



**HOLLY AREA SCHOOLS**  
***SUMMER LATCHKEY***  
**PROGRAM**  
**GUIDE**

**2025**

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# Welcome

## Note



### Dear Families,

We're so happy to have you and your child as part of our Summer Programming family! Our goal is to provide a safe, fun, and enriching environment where your child can learn, play, and grow.

This handbook provides important information about our programs and policies to ensure the best experience for your child. If you ever have questions, please don't hesitate to reach out—we're here to help!

Our programs are state-licensed and available at all four Holly Area Schools elementary buildings for children enrolled in our programs.

We're excited to be part of your child's journey and look forward to a wonderful experience together!

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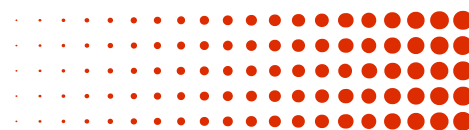
## Our Philosophy

At Holly Area Schools, we believe every child thrives in a nurturing, engaging environment filled with hands-on learning experiences. Our goal is to provide a safe, happy, and caring space where children feel valued and supported every day.

We are dedicated to meeting each child's developmental needs through age-appropriate activities and experiences, guided by our compassionate and attentive staff. Our programs encourage leadership, teamwork, and social growth, helping children build confidence and essential life skills.

We value strong partnerships with families and our community, working together to support each child's emotional and social development. These beliefs shape everything we do and guide our program decisions.

# Program Overview



## Eligibility

- Summer Latchkey Programming is available to children **ages 3–13** and is open to all families in the community.

## Program Hours

Care is offered 7:30 am - 5:30 pm

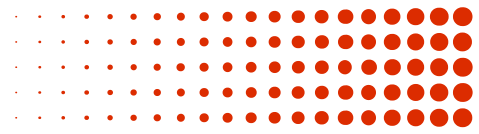
- *Transportation is **NOT** provided; parents must transport their children to and from the school*

## Sample Daily Routine

- 7:30 – 8:00 AM: Early Arrival & Free Play
- 8:00 – 8:30 AM: Arrival & Themed Center Play
- 8:30 – 9:00 AM: Breakfast
- 9:00 – 9:30 AM: Morning Circle – Theme Introduction, Songs, Movement
- 9:30 – 10:15 AM: Thematic Learning Block 1 (Art, Science, STEM)
- 10:15 – 10:45 AM: Outdoor Play (Games, Exploration)
- 10:45 – 11:15 AM: Literacy Activities (Books, Storytelling, Writing)
- 11:15 – 11:45 AM: Math Activities (Sorting, Measuring, Graphing)
- 11:45 – 12:00 PM: Wash Hands & Transition
- 12:00 – 12:30 PM: Lunch
- 12:30 – 2:00 PM: Rest Time (Preschool) / Journaling (Elementary)
- 2:00 – 2:30 PM: Snack
- 2:30 – 3:00 PM: Thematic Block 2 (Drama, Music, Technology)
- 3:00 – 3:30 PM: Journaling & Reflection
- 3:30 – 4:00 PM: Outdoor Play / Pick-Up Activities
- 4:00 – 5:30 PM: Extended Pick-Up & Free Play

Please note: A daily menu is posted with the breakfast, lunch and snack options.. For children with special dietary needs, we will work with families to ensure appropriate accommodations are made. **If a child forgets a lunch or snack, one will be provided.**

# Registration & **Enrollment**



## **How to Register**

To register your child: **[Click Here](#)**

A non-refundable \$50 per-family registration fee is due at the time of registration to secure your child's spot in the program.

For help with registration, please contact:

**Candice Davies, Early Childhood Principal**

**Email: [candice.davies@hask12.org](mailto:candice.davies@hask12.org)**

## **Enrollment**

Summer Latchkey Programming is available to children ages 3 to 13 and is open to all families in the community. This is a parent-paid program that offers a safe, engaging environment during the summer months. To enroll, families must submit a completed registration form, an up-to-date immunization record, and a birth certificate or other proof of age; Emergency Card.

### **Emergency Contact Information:**

Before your child can attend the Summer Latchkey Programming, we must have a completed emergency form on file as accessed through Procure. This is a licensing requirement and, more importantly, it helps us keep your child safe. Please make sure all sections of the form are filled out completely and that the information stays current. If your phone number, address, or the list of people allowed to pick up your child changes, just let us know so we can update it right away. If your main contact is a cell phone, please keep it turned on and accessible during school hours.

In case of illness or an emergency, it's important we can reach someone quickly. Not being able to reach a parent or guardian could be considered a safety concern.

**Thank you for helping us keep your child safe by keeping your emergency contact information up to date!**

# Admission Requirements

To enroll in the Summer Latchkey Program, families must submit the following documents:

1. Completed registration form (through Procure)
2. Up-to-date immunization record or signed waiver
3. Birth certificate or other proof of age
4. Child Information Record (through Procure)
5. Emergency contact information (through Procure)
6. Health documentation – see below for requirements based on your child's age

All documents must be submitted before a child can begin the program.

# Withdrawal Policy

**Please note:** If your child is enrolled and can no longer attend the program, please contact the Early Childhood Principal at **candice.davies@hask12.org**

There are very few reasons a child may be dismissed from our programs. Our staff is committed to working closely with families to support each child's success. If behavioral concerns arise, we will collaborate with families to develop strategies and explore supports tailored to the child's needs. In rare cases, if concerns continue or if alternative programming is necessary, we will help identify the next steps together.

However, continued enrollment is dependent on timely payment and adherence to the program's code of conduct. Repeated non-payment or ongoing behavior that jeopardizes the safety and well-being of others may result in temporary suspension or permanent dismissal from the program.



# Scheduling & **Attendance**



## **Scheduling & Attendance Options**

Families may register for consistent weekly care with a minimum of **2 days per week**. You may choose the specific days that work best for your family, but the schedule must remain the same each week.

*The Summer Latchkey Program will be closed the week of the Fourth of July.*

## **Drop-Off & Pick-Up Procedures**

**Your child's safety is our top priority.** To ensure a secure environment, children will only be released to individuals listed on their emergency card. Please note that we cannot accept phone calls during the day to add someone to the pick-up list—changes must be made in person and in advance.

Everyone listed must show a valid photo ID when picking up a child. We recommend all caregivers bring their ID daily, especially when a substitute caregiver is involved, as staff will ask for identification.

For daily drop-off and pick-up, families will use the Procure system:  
A personal Procure PIN code is required to sign your child in and out daily.

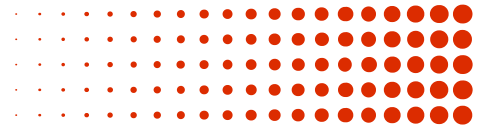
Parents/guardians must enter the building for both drop-off and pick-up.  
For safety reasons, PIN codes should not be shared with children or siblings.  
PINs are updated every 90 days, and you'll receive a reminder through Procure.

## **Custody**

If there are custody arrangements that limit a parent's access to the child, we must have official court documentation on file. Without legal paperwork, we are required to treat both parents as having equal rights.

Thank you for helping us keep your child safe and secure every day!

# Billings & Payments



## Fees & Deposit Requirements

✓ One-week tuition deposit is required at registration (credited to the final week if payments remain current).

Billing & Payments

✓ Invoices are posted on Friday for the upcoming week and are due by the following Monday at 6 AM.

✓ Payments must be made through ProCare.

✓ Accounts must be in good standing with all payments up to date.

✓ DHS-Covered Families: Payments must be made until DHS funds begin processing.

**If you have questions about billing or payment, contact: [candice.davies@hask12.org](mailto:candice.davies@hask12.org)**

## Late Pick-Up Policy

**Please note:** Children must be picked up by 5:30 PM.

Late Fee Structure:

1st Offense: **\$15 fee + \$1 per minute late**

2nd Offense: **\$30 fee + \$2 per minute late**

3rd Offense: **\$30 fee + \$2 per minute late + exclusion from the program**

**If a child is picked up late three times, they will be dismissed from the program.**

**See next page for session pricing and payment schedule.**



# Session Pricing

**Friendly Reminder:** You are responsible for payment for all the days your child is scheduled to attend. This includes absences due to illness, family vacations, or weather-related closures.

Each family is allowed one week of excused absences per summer, based on your child's scheduled attendance. To take advantage of this, you must notify us at least one week in advance of the planned absence.

2 days per week – **\$100**

3 days per week – **\$150**

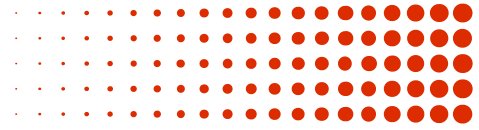
4 days per week – **\$200**

5 days per week – **\$250**

Payment is expected in advance of care to ensure we can maintain appropriate staffing levels and meet state licensing requirements. This allows us to plan accordingly and provide the high-quality, consistent care your child deserves. Please note that there are no sibling discounts available.

Session Overview & Payment Information	
Session Dates	Payment Due Dates
June 16 - June 22	June 13
June 23 - June 29	June 20
July 7th - July 13	July 4
July 14 - July 20	July 11
July 21 - July 27	July 18
July 28 - August 3	July 25
August 4 - August 10	August 1
August 11 - August 15	August 8

# Health & **Safety**



## **Physicals & Immunizations**

To meet Michigan Child Care Licensing rules, we are required to keep updated health information on file for all enrolled children.

### **School Age Children**

- At the time of enrollment—and every year after—families must complete a signed health statement confirming that:
  - Their child is in good health (with any activity restrictions noted),
  - Immunizations are up to date, and
  - A copy of the immunization record or a waiver is on file with the child's school.

### **Children ages 3–5**

- At the time of enrollment families must provide documentation of a Well Child Physical Exam:
  - For children ages 3–5, the physical must be dated within the past 12 months.
  - Immunizations are up to date, and
  - A copy of the immunization record or a waiver is on file with the child's school

This documentation is required within the first 30 days of enrollment. If it is not provided, your child may be unable to attend until it is received.

## **Illness**

Our programs encourage safeguarding the health of children and staff by requesting families to follow these guidelines when deciding if their child is well enough to attend school. If your child is not going to attend school, parents are expected to call or email the classroom teacher or call the main line to report the absence.

See next page for more information.

Symptom or Condition	Return Guidelines
Fever (101°F or higher when taken orally) with behavior changes or symptoms (e.g., sore throat, rash, vomiting, or diarrhea)	Stay home until fever-free for at least 24 hours without fever-reducing medication
Illness that prevents participation in normal activities or outdoor play	Stay home until your child is well enough to participate comfortably
Illness requiring more care than staff can provide without compromising the health and safety of others	Stay home until your child can be adequately cared for in the classroom setting
Rash with fever or behavioral change	Stay home until medically evaluated and determined non-communicable
Abdominal pain lasting 2+ hours or with additional symptoms (fever, dehydration, etc.)	Stay home until medically evaluated and symptoms are resolved
Vomiting (2+ times in 24 hours)	Stay home until vomit-free for 24 hours. Exception: if cleared by a healthcare provider
Diarrhea (2+ loose or watery stools)	Stay home until no diarrhea for 24 hours. Exception: if cleared by a healthcare provider
Oral sores	Stay home if unable to contain drool or participate in routine activities
Skin sores (e.g., weeping lesions)	Stay home if sores cannot be fully covered with a waterproof dressing
Head lice	Stay home until treatment is complete and all nits are removed (Staff will check before return)

Illness or Condition	Return to Program When...
Flu (Influenza)	Fever-free for 24 hours without fever-reducing medication.
Chickenpox	All spots are dried and crusted, usually after about 6 days.
Shingles	Rash is dry/crusted or fully covered.
Rash with Fever or Joint Pain	A doctor confirms it is not measles or rubella.
Measles	4 days have passed since the rash appeared (if child is otherwise healthy).
Rubella (German Measles)	6 days after the rash appears.
Hepatitis A	At least 1 week after symptoms begin, or with doctor clearance.
Whooping Cough (Pertussis)	After completing 5 days of antibiotics.
Skin Infections (e.g., Impetigo)	Treatment has started, and sores are dry or covered.
Tuberculosis (TB)	Cleared by a doctor or local health department.
Strep Throat / Strep Infections	24 hours on antibiotics and fever-free.
Head Lice	After first treatment and all nits are removed (staff will check before return).
Scabies	After completing treatment.
Hib (Haemophilus Influenzae type b)	After starting antibiotics.
Meningococcal Infection	After 24 hours of treatment.
Serious Respiratory Illness	Once child can comfortably participate and does not require extra care.
Sore Throat with Fever (if participating in food activities)	With a doctor's note.
Vomiting or Diarrhea (due to infection)	Symptom-free for 24 hours, or return with doctor's note.
Jaundice (Yellowing of Skin or Eyes)	With doctor's note and Livingston County Health Department approval.
Certain Diagnosed Illnesses (e.g., Norovirus, Shigella, E. coli, Hepatitis A, Salmonella Typhi)	Work with your doctor and health department to determine safe return date. Do not attend until cleared.

# Accident Policy

Your child's safety is very important to us, and we take every precaution to prevent injuries. However, if an accident or injury does occur during the program, we want you to know exactly what to expect.

## **For Minor Injuries:**

- A trained staff member will provide immediate care and comfort.
- You will be informed by phone, in writing, or both—either during the day or at pick-up.
- A written incident report will be completed and sent through Procare. Y

## **For Serious Injuries:**

- Staff will immediately call 911, and a certified CPR/First Aid staff member will stay with your child.
- Once help is on the way, we will contact you right away.
- If we're unable to reach you, we will begin calling the emergency contacts you've provided until someone is reached.
- If your child needs to be transported to the hospital and you are unavailable, a staff member will ride in the ambulance with your child.
- A report will be made to Michigan's Licensing Division within 24 hours, followed by a written report within 3 days.

## **For Other Incidents (non-injury):**

- We will call you right away if your child is involved in a situation that raises concern.
- If there is any risk to safety or security, we will call 911 and follow our emergency procedures.

We believe in keeping open communication with families and will always keep you informed about your child's well-being while in our care.

# Medication Guidelines

If your child needs to take medication during the school day, please review the following guidelines to ensure we can safely support your child's health needs.

## **Before Bringing Medication to School**

Please contact the Holly Area Schools District Nurse before bringing any medication to school. The nurse will work with you to ensure all proper documentation is in place and that medication is stored and administered safely. Medications should not be dropped off without prior communication.

## **Asthma Medications**

If your child has asthma and is prescribed a rescue inhaler, one should be kept at school for use in emergencies.

## **Steps for Medication Administration**

Authorization Form:

Parents/guardians must complete the Authorization for Non-Prescribed or Prescribed Medication or Treatment form. This form must include:

- The name of the medication
- Dosage, route, time, and date(s) to be administered
- Any restrictions, possible side effects, and storage instructions
- Parent/guardian contact information
- Signatures from both a licensed physician and the parent/guardian

## **Medication Packaging:**

Medication must be in its original container, labeled with the child's full name, and brought to school by the parent/guardian (not sent with the child).

**Administration & Documentation:**

Medication will be administered by trained staff and logged on the school's Medication Administration Log.

**Storage of Medication:**

Non-emergency medications will be kept in a locked storage area.

Emergency medications (e.g., EpiPens, inhalers) will be secured but accessible for staff in case of emergency.

**Additional Health Forms:**

The District Nurse may request additional health forms depending on your child's medical condition.

**Controlled Substances:**

Medications classified as controlled substances may require additional documentation or procedures.

**Medication Changes:**

Any changes to dosage or medication must be submitted on a new form signed by the physician.

**Over-the-Counter Medications:**

Require a doctor's signature to be administered.

Substances not classified as medications (e.g., lotions, lip balm) do not require a doctor's signature.

**Epinephrine (EpiPen®) Use**

Trained staff members or the school nurse may administer an EpiPen in the following situations:

- To a student who has a prescription on file with the school, following the doctor's instructions.
- To any individual on school grounds showing signs of a life-threatening allergic reaction (anaphylaxis), even if no prior prescription is on file.

**If you have any questions or need help completing the required forms, please contact the District Nurse for guidance.**



# Weather & Emergency Procedures

Preparedness is not just about drills and procedures—it's a promise to every child and every family that their safety comes first. In every plan we make and every precaution we take, we are building a community of care, courage, and calm in the face of any storm.

## Outdoor Play

As long as the weather permits, children will play outside each day. If your child is not feeling well enough to participate in outdoor activities, please keep them home for the day.

## Weather Closures

Summer Latchkey Programming follows Holly Area Schools' weather closure procedures. If Holly Area Schools closed due to inclement weather or building-related issues, Latchkey will also be closed.

Families will be notified of any closures or emergencies via Procure alerts (text and/or email). Please make sure your Procure account settings are updated and that you've opted in for messaging to receive important updates.

## Tornado Procedures

- Tornado Watch (during the day): Children will remain in their regular areas.
- Tornado Watch (at dismissal): Children will be released as usual.
- Tornado Warning (during the day): Children will be moved to designated safe areas within the building.
- Tornado Warning (at dismissal): Children will not be released until the warning is lifted by officials. No pickups or departures will be allowed during an active tornado warning to ensure everyone's safety.

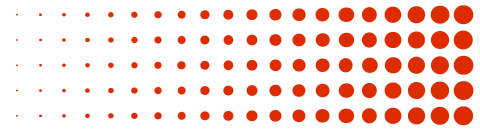
## Safety Drills

To ensure preparedness, the following safety drills will take place:

- Tornado Drill: At least once during the summer session
- Fire Drills: Conducted regularly during the program
- Lockdown/Intruder Drills: Practiced as needed, and always explained to children in a developmentally appropriate way

**All drill procedures and evacuation routes are posted in the classrooms and reviewed with the children.**

# Behavior & Support



## Code of Conduct

All children are expected to follow the district Code of Conduct outlined in the Elementary Handbook ([www.hask12.org](http://www.hask12.org)).

### Discipline Policy

- 1st Offense: **Parent notified; behavior documented.**
- 2nd Offense: **Suspension on the next scheduled day.**
- 3rd Offense: **Two-day suspension.**
- 4th Offense: **Suspension for the remainder of the school year.**

## Child Behavior & Guidance Policy

At our center, we believe in helping children grow through positive relationships, supportive environments, and consistent routines. Our staff has received training in behavior support strategies in partnership with Oakland Schools to ensure we're using practices that are respectful, effective, and developmentally appropriate.

### We focus on:

- Building strong, trusting relationships with each child
- Creating classrooms that promote independence and success
- Providing predictable schedules and routines
- Teaching important social-emotional skills and behaviors

## Helping Children Solve Problems

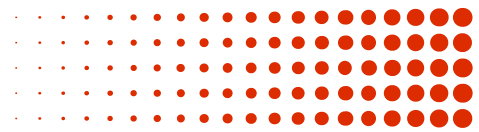
We know that learning how to get along with others takes time and practice! When conflicts happen, our staff uses a kind, supportive approach that helps children understand their feelings, recognize their choices, and solve problems respectfully. This helps build confidence, independence, and cooperation.

We use a simple six-step conflict resolution process:

1. Approach children calmly and stop any hurtful actions.
2. Acknowledge feelings so children feel heard and understood.
3. Gather information to help identify what happened.
4. Restate the problem using the children's own words
5. Ask for ideas and solutions—children work together to choose one.
6. Support children as they carry out their plan and follow through.

You're encouraged to try this approach at home too! It's a great way to give children a consistent message and build lifelong problem-solving skills.

# Legal & Compliance



## Licensing Notebook Notice

As required by Michigan's Child Care Organizations Act:

- Licensing inspection reports
- Special investigation reports
- Corrective Action Plans (CAPs)

Available at: <https://cclb.my.site.com/micchirp/s/statewide-facility-search>

## Reporting Abuse & Neglect

By law, employees are required to report suspected cases of abuse or neglect to the Child Protection Division of the Department of Human Services. After the initial call is made, a follow-up written report will be made within 72 hours. The school district may not dismiss or otherwise penalize an employee for making a report. Abuse includes any suspected neglect, sexual abuse, physical abuse, emotional abuse and verbal abuse.

## Notice of Nondiscrimination

It is the policy of the Holly Area School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities. Inquiries related to discrimination on the basis of disability should be directed to:

**Jennifer Lauria**, *Special Education Director & 504 Coordinator*

6161 E. Holly Rd  
Holly, Michigan 48442

**248-328-3170**

Direct all other inquiries related to discrimination (Title II, Title VI, Title IX) to:

**Derek Lindsay**

*Director of Safety & Security*  
920 Baird Street  
Holly, Michigan 48442

**248-328-3100**

**Jennifer Lauria**

*Special Education Director & 504 Coordinator*  
6161 E. Holly Rd  
Holly, Michigan 48442

**248-328-3170**