



Parent Handbook

OBA 2

(School-age Center)

"Planting a lifetime of Seeds."

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MISSION STATEMENT

To provide an environment where each child feels loved, safe, and nurtured while given the opportunity to grow, intellectually, socially, physically, emotionally, and spiritually.

PROGRAM PHILOSOPHY

It is the philosophy of **Olive “U” Academy** that early childhood should be a time of fun, warmth, security, exploration, discovery, and growth. Young children are creative and receptive; our team strives to nurture and encourage these qualities with the children in our care.

Within the framework of our philosophy is a strong curriculum that guides our team in assisting your child to reach developmental milestones. Healthy living, active listening, creative play, sharing, and conversation time are just a few of the characteristics/skills we incorporate daily within our curriculum.

Mantra

Families First



LOCATION

Olive Branch Two (School-age center 5 years -12 years)

52364 Main Street

Mattawan, MI 49071

Phone: 269-668-3300 option 2

Email: Olivebranchacademy1.com

Website: Olivebranchacademy.net

Remind Code: Text @oliveutwo to 81010

Tax ID number: 85-3563677

DAYS AND HOURS OF OPERATION

We operate Monday through Friday from 6:30 a.m. to 5:30 p.m. All year long (January - December). There is a \$5.00 per minute per child fee if your child(ren) is picked up after 5:30 pm.

2025 CLOSED DAYS

January 1, 2025 (New Year's Day)

April 18, 2025 (Good Friday)

May 26, 2025 (Memorial Day)

July 4, 2025 (4th of July)

August 29, 2025 (Team Training)

September 1, 2025 (Labor Day)

November 27 & 28, 2025 (Thanksgiving)

December 25th & 26th 2025 (Christmas)

January 1, 2026 (New Year's Day)

Normal tuition is charged for the days listed above. Due to the number of part-time children and children on variable schedules, substituting or changing your child's schedule due to the above days off will result in additional tuition.

INCLEMENT WEATHER / UNEXPECTED CLOSINGS

If we close due to inclement weather or a situation out of our control that requires us to close due to State licensing, it will be posted on our webpage olivebranchacademy.net, we will send out a remind via remind app., and/or email. prior to 5:30 am. Normal tuition is due under these circumstances. If the center closes early due to a situation out of our control a remind will be sent out to all families enrolled.

SECURITY SYSTEM

OB Two has a key fob system. A fee of \$10 per fob will be added to your first week's tuition. Each OB Two family is required to have at least one to enter the center. The fob fee will be returned to you when the fob is returned and your child is withdrawn from the program.

PICK-UP AND DELIVERY OF CHILDREN AT OBA TWO

1. Children need to be walked into the center with the parent and the parent must make eye contact with the teacher and/or Director to indicate the child's arrival.
2. The parent needs to walk into the center at pick up time in order for the child to be dismissed.

Meals:

Both breakfast and lunch will NOT be provided by OB2. School-age children are responsible for bringing lunch (during the school year and the summer). If a child forgets to bring his/her lunch, we will provide lunch for an additional fee of \$8.00 that will reflect on the weekly tuition. OB2 will provide 1 snack to the children that attend the after school program and 2 snacks through the summer program, and no school days. During the summer program and no school days one snack will be provided in the AM and one snack in the PM. If a child has an allergy the parent MUST provide all meals/snacks.

VARIABLE SCHEDULES

We only accept variable schedules when one of the parents has a **career that demands** a variable schedule and your child **only attends OBA for care**. Please email your monthly schedule **2 weeks prior** to the start of the month to olivebranchacademy1@gmail.com. Variable schedules require a two day a week minimum. If your child does not attend an average of two days a week at month's end, you will still be charged for the unattended days to create a two day a week minimum for that month.

If a variable schedule is not turned in 1 week prior (via email) a late fee of \$10.00 will be applied to your account. If a child shows up and has not signed up for the day, there will be an additional charge per child to your account in the amount of \$15.00 per time. If we are not able to accommodate the child for the day, parents will be notified to pick him/her up immediately.

TEACHER DISCOUNT PROGRAM

(For Elementary through High School teachers and administrators only)

If a parent of an enrolled child is a teacher the discount is as follows:

- If you choose to keep your child(ren) home during Spring Break and Christmas – One week's (5 days) tuition is waived for Spring Break and Two weeks (10 days) tuition is waived for Christmas Break. ANY OTHER SCHOOL CLOSINGS ARE NOT INCLUDED IN THE DISCOUNT.
- You may pull your child(ren) from the program during the summer school break and we will hold their spot for the fall.
- Vacation time does not apply to families in the Teacher Discount Program.
- It is the responsibility of the parent to submit a request to use this discount. Proper proof of employment will be requested for verification.

If an unforeseen closure causes schools to resume later than expected, normal tuition would be required at the original start of the school year to hold your child's spot until they returned to Olive Branch.

ENROLLMENT/ADMISSION

Children who are 5 years old to 11 years old are eligible to enroll in one of the following programs: the before and after school program and/or the summer program. Admission requirements and enrollment procedures are:

1. Complete all required documents.
 - Child Information Card (CIC) (to be updated annually)
 - Child Registration Form
 - Child Abuse Signature Page (to be updated annually)
 - Health Appraisal or School Age Health Form (to be updated annually)
 - Written Information Packet Form (to be updated annually)
 - Tuition Withdrawal Form
2. Read and agree to the policies in the handbook.
3. Pay an annual non-refundable registration fee of \$40 for the first child and \$30 for each child thereafter.

Classes are filled on a first-come-first-serve basis according to the above procedure. Children are placed in the appropriate program per the Director and State Licensing requirements.

WITHDRAWAL

If a child needs to be withdrawn from the center, a two weeks notice is required **in writing**, additional notice would be appreciated. If your child discontinues the program without a two-week notice, you are still obligated for the last two weeks of tuition.

If a child's behavior requires so much of the teacher's attention that the other children are being neglected the child will be withdrawn from the program immediately with a detailed explanation in writing.

We have a zero-tolerance policy for inappropriate behavior in our programs. We will not allow a child to stay in the program if the following behavior exists.

1. Disrespectful toward teachers, him or herself, and/or peers.
2. Physically harming another child or self.
3. Consistently having to be reminded of the Center guidelines whereas it disrupts the group.
4. Biting is an age-appropriate behavior for our younger children. If biting becomes a consistent behavior. Olive Branch reserves the right to disenroll the child until the biting is resolved and the child can safely join the program again.

While we understand occasional biting can be an age-appropriate behavior in young children. If this is a situation that seems to have more frequent occurrences a meeting with the program director and child's parents will be set up and a plan will be in place. If the plan that is set up between the program director and the parent(s) does not work. The program director may deem it necessary to withdraw your child from the current program until the child is older. In some circumstances, children can be withdrawn immediately from their program if deemed necessary by the program director.

HEALTH INFORMATION/CHILD ILLNESSES:

We are a NUT FREE center. Please do not send items to school that contain nuts or nut oils. Please do not bring your child in while they are finishing eating any of the above products.

Each child (that is not enrolled in elementary) is required, by state licensing, to have on file a **Health Appraisal** that includes a record of up-to-date immunizations, a physical examination, and the signature of the child's source of medical care. It is required to be submitted within 30 days of the child entering the program. The **Health Appraisal** has two sections, one section is for the parent to complete and the other is for the Physician to complete and sign.

We do not accept children that do not have up to date immunizations.

If the physical is required to be updated throughout the year, 30 days prior to the expiration, a notice and the **Health Appraisal** will be placed in your parent file.

Team Members will not accept children who arrive at the center noticeably ill, with a rash or with a fever. Should a child become ill during the day, the parent is notified immediately, by first calling the phone number that was provided to us for mom and dad and if you cannot be reached after 10 minutes we will begin calling listed contacts.

A child who is ill that requires so much of a Team Member's time that the care of the rest of the children is compromised, should stay at home. If the child's illness prevents comfortable participation in daily activities the child should stay home as well. A parent that picks up a sick child will be required to sign an illness report.

The following specific conditions require a child to stay at home:

- Change in temperature accompanied by behavior change
- Lethargy, uncontrolled coughing, unexplained irritability or crying, difficulty breathing, wheezing, or other unusual signs of severe illness.
- Blood in stool
- Diarrhea (watery, less formed, frequent stools) not explained by diet change or medication and that poses a risk to others because it cannot/may not be managed successfully by diapers or toilet use
- Vomiting
- Persistent abdominal pain
- Mouth sore in a drooling child
- Rash with fever or behavior change
- Pus coming from the eyes
- Chickenpox
- If your child has any type of contagious illness

A child is required to be free of a fever **without the use of medication for 24 hours** before returning to Olive Branch Academy Two.

For a child to return to the Center after having a communicable disease requires a doctor's note that states: **"This is not a contagious disease and cannot be transmitted to the other children in the center"**.

We wash our hands and children's hands per state specifications consistently. However, if we are out of the Center as a group on a planned activity we will use hand sanitizer. Once your child is enrolled at OBA Two you are granting permission for us to use hand sanitizer for the above-stated situations.

COVID-19

Children:

Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child should be excluded from care. Cough and/or diarrhea in addition to fever is suggestive of coronavirus.

When children arrive parents will be asked the following questions.

1. Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days).
2. Has your child felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea)

The teachers will visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Children with fever alone, or a fever with a cough and/or diarrhea should be isolated from the group and their parents contacted for prompt pick up. Their parents should contact their primary care physician/medical provider.

NOTIFICATION OF ACCIDENTS, INJURIES, ILLNESSES & INCIDENTS:

In the event that a child contracts **a communicable disease** (for example Chicken Pox, Pink eye, Strep, a temperature of 100.4) and exposes the other children, notice of such exposure will be posted on the Parent Communication Board in the lobby. The ill child will not be allowed to return to the center until the contagious period has passed.

In case of a medical emergency while at the center, a Team Member will administer first aid. The parent or authorized adult will be notified by a phone call from the Director as well as by text (if the parent provided a cell number) and by email (if a parent provided an email). If the parent cannot be reached after 10 minutes we will begin calling listed contacts. If medical attention is required, a Team Member will call the local ambulance service, which will transport the child to the local hospital. Every effort will be made to contact the child's physician. Any minor injuries not requiring medical attention will be put in writing and submitted to the parents and the director.

Medication can be given to your child only after completing the **Medication**

Information form. Any medications brought to the center must be given to a Team Member. All medications need to be in their original containers, with clearly labeled instructions and with the child's first and last name.

The **Medication Information** form includes dosage amount and times of dosage. That information must coincide with the information on the container. We will administer medication as noted on the form that is consistent with the container.

We will not give any medication on an as needed basis or with verbal permission.

Medication is stored in the refrigerator or in lock boxes out of children's reach.

Parents are responsible for normal tuition for any day that their child is absent due to illness. We ask that you always call or email to report your child's absence, if a child doesn't show up at his/her normal time we assume he/she is not coming. With that in mind, if able we will send Team Members home which would prevent your child from staying if dropped off late. Please communicate to us any illness that may be contagious, we are required to submit illnesses to Van Buren County.

VACATION TIME

***Does not apply to children that only attend during the summer or qualify for the Teacher Discount Program**

***full-time children are defined as "children that are present at the center five days a week (for more than 4 hours per day)."**

After one year at Olive Branch Academy Two, a family is allowed vacation time without paying tuition during a family vacation, emergency, etc. while the child(ren) does not attend the program. Part-time children will receive their normal scheduled days in attendance (for the week) tuition-free and full-time families will receive the full week.

Please submit a vacation form any time your child will be gone on vacation. Vacation Forms can be found on the parent table and on the Olive Branch website.

School-age children only receive one vacation during the school year and/or summer, as long as they have attended all year long. Vacation time during the school year has to be used as a week and not per day. During the summer vacation time can be used per day. The reason is during the school year the tuition is based on a weekly rate. During the summer the tuition is based on a daily rate.

Discipline:

Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation must be used.

All of the following means of punishment are prohibited:

- (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
 - (b) Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
 - (c) Restricting a child's movement by binding or tying him or her.
 - (d) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
 - (e) Depriving a child of meals, snacks, rest, or necessary toilet use.
 - (f) Excluding a child from outdoor play or other gross motor activities.
 - (g) Excluding a child from daily learning experiences.
 - (h) Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
 - (i) Time out must not be used for children under 3 years of age.
- (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.
- 4) A written policy must be developed and implemented regarding the age appropriate, non-severe discipline of children. The policy must be provided to staff and parents.

GENERAL INFORMATION:

The school-age program has a few different options to choose from when enrolling your child. You can enroll your child in either AM or PM care, Both AM and PM care, and Remote Learning (if applicable). Once your child is enrolled in AM or PM care or Both AM and PM care there is no requirement for the number of days your child has to attend, since it is a weekly rate, however a schedule must be agreed upon.

School-age children are required to bring their own lunches and snacks on ½ days of school, school closings, and during the summer months.

Sign up in the foyer under the parent news board for ½ days or no school days. There is limited space available and this process is a first come, first serve basis.

If a child shows up and has not signed up, there will be an additional \$15 charge for that day. If that child (that wasn't signed up on the sign up sheet) puts us over ratio you will be called to come and pick him/her up.

All school-age children will start and end their day at Olive Branch Two. No school-age children will be allowed to attend Olive Branch Academy on Red Arrow Highway.

A calendar will be distributed at the beginning of May for parents to complete and submit for summer care. During the summer, an average of two days a week minimum will be required unless you are a teacher. If you have not completed a year at Olive Branch Academy Two vacation will not be permitted.

You will be given a fob to gain entrance into OB Two once your child is enrolled. If you lose the fob you will be charged a \$10 replacement fee. At the time of your child leaving OB Two, please turn in the fob to avoid a \$10 restocking fob fee.

If you choose to withdraw your child for the summer, his/her spot will not be saved for the fall unless you are a teacher. If you would like to withdraw and save your child's place a weekly payment of \$50 would be required to secure your child's place for the fall.

We do not offer after school care for middle school children.

FEES:

Tuition is set up using a system called Tuition Express. The weekly tuition will be withdrawn from your checking account each week on **Thursday**. We do not accept cash, check, or money orders. If the scheduled billing day is on a Holiday, please plan for the weekly tuition to be withdrawn from the provided payment method a day early.

At the time of enrollment, a set schedule is determined and tuition is based on that **set** schedule. Reduced tuition due to temporary changes in that schedule is prohibited. Reduced tuition for permanent changes in the set schedule needs to be approved 2 weeks in advance (in writing) to allow for appropriate tuition decreases.

There is a \$55.00 annual registration fee for the first child and \$50.00 for all additional children in the family. The registration fee comes out of your account on the second Friday in September. If initial enrollment is between June 1st and August 30th the registration fee will be withdrawn at enrollment and the first September annual fee will be waived. The following years the registration fee will be withdrawn in September.

By signing the Written Information packet page, you agree to the guidelines in this handbook including the weekly tuition, withdrawal requirements, and the annual registration draw.

Tuition rates are reviewed annually and are subject to change without notice. Typically increases at the beginning of every January.

School-age children are required to be signed up for any half or full-day closings. There are limited spaces available and will be a first come first serve basis. The sign up sheet will always be located in the foyer under the parent news board. Please see the program director with any questions you may have. Additional fees will apply.

There will be an additional \$15 charge for any child not signed up for a half or full day closure that shows up unannounced.

A \$35.00 fee will be applied to any insufficient or unavailable funds. There are no refunds for illness, vacations, family emergencies, unforeseen closures, or snow days. Due to the number of part-time children and children on variable schedules, substituting, or changing your child's original schedule will result in additional tuition.

If tuition payments are more than two weeks behind, your child WILL be withdrawn from the program and you will be obligated to pay added expenses for the use of a credit agency to collect the balance on your account.

We will request funds to help support travel expenses for field trip transportation and field trips.

In the case a lunch is not provided and OBA Two has to provide a child a lunch for the day the additional fee is \$6.00. The fee will be added to the weekly tuition.

Integrated Pest Management Plan:

Procedures are in place to routinely inspect and, if necessary, treat the building for pests. In September, the center director will notify all parents via email and/or by the remind app set treatment schedule. For any unscheduled treatment, notification will be posted on the entry doors 48 hours in advance of the treatment occurring and notification will be sent via email and/or the remind app. The treatment notification will include the following: the targeted pest or purpose, a MSDS sheet about the chemicals used in the treatment, approximate location, date of application, contact information for Olive Branch Academy, and a toll-free number for a national pesticide information center recognized by the Michigan Department Agriculture.

AVAILABILITY OF CENTER'S LICENSING NOTEBOOK

Olive Branch Academy maintains a licensing notebook which contains all licensing inspection, special investigation reports, and related corrective action plans since the center's opening date. The licensing notebook is available for parent(s) to review during regular business hours. Licensing inspection and special investigation reports from the past 5 years are available on the child care website at www.michigan.gov/michildcare. The licensing notebook can be found on the parent information table in the front lobby at both locations.

Daily Schedules

Before school schedule:

6:30-7:30 arrival/free choice

7:30-8:00 Breakfast

8-8:10 clean-up/gather items for bus

8:10-8:20 Bus stop

After school schedule:

4:10-4:30 bus arrival, hand washing, snack

4:30-5:15 outside

5:15-6:00 free choice

Summer Schedule

6:30-7:30 Free Choice

7:30-8:00 Breakfast

8:00-9:15 Morning snack

9:30-10:20 Outside Time

10:30-12:00 Centers

12:15-12:45 Lunch

12:45-1:00 Lunch clean up

1:00-1:30 Large Group Activity (reading, game, learning activities)

1:30-2:30 Free choice

2:30-3:20 Outside time

3:30-3:45 Afternoon snack

3:45-4:15 Large Group Activity (reading, game, learning activities)

4:15-5:00 Free Play/small groups/centers

5:00-6:00 Table toys/games



Children in the Center are observed on an individual basis and are placed in a program that best fits their needs. Therefore, tuition is set per program, not your child's age. Our registration fee is \$55.00 for the first child and \$50.00 for each additional child. Registration is a non-refundable fee and is also an annual fee that will be billed in the second week of September. COVID-19 and/or unforeseen closure normal tuition will be required. A \$35.00 fee will be applied to any insufficient or unavailable funds. There are no refunds for illness, vacations, family emergencies, unforeseen closures, or snow days.

Tuition

School-age children		Weekly/ Daily Rate	Additional rate
Both Before & after school weekly	Grasshoppers/Dragonfly	\$90 Weekly	-
Before OR after school weekly	Grasshoppers/Dragonfly	\$60 Weekly	-
Additional daily fee for school closings (including snow days)	Grasshoppers/Dragonfly	-	\$30
Additional fee for ½ day school closings	Grasshoppers/Dragonfly	-	\$25
Remote Learning (Daily fee)	Grasshoppers/Dragonfly	\$30 Daily	-
Summer program (Daily fee with a 2-day minimum)	Grasshoppers/Dragonfly	\$40 Daily	\$95 (one-time payment for summer field trips. per Child enrolled)
Save a spot fee (weekly)	Grasshoppers/Dragonfly	\$50 weekly	-

Tuition schedule will be updated annually at the beginning of January.



Dear Olive Branch Academy Families,

We are pleased to offer MyProcare, a free online portal for you to access account information. MyProcare is safe, secure and created with your convenience in mind.

Log in today!

1. Go to MyProcare.com.
2. Enter your email address (the email you have on file with Olive Branch) and choose Go.
3. Enter the confirmation code sent to your email, choose a password, and press Go.
4. Then you may:
 - a. View your child's schedule, time card, immunizations and more.

Our tax ID number: 85-3563677

If you have not provided an email or have a new email, please send an email to Olivebranchacademy1.com to provide it.

Thank you!