

Okemos Kids Club School Age Parent Handbook

For programs at the Elementary and Middle schools for
children between Begindergarten and 8th grade.



Revised June 1, 2018

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WELCOME

Welcome to Okemos Kids Club (OKC)! Okemos Kids Club has an excellent reputation for providing outstanding childcare to area families. We have achieved this service orientation because of parental improvement and support of OKC.

The Okemos Kids Club opened in the fall of 1983. The program was created to meet a community need that was identified by parents and school personnel. It was developed and is sponsored by Okemos Community Education in cooperation with school personnel. Current School-Age Kids Club programs include: Elementary Before/After school care at Cornell, Bennett Woods, Central Montessori and Hiawatha; Club Kinawa Before/After held at Kinawa for grades 5th-8th (7th & 8th students walk from Chippewa to Kinawa independently); Break Days; Snow Days and Summer Childcare for children entering Kindergarten-7th grade held at Edgewood Early Childhood Center.

Okemos Kids Club is required by an Okemos School Board directive to be a self-supporting program. It is licensed by the State of Michigan, Department of Licensing and Regulatory Affairs (LARA). There is a licensing notebook that contains inspections, special investigations reports and related corrective action plans available during regular business hours for parents/guardians to view.

This handbook is designed to answer any questions you might have about Kids Club. Please refer to it if you need clarification about any of our policies. If we can provide additional information, we invite you to call the Okemos Community Education Office at 706-5023

We look forward to realizing the potential of our capacity to help children grow together.

PROGRAM OBJECTIVES

- To serve as a support system for families within the Okemos School District.
- To provide a safe and nurturing environment for children.
- To plan activities that meet the developmental needs of the “whole” child, social, cultural, emotional, physical, cognitive, and affective.
- To recognize and respect the uniqueness of each child.
- To maintain ongoing communication between Kids Club staff and parents.
- To provide quality child care at a reasonable cost at a convenient location.

ENROLLMENT POLICY

Enrollment in Okemos Kids Club (OKC) is non-discriminatory, based upon space availability, and taken on a “first come, first serve” basis. In school-age programs, students may be enrolled for a regular

schedule, a flexible schedule, on an intermittent schedule using a prepaid punch card, or for half, full, and break days only.

Parents may enroll their child for programs any time during the year with five (5) business days notice, space permitting. For programs beginning the first day of school, a registration deadline will be published on our OKC rate sheet indicating the last day to register for care for the first weeks of school.

REGISTRATION

The following must be completed *each year* and returned to the Community Education office before a child attends:

- Registration form
- Payment of ***non refundable*** registration fee
- Emergency/Child Information card (must be complete)
- Statement of Good Health for school age children
- Signed contract
- Registration must be submitted five (5) business days before attending, space permitted

Registration materials are available at the Community Education office any time throughout the year, as well as online at <http://www.okemosk12.net>; Community Education; Okemos Kids club.

In order for OKC to continue to be an active partner and provide the best possible care, parents need to inform OKC staff as soon as possible of any medical or family changes that occur during the year.

Schedule changes: A permanent change to a child's schedule must be made in writing to the Community Education office a minimum of five (5) business days prior to the effective date of the change. Schedule changes may be requested via email, or forms are available in the Okemos Kids Club office. No more than two permanent schedule changes permitted per year without incurring fees. A \$25.00 schedule change fee is charged for any schedule changes over two.

Withdrawal: A two week written notice is required when a child permanently withdraws from any OKC program and must be submitted to the Community Education office. Parents are responsible for tuition whether or not the child attends during this time period. Re-enrollment during the same year, space permitting, will require a new registration form and registration fee.

TUITION AND FEES

Procedures are as follows:

1. Parents select the type and quantity of childcare needed
2. A computerized bill is mailed/posted to each family by the 10th of every month
3. Advance payment for each month is due by the 25th of the preceding month (example: payment for September is due by August 25th)
4. Parents may add additional days provided space is available (with permission of the site director)

All fees charged are based on enrollment, not attendance. Parents are charged for the selected schedule regardless of whether the child attends. Families can refer to the Okemos Kids Club calendar for all closed dates.

Payment: Payment for childcare services is due to the Okemos Kids Club office by the 25th of the month preceding care. Parents may make their payments by:

- **Auto pay:** Visit our billing site www.daycareworksfamily.com and set up a monthly auto pay. Your card will automatically be charged the outstanding balance on your account on the 25th of each month.
- **Online:** Visit our billing site www.daycareworks.com. After obtaining a user ID and password from OKC, credit card payments are accepted.
- **Mail:** Send a check made payable to Okemos Kids Club or credit card number to 1826 Osage Drive, Okemos, MI 48864
- **In-person:** Payments can be brought into the office during regular business hours or put in the drop slot after hours.

Returned Check: If a check is returned from the bank, due to insufficient funds or another situation, a \$30.00 fee will be assessed. It is the responsibility of the parent/guardian to bring the amount of the check plus the fee in cash or money order to the Okemos Kids Club office within a week of notification. If a second check is returned due to NSF, it can no longer be accepted from the family.

Late Payments: Payments received after the due date of the 25th of the month, will be considered late. The account will be assessed a \$25.00 late fee each time this occurs. If full payment is not received by the last day of the month preceding care your child/children will be dropped from the program. Balances that are 30 days past due will be sent to collections and reported to credit bureau.

Early Drop Off/Late Pick Up Fee: Okemos Kids Club staff are ready for children to arrive at 7:00 am (Break days begin at 7:15 am). Time before this is needed for daily planning and preparation. It is understood that a child arriving at the school before the designated starting time will be considered an early drop off and therefore, the family will be charged a fee and the charge will be noted towards the maximum allowance of Early/Late Occurrences. This is also true for children being picked up after 6:00 pm on regular days and 5:00 pm on Snow Days. For every minute early/late, there will be a charge of **\$1.00 per minute per child.** On the **5th occurrence, the rate will be \$5.00/minute per child.** *After ten occurrences, OKC reserves the right to withhold childcare services.*

Absence Policy: Fees are based on enrollment, not attendance. Therefore, parents are responsible for contracted fees even if their child is not in attendance. When enrolling a child and signing up for specific days and times, the parent is reserving the time, space and provisions for the child regardless of attendance.

If a child will not be attending childcare because of an illness or other reason, please notify the childcare staff by telephone.

- Bennett Woods 517-706-5115
- Club Kinawa 517-706-4715

- Cornell 517-706-5315
- Central Montessori 517-706-5415
- Hiawatha 517-706-4539

School-Age Tuition: Tuition for school-age children is calculated based on a daily rate, billed monthly, and is dependent on the selected schedule. Options for School-Age students include the following:

- **Regular Schedule:** For parents with a regular and consistent schedule of care whether full or part time
- **Before and After Care Super Saver:** A discounted rate is given to parents who choose to make a SCHOOL-YEAR commitment to all full-time before/after care including all yearly half & full days. If a parent chooses to discontinue the Super Saver option during the year, the discount will be lost and their invoice will reflect an adjustment based on the actual fees for the contracted days. THIS OPTION DOES NOT INCLUDE WINTER, SPRING BREAK CARE DAYS OR EARLY RELEASE ACTIVITIES. (Montessori Super Saver includes all before/after, and Enrichment days.)
- **Flex Schedule:** This option is available for before/after care only. In order for parents to utilize an irregular or flex schedule, they must submit a calendar of at least eight (8) days per program when care is needed by the 5th of the month preceding care. A late calendar fee of \$15.00 will be charged if received after the 5th of the month preceding care. Switching days of care once calendar is submitted will not be allowed. However, parents may add a day of care with the permission of the site director in advance, using a punch card or added day fee.
- **Punch Card:** For parents needing care on an intermittent basis, or less than eight (8) days a month, a punch card can be purchased. Parents can choose between a Before Care or Aftercare punch card. The cards are purchased in advance and are good for 1-10 visits per card, depending on the number purchased. In order to utilize a visit on a punch card, the parent MUST contact the site director a minimum of twenty-four hours in advance (by Friday if needed on Monday) before the child attends. Punch cards are good for the school year in which they are purchased and are non-transferable. Please note: Students needing care on a regular schedule, but less than eight (8) days a month will be charged the punch card price.
- **Half and Full Days:** OKC provides childcare to school-age student *currently enrolled* in OKC for in-service and conference days. These days are in addition to the regular schedule unless the Super Saver option is chosen. A separate registration form for upcoming month's half/full days will be enclosed with the mailed monthly statement. Late registration will be accepted with an additional \$10.00 late fee, see registration form for late registration deadlines, space permitting. Payment must be included for these days and remitted with the regular monthly payment. Once scheduled, there is no credit or refund for a change or absence. Full day care is held at Edgewood from 7:15 am-6:00 pm; half days are held at student's school from the time school is dismissed until 6:00 pm.
- **Snow Days:** Snow days are held at Edgewood from 9:00 am-5:00 pm and you must be in an OKC program and be pre-registered for snow days to attend. Once your child is registered we will staff for them to attend and therefore, you will be billed whether your child attends or not. **If a snow emergency is declared or unsafe building conditions are determined, then the school**

messenger phone call you receive will let you know that childcare is closed. Registrations accepted until the deadline unless classrooms has reached capacity.

- **Winter/Spring/Summer Breaks:** Additional childcare is available for registered school age students during extended school breaks. Breaks are not included in the regular schedule and must be contracted for separately. Registration and prepayment are required for each break. Registration forms will be made available at the childcare site and the Okemos Kids club office. Late registration will be accepted with an additional \$10.00 late fee, see registration form for lad deadlines, space permitted. Payment must be included for these days and remitted with the regular monthly payment.ate **There are no credits or refunds for a change or absence during the breaks.** All school age break days are held at the Edgewood Early Childhood Center from 7:15 am-6:00 pm, parents provide a lunch. Registrations accepted until the deadline unless the classroom has reached capacity.

Receipts and Tax Deductions: Check stubs and monthly statements may be used as receipts. However, OKC provides tax statements each January for the previous year to parents with children enrolled in the program.

STAFF

Okemos Kids Club is under the direction of the Community Education Coordinator. Day-to-day operations are the responsibility of site Directors trained in child development or related fields, and are CPR/Basic First Aid trained. The staffs consist of qualified caregivers skilled in assessing children's developmental needs and are resourceful in providing stimulating experiences. All staff are required to complete 16 professional development hours each year.

Staff Ratios:

	OKC	State
Before/After Care	1 adult to 15 children	1 adult to 18 children
Summer School-age	1 adult to 15 children	1 adult to 18 children

****OKC works hard to maintain the 1:15 ratio but reserves the right to use state guidelines****

HOURS AND HOLIDAYS

Okemos Kids Club hours of operation are 7:00 am-6:00 pm.

Break Day hours of operation at Edgewood 7:15 am-6:00 pm.

Snow Day hours of operation at Edgewood 9:00 am-5:00 pm

All program sites will be closed:

Friday before Labor Day & Labor Day

Thanksgiving and the Friday following Thanksgiving

Christmas Eve & Christmas Day
New Year's Eve & New Year's Day
Winter Break Days to be determined each year
Martin Luther King Day
President's Day
Memorial Day
Pre-summer "Changeover Day" varies with yearly school calendar, mid-June
Post-summer "Changeover Week" varies with yearly school calendar, mid-August

SAFETY POLICIES

Sign In/Sign Out

Parents or a guardian over the age of eighteen (18) are required to accompany their child into Kids Club each morning and sign in with a time of arrival and initials.

At the end of the day, parents are required to sign out their child with a time of departure and initials.

Children will only be released to parents or persons listed on the emergency card. A written statement of parental consent is required to alter standard pick up arrangements. When necessary, a director may be able to allow a change in this procedure by accepting a phone call from a parent. An identification check will be done on persons unknown to staff when picking up a child.

CONFIDENTIALITY

The Okemos Kids Club staff respect the privacy of children, families, and colleagues. All information and documentation necessary for enrollment will be shared with lead teacher and registrar. Maintaining confidentiality also includes refraining from sharing any information regarding a child, including but not limited to all child/family information, records, private conversations with a parent, or developmental information. The Lead teacher may discuss confidential information with other OKC staff as needed to fulfill their job responsibilities. Employees should never discuss confidential information with anyone other than employees of OKC. Confidential information should not be removed by any employee unless approved by the site or Child Care Coordinator.

CUSTODY SITUATIONS

The custodial parent/guardian must be the person to fill out the registration and emergency information. In cases where the non-custodial parent is not allowed to have contact with the child, OKC will need a copy of the divorce decree or restraining order. Kids Club must be notified of any changes in custodial arrangements in writing. Parents or guardians who enroll their children will be responsible for the

payments unless previous arrangements have been made with the Okemos Kids Club administrative staff. The custodial parent will be notified in all cases requiring parental contact.

CHILD PROTECTION LAW

The Child Protection Law of Michigan mandates OKC to report to Child Protective Services any “suspected case of abuse, neglect, child sexual abuse or sexual exploitation.” It is the decision of Child Protective Services whether to begin an investigation. Please contact the Okemos Kids Club office at Community Education if there are any questions.

STAFF/PARENT COMMUNICATIONS

Parent Information: Each program has a specific place for information such as newsletter, injury reports, notes, and other important information relating to the program and students. It is important to check this location daily. This will keep you updated on upcoming in-service days, field trips, daily plans, and snack menus. Also posted will be staff names, pictures and work schedules. In an effort to communicate more effectively with parents Directors, will utilize e-mail with those parents who provide an e-mail address for this purpose.

DISCIPLINE PROCEDURE

Okemos Kids Club views discipline as a means of encouraging self-control, self-direction, and self-esteem rather than punishment for unacceptable behavior. Therefore, at OKC we provide discipline in the form of positive guidance. Children are guided toward self-discipline through skilled techniques that include:

- Setting clear and specific expectations, both verbal and through posting of school rules
- Redirecting potential problems by offering appropriate choices
- Enforcing limits with related consequences
- Helping children problem solve their disputes

In instances where a child is having difficulties that could cause harm to self or to others, the OKC staff will (as much as staffing allows) remove that child from the group and help resolve the difficulties privately. The aim is always to protect a child’s ego and encourage the growth of positive self-esteem. A parent may be called to come and get the child if they are not able to regain control.

The above approach is successful in handling discipline behavior in most children. Every effort will be made to modify inappropriate behavior by following these positive guidance techniques, and also through parent communication and involvement. However, these methods may be ineffective. If this is the case, it may become necessary to place the child on an individual Progressive Discipline Plan, which may include suspension or dismissal from Kids Club.

Progressive Discipline Policy: All children in attendance are entitled to a pleasant and harmonious environment at the Kids Club program. The program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity that may include, but is not limited to: behavior that requires constant attention from the staff, behavior that abuses the staff and ignores or disobeys the rules that guide behavior. If a child cannot adjust to the program setting and behave appropriately, the child may be dismissed.

Every effort will be made to help children adjust to the Kids Club setting. Disruptive behavior will be dealt with according to the following **Progressive Discipline Plan:**

- Step One –Warning: The child will be given a verbal warning, specifically stating the inappropriate behavior. Depending on the age of the child (i.e., elementary or middle school), the child will be asked to state a more appropriate behavior.
- Step Two -2nd Warning: The child will be reminded of what are inappropriate/appropriate behaviors. A natural or logical consequence will be given if misbehavior occurs again. Parents will be made aware of the situation and actions taken by staff. Staff member will write out the incident report and place in file located at school.
- Step Three: The child will receive the logical consequence as described in step two. Parent communication will take place along with a written statement describing incident and a reminder of the discipline policy for school age children. The letter will be sent to parents and Community Education Coordinator Coordinator.
- Step Four: Parents may be asked to come and pick up their child from care. A letter is sent home to parents and to the Coordinator.
- Step Five: Kids Club privileges are suspended (length of time to be decided by the (Coordinator and site director). Permanent dismissal from Kids Club shall take place if the behavior continues upon reinstatement from suspension.

Note: Students may be immediately suspended or removed from a program if the behavior warrants immediate actions.

GUIDELINES FOR SICK CHILDREN

Children may return to school after being sick when:

- Fever is under 100 degrees for 24 hours without fever reducing medication
- It has been 24 hours since last episode of vomiting and/or diarrhea
- Child has been on antibiotic for 24 hours (when necessary)
- Rash has subsided or physician has determined rash is not contagious (written note required)
- Eyes are no longer discharging, or the condition has been treated for 24 hours
- The child is no longer contagious and is feeling well enough to participate comfortably in usual daily activities (we cannot keep children inside due to illness)
- Twenty-four hours after the hair has been treated for head lice and ALL nits have been removed.

NOTIFICATION OF ILLNESS

If a child is ill and will not be attending childcare, notify child care staff by telephone at their site. If the staff at the childcare site cannot be reached, please leave a message on the voicemail.

ILLNESS DURING CHILDCARE

OKC staff will notify parents by phone of symptoms of illness (i.e. headache, fever, vomiting). If parents cannot be reached within a reasonable amount of time, the staff will call the person designated for emergency notification. Parents or their emergency contact will be expected to pick up the child if the director decides the child is too ill to remain at the site.

MINOR INCIDENT LOG

A “minor incident” log is available at each school age site. This log is located next to the sign-in sheet. Any minor injuries that may have occurred will be noted in this log. It is the responsibility of the parents to check this log for information concerning their child.

INJURY/SEVERE ILLNESS

In case of severe accidental injury or illness, the site will make an immediate assessment, administer basic first aid and/or obtain emergency medical treatment in the child’s best interest. Once this has been done, parents will be notified about the injury/illness and what steps have been taken. Until the parent or ambulance arrives, the director or supervisor will be in charge and make all decisions concerning care for the child. It must be documented, in writing, if a parent does not want the OKC staff to follow these procedures. A written injury/illness report will be completed for all situations, and the parent will be given a copy. All cuts, scrapes and abrasions will be cleaned with water only and a bandage applied if needed. Medicated creams will not be applied unless supplied by a parent and a medication form has been completed.

Emergency Care:

Parents will be contacted in the event a child is injured and requires emergency care. If parents are unavailable, persons shown on the emergency card will be notified. In the event none of the above can be reached and it is an extreme situation, the child will be taken to the hospital via ambulance.

MEDICATION PROCEDURES

The following procedures will be used when dispensing medication to a child:

- The Department of Licensing & Regulatory Affairs and Okemos School Board Policy requires a physician AND parent to complete a medication form before staff can administer prescription medication
- A written record of dosage and time of day will be kept

- Non-prescription medication, including but not limited to sunscreen, bug spray, and Tylenol will be administered only with parents' written approval.
- All medication must be in its original container
- All prescription medication must include the child's name, dosage, and directions for dispensing.
- A designated staff member will administer all medication with an adult witness present
- Staff will not transport medication from site to site

Allergies: Parent/Guardians should list all child allergies on the child's emergency card. A list of these allergies will be compiled and posted in a prominent place for all staff members to view.

OUTDOOR RECESS POLICY

It is the policy of OKC that if a child is healthy enough to attend our programs, he/she is healthy enough to go outside. We must maintain our adult to child ratio and are not able to accommodate children remaining inside the building while the rest of the group is outside.

Generally, OKC follows school decisions regarding the cancellation of recess. In the instance of inclement weather, children will not participate in outside play.

GENERAL INFORMATION

Inclement Weather Days: If the Okemos Public Schools are closed due to inclement weather (i.e. snow days) **pre-registered school age children** can receive care at Edgewood Early Childhood Center from 9:00 am-5:00 pm. PLEASE DO NOT DROP OFF YOUR CHILD AND LEAVE BEFORE THE PROGRAM OPENS. In the event of extreme weather we reserve the right to close the Edgewood Early Childhood Center. In the event of a DELAYED OPENING, Kids Club sites will be open at their regular times. There are no refunds for inclement weather days.

Emergency Closing: In case of an emergency school closing during the day because of mechanical failure, severe weather or other unforeseen incidents, Kids Club will also close. It is the parent's responsibility to pick up their child in a timely manner, or arrange an alternate plan and promptly notify the site director. There are no refunds for emergency closings.

Pesticide Notice: It is the practice of Okemos Public Schools to use a "NO SPRAY" guideline for the use of pesticides in any area where children or staff is present. In certain emergencies, pesticides may have to be used. *The Michigan Department of Agriculture requires the following notice: Parents and guardians of children attending school are to be notified by the school administrators of the right to be informed prior to any application of a pesticide at their school.* If a parent requests a form, they can obtain one from the program director.

Field Trips: Information regarding a field trip will be posted and/or sent home prior to the scheduled date of the trip. Please be aware that all children registered for care on the field trip days will be attending the field trip. Due to staffing, OKC is not able to accommodate any children staying behind with another group. Okemos Public Schools provides transportation using the district's school buses.

Personal Belongings: Children should be dressed appropriately for inside and outside activities. All clothing items should be labeled with your child's name to help avoid mix-ups. Kids Club cannot be responsible for lost items, please leave valuable items at home. **Electronics are not allowed unless it is a scheduled activity and OKC is not responsible for broken or lost items.**

Damages:

Toys, games and other equipment get more than the normal amount of use at Kids Club. The OKC staff models appropriate ways of using these materials and equipment and request that all children also respect our supplies. In the event that a child purposefully destroys toys or equipment, Kids Club may request replacement of the equipment or toy.

Snack and Lunch Policy: Afternoon snacks are provided to students enrolled in Aftercare and Club Kinawa programs. On Break and Summer Days an A.M. and P.M. snack is provided to students enrolled by OKC. Lunch needs to be provided by parents on all Break and Summer Days (microwave not available).

SCHOOL-AGE PROGRAMS

Elementary childcare is an enrichment program providing activities planned by professional staff to include recreation, arts and crafts, games, books, music and time for homework, along with "free time" to enjoy with friends.

****Please label all personal items with child's name****

Before/After Elementary School Care

Monday-Friday	Before:	7:00-8:50 AM
	After:	3:50-6:00 PM

Located at each Okemos Elementary School

Before/After Middle School (Club Kinawa): Students grades 5th-8th

Monday-Friday	Before:	7:00-8:45 AM (Kinawa)
	Before:	7:00-8:00 AM (Chippewa)
	After:	3:35-6:00 PM (Kinawa)
	After:	2:50-6:00 PM (Chippewa)

Note: 7th & 8th grade students walk to and from Club Kinawa to Chippewa.

Break Care & Summer Care

Monday-Friday Full Day: 7:15 AM-6:00 PM

Located at Edgewood Early Childhood Center (parents provide lunch)

****Capacity levels for break days: Kindergarten 25 students; 1st grade 25 students; 2nd grade 29 students; 3rd grade 29 students; and 4th-Club Kinawa 29 students**

****Student capacity levels for summer will be published in brochure, due to the number of rooms available.****

Snow Day Care Full Day: 9:00 AM-5:00 PM

Located at Edgewood Early Childhood Center (parents provide lunch)

****Capacity levels for break days: Kindergarten 25 students; 1st grade 25 students; 2nd grade 29 students; 3rd grade 29 students; and 4th-Club Kinawa 29 students**

SUMMER PROGRAM

Grades: Pre-K thru 7th grade

Open to all children living both in and around the Okemos School District. Must be able to independently toilet, dress and meet personal needs daily (No Pull-ups).

Monday-Friday 7:15 AM-6:00 PM

Closed July 4th and the entire week before Okemos Public School begins for Professional Development. Actual dates posted in summer brochure.

*****Summer Program 2018 childcare hours will be 7:15 am-6:00 pm*****

Located at the Edgewood Early Childhood Center.

Enrollment/Fee Policy: Summer registration paperwork and up-to-date fee schedules are available during spring break at the OKC office. **All participants** need to complete a summer registration packet, including a new emergency card and return to OKC office. A \$35.00 per child summer registration fee is due if the child has not been enrolled in OKC the previous school year. A 50% refund will be given for dropped days with at least **five business days** notice. All care is pre-pay only and bills will be sent out on the 10th of each month for those families that have submitted calendars.

Our summer program has a two day minimum not including field trip days and rates are either daily or weekly dependent on each family's needs. Financial and staffing commitments are made based on enrollments. Therefore, children need to be registered for care **five business days before care** is needed.

Weekly Activities: See brochure for complete list

- Children in grades 2nd through 8th swim weekly
- Planned weekly theme related activities and morning classes
- Weekly field trips and specials

Snacks and Lunches: Children will need to bring a sack lunch daily, please do not bring soda pop. Refrigeration is not available for children to use, it is recommended that all lunch food be non-perishable. A nutritious snack will be provided in the morning and afternoon along with water, throughout the day.

Swimming: Children will have opportunities to swim and participate in other water activities. Those participating should be sure to bring a swimsuit and towel labeled with their name on the designated swim days. Written permission is needed in order to administer sunscreen to children.

All information can be found in the summer child care brochure.

Please make sure all personal items are labeled with child's name*

Parent Grievances: Okemos Kids Club strives to provide a positive nurturing environment for all; however, concerns may arise. If you have any concerns, please bring them to the attention of the classroom teacher. If you are unable to resolve your concerns through the classroom teacher, the Community Education Coordinator may be contacted, (517)706-5031.

Donations Welcome: Parents wishing to make tax-deductible donations to any of our Kids Club programs are encouraged to do so. From time to time, OKC programs may post wish lists of needed items. If someone chooses to donate items such as furniture, toys or money, they may obtain a donation slip for tax purposes from the OKC Registrar. Okemos Kids Club may also be the designated recipient of your United Way contributions.

QUESTIONS, CONCERNS & SUGGESTIONS

Questions, concerns, and suggestions may be directed to the Okemos Kids Club Directors during program hours or to the Community Education Coordinator at 517-706-5031. Registration and billing questions can be answered at 517-706-5023. We value and respect your input and opinions.