



Saints Club

Kindergarten-Second Grade

Eagles Club

Third-Eighth Grade

ASA Child Care Programs
2026-2027

Welcome to the All Saints Academy K–8 Child Care Programs. This information booklet is provided as a reference guide to help familiarize you with our K–8 child care offerings.

We look forward to serving your family and providing high-quality child care. Our dedicated staff members are committed to creating a positive and engaging experience for your children. They have many fun and enriching activities planned and are excited to share them with your child.

If you ever have questions or concerns about our programs, please don't hesitate to reach out to a staff member or the program director. We are always happy to help.



All Saints Academy Child Care Programs

2233 Diamond Ave NE

Grand Rapids, MI 49505

School Telephone: (616) 447-2997

Lower Campus Email: lcoffice@asagr.org School Website: www.asagr.org

Program Director: Beckie Patterson
bpatterson@asagr.org

Saints Club – K to 2nd grades are in room 305.

Eagles Club – 3rd to 8th grades are in the Library room.

(Before School all grades in room 305. After school and non-school days split in both rooms.)

All ASA child care programs are licensed by the State of Michigan.

License Number: DC410017819

Our Tax ID # 261504524

For school wide emergent communications, families will receive an automated phone call, text, and email. Individualized communications will take place by phone or email according to the context of the information.

Licensing Notebook

The licensing notebook contains all the licensing inspection/special investigation reports and related corrective plans for the last 5 years. This notebook is available during business hours for parent viewing. Licensing inspections, special investigations, and corrective action plans from the past 3 years are available for viewing at www.michigan.gov/michildcare.



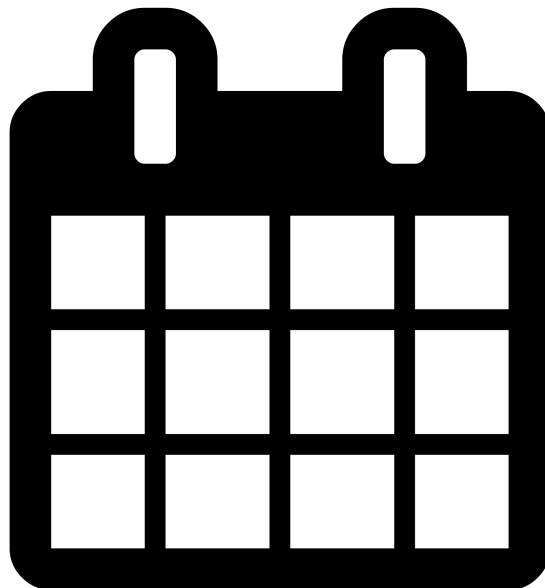
Philosophy

At ASA K-8 Child Care, we provide a warm, educational, and secure Christian environment where children can imagine and create through learning and play. Children are cared for by responsible and trained adults at all times.

Hours of Operation

Monday through Friday - 6:30 AM to 6:00 PM

Our facility will be closed as follows: New Year's Eve and Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), and Christmas (24th, 25th, & 26th). If the holiday falls on the weekend, we will take Friday and/or Monday off as holiday time. Closures will occur during the transition between summer and the start/end of school. When this occurs, you will be notified in a timely manner. We will remain open when All Saints Academy School closes for inclement weather unless we feel travel to and from school will jeopardize the safety of your family and/or our staff. Closures or adjusted hours may occur due to weather, power outages, heating/cooling issues, water issues, etc... Safety of children and staff will be taken into consideration when making these decisions to close.



Admission Policy

Before your child can attend child care, Michigan Child Care Licensing requires the following items to be on file:

- Registration Form
- Registration with Finalsite Billing
- Registration Fee - one yearly fee per a family
 - ASA school registration fee covers the child care registration
- Child Information Record
- Health Maintenance Record
- Sunscreen Permission Form (optional)
- Medicine Administration Form (if needed)

These guidelines have been developed for the protection and well being of each child. Failure to provide the items listed above will result in the child's enrollment being delayed or canceled. We accept new registrations throughout the year provided space is available. Families have the option of enrolling for the school year only, summer only, or both. The staff must have 24 hours notice to process registration forms before any child may enter the program.

Staff

All staff members are required to remain current with various training in order to work in the child care rooms. All staff members are required to complete 16 hours of training on appropriate child oriented topics each calendar year. In addition, staff members have been trained in first aid/CPR, Protecting God's Children (VIRTUS), blood borne pathogens, and various other developmental programs. The staff has been instructed on how to handle a crisis, and how to report neglect and abuse. All employees are required to have a criminal background check completed and have fingerprints taken before beginning employment.



Attendance

It is essential to notify school if your child will not be attending on one of their scheduled days. **Failure to notify us of your child's absence will result in being charged for the session.** If you need your child to attend on one of their non-scheduled days, please confirm availability before arriving (24 hour notice is required). We are not a drop in center.

If you need child care services on non-school days, it is necessary for you to make a reservation for your family. If you reserve a spot and don't show up, you will be charged for the day. If you just drop in without a reservation, you will be charged an extra \$10.00 per child.

Child care services are available when school closes due to inclement weather; however, we reserve the right to close or adjust our hours of operation if we feel travel to and from school will jeopardize the safety of your family or our staff. You must pre-register for this special service. If you register and don't show up, you will be charged. If school experiences a delayed start or early release, child care programs will typically operate as usual unless the delayed start or early release affects child care operations. Closures may occur due to power outages, heating/cooling issues, water issues, etc...

Staff will only release children to parents or those listed on the child information record unless the staff is notified. Parents must provide a copy of any court order prohibiting contact by a non-custodial parent if we are to withhold a child from a parent. If staff members question anyone's identification, they will ask for a picture ID.

Sign In/Sign Out – All children must be signed in and out using any of the i-pads located by the classrooms. If a child is not signed out, they will be charged until 6:00 PM.



Health Care Plan

We take precautionary measures to keep everyone safe and healthy at school, so if your child is ill or experiencing a communicable disease, please do not send them to school. Symptoms such as a fever, teary eyes, bad coughing/sneezing, rash, diarrhea, and severe runny nose can be very contagious to others. Please refrain from sending your child to school if they are experiencing any of these symptoms. Children are much more comfortable at home with a parent when they are feeling ill. Your child is welcome to return 24 hours after the symptoms have diminished, and they are no longer contagious. They must be fever free without the use of a fever reducer for at least 24 hours before returning. Please notify the school if you will be keeping your child home.

If your child suddenly becomes ill, or symptoms of illness appear such as a fever of 100° or higher, vomiting, rash, or diarrhea while at school, parents will be called and the child will need to be picked up immediately. If a parent is unreachable, your child's emergency contact will be notified.

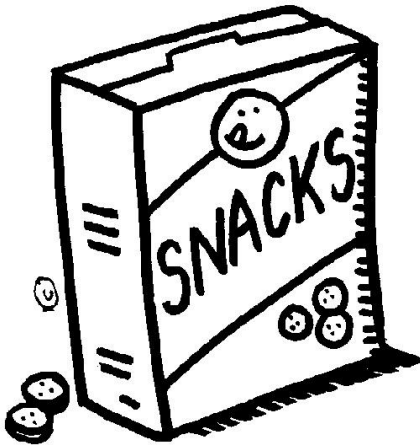
If an accident, injury, or illness occurs while at school, the staff will notify parents depending on the severity of the incident by phone, email or in person at pick up. In case of an accident or injury, adequate first aid supplies are available for consumption. If the situation requires immediate medical attention, the staff will call 911, and then notify parents via phone. For situations that require professional medical attention, an accident report will be completed and submitted to the Department of Lifelong Education, Advancement, and Potential, and a copy will be kept on file at school. For simple scratches or scrapes, a class injury report may be sent home or the staff will talk to parents directly at pick up.

If medication, prescription or nonprescription, needs to be administered at school, a medical administration form must be signed and dated for each medication prior to administering. Prescription medication forms must be signed by a physician. All medicine must be administered from the original container with the original prescription label attached. All medication must be kept by a staff member and out of the reach of children - children may not keep medication in their backpacks or lunches. We must have written permission to use topical nonprescription medications such as diaper cream, triple antibiotic, sunscreen, hand lotions, and insect repellent.

To help protect your child, staff members have been trained in CPR, first aid, and how to handle bodily fluids. All staff are required to follow proper hand washing procedures.

Children are taught the importance of hand washing and are provided the opportunity whenever necessary. All hands are washed before and after food consumption.

The cleaning of our building, classrooms, and materials is essential. All tables are washed and sanitized before and after food consumption. Toys and rest cots are washed and sanitized whenever necessary.



Breakfast, Lunch, and Snacks

Breakfast: We do not serve breakfast in child care. If you want to send your child in with something simple, they are welcome to eat it before heading off to class.

Lunch: On non-school days and during the summer, a healthy lunch from home needs to be sent with your child. Please label the lunch box/bag with first and last name.

Snacks: On school days, your child will receive one snack after school. On non-school days and during the summer, we will serve a morning and afternoon snack. If your child would like any additional snacks, they can bring something from home, but these snacks will need to be eaten during our designated snack time.

Water Bottles: It is strongly encouraged for your child to bring a water bottle to school. Please make sure their first and last name appear on the bottle.

Crisis Situations

Fire Procedure: Students know how to respond to the sound of the fire bell and where the nearest exits are. Each group has an assigned location. If this location is unsafe, the group will walk to Blessed Sacrament Church, Aberdeen School, or Northfield Lanes depending on the severity of the fire or directions from authorities. Children will remain at this location until parents come to retrieve them or authorities relocate us. Parents will be notified by email, automated phone call, and text. After 30 minutes, the parents of those children still remaining will be called directly. The students practice fire drills five times a year.

Tornado Procedure: If the National Weather Service issues a tornado warning for Kent County, the students will proceed to the basement of the school. Students will remain in the basement until given the all clear. If the school sustains damage and students need to relocate sites, parents will be notified by email, automated phone call, and text. Parents will then need to come to our location and pick up their child. After 30 minutes, phone calls will be made to those parents whose children remain at the location. Tornado drills are practiced with the students twice a year.

Crisis: The staff is trained on what to do in a crisis situation. The number one priority is the safety of the students. Teachers will follow the trained protocol or instructions from authorities. If students are relocated, parents will be notified by email, automated phone call, and text. After 30 minutes, phone calls will be made to those parents whose children remain at the location. If a crisis occurs and the children are able to remain at ASA, a letter or email will be sent home with each child explaining the situation that occurred. Lock downs and/or shelter in place are practiced twice a year.

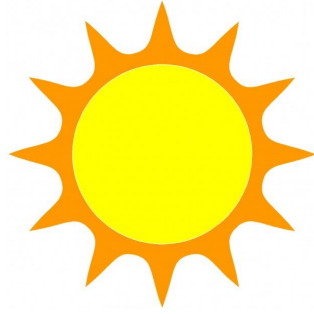
*** If specific plans for students with special needs are required, alternate arrangements will be provided for staff.

Our outside doors will remain locked at all times. When you are coming to drop off or pick up your child, please use the doorbell. A staff member will open the door for you. Staff will attend to the door as quickly as they are able, so please be patient.

When a class leaves their room, a sign by the classroom door will indicate where the class can be found. During the school year, we will remain on school property except for a pre-planned field trip or in case of an emergency. During the summer, field trips will only be taken with notification and parental permission.

Transportation Policy

If bus transportation is needed, ASA Child Care will use school buses provided by Catholic Secondary Schools. Buses would be used in emergency situations and potentially a field trip (with parent permission).



Weather Conditions

Tornado Warning: When a tornado warning has been issued by the National Weather Service, all children will take shelter in the appropriate designated area until they are picked up by parents, or until the all clear has been issued. Parents are strongly encouraged to remain in the building with their child until the all clear has been given.

Tornado Watch: Activities will continue as usual. Outdoor play will be evaluated. The weather will be closely monitored. Children will be dismissed as normal.

Thunderstorm Watch or Warning: Activities will continue as usual. Outdoor play will be evaluated. The weather will be closely monitored. Children will be dismissed as normal.

Snow Days: If ASA closes for inclement weather, our rooms will open for child care services only; however, we reserve the right to close or adjust our hours if we feel travel to and from school will jeopardize the safety of your family or our staff. Your child must be registered for snow days.

2 Hour Delays: ASA will be open for child care services at our normal time (6:30 AM) when ASA experiences a two hour delay unless specifically stated.

Early Release: ASA will remain open for child care services on early release events unless specifically stated. For example: loss of power, heat, water, etc...

Discipline Policy

Positive relationships and expectations for children are key components of our programs. We encourage self-control, self-direction, self-esteem, and cooperation when dealing with discipline situations. We concentrate on appropriate behavior among the children and between children and adults. One of our primary goals is to promote positive growth in your child's social and emotional development and keep conflicts to a minimum. We promote positive behaviors and promote trusting relationships among students and staff.

Unfortunately, unexpected conflicts will occur with children. Teachers deal with these conflicts as they occur. They will use strategies that work for that child and the given situation. Some of the strategies include redirection of activities, changing playmates, time outs, brain breaks, dialog, and "1-2-3 Magic". Our motto of "Be Fair, Be Safe, Be Kind" is used throughout all of our classrooms. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming themselves, others, or property. Discipline in the form of physical harm, mental/emotional punishment, confinement, exclusion from food, rest, outside play, and daily learning experiences is prohibited in all of our programs.

If a child has a school support plan, we will adjust the plan to accommodate any of their needs that may influence our child care program.



Daily Schedules & Activities

Before/After School Schedule (Saints Club K-2)

6:30 - 8:00	Activities such as board games, coloring, crafts, etc...
8:00 - 8:10	Proceed to classrooms
8:10 - 3:15	K-2 students are in class
3:15 - 4:00	Snack, Homework, or Activity
4:00 - 6:00	Outside, Gym, or Classroom Activity (see detailed schedule in room)

Before/After School Schedule (Eagles Club 3-8)

6:30 - 7:45	Activities such as board games, coloring, crafts, etc...
7:45	3-8 head to the shuttle (takes to upper campus)
8:00 - 3:30	3-8 students are in class
3:45 - 3:55	Arrive at Elementary School on Shuttle
3:55 - 4:15	Snack and Homework
4:15 - 6:00	Outside, Gym, or Classroom Activity (see detailed schedule in room)



Summer Schedule

This is a very general schedule. Our daily routine will be adjusted for special activities, weather, number of kids in attendance, etc...

6:30 - 9:00	Free Choice Activities
9:00 - 9:30	Group Time/Books/Table Games
9:30 - 10:30	Gym/Art Room
10:30-11:00	Bathroom and Snack
11:00 - 12:00	Outside
12:15 - 1:00	Bathroom and Lunch
1:00 - 1:30	Books and Quiet Activity Time
1:30 - 3:00	Outside
3:00 - 3:30	Bathroom and Snack
3:30 - 6:00	Classroom Activities, Gym, Outside, etc...

During the summer, we have many extra events taking place such as Aberdeen Park, Kona Ice truck, summer enrichment opportunities, and much, much more. Permission slips and schedules will be distributed during the summer program. Some of the extra activities will require additional funds for those participating in the activity.



Fees

CHILD CARE RATES

ROOM	DAILY RATE	WEEKLY RATE	HOURLY RATE
ASA K-8 Student	\$43.00	\$190.00	\$6.00
ASA K-8 Siblings	\$38.00	\$162.00	\$4.50
Non-ASA K-8 Student	\$60.00	\$280.00	\$8.50
Non-ASA K-8 Siblings	\$56.00	\$260.00	\$7.50

Daily rate applies to care of 7 hours or more.

If your family has 2 or more children in the K-8 child care program, you pay full price for one child and the sibling rate for the remainder. If your family has a child in the early childhood program, you will pay full price for the early childhood child, but you receive the sibling rate for your K-8 child care children.

Additional Fees:

Field trips and special activities may have additional fees.

Failure to pay your expenses may result in a late fee.

Failure to report an absence on non-school days will result in being charged for the day.

Late Fee: A \$10.00 late fee (per child) will be assessed for picking up after 6:00 PM. At 6:05 PM, an additional \$1.00 per minute will be added to the late fee.

Payment Information:

All families must be registered with Finalsité Billing. Weekly billing will be tabulated and added to your Finalsité Billing account weekly. Payments for all programs will be made according to your payment selection in Finalsité Billing. You will be required to make at least one payment each month, but you may pay more frequently. Enrollment in Finalsité will occur during the registration process.

All non-ASA families will be charged a yearly, non-refundable registration fee of \$150.00. If your child is an ASA student, your school enrollment fee covers your registration fee.

A yearly expense statement will be available on your Finalsité Account. If you need detailed statements for child care reimbursements, please contact the school office.



Volunteer Policy

We welcome volunteers in our program; however, they must meet the following criteria.

1. Volunteers shall provide appropriate care and supervision of children at all times.
2. Volunteers shall be of responsible character and suitable to meet the needs of children.
3. Volunteers must read and sign our Abuse and Neglect Volunteer Policy.
 - a. Awareness of ASA's policy on abuse and neglect
 - b. Abuse and neglect of children is against the law
 - c. Volunteers are required by law to immediately report suspected abuse and neglect to children's protective services
4. All supervised volunteers shall receive a public sex offender registry clearance from the Michigan State Police Sex Offender Registry(PSOR) or the Dru Sjodin National Sex Offender Public Website(NSOPW) before having any contact with a child in our care. A copy of the clearance will be kept on file at ASA.
5. Have attended and participated in the Protecting God's Children Program (VIRTUS)
6. Read and sign the Standards of Ministerial Behavior

All of the criteria must be complete and acceptable before any volunteering in the school can be done. Volunteers will work under the supervision of an ASA employee and follow the guidelines provided by the staff member. School policies and procedures must be followed by all volunteers working within our facility. **Volunteers must be supervised** by an All Saints Academy staff member at all times.



Electronic Devices

Child care students do not need to bring cell phones to school. If a cell phone is brought, it must remain in the student's backpack during the session. If you need to reach your child, please contact the school office.

Electronic devices such as personal gaming systems, iPads, personal CD players, MP3 players, and iPods are not permitted in any of our child care programs. Tablets, chromebooks, laptops, and similar devices may be used only in the Eagles Club for homework or reading purposes.

On occasion (rainy days or extreme heat), the child care students will have opportunities to watch movies. Movies will be "G rated" only. Television viewing is off limits unless extreme circumstances warrant.

Withdrawal

Withdrawal of children from the Child Care Programs will occur in the following situations.

- Failure to complete the registration requirements.
- Non-payment of child care fees. Services may resume once the balance is paid in full or an approved payment plan has been established.
- All Saints Academy child care reserves the right to deny admission of any child in situations where the program is not meeting the child's individual needs, or if the child's presence is interfering with the needs of others.

There is no penalty for withdrawing a student; however, you will remain responsible for all child care fees on your account.