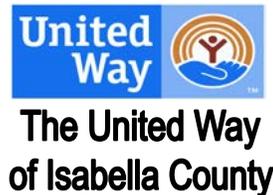


# PEAK PROGRAM



# Parent Handbook





**Mission Statement:** PEAK, Partners Empowering All Kids, is designed to provide all school age children with educational, enrichment, and recreational activities in a fun and safe environment by keeping schools open until 6 p.m. on school days and turning schools into community centers for kids during the summer months.

## **Mount Pleasant Parks and Recreation PEAK Program**

Dear Parents/Guardians,

Your child is now enrolled in the PEAK Program. PEAK began as a 21st Century Community Learning Center funded by the U.S. Department of Education in August 2001. Although grant funding ceased May 31, 2005, the PEAK program doors remain open through a major grant from the **Saginaw Chippewa Indian Tribe**, other community support and nominal tuition. PEAK is administered by the City of Mt. Pleasant Parks and Recreation Department in partnership with **Mt. Pleasant Public Schools, Renaissance Public School Academy** and in collaboration with a number of local agencies.

Your child is guaranteed fun activities in a safe and positive environment. Each of these activities is theme-based and includes educational enrichment, arts & crafts, games, sports, field trips, special events and more, while being supervised by the PEAK Site Coordinator and Program Assistants familiar with their school.

This handbook was created to provide you with the information to make the most of your child's experience. We look forward to providing your child a safe and exciting experience in our program. PEAK is a licensed program that meets internal and external audits annually. Should you have any questions or concerns not addressed in this handbook, please contact the Mt. Pleasant Parks and Recreation Department at (989) 779-5331.

It is our pleasure and responsibility to provide professional, responsive, and quality programming for your child. We look forward to hearing your comments as part of our continuous efforts to bring you the best activities and programs for your child. For more information about PEAK, please visit [www.mt-pleasant.org/PEAK](http://www.mt-pleasant.org/PEAK)

From,  
All of us at PEAK

## Daily Schedule: (Varies by site)

### After School PEAK:

Dismissal - 3:34 p.m.	Student Sign-In & Snack Time (snack is provided)
3:34 - 4:30 p.m.	Recess
4:30 - 5:00 p.m.	Academic Focus Time
5:00 - 5:30 p.m.	Enrichment Activity Time
5:30 - 6:00 p.m.	Free Play & Parent Pick-Up

\* Participants MUST be picked up by 6:00 p.m., or a late fee will be charged\*

### Summer PEAK:

7:30 - 9:00 a.m.	Early Drop-Off
9:00 - 11:30 a.m.	Theme weeks with hands-on academic focus
11:30 a.m. - 12:30 p.m.	Lunch and clean up (Lunch is not provided)
12:30 - 4:30 p.m.	Continuation of morning themes with service learning, recreation and art activities, field trips and open recreation time. An afternoon snack is provided.
4:30 - 5:30 p.m.	Free Play & Parent Pick-Up

\*Participants MUST be picked up by 5:30 p.m., or a late fee will be charged\*

[www.mt-pleasant.org/PEAK](http://www.mt-pleasant.org/PEAK)

Check us out on Facebook!

[facebook.com/MYPEAK](https://facebook.com/MYPEAK)



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## General Information

### Registration and Payment

Initial registration for youth programs must be done in person. In order to assure each child's safety, it is **MANDATORY** to have a *Child Medical/Emergency Information Record, Immunization Documentation and Confirmation of Good Health Statement, and Parent Notification of the Licensing Notebook* on file before he/she attends the PEAK program (these documents must be turned in when registering for the PEAK Program). On the *Emergency Medical Form* are *Special Information and Instructions*, which gives parents an opportunity to identify any special needs and/or information you would like to communicate to staff as it relates to your child participating in the PEAK program.

**After School PEAK:** Payment for the first two weeks is due at the time of enrollment and can be paid at the PEAK school or at Mt. Pleasant Parks & Recreation office located inside City Hall. Subsequent payments are then due before your child attends the PEAK Program.

**Summer PEAK:** Payment for the 6-week summer program must be paid in full at the time of registration and must be paid at the Parks & Recreation office located inside City Hall.

### Student Drop-Off and Pick-Up

In compliance with state day care licensing regulations, your child is not free to come and go from the site on his/her own accord. If your child is a walker, you must give written permission on the special information section of the emergency card in order for site staff to release your child without an adult.

**After School PEAK:** Students are to come to the designated PEAK area or office as soon as the bell rings to end the school day. The dismissal time may vary from site to site, but usually between 3:34 p.m. - 4:00 p.m., with the exception of West Intermediate dismissing students at 2:49 p.m. All students must be signed out no later than 6:00 p.m.

### Summer PEAK:

Early drop-off during the summer program is 7:30 a.m., and campers must be signed out *no later* than 5:30 p.m. For safety reasons, students registered for PEAK are not to be dropped off at the site before 7:30 a.m.

## Sign-In

### After School PEAK:

PEAK Staff will sign in your child as they enter the designated PEAK area. If your child is not to attend PEAK but forgets his or her after school plans and attends for more than 15 minutes, the staff is to sign your child in and you will be charged for that day and required to sign them out as usual.

### Summer PEAK:

All parents/guardians must sign their child into PEAK each day. Please be sure to sign your child in every day so that the sites can obtain a proper headcount of students enrolled each day. Once your child is signed in, your child will then join their group and participate in scheduled activities. If you are unable to drop off your child between 7:30 - 9 a.m., the next drop-off time is 12:30 p.m.

## Sign-Out

### After School PEAK & Summer PEAK:

Prior to the first day your child attends the program, parents must complete a Medical/Emergency Card. This card authorizes individuals to pick up your child from a program. Only those individuals authorized on the card will be permitted to pick up your child.

**Parents must sign out their child each day** and all parents, guardians and authorized individuals **MUST** show a photo ID when signing out a student. **There are no exceptions.**

If parents would like to add or delete any authorized individuals on the Medical/Emergency Card, PEAK requires that all changes be completed in writing with the PEAK staff and a new card completed. **Verbal changes will not be accepted.**

If a parent gives their child permission to walk, ride a bike, or take the bus home, that must be included on the emergency release information. This MUST be approved by the Site Coordinator prior to the start date. NO CHILD WILL BE RELEASED without a signed emergency release document by the parent or legal guardian.

## Late Fees

### After School PEAK:

You will be charged \$5.00 for the first 10 minutes and \$1.00 for every minute thereafter according to the school clock. This may be paid by cash or check made out to MPPR.

### Summer PEAK:

The summer late fee policy is similar to the policy stated above, however, the times are different due to the nature of the program. Fees will be charged to individuals picking up students after 5:30 p.m. You will be charged \$5.00 between 5:30 p.m.-5:40 p.m. and \$1.00 for every minute thereafter according to the school clock. This may be paid by cash or check made out to MPPR.

**If your child is not picked up within an hour after the program ends, or if we are unable to contact you or one of your emergency contacts, the appropriate authorities will be notified.**

## Program Information

### PEAK Staff

Our staff is carefully selected to ensure your child's safety and enjoyment. Many members of our staff are school teachers, college interns, or college students. Staff is trained in positive child discipline, emergency procedures, and safety practices for your child's safety and enjoyment.

## Movies

In the event a movie is being shown, only "G" or "PG" rated movies will be shown.

## Telephone Usage

In case of an emergency, please call your child's Site Coordinator at the corresponding number (found on the back page of this Handbook). If for any reason the Site Coordinator is unavailable, please contact Mt. Pleasant Parks and Recreation Department at (989) 779-5331. All pick-up arrangements should be made at home prior to your child coming to PEAK. A parent, guardian, or emergency contact will be called if an emergency situation should arise or if your child becomes ill. Cell phones are not permitted at PEAK for any reason.

## Refunds / Absences

No credit or refund will be given when a student is absent or suspended. **Please notify the appropriate Site Coordinator if your child will no longer be attending PEAK.**

## Meals and Snack

**After School PEAK:** PEAK participates in the Child and Adult Care Food Program (CACFP) program to provide the highest quality snacks each day. For more information please contact your site coordinator. If for any reason your child is unable to eat the snack provided by PEAK, it will be necessary for parents to provide their child with a daily snack. Meals are not provided for students.

**Summer PEAK:** Please pack a nutritional and non-perishable lunch for your child. We do not refrigerate or microwave any foods. Please make sure your child's lunch bag is labeled with the child's name. Ice packs are recommended. If you have more than one child in PEAK, please send each

lunch in a separate bag. PEAK does not provide meals. However, in the event that a meal is being provided for a special event, advanced notice will be given regarding the menu. If for any reason your child does not like what is on the menu, please send a meal with your child.

## Water Bottles

During the summer months, water to stay hydrated is a very important concern for us, as your child will be involved in various physical activities inside and outside. Water bottles are allowed, provided:

- Bottle has a closed top
- Student's first and last names are written on the bottle

## Lost and Found

If your child has lost any of his/her belongings, please check with the PEAK staff to see if those items have been found.

To prevent lost items, please make sure your child's name is clearly printed on all belongings. Please do not bring cell phones, personal toys, balls, electronic games, etc., to PEAK. Students are kept very busy with the scheduled activities during their time at PEAK.

**We aren't responsible for any lost, stolen or broken items.**

## Weather

Indoor and outdoor activities will be held when appropriate, rain or shine. In the event of **severe** weather during PEAK hours (e.g., severe and/or prolonged rain storms, tornado warnings, etc.), children will be kept indoors until a parent/guardian arrives.

## Outdoors

All children enrolled in PEAK are expected to participate in healthy year round outdoor activities. Our guidelines are as follows:

- Rain or temperatures below 10°F will keep us in.
- Over 90°F will keep us in, unless it is a "water day".

## Dress Code

Please make sure that you check the PEAK calendar for specific clothing requirements for the upcoming week. Remember that your child is in PEAK to have fun, learn and play: **Please do not send children in any clothing that cannot get dirty.** For safety purposes, "heely's" (skate shoes), open toed shoes, heeled shoes, and flip flops are not permitted. **Sneakers or tennis shoes are strongly recommended.** If a child comes to PEAK in inappropriate attire, a parent will be called and informed that they must bring new attire or, for safety reasons, the child will have to sit out of certain activities.

Student dress code applies to all activities, field trips, summer swim days, and special events. On summer swim days, please send your child with a towel, bathing suit, sunscreen, hat and a change of clothing in a bag with the child's name clearly marked.

## PEAK Rules

- Safety is our main priority for all children. Students are not allowed to leave the designated PEAK areas without a staff member and must be signed out upon exiting the program.
- Students will be under staff supervision at all times, including to and from the restrooms.
- Please do not arrive prior to program start, as no supervision is available.
- Please remember to update your emergency information and personal information on forms (address changes, telephone numbers -work, home, emergency, cellular- and individuals authorized to pick up your child.
- Parents will at no time approach another student should a situation arise. Parents must inform the child's Site Coordinator if there are any issues.

- Respect staff, yourself, and others.
- Respect property - site and equipment. Games and equipment are to be cared for and put away after each use.
- Gum is not allowed at any time and will be confiscated.
- At the end of the program, be prompt when picking up your child, as a late fee will be applied.
- Neither Mt. Pleasant Parks and Recreation nor PEAK will be responsible for lost or stolen items. Please leave personal or valuable items at home. Participants may not bring cellular phones, two-way radios, toys or any electronic devices to the program.
- Inappropriate behavior will not be tolerated. Please see the Student Code of Conduct for further information.

## **Student Code of Conduct**

Students are expected to display appropriate behavior and respect towards others at all times. Rough conduct, disrespect to the leaders, destruction of property or equipment, vandalism, use of profanity, or any other undesirable act will result in disciplinary action and, if necessary, removal from the program. You will be contacted about serious and/or repeated misbehavior. Non-cooperation by parent or child regarding discipline problems will result in child's dismissal from PEAK. All cases of suspension and expulsion will be determined by the Recreation Director.

## **Examples of Inappropriate Behavior**

- The use of foul, harsh, aggressive, discriminatory or callous language, including gestures or actions towards others, including, but not limited to, students and staff.
- Physically striking or injuring another person, whether or not the action was accidental.
- Vandalism or graffiti.

- Inflicting physical harm or injuries to themselves.
- Careless use of items that belong to MPPR/PEAK/MPPS/RPSA, or items belonging to another person that could result in damage to property.
- Stealing, under any circumstances, is not tolerated.
- Repeated violations of PEAK rules or directions from staff.
- Weapons of any kind are not permitted and will result in immediate expulsion.

## Discipline and Consequences

The professional PEAK staff is trained in behavior techniques that include positive reinforcement, redirection, conflict resolution and rewards. A child with a consistent behavioral problem, who is not responding to his or her program assistant or who exhibits extreme or dangerous behavior will be sent to the Site Coordinator. The Site Coordinator will then notify the child's parents and/or guardians with a Behavioral Report. **In extreme cases of behavior, such as running away, fighting, extreme disruption, stealing, threats of violence, or destruction of school property, the parent/guardian will be called to pick up the child immediately and the child may be immediately suspended or dismissed from the program.** This is at the discretion of the Site Coordinator and the Recreation Director.

If the problem persists, a parent/guardian conference will be scheduled, at which the areas of concern will be discussed, including steps that will be taken to help correct and improve your child's behavior. If the situation does not improve, the child may be suspended. **Three Behavior Reports will result in dismissal from our program. No refund will be issued.**

## Field Trips

**After School PEAK:** During the school year, the PEAK site will travel off the schools grounds approximately once every month. Dates and times will

vary, but you will be notified at least one week prior to the field trip taking place. Check with the Site Coordinator for exact dates, times, locations and any other special information. All sites are closed when a field trip is planned. A signed permission slip is required for all field trips.

**Summer PEAK:** During the summer program, students will travel off the PEAK site at least once a week. Dates and times will vary. To avoid missing the bus, please check the weekly calendar for specific information on field trip dates and bus departure times. Please arrive to the PEAK site at least 20 minutes prior to the scheduled departure time to sign your child into the program and to get on the bus. Due to safety concerns, students must depart and return with the PEAK Program for each field trip and swim trip. Parents and/or guardians may not drop off or pick up children from field trip locations unless otherwise pre-arranged. **All sites are closed when field trips are planned. Children must attend the field trip or find an alternate activity for that day.**

**Please dress your student in appropriate clothing for the trip.**

**Water Park Field Trip / Water Days:** Students must bring their own bathing suit, towel, and sunscreen (with their name clearly marked on each item). We strongly advise parents to apply sunscreen before leaving home. Students are responsible for applying their own sunscreen. **A medical form must be signed for sunscreen to be applied by staff.**

## **PEAK Cancellation Policy**

**After School PEAK:** If for any unforeseen reason your PEAK site cancels an Event/Field Trip, it will be communicated to you as quickly as possible. In case of such cancellation, you will be notified by the following methods of communication:

- Cancellation Hotline (989) 779-5335
- E-mail Blast
- Facebook posting on the PEAK page
- If you are unable to access the first three methods of communication, please call us at (Site Cell Phone #).

# **Health Care Policies & Resources (R 400.5111b) Health Care Practices & Policies**

- **Children and Staff hand washing:**

Hand washing procedure:

- Turn on water to a comfortable temperature.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until soap lather appears and continue for at least 10 seconds.
- Rinse hands under water until clear.
- Dry hands with a paper towel.
- Dispose of the paper towel in trash container.

**Hand washing shall be completed after each use of the restroom.  
Children shall be reminded to wash and dry their hands as needed.**

- **Handling children's bodily fluids:**

To reduce the risk of contracting or transmitting an infectious disease, follow these guidelines for the use of protective equipment (taken from the American Red Cross Training booklet and Blood borne Pathogen Training booklet).

- Wear disposable gloves whenever providing care to ill or injured people, particularly if you may come in contact with blood or body fluids. This may happen directly through contact with a victim or indirectly through contact with soiled clothing or other personal articles.
- Use gloves that are appropriate to the task and provide an adequate barrier for the task.
- Remove jewelry, including rings and watches, before wearing gloves.

- Keep any cuts, scrapes or sores covered prior to putting on gloves.
- Do not use any disposable gloves that are discolored, torn or punctured.
- Avoid handling items such as pens, combs, etc., while wearing soiled gloves.
- Change gloves before you give care to another person.
- Remove disposable gloves without contacting the soiled part of the gloves and dispose of them in a proper container.

**All cleaning supplies, medicine and/or any other toxic materials will be stored out of the reach of children at all times.**

- **Controlling infection, including universal precautions:**
  - Maintaining a clean, sanitary environment is a primary goal for a healthy program. Our health policy is put into practice to keep all children and staff as healthy as possible. Our plan includes Universal Precautions to control infection. At minimum, these practices include maintaining personal hygiene, using personal protective equipment and cleaning and disinfecting.

### **Cleaning and Sanitizing of all Equipment**

The following steps are to be followed by our staff for cleaning and sanitizing:

- Wash the surface with warm water and soap.
- Rinse the surface with clean water.
- Wipe or spray the surface with sanitizing solution.
- Let the surface air dry.

Trash is to be placed in provided containers, which will be emptied daily by the custodial staff.

## **Health Related Resources**

- American Red Cross
- Bloodborne Pathogens Training
- Red Cross First Aid & CPR Training Manuals
- Isabella County Health Department
- DHS: Licensing Rules for child Care Centers

# PEAK Health Care Policy

It is our hope that this policy will keep your child as free of illness as possible. The policy will be strictly enforced in order to keep children and staff healthy. Please note that the following policies and procedures are very important to the safety of your child and other children within this program.

## Head Lice Policy

Should head lice be identified, the following procedures will be enforced:

- The parent must be contacted and informed.
- Parents **MUST** pick up their child immediately.
- Upon returning to camp, participants will be checked again for head lice.
- If there are nits (eggs), the child will not be allowed to return to camp.

Head lice are not a sign of being "dirty." Symptoms of head lice are itching and scratching of the head. Head lice can travel from one person to another by:

- Direct contact with someone's head or hair.
- Indirectly by sharing brushes, headbands, hats, scarves, towels, and/or pillows.
- Indirectly by placing clothing of an infected person with the clothing of an uninfected person.

**\*Please notify staff immediately if your child has head lice.**

## Contagious Illness or Conditions

If the illness or condition is contagious or communicable, your child will not be permitted to participate in the program until he/she completely recovers from the illness or condition, and a doctor's release is required prior to the child re-entering the program.

## Illness

A child is potentially contagious and should be **KEPT HOME** when any of these symptoms are present:

- Fever over 101° orally (over 100° under arm)
- Nasal congestion and/or runny nose with thick yellow and/or green discharge.
- Vomiting
- Diarrhea
- Eyes that are red, runny or with pus
- A rash
- A persistent cough

A child exhibiting any of these symptoms the night before or in the morning should not be brought to PEAK, even if medication has been given. **A doctor's note may void this rule by stating: that the symptoms are not contagious.**

If any of these symptoms occur during the time your child is in PEAK, you will receive a phone call. Your child will need to be picked up within one-half hour from the phone call.

**NOTE: If a child is returning to the center with a Physician's note and resumes having a fever (or symptoms other than described), the note will be void and the child will be sent home.**

## Medications or Allergies

PEAK Site Coordinators will not be able to dispense any medication without a proper form on file. **THIS INCLUDES SUNBLOCK.** If your child will need to have medication dispensed during PEAK program hours, please contact your Site Coordinator to get the necessary paperwork filled out.

# MEDICATION

This includes, but is not limited to: antibiotics, cough syrup, fever reducers, pain relievers, sunscreen and breathing treatments, and will not be given without prior written permission from the parent.

**A signed medication authorization form must be on file.**

Prescription medicine shall have the pharmacy label indicating the physician's name, child's name, date, instructions with dosage, name and strength of medication.

Over the counter medications must have the child's full name and dosage clearly written on them and must be age specific.

**Staff will maintain a record as to the time and amount of medication administered.**

Because many children may have unknown allergies or reactions to certain types of first aid supplies, the staff will only use water to clean the injured area, apply ice, and cover with a bandage as needed. A parent will be called if any further direction is needed. If the child's injury requires additional medical attention, Fire Rescue will be called immediately.

## Counselor-In-Training

The CIT program is a leadership training program for teens ages 14 and 15 years old and is designed as an on-the-job experience during our summer PEAK program hours, Monday-Friday, 8:30 a.m. - 5:30 p.m. Teens will attend trainings and have the opportunity to participate in program activities.

## Objectives

- Follow and implement Mt. Pleasant Parks and Recreation (MPPR) and PEAK program guidelines.

- Develop new skills and be a positive role model to program students and gain valuable work experience.
- Practice leadership and assist PEAK staff by guiding PEAK students to activities.
- Learn and lead by example, using positive and efficient communication with PEAK staff and students.
- Attend in-service trainings and meetings.
- Have fun helping kids and enjoy the experience.

## **Appearance and Grooming**

- Each CIT will be issued a PEAK nametag and shirt. Both must be worn at all times as this clearly identifies CIT and staff to parents and the general public. Shorts (fingertip length), khakis and wind-pants are considered appropriate dress for the program. Cutoffs are not appropriate.
- Proper shoe attire must be worn. Athletic-type tennis shoes are acceptable; flip flops and sandals are prohibited for safety reasons.
- Hair must be neat and clean in appearance. Pierced earrings are acceptable; wearing jewelry in other exposed pierced body parts is not permitted.

## **Sign-In & Sign-Out**

All CIT's must sign in at the beginning of their shift and sign out at the end of their shift.

## **Absenteeism**

All CIT's must call the supervisor on duty if he/she is unable to participate that day.

### Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment 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, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

## Contact Information

Fancher	(989) 621-5345
McGuire	(989) 621-5351
Ganiard	(989) 621-5346
Pullen	(989) 621-5348
Vowles	(989) 621-5350
Renaissance	(989) 423-4778
West Int.	(989) 944-3922
City Hall	(989) 779-5331

We are looking forward to an exciting, enjoyable, and safe recreation program. Should you have any other questions or concerns not addressed in this handbook, please contact Mt. Pleasant Parks and Recreation at (989) 779-5331. As always, we have more information about PEAK readily available online at [www.mt-pleasant.org/PEAK](http://www.mt-pleasant.org/PEAK).



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