



RAM'S WORLD  
Ages- 2 ½- 12 years of age

PARENT HANDBOOK

Montrose Community Schools  
Carter Elementary School  
200 Park Street  
P.O. Box 3129  
Montrose MI. 48457

(810) 639-6131 ext. 8846  
(810) 591-8846

## **Program Philosophy**

We at Ram's World childcare believe that our program provides a high quality stimulating early care and educational experience. Our program offers developmentally appropriate curriculum and we strive to enhance social, emotional, physical and intellectual growth in young children. We provide an environment that challenges them through creativity, self-choice, and learning through play. The Ram's World program is an affordable quality childcare program that benefits children and the community.

## **Goals for Children**

The Ram's World program strives to provide each child with opportunities to:

1. Develop a positive self-image.
2. Develop appropriate social skills.
3. Develop language and communication skills.
4. Develop creativity, and imagination through play.
5. Develop independence and self-control.
6. Develop large and small motor skills.
7. Develop intellectual skills.
8. Increase attention span and ability to follow directions.
9. Experience a nurturing, caring environment.

## **Hours**

6:00 a.m. - 6:00 p.m. Open year round.

## **Location**

Carter Elementary (Room 100)

## **Programs-Monday-Friday**

Before school-6:00-7:30am

Preschool Childcare-all day, half day (hours and days are determined by parent) After school-2:45-6:00pm (snack included) Summer Program- 6:00am-6:00pm

## **Program Licensing**

The State of Michigan Department of Consumer & Industry Services Bureau of Regulatory Services licenses Ram's World. We are licensed for ages 2 1/2-12 years.

## **Facilities**

Rams World is currently housed at Carter Elementary. Activities are conducted in the gymnasium, in the cafeteria, on the playground, in the City Park.

## **Transportation**

Parents are responsible for transporting students to and from the program.

## **Field Trips**

Field trips may be planned throughout the year. (Especially during summer and on days when school is scheduled to be closed for half days). Parents will be notified in advance of any field trips. There may be an additional fee charged for such trips. Ram's World is not responsible for alternate childcare if your child is unable to attend a field trip.

**Snacks and Lunch**

A snack is provided after school each day (3:00). Breakfast is available free throughout the school year. During the summer latchkey program lunch is free, provided by the school exception is on Fridays when the parent must send a sack lunch.

**Operation Days**

Ram's World is in operation on regular school days and scheduled half days only. Ram's World is NOT in operation during any school breaks or holidays. See district and school schedules for specific dates, or call Carter Elementary at 639-6131 ext. 8842. Special activities will be posted on the bulletin board near the Ram's World door.

**Half Days**

Ram's World will remain open when Carter Elementary has a half- day of school. The school cafeteria will be closed, so please make sure to send a sack lunch.

**Weather Closings/Delays**

Ram's World will not be in operation on days that Montrose Community Schools are closed due to weather conditions. Listen to local radio and TV for closing information. If school should cancel after children have already arrived, program personnel will make a decision to stay open or close parents will be contacted. On days when Carter Elementary has a delayed opening due to weather, Ram's World will remain open at the regular scheduled time, 6:00 a.m.

**Weather/Fire Emergencies**

Fire and Tornado emergency procedures are posted and practiced on a regular basis. All staff members are knowledgeable regarding procedures for dealing with weather and fire emergencies.

**Injuries**

All injuries should be immediately reported to a Ram's World staff member. If minor, the student will be treated and may resume activities. If medical attention is required, the staff will immediately contact parents.

**Communicable Diseases**

Please refer to Carter Elementary Student Handbook, Page 9.

**Medications**

In the event that a student must have medication administered while attending Ram's World, the following procedures and guidelines will be used:

1. All medications (prescribed and over-the counter) must be brought to Ram's World by an adult. Students may not bring medication to Ram's World.
2. Parents must sign an "Authorization for Medication Administration" form if a student needs medication while at Ram's World. Forms are available from any Ram's World employee.
3. Over –the counter medication must be in the original container and dosage must be age appropriate. The staff cannot administer medication intended for adult use only.
4. Prescription medication must be in the pharmacy bottle with the proper pharmacy prescription label attached.
5. Students may carry emergency type medications (i.e. Inhalers, epipens, etc.) with a signed physician authorization and signed parent authorization. Forms are available in the school office.

### **Attendance Policy**

If you have a child attending our Pre-School or after school program, it is Extremely important that you let us know when your child will not be attending. If we do not hear from you either by note or phone (810-591-8846) you will be charged for that day.

### **Signing In/Signing Out**

You must come in and sign your child (ren) in and out each day. If your child is here but is not signed out, you will be charged until 6:00 pm. We calculate your exact hours for the week on Fridays.

### **Release from Program**

Students will not be allowed to walk home from Ram's World. We have a firm policy of not permitting any unauthorized person to pick up your child. If a person other than a parent is to pick up a child, his/her name must be on the emergency form. We reserve the right to ask for identification of anyone we do not know.

### **Discipline Policy**

It is the policy of Ram's World to promote the development of each child's self-control through positive guidance techniques. Such methods include:

- Encourage and modeling of expected behaviors
- Redirection to acceptable activity
- Setting of clear guidelines and rules.

The following steps may need to be taken for unresolved conflicts

1. A child may need to be removed from a specific area of play.
2. Parent may need to be called to come to assist behavior.
3. A child may be removed from Ram's World program.

Please see the Carter Elementary Handbook for more detailed information regarding Montrose Community Schools Discipline Policies.

### **Program Fees**

Ram's World is a pre-pay program only. Parents estimate the amount of Program usage for the week and pre-pay for that week on Monday and Tuesday.

Staff members are available for information regarding account balances (negative or positive).

All negative balances must be included in payments each week. Please make checks out to Ram's World.

Once a child is registered they may use the program as needed. There is a minimum, \$5.00 charge per week if not using the program.

Fees: \$3.75 per hour for the first child  
\$2.25 per hour additional children

**Late fees:** Parents who are late will be charged \$1.00 for every minute after Ram's World is scheduled to close. The fee will be collected at the time the child is signed out.

*IT IS EXTREMELY IMPORTANT* that your child be picked up by closing time at 6:00 p.m. Consistently being late will limit you to A. M. use only.

### **Summer Program**

If your child is attending our summer program we must have a weekly schedule. Any cancellations the same day or no shows will result in being charged for half a day (4 hours). This is due to staff scheduling and preparation for activities that are planned. You may leave a message on our answering machine we check it nightly.

#### **Items to bring**

- Swimsuit and/or change of clothes
- Towel
- Water bottle
- Suntan lotion (we do not provide)

#### **Lunch**

Lunch is provided free of charge Monday-Thursday through our summer lunch program (based on if the free lunch Grant continues) Fridays you will need a sack lunch.