



# Parent Handbook



BHK Child Development Board  
Youth Services Department

[www.bhkfirst.org](http://www.bhkfirst.org)

(906) 482-3663

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## ***Welcome to Youth Services!***

*We are looking forward to another safe and exciting year. Our staff strives to deliver a program that allows your child to learn, explore and grow. All elementary and middle school sites are licensed and uphold standards of care as defined by the State of Michigan.*

*Please read and maintain this handbook as a guide and reference to help you understand the operational policies and procedures of the Youth Services department. You are encouraged to participate in all activities to fully experience what we have to offer.*

*We look forward to a successful and rewarding experience working together.*

### **BHK Mission:**

*To build a foundation of knowledge and skills through education, leadership and collaboration.*

## *Program Expectations*

Parents/guardians:

- Can expect that their child will be cared for in a safe, supportive learning environment.
- May visit with the Site Coordinator about concerns related to their child or the program.
- Will be consulted about misbehavior on the part of their child.
- Can visit the Site Coordinator to bring about improvement in the situation.
- Will be informed promptly if their child does not arrive at the program at scheduled times.
- Will be informed about program activities prior to the beginning of each session as needed.
- May visit the program for the purpose of observing or participating with their child at any time. (Parents/guardians are required to inform the Site Coordinator of their presence before visiting or participating in any Great Explorations activities.)
- May participate in program planning and Great Explorations site committees.

Great Explorations expects that parents/guardians will:

- Keep their child's records current.
- Encourage their child to attend regularly.
- Provide a schedule of changes to their child's regular weekly attendance.
- Pick up their child at the end of programming time.
- Contact the Site Coordinator if their child will be absent.
- Read all communication from program staff.
- Work with staff to resolve any issues that may arise.
- Pay fees on time.

Students may expect to:

- Have fun!
- Experience new adventures.
- Grow personally and academically.
- Have a safe, supportive and consistent environment.
- Use program equipment, materials and facilities on an equal basis.
- Be treated with respect.
- Be guided by discipline that is fair and non-punitive.
- Receive nurturing care from staff members who are actively involved with them.

Great Explorations expects that students will:

- Be polite to all people.
- Respect all property.
- Come prepared to engage and learn.
- Attend regularly and consistently.
- Behave in a safe manner.

## ***Registration and Enrollment***

Great Explorations encourages students of all backgrounds to attend. The program does not discriminate on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program.

### ***21<sup>st</sup> CCLC Great Explorations operates in the following school districts and grades:***

Baraga Area Schools	K-5
L'Anse Area Schools	K-5

### ***Great Explorations Parent-Pay Program operates in the following school districts and grades:***

CLK Elementary School	K-5
Hancock Elementary School	K-5
Lake Linden-Hubbell Elementary School	K-6

Students entering these grades, as well as outgoing students in the summer, are encouraged to enroll in the Great Explorations program at their school for after-school and summer programming. For summer programming, students must have attended Kindergarten or a Young 5's classroom during the school year before they can attend.

Some of the Great Explorations sites are funded by a 21<sup>st</sup> Century Community Learning Centers (CCLC) grant through the Michigan Department of Education. This grant is based on school district data including grades, scores and student lunch status. Students who are currently enrolled at a specific school district are eligible to attend GE programming at that same school.

Great Explorations requires information to be kept current. The parent must provide the Site Coordinator with updated information such as emergency contact persons, employers, phone numbers, arrival/departure changes and newly authorized persons to pick up their child.

Parents/guardians must complete the registration packet completely prior to their child attending the program each year. New registrations are available each spring and will be considered current until the following June.

The registration packet includes:

- Registration Form/Emergency Information
- Parental Consent/Release Statement
- Parent Notification regarding child custody
- Summer & School Year Fees Policy

## *Attendance*

Students are encouraged to attend daily and to remain for the complete programming time in order to get the most benefits from the Great Explorations program. It is important to our program and to your child that he/she is in the center every day learning with friends. Regular attendance promotes your child's learning and encourages a positive attitude toward school.

Licensing rules require that all children be signed in and out by a parent or authorized person every day. This is done by signing the Great Explorations Sign-In Log in the Site Coordinator's office or another central location. You must come into the building and sign your full name (no initials please).

Parents/guardians of a student who will attend school, but will be absent from Great Explorations, must notify the Great Explorations Site Coordinator by note, email or telephone call. Absentees without prior notification may be mistaken for a missing student and cause unnecessary concern. Parents/guardians of students who are present in school but absent from Great Explorations without prior notice will be notified by telephone of their child's absence.

Unexpected absences should be minimal in the summer program. Parents/guardians must submit students' schedules on a weekly basis.

## *Release of a Child*

For the safety of all children, a parent/ legal guardian will need to provide names of individuals who are authorized to pick up their child from the center on the registration form. Individuals authorized to pick up children must be at least 16 years of age and have a photo I.D. These procedures will be followed in each classroom.

- Parents/guardians are expected to drop off and pick up their child at the designated time and sign their child in and out every day.
- Staff will immediately start trying to contact parent/guardian if the child is still in the center at pick up time.
- If parent/guardian cannot be reached within 15 minutes after scheduled pick up time, all numbers on the registration form will be called.
- If no one can be reached within 30 minutes after scheduled pick up time then the local law enforcement agency and Child Protective Services will be contacted.
- If anyone who comes to pick up a child seems to be under the influence of drugs or alcohol, the child will not be released to that individual/parent. BHK will contact law enforcement.

## *Withdrawal Policy*

BHK reserves the right to terminate any child for reasons such as, but not limited to: unresolved or unmanageable behavior and whose presence poses serious physical or emotional danger to other children or staff; or habitual abuse of agency policies.

An abusive act, either verbal or physical, that is made against any staff member or client, by a parent or family member, may result in immediate withdrawal pending Executive Director or Human Resource Director approval.

## *Hours of Operation\**

The after-school program begins immediately at the end of the regular school day and runs for two and a half hours at the 21<sup>st</sup> CCLC grant funded sites and two hours at the parent-pay sites. Great Explorations will be scheduled Monday through Thursday at the grant-funded sites. Friday programming is available at parent-pay sites. Please refer to your child's individual Great Explorations schedule for specific times.

Students should plan to stay until programming concludes in order to receive the maximum benefit from scheduled activities. Each day includes time for students to work on their homework, a snack, wellness and a daily activity based on student interest. In order for GE staff to appropriately schedule and prepare for daily activities, having prior notice of changes to your child's regular weekly schedule is important.

The summer program will generally operate from 8 a.m. to 5 p.m., five days a week Monday – Friday. Each site will provide its specific hours at registration. Morning hours are more specifically academic based with field trips and other theme-based activities occurring in the afternoon.

*\*Modifications to the hours of operation may occur at a particular site. The Site Coordinator at your child's site will communicate the exact hours at your site.*

## *Scheduled and Unscheduled Closings*

- Scheduled no school days - If the school is closed, Great Explorations is closed. (Holidays, in-service days, etc.)
- Two hour delay - Great Explorations is open.
- Unscheduled no school days - There will be no Great Explorations on days when school is cancelled. (snow days, power outage, etc.)
- Scheduled early dismissal days - There will be no Great Explorations on early dismissal days.
- Unscheduled early school dismissal days - All programming and events will be cancelled.
- Non-Great Explorations days - There will be days when Great Explorations is closed due to staff trainings. Parents/guardians and the school will be notified in advance of any such days.
- Summer - A summer calendar will be published and distributed annually. There will be no programming on the Fourth of July holiday.

## *Fee Policy*

### **21<sup>st</sup> CCLC Grant Funded Sites:**

During the school year, programming is free to all students. Daily components include a four-component meal, wellness time, homework help, and student inspired club activities.

Summer programming is free for the first four hours of the day with a minimal fee for extended day care. The morning time frame will be hands-on academic based and will include a breakfast and lunch. The afternoon component will include field trips, other recreational activities and a snack. Discounts are available for summer payment in full.

### **Parent-Pay Sites:**

School year programming includes a daily flat rate for two hours after school gets out. Daily components include a snack, wellness time, homework help, and student inspired club activities.

Summer programming fees are also set at a daily flat rate. The morning time frame will be hands-on academic based and will include a breakfast and lunch. The afternoon component will include field trips, other recreational activities and a snack. Discounts are available for summer payment in full.

In order to properly staff each day, we ask that students attend on a regular schedule. Summer payments and schedules will be collected in advance. Payment must be received before services are rendered. Acceptable forms of payment include cash, checks, and/or credit cards through PayPal. Payments received are final and cannot be credited for absences.

Childcare payments are available through the Department of Health and Human Services (DHHS) to eligible families. Information about this program is available from your Site Coordinator or by calling DHHS at (906) 482-0500 or 353-4700.

A fee of \$30 will be charged for returned checks. Payment must be made by cash or money order to cover the returned check. Two returned checks will result in payment in cash or credit card only.

A late fee will be charged for each child picked up after the closing time as follows: \$5 for up to 15 minutes late, \$10 for 15-30 minutes late, \$20 for more than ½ hour late. Parents are encouraged to discuss irregular schedules with their site coordinator.

## ***Discipline Policy***

The key to effective discipline involves the relationship between children and adults. The adult's role is to establish an atmosphere that is open and accepting of all children and works to build each child's self-concept. A consistent daily routine within a well-organized classroom provides predictability to help children transition from one activity to another.

BHK requires the use of positive methods of discipline. Physical or emotional punishment may not be used with children. Details of how to be safe, respectful and responsible are provided at age appropriate levels through the lessons on universal expectations. Adults have a responsibility to model the behaviors we expect from children, how to: **B**e Responsible, **H**ave Respect and, **K**eeP safe. Staff will review behavior expectations with student and parents.

The discipline policy includes progressive steps to help students learn and understand the process. These steps include:

1. Verbal warning
2. Reflection and Disciplinary Referral Form
3. Call parent(s) and send student(s) home for the remainder of the day.
4. Repeat steps 1-3 if needed.
5. Behavior Intervention Team



6. Continued misbehavior and or dangerous behavior may result in temporary or permanent suspension from program.

## *Food Service Policy*

BHK is dedicated to promoting children’s health. Providing nutritious and satisfying foods is one way to help maintain children’s health. BHK provides good quality, nutritious meals, with an emphasis on maximizing whole grains, fresh fruits and vegetables while minimizing highly processed foods. Parent feedback regarding menus is encouraged. Efforts are made to accommodate suggestions as long as they are within the federal guidelines. Meals reflect the culture of the area as well as other cultures and ethnic groups. Variety is encouraged so children may try new items. Mealtimes are a good time to socialize, talk about foods- where they come from and their nutritional value, the food groups (milk, meat or meat alternative, vegetables, fruit and grains) and to re-inforce health habits, including dental hygiene.

BHK is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to centers for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE). Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits.

MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are enrolled in programming. MDE staff may contact families regarding participation.

During after-school programming, a nutritious four-component meal is served to all students in attendance. During the summer program, breakfast, lunch and an afternoon snack are offered to students in attendance at that time. Please contact your child’s Site Coordinator for any dietary and/or allergy information they will need to know and accommodate.

Meals and snacks must meet the USDA meal pattern requirements listed below; based on students age 6-12:

<b>Breakfast</b>	<b>Lunch or Supper</b>	<b>Snack</b>
Milk	Milk	Milk
Juice or fruit or vegetable	Meat or poultry or fish or cheese or meat alternative	Juice or fruit or vegetable
Bread or alternative; or cold, dry cereal; or cooked cereal	Vegetables and/or fruit (2 or more)	Meat or meat alternative; or yogurt
	Bread or bread alternative	Bread or bread alternative; or cereal

If you have any questions about the Child and Adult Care Food Program, please contact:

**BHK Child Development**  
**700 Park Ave**  
**Houghton, MI 49931**  
**(906) 482-3663**

**OR**

**Child and Adult Care Food Program**  
**Michigan Department of Education**  
**P.O. Box 30008**  
**Lansing, Michigan 48909**  
**(517) 373-7391**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race,

color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## *Program Philosophy*

The goal of Great Explorations is to advance the academic achievement and healthy development of youth by delivering quality out of school time services.

GE clubs are the mechanism for providing activities that compliment and expand the school curriculum. Recreation, arts and health projects also enrich learning and age appropriate development in non-academic areas. The school year is divided into four different sessions, each session being 8-9 weeks long. Summer session is 8 weeks long. Each session offers new, challenging and fun clubs. Students, in conjunction with input from parents and staff, select from these exciting offerings. Each club meets once a week.

## *Daily Routines*

The after-school portion of Great Explorations is meant to expand on the learning that takes place during the school day. All students have the opportunity to have a healthy snack, participate in wellness/recreation, work on homework and/or studying and join various club activities. Enrichment club activities are based on student interest and vary each session. Each site adjusts their specific schedule as needed, but all students will have equal opportunities to participate in all components. Different clubs are offered daily and are based on staffing and student interest.

The summer program is a full day schedule that includes breakfast, lunch and an afternoon snack. Every day will also include academics and physical education opportunities. Students are encouraged to participate in all components of the day. Core programming time, which takes place from 9-noon, begins with academic based hands-on experiential learning with a focus on science, writing, reading, math and more. Each week during the summer has a different theme with each day's schedules including items based on those themes. Field trips often occur weekly to various places.

## *Parent Notification*

When a child is injured, an 'ouch report' will be filled out by the staff who witnessed the injury. A copy of the report will be given to the parent/guardian who picks up the child that day. A response from the parent/guardian will be noted on the form. If any medical follow up is needed, the parent/guardian will let the GE Site Coordinator know within 24 hours.

In case of any emergency, the parent/guardian will be notified immediately. Phone numbers will be obtained from the student's registration form. For that reason we ask that any contact information be updated as soon as possible.

## *Communicable Diseases and Illness*

Certain symptoms in children may suggest the presence of communicable diseases. It is appropriate to exclude children with treatable illnesses until treatment has reduced the risk of spread.

**Temporary exclusion is recommended when the child has any of the following conditions:**

- The illness prevents the child from participating comfortably in activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior - this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Fever: Defined as an axillary (armpit) temperature of 100°F or higher, oral temperature of 101°F, or a rectal temperature of 102°F or higher and when accompanied by behavior changes or other signs or symptoms of illness such as sore throat, rash, vomiting or diarrhea.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
- Vomiting: More than 2 episodes in the previous 24 hours, unless the vomiting is caused by a non-infectious disease condition and the child remains adequately hydrated.
- Abdominal pain that continues for more than 2 hours or intermittent pain with associated fever or symptoms of illness.
- Mouth sores with drooling unless the child's primary care provider determines that the child is noninfectious.
- Rash with fever or behavioral changes.
- Head Lice until after the first treatment.
- Any Reportable Communicable Disease defined by the Michigan Department of Community Health.

## *Medication*

Whenever a student is to be given prescription or over-the-counter medicine, parents/guardians must provide a BHK Medication Record and Consent Form signed and dated by the parent/guardian and Great Explorations Site Coordinator. The form must have the medication name, dosage, start and end date of medication, time to be given and any other required directions. The medication must be provided in the original container and will be kept in a secure area. All medication will be administered by a trained Great Explorations staff member. All medications will be given as directed.

## *Licensing*

All elementary school sites are licensed by the State of Michigan Department of Human Services Bureau of Children and Adult Licensing. A licensing notebook is available at each site.

It is a requirement that licensed centers maintain a licensing notebook containing all licensing inspection reports, special investigation reports and all related corrective action plans since May 28, 2010. This notebook is available for review during regular business hours.

Licensing inspection and special investigation reports from at least the past two years are available on the childcare licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## *Child Abuse and Neglect*

Michigan recognizes four types of maltreatment:

1. Physical Abuse
2. Neglect
3. Sexual Abuse
4. Emotional Abuse

The following signs may signal the presence of child abuse and neglect. The child:

- Shows sudden changes in behavior or school performance
- Has not received help for physical or medical problems
- Is always watchful, as though preparing for something bad to happen
- Is over compliant, passive, or withdrawn
- Does not want to go home
- Discloses maltreatment

The above list is not *all* the signs of abuse or neglect. It is important to pay attention to other behaviors that may seem unusual or concerning.

Any BHK employee or volunteer who witnesses, suspects, or has knowledge of an incident involving a BHK enrolled child who may be a victim of maltreatment listed above, is required by law to immediately report this information to the Department of Human services Centralized Intake at (855) 444-3911.

## *Personal Property*

Student's personal property, coats, clothing, school bags, etc. must be cleared from the Great Explorations area after each day. Any personal property that remains after the day is over will be taken to lost and found. Although Great Explorations attempts to help students stay organized, the program is not responsible for lost or stolen property.

Students should not bring money, candy, hand-held electronic devices, or other valuable personal items to the program. These items will be kept in the Great Explorations Office and returned at the end of the day.

## *Volunteer Opportunities*

BHK families are encouraged to volunteer in many ways. Parent volunteers in leadership roles are essential to the program. By volunteering, you and your family will become acquainted with our program, see its strengths and goals, and help staff make it a fun, learning experience for all. We encourage families to attend Family Nights with their children. Family members are also welcome to help with daily programming including leading various clubs and activities.

## *Compliments and Complaints*

Compliments and complaints are welcome and necessary. Persons should feel free to compliment staff, volunteers and Board members directly. Similarly, a person with a complaint should discuss with the person who can best satisfy the matter. Parents normally should discuss a problem directly with the Site Coordinator. If the problem hasn't been resolved then the matter

should be brought to the Site Coordinator's supervisor. Matters which aren't resolved through the above steps, or policy issues, should be communicated to the Program Director.

## *Confidentiality*

BHK protects each parent's/ legal guardian's fundamental right to privacy and confidentiality. All records of children/families served by the Agency are confidential and maintained in closed files in secured cabinets/areas. Only authorized staff are permitted to access these files. When necessary, child and family information will be shared with outside agencies/authorities with the written consent of the parent or legal guardian of the child (except in cases of child abuse or court subpoena).

Prior to and as a precondition for volunteering, parents and community volunteers must agree in writing to follow the agency's confidentiality policy, which states that individuals will not reveal, divulge, or publicize any matters dealing with BHK. Individuals will respect and safeguard the confidentiality of the people we serve, our staff, and other volunteers. Any action resulting from a breach of confidentiality may be subject to disciplinary action.

# *Sites and Contact Information*

## **BHK Youth Services**

### **Program Director**

Melissa J. Parker

mjparker@bhkfirst.org

(906) 487-6600 ext. 130

## **BHK Child Development Board**

Rod Liimatainen Center

700 Park Avenue

Houghton, MI 49931

**(906) 482-3663**

Fax: (906) 482-7329

bhk@bhkfirst.org

### **C.J. Sullivan Elementary School**

Site Coordinator: TBD

201 N. Fourth St.

L'Anse, MI 49946

**(906) 524-0242**

### **Baraga Elementary School**

Site Coordinator: Barbara Ellenich

210 Lyons St.

Baraga, MI 49908

**(906) 353-6111**

### **CLK Elementary School**

Site Coordinator: Monique Bourdage

57070 Mine St.

Calumet, MI 49913

**(906) 482-6266**

### **Gordon G. Barkell Elementary School**

Site Coordinator: Darren Kinnunen (Summer)

1201 N. Elevation St.

Hancock, MI 49930

**(906) 483-3918**

### **Lake Linden – Hubbell Elementary School**

Site Coordinator: Monique Bourdage

601 Calumet St.

Lake Linden, MI 49945

**(906) 296-6221 ext. 4, ext. 4**

*Great Explorations is a partnership of the Public Schools of Calumet-Laurium-Keweenaw, Lake Linden-Hubbell, Hancock, Baraga, L'Anse and BHK Child Development Board.*

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