



**Hudsonville**  
CHRISTIAN SCHOOL

CHALLENGING MINDS AND LIVES FOR CHRIST

# **Kids' Corner Handbook**

## **For Parents**

**2023-2024**

Early Childhood Office  
616-379-0333  
[kidscorner@4hcs.org](mailto: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 surround care for our preschool program that is a stimulating and enriching experience for each child in attendance. Our desire is to provide care 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.

## **LICENSED CHILDCARE**

Hudsonville Christian Preschool is a licensed childcare through the state of Michigan. We follow the Michigan Childcare Licensing Rules found at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). A licensing notebook, which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last 5 years is available to parents for review during regular business hours. Licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last 3 years are available on the department's childcare licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **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. All staff and unsupervised volunteers need to have a completed comprehensive background check.
8. 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 KC staff in conjunction with Michigan State Licensing professional development requirement. All Early Childhood staff need 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 members complete 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, August 22, 2023 and end on the last day of school, May 31, 2024. 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 week after Preschool ends.

## **PROGRAMS**

### **Before School Care**

- Offered every day from 7:00 a.m. - 8:15 a.m.
- Intended for Preschool - 5<sup>th</sup> grade.
- \$6 for each child.

### **Morning Childcare**

- Offered every day from 8:15 a.m. - 12:00 p.m.
- 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 \$16 for each child

#### **Dual 4S Lunch-time Care**

- Offered between 4 School classes from 11:00 a.m. – 12:00 p.m.
- Students must bring their own lunch. Lunch will be eaten from 11:10 a.m. to 11:40 a.m.
- Cost is included in the Dual tuition
- Kids' Corner staff will pick up and drop off students for their AM and PM classes

#### **Afternoon Childcare**

- Offered every day from 10:45 a.m. - 2:30 p.m.
- 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 \$16 for each child

#### **After School Care**

- Offered every day from 2:30 p.m. - 5:45 p.m.
- Intended for Preschool-5<sup>th</sup> grade.
- *Parents provide a snack for their child.*
- Cost \$12 for 1 child/day, \$9 for each additional child.

#### **Full Day Child Care**

- 7:00 am - 5:45 pm.
- Cost is \$45 per child

### **ENROLLMENT**

1. Students must be enrolled at Hudsonville Christian in 3 School through 5<sup>th</sup> 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 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, please notify the office at [kidscorner@4hcs.org](mailto:kidscorner@4hcs.org) so that we can staff accordingly. You will still be charged for your contracted days.
- If your child has a field trip, please notify the office at [kidscorner@4hcs.org](mailto:kidscorner@4hcs.org) to let us know your plans for that day.
- If your work schedule changes throughout the school year we may be able 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](mailto: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](mailto:kidscorner@4hcs.org) or call 616-379-0333 to check availability.
- Days of care within a week cannot be switched, meaning you can add a day of care if there is availability but you will still be billed for the contracted days that you did not use.

### **VACATION CREDIT DAYS**

- Each family will receive three (3) 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](mailto:kidscorner@4hcs.org) or call 616-379-0333 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 15<sup>th</sup> of each month. EFT will be withdrawn on the 15<sup>th</sup>.
- 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 a.m. - 8:15 a.m.
- Morning Childcare: 8:15 a.m. - 12:00 p.m.
- Afternoon Childcare: 10:45 a.m. - 2:30 p.m.
- After School Care: 2:30 p.m. - 5:45 p.m.

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 616-379-0333 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. If late fees become a pattern, it may result in suspension or removal from Kids' Corner.

### **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 Afternoon Childcare.
- Y5-5 students in Before School care will be dismissed at 7:30 a.m. to 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, Young 5, Kindergarten and first grade students 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.

- Y5-5 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, Young 5s, Kindergarten and first grade students 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 at the Early Childhood Entrance.
- The outside doors will be open from 7:00 a.m. – 5:45 p.m. with the inside doors remaining locked.
- You will receive a 4-digit code to get into the locked doors before and after office hours. This code is just for APPROVED pick-up people. Please DO NOT share this code with others or with your children.
- 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 Form 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 rooms are Peanut and Tree Nut free.** 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. If you have an additional need or concern please contact our Early Childhood Director, Julie Moes at [jmoes@4hcs.org](mailto:jmoes@4hcs.org) or 616-379-0333.

When notifying staff of absences, please send an email to [kidscorner@4hcs.org](mailto:kidscorner@4hcs.org) or call the Early Childhood Office at 616-379-0333.

### **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.
5. Failure to pick up children on time.

### 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 616-379-0333 or email [kidscorner@4hcs.org](mailto: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 Permission and Instruction 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 fill out the Medication Permission and Instruction Sheet in the Early Childhood Office. Desired sunscreen must 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.

## QUIET TIME POLICY

3 School-Young 5s students will have a quiet time every afternoon. Students will be asked to lay down and rest or quietly look at books for at least 30 minutes each day. Students may take a stuffed animal/blanket with them that they can use during this time. They can also take a quiet activity like books to do on their cot if they would like.

## 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 Michigan 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](http://www.hudsonvillechristian.org).

## 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 is contracted for Kids' Corner care will be indicated by a grayed-in section. 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	Quiet 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
5:00-5:45	Free Play/ Centers

# Hudsonville Christian Kids' Corner Snack List

As a licensed daycare, HCS is required by the State of Michigan to serve only nutritional snacks. This list of snacks meets the State of Michigan requirements. Each day of Kids' Corner your preschool child will be served one or more of the approved snacks listed below with milk to drink.

Apple slices

Oranges - peeled

Grapes (washed and off the vine)

Bananas

Apple Sauce Cups

String Cheese

Go-GURT

Graham Crackers

Teddy Grahams (all varieties)

Stauffer's Animal Crackers

Wheat Thins (all varieties)

Ritz Crackers

Pretzels

Club Crackers

Veggie straws

Popcorn

Cheez-It Snacks

Gold Fish Snacks

Nutrigrain Bars

Raisins/Craisins

Vanilla Wafers



HCS Early Childhood is a tree nut and peanut free program. Please read labels when purchasing these items. Thank you for supporting the children with food allergies

**HUDSONVILLE CHRISTIAN KIDS' CORNER**

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

- All childcare centers must maintain a licensing notebook, which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last 5 years.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection reports, special investigation reports and all related corrective action plans (CAP) for the last 3 years are available on the department’s childcare licensing website.
- Parents can access the childcare licensing rules on the department’s child care licensing website. The website address is [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).



Early Childhood Director

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

Child(ren)'s Names \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature \_\_\_\_\_  
Date

**Y5-5<sup>th</sup> grade student health:**

My Y5-5<sup>th</sup> grade student is in good health and immunizations are up-to-date.

\_\_\_\_ Yes      \_\_\_\_ No

\_\_\_\_\_  
Parent or Guardian Signature \_\_\_\_\_  
Date

**Permission for Photos and Videos - 2023-24**

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