

Jets Club Handbook

2023 / 2024

St. John the Evangelist school
514 Lincoln St.
Fenton, MI 48430

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Staff:

Deborah Anderson – Jets Club Coordinator
Ms. Patricia Bechand

General Program Information

INTRODUCTION

Welcome! We are pleased to have your child in St. John the Evangelists Jets Club. We hope to exceed your expectations by providing a quality experience in a licensed setting conveniently located at St. John.

PHILOSOPHY

St. John the Evangelist school supports an effective after school program that recognizes each person as a unique individual.

If your child has a special need, we ask that you keep us informed so that we may best meet the needs of your child.

CRITERIA FOR ADMISSION

The St. John Catholic School Jets Club (after school care) is available for children who attend St. John Catholic School. Placement can be reserved with payment of a registration fee and the completion of all admission paperwork.

SCHEDULE OF OPERATION

7:00 -7:45a.m. - Morning Jets Club

3:30 – 6:00 p.m. - Afternoon Jets Club

Jets Club will follow the St. John school calendar in respect to days of operation; with the exception of parent teacher conference days, or professional development days. Please see the “tuition policy” on p.5 for more details. Jets Club will also operate on all school early release days and all school half days, opening at 11:30 am, look for more information on p.5.

ENROLLMENT

Enrollment will not be considered finalized until the following steps have been completed.

1. Registration fee of:
 - \$15 yearly per child PK – 7th grade (non-refundable)
 - \$35 yearly per child for 8th grade volunteers (non-refundable)
2. The following forms filled out completely and returned to the Jets Club director:
 - Enrollment form (registration sheet)**
 - Emergency Contact Information**
 - **Signed Tuition Policy acknowledgement (see pg 6 of handbook)**

STUDENT CODE OF CONDUCT

The following student code of conduct is designed to encourage positive student behavior while they attend St. John Catholic School Jets Club.

Acceptable Standards of behavior require that all students:

- A. Respect others.
- B. Behave with self restraint; be polite and helpful.
- C. Help keep the room clean
- D. Follow Jets Club care room rules.

DISCIPLINE

Jets Club supervisors shall use positive methods of discipline to encourage self-control, self-direction, self-esteem and cooperation. Our goal is to assist children in choosing appropriate behavior. We believe that this is accomplished through positive methods. Positive behavior will be reinforced and negative behavior will be redirected. Children will be given choices and consequences for their behavior.

Occasionally a child becomes out of control and may injure himself or someone else. At this time the child will be temporarily removed from the group. The supervisor will help the child calm down, discuss why the time out was necessary, and conditions for the child's return to the group.

Jets Club supervisors will be adhering to the St. John's School "Referral for Growing in Virtue" for consequences. If the behavior is deemed significant to write up, the principal and/or vice-principal will be advised and a consequence will be administered during school times.

HEALTH AND SAFETY POLICY

Health Policy

The state requires that each child have a completed medical form on file.

Children must be healthy enough to participate in all planned activities. If you feel your child is too ill to go outside, they are too ill to come to The Jets Club

Illness

For the health and safety of other children and staff, a child should be kept home if he/she have any of the following symptoms:

- diarrhea
- vomiting (2 or more times/24 hours)
- heavy nasal discharge
- eye discharge
- temperature (100- armpit/orally)
- body rash
- severe cough
- irritable, continual crying, or requires constant care

By law a child who has a contagious disease must not attend the center. A report of your child's condition should be given to the center while your child is ill so that appropriate precautions may take place. A physician's note may be required before your child is allowed to return to the center. It is imperative that we have cooperation from all of the parents concerning health and illness.

If your child becomes ill, he/she will be removed from the center and you will be contacted to pick up your child. If we are unable to contact parents, emergency contacts will be made.

MEDICATION

If applicable, please read and fill out the form provided by the child care personnel. The Family Independence Agency requires that any medication to be administered to a child must have his/her name printed on the container. We must follow school policy on these procedures, for both prescribed medicine and non-prescribed medications. These must be brought in by an adult and a medical release form completed.

SAFETY POLICY PROCEDURES

Serious accident procedure:

- Child will be transported via ambulance to hospital preferred for treatment (on child information card) or nearest hospital.
- Parents will be contacted to meet child and staff at emergency room.
- If parent is not available, emergency contacts will be made.

Drills

Fire, tornado, and other safety drills will be practiced at least four times a year with emergency procedures and evacuation plans posted at the site.

PARENT RESPONSIBILITIES

- Please end all phone conversations prior to picking up your child.
- Sign children out daily (Must be 18)
- Your child will be released only to a parent/guardian or those listed on the emergency card. Advanced oral or written permission and photo identification is necessary if someone other than a parent/guardian is picking up your child.
- Keep all records up to date
- Notify staff if child will be absent that day.
- Notify staff in case of illness or communicable disease.
- Pick your child up on time. As a deterrent, a late fee of \$25.00 will be charged for pick-ups after 6:00pm
- Send appropriate clothing for outdoor play and label everything.

Tuition Policy 2023 / 2024

Payment balances will be emailed with payment due dates, after the 1st of the month. Please be punctual in paying Jets Club balances. We accept cash or check payments however if a check is returned **NSF there will be a \$30 fee**. If this happens more than twice we will require cash payments. Jets Club closes at 6pm all club members need to be picked up by then. There is a **\$25.00 late pick up fee for pick-ups after 6:00**. This fee is payable straight to the caregiver present.

Cost:

Before School Care (7:00 a.m. -7:45 a.m.) **\$8 per Child**

After School Care (3:30-6pm) **\$12 per child**

Credits:

A credit is worth how ever much you already paid for a specific day (which will vary from family to family), you will receive a credit to your Jets Club account if

1. The School closes (and so Jets Club closes) inexplicably for any reason
2. Due to unforeseen and inescapable circumstances, though paid for your children could not attend Jets Club.

Credits will be tabulated toward the end of the month, and month may be applied to next month's payment. Please note that when ever your child/ren attend Jets Club on a drop-in basis, credits or balances automatically apply and a credit will be deducted or a balance will be added to your account.

Half day/Early Release/full-day care:

For half day care and Early Release: Jets Club may be open on days when all day school dismisses at 11:30 am and/or 1:00 pm. **An extra fee of \$5 per child will be added to the regular daily fee. Again this charge is added to the regular daily charge. Children will need to bring a lunch, cold lunch items only please and items that do not contain or are made in an environment containing nuts. Snack will be provided later in the day.

Withdrawal:

Parents must inform the center at least one week in advance if their child will no longer be attending. The child care coordinator retains the right to request the withdrawal of a child including the following but not limited to;

- Non-payment of fees
- Suitability of the program for the child
- Excessive behavior issues (i/e biting, swearing, hitting)

Snack:

A healthy snack with water will be provided by the center for children after school. Please alert staff of dietary sensitivities or allergies. Substitutions can be made for you child. We will be adhering to the "nut free" policy of the school.

POLICY FOR OUTDOOR PLAY

Children will be taken outside daily except during the following conditions:

1. If it is raining, thunder storming or otherwise inclement weather.
2. Temperature is below 10 degrees with the wind chill.
3. Temperature is above 100 degrees or the humidity is above 110 degrees.

REPORTING TO PROTECTIVE SERVICES

The St. John the Evangelist Jets Club program staff members are mandated by Michigan law to report any suspected abuse or neglect of children in their care.

STAFF

At least one staff member on site is required to possess current CPR and First Aid training. All staff is required to have TB, medical, and FIA clearance and background check conducted through a local police agency.

Jets Club Rules:

1. Treat each other and caregivers with respect and kindness.
2. Treat our room with respect. No outside type of activities in our room or in the hallway.
3. Use your inside voice.
4. All backpacks must remain in the room.
5. Students must ask permission to leave room and use hallway for homework purposes.
6. Snacks must be eaten in the proper designated area.
7. Students will line up at the designated area. The supervisor will check you in. Please put up your backpack and take a seat for accurate head count.
8. Have fun 😊

Failure to follow these rules will result in disciplinary action and parental notification.

If an inappropriate behavior cannot be redirected and it continues, a referral will be sent home and consequences will be determined by the school principal and Latchkey administrator.

Please read, sign and return this portion with registration.
If you have any questions please call (248)409-8134 or email jetsclub@sjseducation.com
Thank You.

I have read and understand all policies in the 2023/2024 school year Jets Club handbook. I have read the Jets Club rules with my family and understand the discipline policy.

Names _____