

WELCOME

What does child care look like?

Welcome to Holt's Kid's Club before & after school child care program. The school year has been very unique and you can expect the same for your child care experience. For those of you who do not know, we have continued to run our child care program since June 22nd. This has allowed us to create many new safety plans that are working and running very well. We are extremely excited to possibly offer care at more buildings and see you all soon! We hope to answer all of your questions, but feel free to reach out to our office with any inquiries or concerns.

Students currently enrolled in Holt's Kids Club Child Care program will receive a follow up email in the future. For now, please review the last section of this document for current information.

**This flyer is for information only; registration is not yet available.
Updates on registration dates are to follow.**

DAY SELECTION:

One of the biggest changes from a typical year's child care is that you are no longer able to submit a monthly/weekly schedule to select sporadic days of care. At registration you will be asked to select days (2 day minimum), that your child will attend each week. They are only able to attend care on the selected days and you will be responsible for the charges for these days each week. This excludes days that the center is closed, you will not be billed for closure days. A change in schedule is available twice throughout the school year, requires a two-week notice, and will be approved if space permits.

Availability:

We cannot guarantee child care spots to everyone requesting care. Space is extremely limited based on available staffing as well as safety protocols.

Care will be provided to currently enrolled students followed by a first come first serve basis.

Hours of Operation and pricing:

Currently child care is available as early as 7:30 am and as late as 5:30 pm. Our hours have been altered to ensure there is time to thoroughly clean and disinfect the rooms and toys each day.

We will send out further information about the hours and pricing of before and after care after a final decision has been made about the hours of the in person school day.

Pick up/drop off procedures:

Morning Drop off: All drop offs will be done outside of the building. A child care worker will take your student's temperature, ask a series of Covid related questions, and walk them to their classroom. There will be no parents allowed in the building to help maintain the safest environment possible.

Afternoon Pick up: We will also ask that you contact the center 10-15 minutes before you are set to arrive. They will then have your child ready to be picked up where you dropped them off. You will be given the phone number to your school's child care room after registration.

Procedures may change between now and the start of care, updates will be given out as they occur.

Billing/Payments:

- Billing for the entire month will be issued on the last Friday day of the previous month. You are able to pay for the month in full, but at the very least we require that you make weekly payments.
- *Weekly payments:* Each week of child care must be paid in full by the Wednesday of the previous week. If full payment is not made by Wednesday, a late payment fee of \$5.00 will be charged Thursday morning.

- *Auto Pay:* By signing up for auto payment you will be charged for the full month's child care on the last business day of the month. If we are unable to run auto pay on your account a \$20.00 fee will be added for the month.

Registration Procedures:

REGISTRATION IS NOT CURRENTLY OPEN. We will send out further information about the registration dates and registration website when it is finalized. Our registration process is now done solely online through a new system called School Care Works. **You will still be required to submit a photo of your child's immunization records at the time of registration to complete the process.** There will be a registration fee of \$25.00 for those enrolling for the first time this year.

Safety Guidelines:

- After school your child will have their temperature checked before they enter the child care room. If they are running a temperature they will be sent home.
- Masks: Parents are required to send their student to care with a mask. Students will be required to wear a mask while in care when they are in close proximity to other children or in common areas (for example, playing a board game together, etc.). Children will not need to wear a mask when they are outside playing or eating.
- Social distancing cannot be guaranteed, but will be encouraged.
- Any student who is unable to comply to the mask policy may be asked to leave care for the safety of the student, as well as staff and other students.

Sick policy:

- For all Covid related cases we are following the health department's guidelines for quarantining.
- If your student presents with any of the symptoms (persistent cough, temperature, shortness of breath, muscle aches, sore throat, runny nose, rash, cold, diarrhea and/or vomiting) they will be sent home. Based on the symptoms/number of symptoms you will be notified when your child can return to care and if any additional steps will need to be taken. (Example: a runny nose vs. loss of taste and smell and body aches).

- If someone in the household receives a confirmed case of Covid please contact the child care/community education office immediately at (517) 694-3411; your child will not be able to attend care at that point. HR and the Health Department will provide further guidance as to how long the child must stay home from care.
- As with a typical school year you will not be refunded for day(s) that your student is signed up for care but is sick or quarantined and unable to attend.

What to bring:

- Mask – see safety guidelines above
 - With children especially we are finding that their original mask gets extremely dirty or wet throughout the day, please provide an extra mask if possible.
- Water bottle – labeled with student’s name
- School work & electronics – further guidance about bringing out laptops for schoolwork at child care will be provided in the future as final decisions are made about what the school day will look like.
- Weather appropriate clothing – students will go outside if weather permits, please provide snow/cold gear.
- Change of clothes – not required for all students, but recommended for younger children.

Currently enrolled students:

You will not be required to pay another registration fee. You will be contacted by email to let us know if you plan to continue using care or if your selected days need to change. Full day child care (Monday-Friday with learning lab) will no longer be offered once a face to face learning option is available.

Kid’s Club Office and Contact Information:

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