

Dear Parents of Davison Community Schools Latchkey Students,

Welcome to a new school year! Davison Latchkey provides before and after school care with qualified staff in a licensed setting for children ages 3 to 12 at various locations throughout the Davison school district. *Currently enrolled students turning 13 can continue services for the remainder of that school year.

Locations:

- **Cardinal's Nest, 1490 North Oak Rd:** Services provided for students at Cardinal's Nest Preschool, GSRP, Central, Gates, Siple, and Thomson. Students are transported back and forth from Latchkey to their respective schools via Davison School bus.
- **On-site at respective schools:** Services for students at DMS, Hahn, and Hill.

Latchkey Hours:

- **Morning:** 6 AM to school start
- **Afternoon:** School dismissal to 6 PM

Activities: Children engage in arts and crafts, sports, games, and outdoor play, with an afternoon snack provided.

Important Details:

- Latchkey follows the Davison Schools calendar and is closed on non-student and snow days.
- Extended services are available on early release, half days, and intersession (additional registration required).
- No drop-in services.

Registration:

- A one-time pre-registration fee and packet are required before services can begin.
- There are 10 sessions per school year; registration is required for each session.
- Registration deadlines are approximately 1 week before each session starts.
- Pre-registration and tuition payments are processed online at the Davison Community Schools/DCER website under the latchkey button.

Pre-Registration Steps:

1. **Create a Household Account:** Visit the Davison Community Schools website, go to the DCER tab, and create an account, including all household members. The direct link to create the account can be found here: <https://dcer.recdesk.com/Community/Home>
2. **Join Membership(s):** Select the appropriate membership for your child's school and needed services (AM, PM, or both). For example, parents of Cardinal's Nest Preschool

students click join “Cardinal’s Nest AM Latchkey” for morning services and “Cardinal’s Nest PM Latchkey” for afternoon services. Or another example is parents of Siple students should create a membership under Siple School Age Latchkey and select AM or PM or both memberships according to their needs.

3. **Pay Pre-Registration Fee:** Click the green “enroll” button. A \$20 fee for AM or PM, or \$40 for both, reserves a spot. A receipt will be emailed to the address on file associated with your DCER account.

Enrollment Packet:

- Complete and submit the enrollment packet to the Cardinal’s Nest office by July 31, 2024.
- Forms are available online; click the link [here](#)
- Registration packets are also available for pick up at Cardinal’s Nest between the hours of 9:00 a.m. and 3:00 p.m. Please take one packet per child. Instructions for completion will be included in the packet.
- Once completed, packets should be submitted no later than July 31st, 2024 to Cardinal’s Nest office (in person), fax 810-591-0889 or via email to avickerman@davisonschools.org. Please ensure all documents submitted are legible.
- Registration is not complete and students will not be able to attend services until packets are received and processed by the office.

Session Payments:

- Payments are made online through your DCER account in 10 installments, with the first due August 1, 2024.

For questions, please contact the Cardinal’s Nest office at 810-591-0821.

Thank you!

Adrienne Vickerman

Assistant Preschool/Latchkey Director

Davison Community Schools

DAVISON LATCHKEY

- Now registering for the 2024-2025 school year. Registration fees apply.
- Located at Cardinal's Nest, Hill, or Hahn.
- Central, Gates, GSRP, Siple and Thomson students are transported to and from school for services.
- **Tuition is paid in advance per session (4-5 weeks of service)**

AM/PM Preschool AM (6:00-9:00) PM (Dismissal-6:00)

Prices listed are per session

	AM / PM
2 days/week	\$36 / \$36
3 days/week	\$54 / \$54
4 days/week	\$72 / \$72
5 days/week	\$90 / \$90



AM/PM Elementary AM (6:00 a.m. until bus departure) PM (Dismissal-6:00 p.m.)

Prices listed are per session

	AM / PM
2 days/week	\$60 / \$60
3 days/week	\$90 / \$90
4 days/week	\$120 / \$120
5 days/week	\$150 / \$150

PM Hahn

Intermediate

After Dismissal until 6:00 p.m.

Prices listed are per session

2 days/week	\$90/session
3 days/week	\$135/session
4 days/week	\$180/session
5 days/week	\$225/session

WHERE KIDS COME FIRST AND FUTURES BEGIN!

810-591-0821 • www.davisonschools.org
1490 N. Oak Rd, Davison MI 48423



Where Kids Come First and Futures Begin
DAVISON COMMUNITY SCHOOLS

Davison Community Schools Latchkey Policies

Dear Parents:

We ask that you read the following information regarding Davison Latchkey policies.

Registration Packet- After completing your child's online pre registration, please complete a latchkey registration packet. Please sign and/or complete all forms and return to the Cardinal's Nest office by email (avickerman@davisonschools.org), fax (810-591-0889) or in person drop off no later than **Wednesday, July 31st. Please be advised your registration is not complete until this packet is submitted.** This packet contains important safety and licensing information required by the state. Please ensure all documents submitted are legible.

Bathroom Independence- Children attending Cardinal's Nest Latchkey program must be toilet trained and bathroom independent. Pull ups and diapers are prohibited.

Early Release- Extended latchkey services are offered as an additional registration option (with fee) to those that qualify on early release days. Students must be registered for the session in which the early release falls, on the roster and scheduled to attend **Wednesday PM** latchkey. **No exceptions. (Half day preschool/PM students are considered "no school" these days, latchkey services will not apply).**

Half Days- Extended latchkey services are offered as an additional registration option (with fee) to those that qualify. Students must be registered for the session in which the half day falls and normally scheduled to attend **PM latchkey** on the day the half day occurs.

Intersession Latchkey- Services are offered as an additional registration option (with fee) to those that are registered for the latchkey program.

Enrollment- Davison Latchkey is open to children between the ages of 3 and 12. There is separate pricing for preschool latchkey (3 and 4 year olds), school age latchkey (K-4th grade) and Hahn/DMS. Pricing can be found for preschool and school age latchkey on the Davison Latchkey Page under the DCER tab. Students ages 3-12* are eligible to attend latchkey at their designated site providing space is available and the site can meet the needs of the child. Parents must enroll children using our online registration and payment page on the Davison Schools website under the DCER tab.

*Currently enrolled students turning 13 can continue services for the remainder of the school year.

Electronics- Use of phones, ipads, tablets, hand held video games, ipods or any electronic devices is strictly prohibited during the latchkey program. Hahn Intermediate's Latchkey electronics policy is at the discretion of the Site Supervisor. Any exceptions must be approved by the Program Director.

Medications- I understand if my child has a health plan requiring emergency medication (EpiPen/Inhaler) a copy of said plan and medication will be provided for use to the latchkey program.

Playground/Outdoor Structures Use- I understand my child will play in the outdoor play area and on all playground equipment. I am aware that the playground equipment is exempt from Child Care Licensing subrule (11) because it is a school playground.

Registration and Payment Deadlines- See the Davison Schools Website under the DCER tab for details regarding pricing, sessions, pre-registration requirements and payment deadlines for each 4 active week session of latchkey. There are 10 sessions of latchkey throughout the school year. You can print a calendar of the sessions and dates for registration and payment deadlines from the website. Your latchkey site supervisor will also be passing out calendars with payment deadline reminders throughout the school year. You must pre-register only once, and then pay for each subsequent session by the designated deadline. Payment deadlines are firm and student's names are not added to the rosters at each site until the online payment is processed. A \$10.00 late fee will be applied to any payment received after the deadline.

Attendance and Absences- Due to the state of Michigan's Department of Human Services Bureau of Children and Adult Licensing laws staffing requirements that define child/staff ratio, student absences will not be deducted from the 4 week latchkey session payment. So we can be accountable for all our students, parents must call their latchkey location if their child will not attend PM latchkey on a scheduled day.

Emergency Numbers- Parents must fill out a state required child care licensing card for each session of latchkey. This is state law. Parents must include a current and working phone number where they can be reached, as well as two additional names and telephone numbers to call in the event the parents cannot be contacted. If your phone number changes or any other information changes, please notify the office immediately. Failure to do so may result in dismissal from our program.

Latchkey Conduct- Latchkey students will follow the elementary school rules based on the Cardinal Code, including no bullying, or no physical harm to themselves, other students, and staff. Failure to comply will result in dismissal from our program.

Late Pick-Up- Charges will be assessed for late pick-up. If a child is not picked up by 6:00 p.m., a late pick-up fee of \$10 per quarter hour (per child) will be assessed. Habitual abuse of this practice or non-payment of assessed fees may result in dismissal from our program.

Payments- Our center operates on a 4-week flat rate session system, not by the month, the day, or the hour. Pre-payment for latchkey, prior to the 4 week session must be made before the payment deadline for each of the 10 sessions throughout the school year. The days used in the 4-week session **must be consistent**. There are no refunds for scheduled days not used, including school activities, snow days, district days off, etc. Voluntary withdrawal by parents will not constitute a refund once the second week of the session has begun. Due to hardship caused by reimbursement rates, DHS payments are not accepted. Drop in services are not offered.

Schedule- We operate within the Davison school calendar. If Davison Schools are closed due to holidays, inclement weather, mechanical problems, Records Day, PD, etc., Davison Latchkey will also be closed. There is no refund for unscheduled school closings.

Sign-Out- Parents (or designated pick up persons) must sign their child/children in and/or out according to each site's policy. Parents or authorized pick up persons will be asked to show ID until the staff is familiar with their identity. **I have read the above information and agree to abide by the policies and procedures therein.**

Transportation- Students receiving latchkey services at the Cardinal's Nest will be transported to and from their respective schools. Parents must complete and submit a transportation form to their child's home school's main office. For example, students attending Central should submit their transportation form to Central's main office. **Cardinal's Nest is not responsible for arranging transportation.**

Please note, the Cardinal's Nest reserves the right to add policies at any time.

Davison Latchkey Policies

Student Name

Parent/Guardian Signature

Date

CHILD INFORMATION RECORD

State of Michigan - Department of Licensing and Regulatory Affairs - Child Care Licensing Bureau

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:	Date of Admission:	Date of Discharge:
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Name of Child (Last, First, Middle Initial)			Child's Date of Birth		
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Parent/Legal Guardian's Name		Primary Phone ()	Parent/Legal Guardian's Name (Optional)		Primary Phone ()
Home Address (if not child's address)		2 nd Phone (if applicable) ()	Home Address (if not child's address)		2 nd Phone (if applicable) ()
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address (optional)		
Employer Name		Work Phone ()	Employer Name		Work Phone ()
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and/or Special Instructions? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain: (Attach additional sheets, if necessary.)					

CCL-3731 (Rev. 3/17/2022) Previous editions 7-18 & 4-21 may be used

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)

1.	()	()
2.	()	()
3.	()	()

Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)

1.	()	2.	()
3.	()	4.	()

Parent/Legal Guardian Initials:

_____ I give permission to _____, licensed by the Department of Licensing and Regulatory Affairs to secure emergency medical treatment for the above named minor child while in care.

I certify that I accurately completed this form and if anything changes, I will notify the provider by updating this form.

Signature of Parent or Guardian _____ Date Signed _____

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

LARA is an equal opportunity employer/program.

AUTHORITY: 1973 PA 116
COMPLETION: Required
PENALTY: Rule Violation Citation.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

CENTER MUST CHECK ONE

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.

The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.

I have read the above statement issued by Davison Cardinal's Nest
Name of Child Care Center

Child(ren)'s Name(s):	
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Parent Name _____

Parent Signature _____ Date _____

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