Jets Club Families:

In order to complete your child's records for Jets Club for the 2024-2025 school year, we need you to complete / return the following paperwork in a timely manner.

Please see attached:

- Jets Club Registration Form
- Child Information Record
- Copy of Health Appraisal (to be completed by your child's physician)
- Notification of the Licensing Notebook (located in the Early-Childhood wing)
- Signed acknowledgement of Jets Club handbook (last page only)

All paperwork must be turned in prior to attending Jets Club. We appreciate your attention to this matter and your help is appreciated.

Please contact Ms. Anderson if you have any questions.

Thank you,

Ms. Anderson
Jets Club Coordinator
<a href="mailto:danderson@sjseducation.com">danderson@sjseducation.com</a>
(810) 629-6551

		: :

## 2024/2025 Jets Club Registration

Pre K – 7<sup>th</sup> Grade Students

Registration fee of \$15.00 per child is due upon return of this form. Each Child enrolling in Jets Club must have a registration form. Please also complete the accompanying child information record (required by State of Michigan Licensing rules) for EACH CHILD. Thank you in advance.

Childs name and grade:
Mother's Name:
Father's name:
Please circle the day/s your child/ren will be attending:
M T W TH F
Please Circle: Drop-in or Regular
Please circle: Morning / Afternoon / Both
Morning Jets Club 7:00 a.m - 7:40 a.m
Afternoon Jets Club 3:30 p.m 6:00 p.m.
Email address (for billing or other informative purposes)
Please sign and date:
,, acknowledge my child is in good health and up to date on their mmunizations. I have received a copy of the Jets Club Handbook and read & understand the policies within it. I understand there is a MI Child Care Licensing notebook in the office available at any time for review.
Signature and date
*An extra fee of \$5.00/child will be added to our half day/early release days.

Please see page 5 of the Jets Club Handbook for more information.

		:

# **CHILD INFORMATION RECORD**

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		ate of Admissio	n Date	of Discharge				
Name of Child (L	ast, First, Middle Initi	al)					Child's Date of	Birth
Address (Numbe	er and Street, Building	J/Apartment N	umber)	City	SI	late	Zip Code	\\
Parent/Legal Gu	ardian's Name	- 	lome Phone	Parent/Legal Gu	ardian's Name (Op	tional)	Home Phone ( )	
Home Address (i	if not child's address)	(	Cell Phone	. Home Address (	if not child's addres	ss)	Cell Phone ( )	
City		State	Zip Code	City	s	tate	Zip Code	
Email Address (d	optional) .	•		Email Address			,	
Employer Name	1 to		Work Phone	Employer Name			Work Phone ( )	
Name of Child's	Physician or Health (	Clinic	·	Physician's or H	ealth Clinic's Phone	e Number		
Hospital Preferre	ed for Emergency Tre	atment (optior	nal)					
Allergies, Specia	al Needs and Special	Instructions (A	Attach additional she	eets, if necessary.)				
·	18) Previous edition 6-17 m							- 4
possible, include a	act & Release of Child at least one person othe mber column can be left	r than the paren	ts/legal guardians to b	e contacted in an emer	er of preference, to be gency and to whom t	e contacted in the child can	n an emergency. be released. The	lf ≥
1.				( )		(	)	
2.				( )		(	)	
3.				( )		(	)	
Release of Child (	Only: List all individuals, o	other than the pa	rents/legal guardians, to	whom the child may be	released. (If more indi	viduals, attac	h additional sheet	s.)
1.		(	)	2,		( )		
3.		(	)	4.		()		
Parent/Legal Gu	ıardian İnitlals:							
	permission to at for the above named n	ninor child while		by the Department of Li	censing and Regulato	ry Affairs to s	secure emergenc	y
I certify that I ac	curately completed th	is form and if a	nything changes, I w	vill notify the provider	by updating this for	m.		
Signature of Pare	ent or Guardian				Date Signe	ed	·	
Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	N	Parent or Legal Guardian Initials	Date ( Revie		or Lega an Initial
	LAR	tA is an equal o	pportunity employer/pr	ogram.	Annual An	COMPLE	TY: 1973 PA 116 TION: Required Rule Violation O	

#### **HEALTH APPRAISAL**

Dear Parent or Guardian: The following information is requested so that the school can work with the parent to meet the physical, intellectual and emotional needs of the child. Fill out the information requested in Section II may be certified by the transcription of information from the certificate of immunization. The remaining sections are to be completed by a doctor, nurse and dentist. (BE SURE TO BRING YOUR CHILD'S IMMUNIZATION RECORDS TO THE EXAMINATION.)

PER	S	ONAL											
CHIL	o's	NAME (Last, First, Middle)								DATE OF BIRTH (mm/c	ld/yy)		
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ADD	Œξ	S (Number & Street)	(City)						(ZIP Cod	1	d/yy)		
								1	MI	. /	/		
PARE	NT	/GUARDIAN (Last, First, Middl	e)							HOME TELEPHONE N	JMBE	R	
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ADD	RES	S (Number & Street)	(City)						(ZIP Cod	e) WORK TELEPHONE N	UMBE	R	
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4 ×		# Is your child h	aving any of the problems listed	l be	lov	v?			Birth History:				
			actions (for example, food, medica				ner)	7					
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	] [	□ 3 Eczema or Fred						1					
		☐ 4 Convulsions/Se	·										
		□ □ 5 Heart Trouble											
		3 D 6 Diabetes						7					
			, Sore Throats, Earaches (4 or mo	ore i	oer	vea	ur)		Are there any current	or past diagnosis(es)   Yes		О	_
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		Parent/Guardian		ate				-	□ Yes □ No	Examiner's Initials:			
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Esse	nti	al Findings Deviating from Non		.,,,,,,,		(4)			-L-A-MONTO				_
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Statements such as "Ul	P-TO-DATE" or "COMP		MMUNIZATIONS ted. Admission to school may be denied o	on the basis of this info	rmation.*	
VACCINES (Circle Type)		INISTERED DYYYY	VACCINES (Circle Type)	1	INISTERED DYYYY	
Hepatitis B	1	3	Hepatitis A (HepA)	1	2	
(HepB)	2		Influence (N/O ARA	1	3	
	1	4	Influenza (IIV/LAIV)	2	4	
DTaP/DTP/DT/Td	2	5	Meningococcal (MCV4 / MPSV4)	1	2	
•	3	6	Human Papillomavirus	1	3	
Tdap	1		(HPV9/HPV4/HPV2)	2		
Haemophilus Influenzae	1	3	3	Type of Vaccine(s)	Date of Vaccine(s)	
type b (HIB)	2	4	OTHER Vaccines	1		
Pollo	1	3	Specify Date & Type	2		
(IPV/OPV)	2	4		3		
Pneumococcal Conjugate	1	3	indicate and attach physician diagnosis	or laboratory evidence of	immunity es applicable	
(PCV7/PCV18)	2	4	*NOTE: According to Public Act 368 of 1	979 any oblid appolling in	a Michigan appeal for	
Rotavirus (RV1/RV5)	1	3	the first time must be adequated			
,	2		Exemptions to these requirement objections, provided that the wa			
Measles, Mumps, Rubella (MMR)	1	2	delivered to school administrato			
Varicella (Chickenpox)	1	2	at your provider office for medical		gh your local health	
History of Chickenpox Disease?   Yes	<u> </u>	14	department for nonmedical weiv Parent/Guardian refused immunizations:			
I certify that the immunization dates are tr		edaa				
Tookiny that the minimum and traces are the	de to die pest of my latery	5095			/ /	
Health	Professional's Signatui	re	Title		Date	
. 49	in-		COMMENDATIONS	•		
No No			nd Head Start/Early Head Start)			
Is there any defect of vision, hea	ring or other condition for v	Which the school could help i	by seating or other actions? If yes, please explai	n:		
Should the child's activity be res			☐ Gymnasium ☐ Swimming Pool ☐ Compet	titive Sports 🖸 Other		
if yes, offeet and expect degree	of (contourne)					
Other Recommendations						
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	SECTION V - DEN	TAL EXAMINATION	AND RECOMMENDATIONS (OPTI	UNAL)		
I have examined	ijid's name	's teeth. A	is a result of this examination, my recommendati	ion for treatment is:		
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	Dentist's Signature			Date		
		PHYSICIAN	I'S SIGNATURE			
		1 1	,			
Examiner's Signat	μre ·	Date	Examiner's Name (Prin	t or Type)	Degree or License	

Information required for:

Early On - Hearing and Vision Status; Diagnosis; Health Status

Number & Street

Child Care Licensing - Physical Exam, Restrictions, Immunizations

Head Start/Early Head Start - Determination that child is up-to-date on a schedule of age-appropriate preventive and primary health care, including medical, dental, and mental health. The schedule must incorporate the well-child care visit required by EPSDT and the latest immunizations schedule recommended by the Centers for Disease Control and Prevention, State, tribal, and local authorities. An EPSDT well-child exam includes height, weight, and blood tests for anemia at regular intervals based on age.

City

Developed in Cooperation with the Department of Health and Human Services, Education, Michigan American Association of Pediatrics, Early Childhood Investment Corporation, Child Care Licensing, Head Start, Michigan State Medical Society, Michigan Association of Osteopathic Physicians and Surgeons.

Telephone

ZIP Code

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PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Licensing and Regulatory Affairs Child Care Licensing Bureau

### CENTER MUST CHECK ONE

years. The licensing	ciai investigations, notebook is availa rom at least	and related ble to parent	ning a summary shee corrective action plant ts/guardians during re three years are	s for the last 5
The center does r from at least the last	ot keep a licensing three years are ava	notebook, bu allable at <u>ww</u>	ut internet is available w.michigan.gov/mich	onsite. Reports hildcare.
I have read the above	statement issued by	ST JOHN	THE EVANGELIST  Name of Child Care Center	Preschool
Child(ren)'s Name(s):				
Parent Name				
Parent Signature			Date	
	LARA Is an equal	l opportunity employ	yer/program.	

		: :	

# Jets Club Handbook

# 2024 / 2025

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

Mobile: (248) 409-8134 Email: jetsclub@sjseducation.com

Staff:

**Deborah Anderson – Jets Club Coordinator** 

#### 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

3:15-6:00 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  $PK 7^{th}$  grade (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 7 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 has 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 2024 / 2025

Payment balances will be emailed with payment due dates, after the 1<sup>st</sup> 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.con
Thank You.

I have read and unders	and all	policies in the	2024/2025	school year	r Jets Club	handbook.	I have re	ead the
Jets Club rules with my	/ family	and understan	d the discip	oline policy				

Names	 			

		2
		: