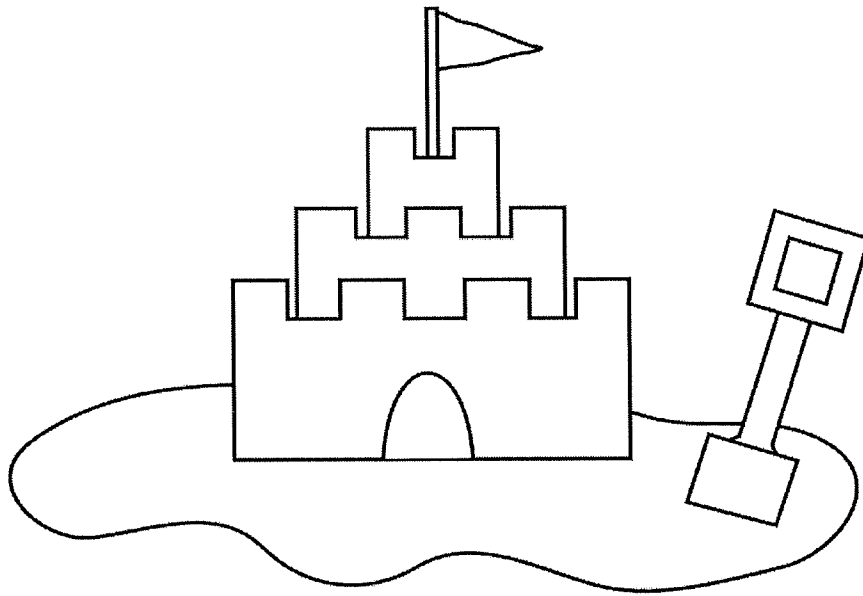


East China School District Summer Adventure Program Parent Handbook

2026



****Summer Adventure will be held at St.
Clair River Elementary.**

Phone # 810.676.1640

Welcome to Summer Adventure

This handbook is provided to acquaint you with the program and policies which are designed for your child's well being. Should you have any questions or need information please speak to your child's caregiver or call Susan at (810)676-1115.

Summer adventure is licensed by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing. We follow all rules and regulations with a maximum of 1:18 staff ratio.

The East China Summer Adventure program is committed to providing quality childcare for children **entering 1st** grade through 6th grade. Our staff is a caring staff that displays genuine respect for all children, has confidence in each child's potential and promotes each child's self-esteem. Children are encouraged to pursue their own interests and friendships and to grow in confidence, independence and respect for themselves and others in a relaxed and trusting environment. Children are encouraged to participate in a wide range of activities designed to best meet the needs of each child. In addition, children have the opportunity to interact with children of different ages.

Admission

The following forms need to be on file in order for your child to attend the Summer Adventure Program:

- Registration Form
- Child Information Card, please fill out completely. Do not leave any blank spaces.
- Tuition Agreement
- General Permission Agreement
- Health Exemption
- Handbook Acknowledgement
- Licensing Notebook Acknowledgement
- Playground Permission

Absences

If your child will be absent on a scheduled day please call to let us know (810.676.1640) or send us a message on Procure. You will still be responsible for tuition if your child is absent.

Calendar and Hours of Operation

Summer Adventure is available from June 15th-August 14th. The program runs Monday through Friday from 6:30am-5:30pm. We will be closed July 3rd and one day in August (TBD) for staff training.

Injury

Should a child become injured while in attendance, parents will be contacted if the staff feels medical attention is needed. The caregiver will complete an accident report form. Parents will be asked to read and sign the form and it will be kept on file in the students records.

In case of serious injury, we will make an immediate attempt to contact a parent or other designated person. If necessary, we will also call Tri-Hospital EMS to transport the child to Henry Ford River District Hospital. Until the arrival of a parent, or ambulance, the Supervisor, Head Caregiver or Caregiver in charge will make decisions. Medical attention by the hospital and

attending medical personnel will be the responsibility of the parents. Please keep the caregivers updated on emergency phone numbers.

Cell Phones/Electronic Devices/Articles from home

Cell phones are to be kept in the student's backpack. ECSD Summer Adventure Program is not responsible for lost or stolen personal items. Because of the possibility that an item may be broken or stolen, **no toys from home will be allowed.**

Code of Conduct

School building rules apply during the Summer Adventure Program. This includes during field trips. Our expectations of our students are:

- Children remain with their caregivers at all times.
- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow instructions of the staff.
- Appropriate and acceptable language is expected at all times.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their place when done.

Field Trips

If a child does not or cannot follow the expectations above while away from the building they will not be allowed to attend future field trips. Parents/Guardians will need to find alternative care options for their child on field trip days.

Discipline Policy

Discipline for behaviors will be done in a positive manner. Caregivers will be firm and consistent as not to cause shame or humiliate the child. This will be carried out by using the following methods:

- Redirecting the child's attention from the unacceptable behavior.
- Talking to the child about their feelings and the feelings of others.
- Suggestion that the child, when possible, come to a solution to the problem.
- Removing the child from the source of conflict.
- Behavior problems will be discussed with parents when necessary.

No form of corporal punishment will be used. No child will be deprived of snacks as a form of punishment. **Please be aware that if your child receives three discipline forms during the Summer they may no longer be able to attend the Summer Adventure Program.**

Drop Off and Pick Up

An adult must sign in and out your child each day. Please do not let your child sign themselves in or out. If your child attends Summer School then a caregiver will sign them out when/if they go and in when/if they return. Under no circumstances will a child be allowed to leave the program unless in the company of a parent or guardian, or a person indicated on their information card who is 18 years of age or older. Adults who have not picked up before will be asked for picture identification. **Please keep emergency names and numbers up to date.** Changes to a child's information card can only be made by the parents or guardians.

Fees and Schedules

A non-refundable summer registration fee of \$40 per child or \$75 per family is due upon enrollment. The current rate is \$50 per day and \$35 per half day session. All children attending the program must be registered and pay the registration fee to attend. When signing your child up for the Summer Adventure please choose which days work best for you. Schedules will remain the same for the length of the program and you will be responsible for payment of those days whether or not your child attends. There is a 3 day

minimum each week. You will receive a “week's” worth of vacation days based on how many days each week your child is scheduled. For example if your child attends 3 days per week you will receive 3 days of credit for vacation. Please give caregivers a vacation form to use these days when your child won't be in attendance.

Late pick ups after 5:30pm will be charged \$10 for every 15 minutes or part of late. Fee is due by the next day to continue care.

Tuition payments are due no later than 6pm on Fridays each week prior to care. Payments not made to the Procure app by this deadline will be assessed a \$20 late fee/student.

No credits will be given if your child does not attend for a scheduled session. Tuition pays for the direct operating costs such as staff and materials. When enrolling, participants are reserving time, space, staffing and provision for the child.

Health and Safety Plan

A sick or contagious child is to be kept at home for their own sake and that of others. Your child may be sent home if the child appears to have symptoms of illness. Please inform us about the nature of any illness including when symptoms first appeared.

Guideline for Excluding Children for Health Reasons

- Elevated temperature
- Vomiting or Diarrhea
- Eye discharge (Conjunctivitis: extremely contagious)
- Excessive cough or nasal discharge
- Any unidentified rash
- Any symptoms of a communicable disease

Guidelines for Allowing Children to Return to the Program

- The child's temperature has been below 100 degrees for 24 hours **without** Tylenol/aspirin.

- The child has been diagnosed as having a bacterial infection and has been on an antibiotic for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea.
- Nasal discharge is not thick, yellow or green.
- Eyes are no longer discharging, or the condition has been treated with antibiotics for 24 hours.
- Rash has subsided or the physician has determined that the rash is not contagious.

Please call the caregivers as soon as possible when your child is going to be absent for the day.

Mandated Reporting

As required by law, suspected child abuse or neglect will be reported to the Michigan Department of Health and Human Services and the Program Supervisor.

Late Pick-up

Summer Adventure closes promptly at 5:30pm. When an emergency prevents you from picking your child up on time, please make arrangements for someone else (listed on your child's information card) to pick up your child. A fee of \$10.00 for every 15 minutes or part of after 5:30pm will be charged. This fee must be paid before the child can attend the next session. If late pick-up becomes a continuous issue, the child may be excluded from the program.

If your child is not picked up by 5:30pm and we have not heard from you, a person on the information card will be contacted. If, by 6:00pm we have been unable to contact anyone on your child's information card, the St. Clair County Department of Health and Human Services will be called. Please be sure to keep the emergency names and numbers on your child's information card up to date.

Medications

In the case that your child will need to receive medication while at Summer Adventure a medication sheet must be completed and signed by a parent for

each separate medication and occurrence. If the medication is prescribed by a doctor another form must be completed by the prescribing physician.

We will only administer medication that:

- Is in its original container.
- The child has received it previously.
- Has a pharmacy label including your child's name, the doctor's name and the name of the medication and dosage.
- Children cannot transport medications. Forms and medication must be turned in by the parent and given to the caregiver.

Nutrition

During the 2026 summer, snacks will not be provided. All snacks, lunch and drinks must be provided by the parents or guardians. Please be sure to pack lunch with an ice pack to keep it cold. If we are able to get free breakfast or lunch from the district we will notify parents.

Parent Involvement

Parents are invited to visit their child's program at any time. You may also volunteer to help with the program or offer your special talents. **Please note you will have to have a background check and be cleared to do so.**

Parent Notification

Parent will be notified:

- If your child should receive a head injury regardless of the severity.
- If your child should be injured that requires more than simple first aid.
- If your child becomes ill.
- If your child hits, kicks or absconds while in the program.

We will contact parents by calling:

- Cell phone
- Work phone
- Home phone
- Send Procure message

If we can not reach either parent then we will contact the people listed on the child's information card in the order that they are listed.

Withdrawal by Parent

A parent may withdraw their child for any reason at any time. Withdrawal before the end of the week shall not qualify for a refund.

Withdrawal by District Policy

It is our hope that a child will never have to be excluded from our program. Accordingly, the Withdrawal Policy will only be implemented as a last resort. Withdrawal before the end of the week shall not qualify for a refund.

1. Disciplinary Reasons-If, after the discipline procedures as outlined earlier in this handbook have been followed, the inappropriate behavior has not improved, a child may be dismissed from the program. The decision of the Childcare Supervisor shall be final.
2. Safety Reasons-The child does not follow the rules and the result is the child physically hurting another child or caregiver.
3. Financial Reasons- East China School District reserves the right to exclude any child from its Childcare Program when tuition is not current. Any outstanding tuition will be turned over to an external agency for collection.
4. Other Reasons-Other reasons to exclude a child from any of the Childcare Programs may include, but are not limited to:
 - Any child who is not completely toilet trained.
 - Any situation where a child requires frequent, excessive personal attention to the degree that it distracts from the care of others or puts the safety of others in question.
 - Non-cooperation on the part of the parents and /or child.

Equal Opportunity

It is the policy of the East China School District, under the guidelines of Title IV of the Civil Rights Act of 1964, to provide equal opportunity for child care to all people.