2020 Summer Open Door Registration Policy Changes

Summer Open Door will run from June 29th through August 14th.

Due to the limited number of students we are able to accommodate, to assure the safety of the children and staff, we have had to make changes to this year’s Summer Open Door program. Though you have sent in a Summer Open Door Registration packet already, we do require your signature on these changes. Please read, sign and date the document below and as well as read the “COVID-19 Preparedness and Response Plan” (found online at https://www.ghaps.org/our-district/departments/child-services/open-door-child-care/). Thank you.

The best way to contact us during this time is through email, children@ghaps.org. Emails will be checked on a regular basis. Thank you for your patience, stay healthy and safe.
SUMMER 2020 OPEN DOOR COVID REGULATIONS
Please read carefully and sign/date

Child’s Name ________________________________________________      Grade in Fall (20/21) ___________

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Child’s Name ________________________________________________      Grade in Fall (20/21) ___________

Summer Open Door will run from June 29th through August 14th.
At this time we will be implementing the following changes.
However, the information below is subject to change due to Covid-19.

Admission & Scheduling Policy Change
Due to the limited number of students we are able to accommodate, to assure the safety of the children and staff, we have had to make changes to this year’s Summer Open Door program. Families who are utilizing Open Door full-time will get first priority in scheduling. Full-time consists of 5 days a week all summer. Part-time families will get next priority in scheduling. Part-time consists of 2 or more days every week all summer. Unfortunately we will not be unable to accept children who attend sporadically this summer. We are requiring all families to submit schedules for the ENTIRE summer break (June 29th – August 14th) by June 15th at 6:00pm. We are unable to accept weekly schedules the week before care this summer. We do anticipate being full on a weekly basis this summer. Due to this, we will accept schedules by first come/first serve basis. Full- time families will be put on the schedule first, followed by the part-time families who submit their schedules first, before we fill up to capacity.

We do understand that families may have vacations planned for the summer. Therefore, full-time families will get 5 days in which they will get a “credit” and not have to pay for care. Part-Time families will get 2 days in which they will get a “credit” and not have to pay for care. If your family chooses to take more days off of Summer Open Door, you will be required to pay for those days.

Billing and Payment
Billing and payment policy has remained the same. Please refer to the original registration for detailed information.
The registration fee is $45 per family. The registration fee must be paid in order for care to begin.

Daily Rate $38*
Full Time Rate $170*

*Second child will receive a 20% discount, third (or more) child(ren) will receive a 30% discount. The child who attends the most will be charged the full rate.
Pick Up and Drop Off Policies

The pick up and drop off policies will be changing during this time to assure the safety of everyone. Parents are asked to stay outside with their children when dropping off or picking up your child. When dropping off your child, please ring the buzzer. A staff member will meet you at the door. We will proceed to ask you the standard Covid-19 questions as well as take the temperature of your child. If your child is cleared, they will be able to enter the building. We do ask that parents remain outside of the building at all times and not enter. For pickup, you would ring the buzzer and we will bring your child and their belongings out to the door. We will have two separate entrances to the building. If your child is in room 9 or 10 they will enter in the back of the building, as they normally would, at the door labeled “Open Door A”. Children attending rooms 11 and 12 will be entering from the side of the building off of Franklin. The door will be labeled “Open Door B”. Children will enter these specific doors and go directly to their rooms so they will not be interacting with other children outside of their designated room assigned classmates. Parents will NOT be signing the children in and out like normal. **We are requiring parents to fill out a “Sign In and Out” sheet weekly for each child attending and to email it back to “children@ghaps.org”**. This is required to stay compliant with state licensing regulations and will be needed weekly by each family. Below is a sample of the document. You will receive a PDF of this document and email it back to us at the end of every week.

If you pick up your child after 6:00pm, there is a $10.00 per child late pick up fee. An additional $10.00 fee will be charged every 15 minutes you are late. This fee must be paid upon pick up and a Late Pick Up form must be signed for our records.

**Scheduling**

Due to the limited number of students we are able to accommodate, we are requiring all families to submit schedules for the **ENTIRE summer break (June 29th – August 14th)** by June 15th at 6:00pm. **We are unable to accept weekly schedules the week before care.** We do anticipate being full on a weekly basis this summer. **Due to this, we will accept schedules by first come/first serve basis.** Full time families will be put on the schedule first, followed by the part time families who submit their schedules first, before we fill up to capacity. If care is not available, a staff member will contact you right away to let you know. Schedules are not able to be changed after June 15th and all care scheduled will be charged to your account. Full-time families are
required to sign up for 5 days a week all summer, with the exception of the 5 “Credit” days. Part-time families are required to sign up for at least 2 days per week all summer, with the exception of the 2 “Credit” days given. (Please refer to the section “Admission & Scheduling Policy Change” above for more information on this matter.) **Late schedules will only be accepted if openings are available.** Drop-in care is NOT available. We reserve the right to refuse care, if a schedule is not submitted ahead of time or we are out of ratio due to licensing regulation and COVID-19 Safety Procedures.

Schedules, on a completed and signed copy of the Summer Open Door schedule form, can be turned in at Central, or if you pay with a Credit Card they can be faxed to 616-850-6840 or emailed to children@ghaps.org. **We will not be accepting online schedules this summer. Schedules will not be taken over the phone.** Schedules must include: the child’s First and Last name; parent/account holder First and Last name; arrival and departure time; payment method and account holder signature.

Permanent schedules may be used if your child has the same schedule every week. Permanent schedules do not extend beyond the Summer Open Door Session.

**COVID-19 Cleaning and Safety Procedures**
We have implemented many safety and cleaning procedures to assure the health and safety of your children. Siblings will be placed in the same class room together so we can limit exposure. Please read over the COVID-19 Preparedness & Response Plan to learn more about our Covid-19 procedures. This can be found on the website at [www.ghaps.org](http://www.ghaps.org) (under “Buildings” go to “Open Door”).

Please sign and date below. By doing so, you are stating you have read and understood the information above as well as the COVID-19 Preparedness & Response Plan.

**Parent/Account Holder Name:** __________________________

**Parent/Account Holder Signature:** ________________________

**Date:** ________________

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Grand Haven Area Public Schools do not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, disability, or limited English proficiency in any of its programs or activities.

The following office is designated to handle inquiries regarding the nondiscrimination policies:
Assistant Superintendent of Human Services, Grand Haven Area Public Schools, 2415 Beechtree Street, Grand Haven, MI 49417 616.850.5050