimulating and enriching experience for each child in attendance. This will be provided in a secure and loving environment.

Hudsonville Christian Kids' Corner Childcare Program is licensed by the Child Day Care Licensing Division of the Department of Consumer and Industry Services of the State of Michigan and is under the authority of the Hudsonville Christian School Board.

LICENSING RULES

Hudsonville Christian Kids' Corner is licensed by the State of Michigan. All licensing rules can be found at www.michigan.gov/childcare.

STAFF SCREENING

Staff members at Hudsonville Christian School are chosen because they love children and are devoted to Christian education and feels it is an honor to be chosen for a child's first school experience. The staff enjoys teaching young children. The following is our hiring process and our qualifications:

1. Candidates for Kids' Corner Childcare teachers are screened by our Early Childhood Director.
2. References and work history of previous employment are checked.
3. Lead Teachers and Aides meet the requirements needed for daycare licensing through the State of Michigan.
4. Lead teachers and Aides are certified in CPR and first aid.
5. Lead teachers and Aides profess their commitment to Jesus Christ as Savior and Lord and are determined to honor that commitment in the loving way they treat children.
6. Aides who work with the teachers are hired by the Administration and work closely with the teachers to ensure that the classroom runs smoothly.
7. Lead teachers and Aides are screened by the State Police, including a criminal background check.
8. In addition, the Family Independent Agency of the State of Michigan checks for a history of substantiated abuse and neglect.
9. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child.

STAFF TRAINING

Hudsonville Christian School will provide staff training for the teachers in conjunction with our K-8 Professional Policy. All Early Childhood staff needs to receive 16 hours of training each year. Courses and workshops that are chosen must be in the area of education or childcare so that they can learn and grow within their field. All staff completes an 8-hour health and safety training before caring for children. Since not all of our professional advancement or in-service work applies to childcare, we are encouraging them to find outside resources for training. Coursework that is taken must be approved by the administration.

PROGRAM START AND END DATE

Kids' Corner Childcare will begin on the first day of school, September 1, 2020 and end on the last day of school, June 10, 2021. Students will be able to come during their regular contracted hours. Preschool Parents will be contacted so they can request additional care for the two weeks prior to Preschool starting and the two weeks after Preschool ends.

PROGRAMS

Before School Care

- Offered every day from 7:00 am - 8:15 am.
- Intended for Preschool - 5th grade.
- Nutritional breakfast snack will be available if desired.
- \$5 for each child.

Morning Childcare

- Offered every day from 8:15 am - 12:00 pm.
- Parents may drop off or pick up anytime within this time frame.
- *Students must bring their own lunch. Snack will be provided.*

- Students participate in a structured but playful environment that will support the developmental needs of young learners.
- Cost \$15 for 1 child/day, \$10 for each additional child.

Mid-day Childcare

- Offered every day from 10:45 am - 12:15 pm.
- If your child attends an AM Preschool class, he or she may join Kids' Corner until 12:15 pm.
- If your child attends a PM Preschool class, he or she may join Kids' Corner anytime after 10:45 am, and will be brought to their Preschool program by our childcare staff.
- Parents may drop off or pick up anytime within this time frame.
- *Students must bring their own lunch.* Lunch will be eaten from 11:10 am -11:40 am.
- Cost \$5 per child/day. This fee is for those who opt to stay for Mid-day Childcare only.

Afternoon Childcare

- Offered every day from 10:45 am - 2:45 pm.
- Parents may pick up their child anytime within this time frame.
- *Students must bring their own lunch. Snack will be provided.*
- Students participate in a structured but playful environment that will support the developmental needs of young learners.
- Cost \$15 for 1 child/day, \$10 for each additional child.

After School Care

- Offered every day from 2:30 pm - 6:00 pm.
- Intended for Preschool-5th grade.
- *Parents provide a snack* for their child.
- Cost \$10 for 1 child/day, \$7 for each additional child.

Full Day Child Care

- 7:00 am - 6:00 pm.
- Cost is \$40 per child

ENROLLMENT

1. Students must be enrolled at Hudsonville Christian in 3 School through 5th grade in order to enroll in the Kids' Corner Childcare Program.
2. Parents must fill out a Kids' Corner Enrollment form and pay the \$40 non-refundable registration fee. This fee will be applied to your child's Kids' Corner costs for the year.
3. Parents must be willing to support the program and the staff.
4. Children are required to have the following:
 - a. A physical by a doctor prior to enrollment
 - b. A birth certificate issued by the state in which they were born
 - c. An up-to-date immunization record
 - d. Completed Child Information Record Card
 - e. Signed handbook acknowledgement form
5. Parents must agree to pay the childcare fees on a monthly basis.
6. Parents must turn in a signed contract or indicate Drop-in status in order for their child to participate in Kids' Corner.

CONTRACTS

- You will receive and must sign a contract based on your child's weekly schedule.
- You will be billed for your contracted days unless school is not in session or there is a school cancellation.
- If your child is sick or has a field trip, you must notify the office at kidscorner@4hcs.org or call 616-669-7486 for the fee to be waived.

- If your work schedule changes throughout the school year we can adjust your contracted days based on availability. If you would like to add or subtract days/times on your contract, please notify kidscorner@4hcs.org with your request at least two weeks in advance to check availability or suspend payment. *Please note, if you do not notify the office of the schedule change, you will be billed for contracted days.*
- You may add additional contracted days of childcare if space is available. Please email kidscorner@4hcs.org or call 669-7486 to check availability.
- Days of care within a week cannot be switched, meaning you can add a day of care but will still be billed for the contracted days that you did not use.

ROTATING SCHEDULES OR DROP-IN CARE

- If you have a rotating schedule, you must give a schedule to the Early Childhood office a month in advance. If you fail to turn in a schedule, you will be charged for all the time frames indicated on your contract.
- You may enroll your child in Kids' Corner on a drop-in basis. Please email Kids' Corner with *at least* 24-hour notice to check for availability on the days your child needs care. If there is space available, your child is welcome to attend.
- If you sign up for drop in days and don't show, you will be charged for the days you signed up for.

VACATION CREDIT DAYS

- Each family will receive two (2) credit days per child during the school year. One (1) credit day is equal to the amount of time your child spends in Kids' Corner that day.
- Please email kidscorner@4hcs.org or call 616-669-7486 to request to use a credit day.

PAYMENTS

- Kids' Corner costs will be calculated every month. Cost will be based on your contract and any additional days your child attends.
- If you would like your Kids' Corner payment to be automatically withdrawn from your account, please fill out an EFT form.
- Kids' Corner bills will be sent out the first week of the month and will be due on the 15th of each month. EFT will be withdrawn on the 15th.
- If no payment has been made by the end of the month, childcare services will be put on hold until payment is received.

PROGRAM HOURS

- Before School Care: 7:00 am - 8:15 am.
- Morning Childcare: 8:15 am - 12:00 pm.
- Mid-day Childcare: 10:45 am - 12:15 pm.
- Afternoon Childcare: 10:45 am - 2:45 pm.
- After School Care: 2:30 pm - 6:00 pm.

If you will not be able to pick up your child on time, you must make every effort to call the school and let us know. Call the Early Childhood office at 669-7486 and leave a message if no one answers. You will receive a 1-time grace period for a late pick-up. After that, you will be charged a \$10 late fee for each late pick up.

SCHOOL CALENDAR

Kids' Corner will follow the same vacation schedule as Hudsonville Christian School. If school is cancelled or delayed because of weather, Kids' Corner will be cancelled or delayed as well. It will not be specifically mentioned in a broadcast or alert.

TRANSITIONS

- Preschool students who are enrolled in Before School Care will always be accompanied to their classroom as they transition into the school day. This applies to children who remain for Mid-Day Care and Afternoon Childcare.
- K-5 students in Before School care will be dismissed at 7:30 to go hang up their backpacks and play outside with the rest of the students who are arriving for the school day. At the beginning of the year Kindergarteners and first graders will be escorted to their classrooms until they are confident in this routine.
- Preschool Students who are enrolled in After School Care will always be accompanied from their classroom as they make the transition into After School Care.
- K-5 students enrolled in After School Care will be dismissed from their classrooms at the end of the day so they can go to After School Care. At the beginning of the year Kindergarteners and first graders will be escorted to After School Care until they are confident in this routine.

DROP OFF/PICK UP POLICY

- Drop off and pick up for Kids' Corner will take place in the Early Childhood wing. Please park in the Spring Street lot, which runs off from School Street to the west, just north of Oak Street. Enter through the North East Doors of the Early Childhood wing.
- The outside doors will be open from 7:00 am – 6:00 pm with the inside doors remaining locked. To limit the number of adults entering and exiting our building, a Kids' Corner staff member will transport kids to and from the Kids' Corner classrooms for drop off and pick up.
- Kids' Corner will take place in Room Numbers 18 and 20. Please sign your child in or out before leaving.
- The person picking up your child must be listed on the MI Information Card in order for him/her to be released. Please bring your driver's license for verification at pick up.

FOOD POLICY

As a licensed childcare program we are required by the state to serve only nutritionally valuable food.

- We will post a safe snack list in each classroom. These will be the only snacks served.
- Before School, Morning, and Afternoon, a nutritional snack will be offered/provided.
- Children must bring their own lunch if they attend Kids' Corner between 11:10 - 11:40. Lunches must be labeled EACH DAY with the date and name of child.
- After School Care, parents will provide the snacks for their own children. The snacks provided should be nutritious with as little added sugar as possible.
- If your child has a food allergy, please indicate it on the Michigan Information card and notify the childcare staff in writing. We will do our best to take into consideration their dietary needs. However, if your child does have food concerns we recommend providing 'safe snacks' to use when necessary.
- Kids' Corner is a Peanut/Tree Nut free room. Please do not send in lunches or snacks that contain peanuts or tree nuts.

COMMUNICATING WITH KC Staff

For the good of our students at Hudsonville Christian, we place a very high priority on Parent/Teacher (staff) communication. We have just informed you of some fairly strict regulations regarding drop-off and pick-up, which precludes the opportunity for chatting with the teacher for more than a minute or two at those particular times of the day. If you have an additional need or concern please contact our Early Childhood Director, Julie Moes at jmoes@4hcs.org or 616-669-7486.

When notifying staff of absences or requesting additional day(s) of care, please send an email to kidscorner@4hcs.org or call the Early Childhood Office at 616-669-7486.

DISCIPLINE POLICY

- We use positive methods of discipline in Kids' Corner. We encourage students to use self control and show respect to others and the classroom.
- Children who are making poor choices will be redirected and offered positive alternative options.
- If the behavior continues, the child will be removed from the situation.
- If the problem persists, parents will be contacted.
- During After School Care, if children are making poor choices they will be redirected and given a verbal warning. If the problem persists, the child will be given a written warning. If the behavior does not improve, it may result in suspension or removal from Kids' Corner.
- Our staff will not use any form of physical or corporal punishment, deprive children of snacks, or use methods that frighten, shame or humiliate students.

WITHDRAWAL POLICY

It is the intent of Hudsonville Christian After School Childcare to treat each child as a child of God. We will do our very best to include them in our childcare program. However, if this does not seem like the best placement for your son or daughter, we reserve the right to withdraw your child from the program following a conference with the parents. Some of the possible conditions would be the following:

1. The child is not adequately toilet trained.
2. The child creates an unsafe situation for other children in the program.
3. The child consistently requires one-on-one staff attention throughout the day (behaviorally, physically, or emotionally). Our programs are staffed based on a 1:10 teacher-student ratio.
4. Failure to meet the payment schedule.

ILLNESS/ MEDICATION

- If your child shows any symptoms of illness or is running a fever, please keep him/her home. This is for the benefit of our entire school. A child should **stay home 24 hours after the fever** or illness has subsided. **Please call the Early Childhood Office at 616-669-7486 or email kidscorner@4hcs.org to report your child's absence.**
- If your child gets sick at school, he/she will be brought to the office and a parent will be called to pick them up.
- Inform the staff if your child develops a communicable disease such as chicken pox, pink eye, scarlet fever, strep throat, etc. or gets head lice.
- If your child should need to take medication while at Kids' Corner, it can be given only with prior written permission from the parent. Contact the staff for a special Medication Information Sheet if this is necessary. All medication must be in its original container and clearly labeled for your child.
- If you would like sunscreen or bug spray applied to your child, please notify Kids' Corner staff and provide desired sunscreen to be left at school.

HAND WASHING POLICY

Children will be taught proper hand washing techniques. They will be reminded to wash their hands after using the bathroom, and supervised when washing before eating or preparing food.

Staff members will wash their hands frequently throughout the day to help prevent the spread of germs or infection. These times include before and after eating or food preparation, after using the restroom, after assisting any child in the bathroom, after helping children with tissues or any contact with body fluids.

TOILETING POLICY

Children enrolled in Kids' Corner Childcare must be toilet trained and independent in the bathroom. Childcare staff does not assist children with personal hygiene in the bathroom. In case of an accident, the childcare staff will notify the parents and assist the child if needed. If you have a 3 School-Kindergarten student, please leave a clean pair of underwear and pants in a Ziplock bag in your child's backpack or Kids' Corner locker with their name on it. If toileting issues persist, an individual plan will be made with the child's parents. An adult will never be alone in the bathroom with a child with the door closed.

NON-VIOLENCE POLICY

Preschool aged children are just beginning to distinguish between what is real and what is pretend. It is not too early to talk to your preschool age child about guns, both real and pretend. We have a no weapons policy in Kids' Corner. Toy guns and weapons are not permitted in the classroom. Any building of weapons from blocks or Legos will be discouraged.

ACCIDENT REPORT FORM

If an accident should occur while your child is in Kids' Corner, necessary steps will be taken to ensure the safety of the child according to the information on the child information form. In addition, an accident report form will be filled out to report the details of the incident and the steps taken.

SCHOOL CANCELLATION/DELAY

If school is cancelled or delayed because of heavy snow or other weather conditions, announcements will be made over the following Grand Rapids radio and TV stations. If Hudsonville Public School is cancelled or delayed, Hudsonville Christian School will also be cancelled or delayed. **PLEASE NOTE: Kids' Corner will also be closed if Hudsonville Christian School has been cancelled or delayed.**

Radio Stations: 99.3 WJQ, 106.9 WOOD, and AM 1300

Television Stations: WOOD TV 8, WZZM 13

HCS will email parents when school is closed. A message will also appear on Hudsonville Christian's website: www.hudsonvillechristian.org.

OUTDOOR PLAYGROUND

All 3 School-5th grade students in Kids' Corner will have an opportunity after school to go on the large, school-age playground for a time of large motor activity.

SEVERE WEATHER POLICY

TORNADO WATCH: Students will remain in school until normal dismissal time. The school will monitor conditions closely.

TORNADO WARNING: Students will not be dismissed during a tornado warning, but will remain in designated take-cover areas until the warning is lifted. If the warning is lifted during school hours, students will be dismissed at their normal time and transported home.

DO'S and DON'TS: You may pick up your children during a tornado watch, but inform the school office first. You should not pick up your children during a tornado warning. Everyone must take cover properly as soon as a warning issued. Don't pick up other children unless authorized. Be sure the office is informed if you have permission to do so. Call school ONLY if an emergency exists.

EMERGENCY PROCEDURES

- All Kids' Corner staff and students will practice emergency procedures including fire, tornado and lock-down drills.
- Children with special needs and chronic medical conditions will be accommodated during all emergency procedures.

SIGN IN/OUT SHEETS

Licensing requires that each child in Kids' Corner is signed in and out each day so that we have a record of attendance. Please be sure to check your child in when he/she arrives and out when he/she leaves. If they are coming or going to a class, a Kids' Corner staff member will sign them in or out. The times your child will be in Kids' Corner each day are indicated by a grayed-in section if they are under contract. Please look to determine which time of day your child is coming in or leaving Kids' Corner and mark the time appropriately. Attendance sheets are organized by day of the week so you will need to find your child's name under the correct day. Below is a sample of a Kids' Corner Sign in Sheet.

NAME	Monday, September 9									
	Before School IN	Before School OUT	Morning IN	Morning OUT	Mid-Day IN	Mid-Day OUT	Afternoon IN	Afternoon OUT	After School IN	After School OUT
	7:00 - 8:15 am	7:00 - 8:15 am	8:15 -12:15 pm	8:15 -12:15 pm	10:45 - 12:15 pm	10:45 - 12:15 pm	10:45 - 2:45 pm	10:45 - 2:45 pm	2:45 - 6:00 pm	2:45 - 6:00 pm
Sample Student	7:15 AM	7:50 AM					11:00 AM			5:30 PM

DAILY SCHEDULE

- 7-8:30 Welcome and free play
- 8:30-9 Circle Time (bible, calendar, etc.)
- 9:00-9:15 Snack
- 9:15-9:45 Centers (art, sensory, math...)
- 9:45-10:30 Gross motor/ Outside
- 10:30-11:00 Free play/ Transition from Preschool
- 11:00-11:15 Bathrooms
- 11:15-11:45 Lunch
- 11:45-12:20 Outside/ Free Play
- 12:30-2:30 Rest time/ Free Play/ Bathrooms/Snack
- 2:30-3:00 Transition to After School Care
- 3:00-3:30 Snack
- 3:30-3:45 Circle Time/ Activity time
- 3:45-5:00 Outside/ Gross Motor/ Gym/ Homework Time
- 5:00-6:00 Free Play/ Centers

HUDSONVILLE CHRISTIAN KIDS' CORNER CHILDCARE

I have read the information in the Hudsonville Christian Kids' Corner Handbook and I understand the rules and guidelines for the Hudsonville Christian Kids' Corner. I agree to support the program, the staff, and I agree to pay the fees that I agreed to at the time of admission.

All child care 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 Community and Health Systems website at www.michigan.gov/michildcare.



Early Childhood Director



Interim Superintendent

I have read the above statements issued by Hudsonville Christian School.

Child(ren)'s Names _____

Parent or Guardian Signature

Date

Permission for Photos and Videos - 2020-21

During the preschool year photos and videos may be taken by HCS staff of our Preschool programs in order to document our events and memories! We would like to request your permission, as parent, to take photos and videos that would include your child. These images may be included in print or electronic materials. Your child's name will never be associated with these images.

Do you give us permission to include your child in photos and videos that are taken this school year?

____ Yes ____ No

Parent or Guardian Signature

Date