



Welcome to Jet Care!



Building Kids to Soar
Airport Community Schools Before/After School and
Summer Daycare Programs
Parent Handbook
2019-2020

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Our Goals

Jet Care through Airport Community School will provide your child with a safe, secure, caring, and educationally sound environment.

Mission Statement

"Airport Community Schools, with the help of parents and the community, will prepare students to become responsible and productive members of society."

Vision Statement

The vision of Airport Community Schools is to create an environment where students, teachers, and parents anticipate high academic achievement. Educational opportunities are rigorous and meet the needs of all students. Instructional resources and technology are relevant, accessible to all students, and integrated into the learning environment.

Teachers and staff are passionate, engaging, and innovative mentors. Parents are actively involved in the education of their children. All are respected and appreciated. An open and ongoing dialogue exists between administration, teachers, parents, community, and students. The community promotes and values the school district's success.



Frequently Asked Questions

➤ **Who do I contact?**

Please feel free to contact Karalee DeLormier, Program Coordinator
(734) 654-4058 or kdelormier@airportschools.com
(734) 735-7301 Direct Line for Emergencies

➤ **What is the registration fee?**

The Registration fee is \$35 for one child and \$5 per additional child.

➤ **When and who do I make payment to?**

Invoices for Jet Care are generated bi-weekly for the two weeks prior to the bill. Invoices will be emailed or placed in the family files on every other Monday. Payment is due in full the Monday following the invoice. You can pay with a card, or direct withdrawal using the new ProCare software. Cash, check, or money order directly to your center are also accepted.

➤ **What are the late payment fees?**

If payments are not made by the due date, there will be a \$25 per week charge until the bill is paid. If there is ANY past due amount for 2 consecutive invoices, you will need to pay IN FULL by the following Friday. During this week your child may still attend however, the second week if not paid your child may not attend until paid IN FULL. If it is still not paid by the invoice due date, you will be dismissed from Jet Care and will lose your spot

➤ **Are there late pickup fees?**

Late pick-ups will cost the price of the extra care blocks used. If pick up is after closing time, you will be charged the extra care blocks used and given a warning that first time. The 2nd and 3rd times will cost the extra care blocks along with a \$25 flat rate charge. After the 3rd time, you will be dismissed from the program.

➤ **Are there withdrawals or schedule change fees?**

It is your responsibility to inform your Jet Care center that your child will be absent or late to the program. Failure to bring an absence to the attention of the Jet Care staff within two hours of your child's expected time with result in a \$10.00 "No call/No show fee" per child. Multiple instances of this may occur in withdrawal from the program.

➤ **Is there a program at Wagar Middle School?**

All AM and PM Jet Care Programs will be held at the Elementary School. We do take students up to sixth grade.

➤ **What are the hours of operations?**

Jet Care Before School

6:00 AM - Start of School

Jet Care After School

Dismissal to 6:00 PM

➤ **What are Jet Care Summer Program hours?**

Monday - Friday 6:00 AM - 6:00 PM

➤ **What happens if there is an accidents/injuries/incidents or illness?**

Parents will be notified by phone if any of these occur during the child's attendance at Jet Care.

➤ **How do I notify the staff of allergies?**

Parent/Guardian(s) are required to list their child's allergies on the Medical /Social Form given and the information card. All staff is made aware of the information provided.

➤ **What is Mandated Reporting?**

All staff members at Jet Care are mandated reporters. If any staff member suspects child abuse/neglect, they are obligated to report to the program director. The director is mandated to present any information received to the Michigan Department of Human Services.

➤ **What is done for conduct issues?**

For encounters where behavior modification is needed, children at Jet Care will adjust behavior to insure a safe and happy environment for all. Behavior management will be developmentally appropriate, positive in nature, and encourage self-control, self-direction, and various conflict management methods, as well as problem solving skills will be enforced.

➤ **What are the rules regarding student behavior in Jet Care?**

1. All children are to treat others with courtesy and respect
2. All children must put away games and activities properly
3. Parents are notified if we have any recurring problems with a child

➤ **What is the fee for before and after care?**

See the Fees page in the handbook for the various options

➤ **What is the fee for summer care?**

➤ See the Fees page in the handbook for the various options



Before and After School Registration

I would like to enroll my child _____ in Jet Care for before and after care program for the 2019- 2020 school year. Jet Care will be provided at Sterling Elementary, Ritter Elementary, and Niedermeier Elementary. Please call Karalee DeLormier at 734-654-4058 or email at kdelormier@airportschools.com for more information regarding the placement of your child.

Parent/Guardian Name _____

Child's Name _____ Age and Grade _____

Parent Email _____

Address _____

City, Zip Code _____

Please List any known allergies here: _____

- Cost Registration Fee: \$35 first child, \$5.00 for each additional child.
- If my child will be absent, I agree to notify the Jet Care prior to my children's expected arrival time to center.
- If my child becomes ill at the center, I will make arrangements for them to be picked up.
- If my child is picked up after 6pm, I am aware of the after-hour policy in place.
- Children will be removed from the program if disruptive and disrespectful.
- I also have received the programs Parent Handbook.
- If there is a court order restricting visitation/ pick up, a copy must be provided to the administration by state law and district policy.

Parent Signature _____

Date _____



Summer Registration

I would like to enroll my child _____ in Jet Care for the Summer of 2019. Daycare will be held at Sterling Elementary, Ritter Elementary, and Niedermeier Elementary. Please call Karalee DeLormier at 734-654-4058 or email at kdelormier@airportschools.com for more information regarding the placement of your child.

Parent/Guardian Name _____

Child's Name _____ Age and Grade _____

Parent Email _____

Address _____

City, Zip Code _____

Please List any known allergies here: _____

- Cost Registration Fee: \$35 first child, \$5.00 for each additional child.
- Your child must bring a lunch and two snacks for the day.
- If my child will be absent, I agree to notify the Jet Care prior to my children's expected arrival time to center. I understand I will be assessed a \$10 no call fee per child if absent.
- If my child becomes ill at the center, I will make arrangements for them to be picked up.
- If my child is picked up after 6pm, I am aware of the after- hour policy in place.
- I understand the payment as agreed upon per child is based on SCHEDULED hours not hours attended. Payment is due whether my child attends on the due date.
- Children will be removed from the program is disruptive and disrespectful.
- I also have received the programs Parent Handbook
- If there is a court order restricting visitation/ pick up, a copy must be provided to the administration by state law and district policy.

Parent Signature _____

Date _____



Medical/Social Form

Name of Child _____ Date _____

Parents Name _____

Address _____ City _____

Medical History

My child's general health is: Excellent___ Good___ Fair___

List any current or chronic medical conditions your child has _____

My child is in good health to participate in the Jet Care program at Airport Community Schools. Also, my child's immunization records are up to date with the school.

Parent Signature _____

Doctor's Name _____ Phone Number _____

Social

How would you best describe your child's personality? _____

How does your child show his/her feelings? _____

How does your child get along with other children? _____

Has your child been in day care before? _____



Emergency Contacts and Pick-Up Authorization

Child's Name _____

- The contacts must be local and able to pick up your child within 25 minutes.
- Your emergency contact must be someone other than yourself.
- Please list all persons authorized to pick-up your child.
- In emergency situations only parent/guardian may give verbal and/or written permission for an individual, who is not on this list, to pick up your child.
- No exceptions will be made to this policy. This is done for the safety of your child and your cooperation is appreciated.
- Please make sure the individuals on this list are aware they may be called in an emergency to pick up your child. You are welcome to add or delete from this list at any time.
- Please indicate if a non-custodial parent has limits on visitation or pick up. If a non-custodial parent has been denied visitation or has limited visitation by court order this order must be given to Jet Care and kept on file.
- It is assumed that the parents/guardians listed on page one are authorized to pick up.
- No one under the age of 16 may pick up a child from the program.
- The staff will not release a child to anyone who appears to be under the influence of drugs or alcohol, for the child's safety, the police will be contacted.

1. Name _____ Relationship _____

Address _____ Home Phone _____

Cell Phone _____ Work Phone _____

2. Name _____ Relationship _____

Address _____ Home Phone _____

Cell Phone _____ Work Phone _____

The following individuals ARE NOT allowed to pick up my child:

1. Name _____ Relationship _____

2. Name _____ Relationship _____

Parent/Guardian Signature _____



Termination of Care

We reserve the right to terminate care for a child for the following reasons (but not limited to)

- Failure to pay
- Routine late pick- ups
- Physical or verbal abuse of any person or property
- Lack of compliance with handbook regulations

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give a two week written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give a two weeks warning before termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well- being of the provider or other children in attendance.



