

Victorious Kids Solutions Latchkey Parent Handbook

Policies and Procedures



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Welcome & Enrollment

Welcome, and thank you for choosing Victorious Kids Solutions Latchkey! We are pleased to provide a safe, welcoming setting for your child. This handbook explains our program policies and the agreement between VKS and each parent or guardian.

Please review all policies before signing the acknowledgment. Questions should be directed to the administrative office. Families must commit to a minimum of two days of care per week.

Program Pricing

Care Session	Rate
Morning care	\$10 per morning
Afternoon care	\$16 per afternoon
Half-day care	\$25 per half day

Payment Methods & Due Dates

Accepted payment options: **cash, Apple Pay, Zelle, and payments through our website at www.victoriouskidslatchkey.com**. DHS child care assistance is accepted subject to approval and coverage. Contact the office for the correct Apple Pay or Zelle payment instructions before sending money. Include your child's name and the care period with each payment.

Payments are due on Mondays to secure your child's spot. A **\$20 late payment fee is applied on Wednesdays**. All outstanding fees must be paid in full before the child returns. Keep a payment receipt or confirmation for your records.

DHS Payment Policy

VKS does not offer reimbursement for out-of-pocket payments while DHS approval is pending. Parents must pay out of pocket until approved or wait to begin services once DHS coverage begins. Contact the office with questions about approval, coverage dates, or your balance.

Cell Phones & Daily Care

Cell Phone Usage Policy

Related Michigan rule: R 400.8271(10)-(12), Child development; R 400.8401, Table 3(e). The personal phone restriction below is a VKS program policy, not a statewide cell phone ban.

Children must keep personal phones and smartwatches used for calling, texting, or entertainment silenced and stored in their backpacks during care. Calls, messaging, games, social media, photographs, and videos are not permitted without staff approval. This supports participation and protects the privacy of children and staff.

A child who needs to contact a parent may ask to use the program phone. Parents should contact program staff for urgent messages or changes to pickup arrangements. A child may use a personal device with staff approval when needed for an emergency or an agreed medical, communication, or accessibility need.

If a device is used without permission, staff will calmly remind the child to put it away. Repeated misuse will be documented and discussed with the parent. Staff may ask the parent to keep the device at home. Device violations are addressed through positive guidance and the discipline policy.

State media requirements: Media must be appropriate for children; violent or adult content is prohibited. Passive media is limited to two hours weekly per child, with alternatives available. Academic/educational use and assistive/adaptive technology have specified exceptions.

Pick-up Policy

Children must be picked up by the scheduled closing time. A late pickup fee of **\$15 for the first 15 minutes** applies, followed by **\$2 for each subsequent minute**. Notify staff promptly if delayed and arrange for an authorized alternate pickup person. Children remain supervised until released to an authorized adult.

Habitual Late Pickups: VKS reserves the right to refuse or discontinue care for habitual late pickups. **Services may be terminated after the third late pickup.** Staff will document each occurrence and notify the parent or guardian. Late pickup fees still apply. Administration will provide written notice if services are terminated.

Meals, Snacks & Food Allergies

Meals & Snacks

VKS no longer provides breakfast. Children should eat breakfast before morning care. VKS provides two healthy snacks daily and afternoon supper per the site schedule. Other required food arrangements and menus will be communicated to families.

Michigan nutrition rule: R 400.8330(1)-(4), (8)-(10). Meal/snack requirements depend on the length of operation; two snacks do not replace a required meal. Parent-provided food requires a written agreement, and the center must supply adequate food if the parent does not.

Individual Food Allergy Care Plan

Michigan rule: R 400.8269a(1)-(3), Food. VKS must implement a written allergy prevention and emergency response plan. Each child's plan includes the child's name, food allergies, medication names/doses/administration methods, and training to recognize that child's reaction. The plan must accompany field trips.

Parents must disclose allergies before care and promptly report changes. Supply current care instructions, emergency contacts, and prescribed rescue medication in cooperation with administration and the child's health care provider. Staff will review the plan before serving food.

Prevention During Snacks & Activities

Michigan rule: R 400.8269a(4). Families must be informed of known food allergens to avoid bringing them into the classroom or center. Post the child's name and allergy prominently with parental approval; train program staff and unsupervised volunteers in anaphylaxis recognition; prevent food sharing.

VKS will check food labels and substitutions, avoid each child's identified allergens, and reduce cross-contact with handwashing, cleaned surfaces, and separate utensils as needed. Check with staff before bringing treats or activity foods. No food trading or sharing is allowed. VKS will arrange suitable alternatives without guaranteeing an allergen-free environment.

Responding to a Reaction or Exposure

Michigan rule: R 400.8269a(5). Give medication promptly as directed by the care plan. Call emergency medical services immediately for a serious or newly suspected serious reaction, or whenever epinephrine is given, even if the child improves. Notify parents immediately of suspected reactions or allergen ingestion/contact, even without symptoms.

Staff will call 911 when indicated, remain with and supervise the child, follow the care plan and emergency instructions, and document the exposure, response, and parent contact. Emergency care will not be delayed while waiting for a parent to arrive or answer a call.

Medication Readiness

Michigan rule: R 400.8260. Program staff administer medication with prior written parental permission. Medication must be in its original, child-labeled container, properly stored out of children's reach, and given according to authorized directions. Administration records include the time, amount, and staff signature.

Parents must promptly replace expired or depleted medication. Rescue medication will be accessible to authorized staff, including on trips, and kept out of children's reach.

Positive Guidance & Discipline

Michigan rule: R 400.8280(1)-(5), Discipline. The warning, suspension, and termination sequence below is VKS policy; Michigan does not mandate that sequence.

Our Approach

We teach children how to make safe choices, express feelings respectfully, resolve disagreements, and ask for help. Staff use clear expectations, calm reminders, redirection, praise for appropriate behavior, and conversations about what the child can do differently. Responses consider the child's age, development, needs, and the circumstances.

Anti-Bullying & No Fighting

Bullying, fighting, threats, harassment, and deliberate harm are not permitted. Children should tell a staff member immediately when they feel unsafe. Staff will stop unsafe behavior, supervise the children involved, listen to their accounts, document the concern, and notify parents as appropriate. Children are expected to speak respectfully to staff and peers.

VKS Progressive Steps

- 1. Verbal warning:** Staff explain the concern and the expected behavior, provide guidance, and notify the parent or guardian.
- 2. Written warning:** Staff document repeated or serious concerns and discuss the incident with the parent. A family conference or behavior support plan may be used to identify triggers and helpful strategies.
- 3. Three-day suspension:** If concerns continue, administration may issue a three-day suspension after reviewing safety, prior interventions, and the child's needs. Parents receive the reason, dates, and return expectations.
- 4. Termination of care:** If concerns persist and safe care cannot be maintained, administration may end enrollment following an individualized review and written notice. These steps are not an automatic response to disability-related needs; appropriate supports and applicable accommodation obligations will be considered.

Limits on Discipline

Michigan requires positive, age-appropriate, non-severe guidance and a written discipline policy shared with staff, volunteers, and parents. Corporal punishment, substances in the mouth, tying, humiliation, threats, deprivation of food/rest/toileting, exclusion from outdoor/gross-motor or daily learning activities, and unsupervised isolation are prohibited. Time-out must teach replacement skills, involve calm staff, and never be used under age three.

VKS does not use physical restraint as routine discipline. Staff will seek immediate help for a safety emergency. Parents will be involved in planning support for ongoing behavioral concerns. Each incident is reviewed individually; a serious safety concern may require immediate parent contact and a safe pickup arrangement.

Inclement Weather & Emergencies

Michigan rules: R 400.8269, Emergency preparedness and response planning; R 400.8440, school-building emergency plan allowance. Closure decisions and family notification procedures below are VKS policies.

Closures, Delays & Early Pickup

VKS may close, delay opening, cancel outdoor activities, or request early pickup when snow, ice, extreme temperatures, flooding, severe storms, a power outage, or unsafe building conditions make care unsafe. Administration evaluates conditions at each site and coordinates with the host school and emergency officials as appropriate.

A school closure may affect building access and the availability of latchkey care. Parents should confirm the VKS status for their site before traveling; care is available only when VKS confirms the site is open. Families should maintain a backup care and pickup plan.

VKS will notify families as soon as practical through the contact information on file. Notices will explain the affected site, the opening or closing status, and pickup instructions. Parents must keep their telephone numbers and emergency contacts current and respond promptly when early pickup is requested.

When Weather Becomes Dangerous During Care

Staff will move children to the site's designated safe area, account for every child, and follow the site-specific emergency plan. During a tornado warning, children remain in the designated shelter area until it is safe to move. Outdoor activities and travel will be paused when conditions are unsafe.

If the building cannot be occupied safely, staff will follow the relocation plan and notify parents of the reunification location when safe to do so. Parents should follow staff instructions and avoid entering an emergency area. Children will remain supervised and will be released only to an authorized adult after attendance and pickup checks.

Planning & Practice

Michigan requires written emergency plans covering extreme weather and other emergencies, including relocation, sheltering, family contact/reunification, and accommodations. School-age centers in school buildings may use school plans or drills only if they meet R 400.8269.

VKS will maintain site-specific procedures and practice emergency responses. Staff will know their assigned duties, carry attendance and emergency contact information when relocating, and plan for children who need additional assistance. Families may ask the office where to review their site's emergency procedures and relocation information.

Daily Schedule & Enrichment

The following tentative fall schedule reflects the supplied Davis Ellis Academy West latchkey schedule. Other sites may have different school dismissal and care hours; confirm your site’s schedule with the office. **Activities may vary from school to school.** VKS reserves the right to change activities with staffing, school events, weather, and children’s needs.

Time	Daily Routine
6:30-8:00 a.m.	Morning activities, cleanup, and dismissal to class. VKS does not provide breakfast.
2:30-3:30 p.m.	Cafeteria arrival, attendance, snack, and cleanup.
3:30-5:30 p.m.	Daily enrichment classes and other supervised activities.
5:30-7:00 p.m.	Supper, cleanup, and preparation for dismissal.

Dismissal is at 7:00 p.m. for this schedule. Parents must arrange authorized pickup by closing time. The handbook’s late pickup policy applies.

What Enrichment Provides

Children have opportunities to build friendships, practice teamwork, express creativity, develop practical skills, and participate in movement. Staff offer activities suited to the children’s age and abilities and support children who need adaptations. Quiet choices and breaks from high-energy activities will be available.

Media & Food Safety During Activities

Movie day is one option within the enrichment period, not a promise of a two-hour film. Viewing time must fit the handbook’s Michigan media limits; other activities remain available. Culinary projects and treats follow each child’s allergy plan. Staff will choose safe, age-appropriate foods and alternatives, including alternatives to popcorn for young children or children at choking risk.

Weekly Enrichment Activities

Activities may vary from school to school. The weekly plan below is tentative; available classes, age groupings, and schedules may differ by site.

Pre-K through 1st Grade

Day	Activity
Monday	Little Builders
Tuesday	Arts and Crafts
Wednesday	Movie Day and an age-appropriate snack
Thursday	Just Dance / Movement Matters
Friday	Game Day / Free Choice Activities

2nd through 3rd Grade

Day	Activity
Monday	Arts and Crafts
Tuesday	Culinary Kids
Wednesday	Zumba Class
Thursday	Movie Day
Friday	Game Day / Free Choice Activities

4th through 5th Grade

The tentative schedule includes separate boys' and girls' mentoring groups led by dedicated mentors. Topics include leadership, teamwork, character, life skills, goal setting, health and wellness, group discussion, games, and enrichment projects. Families may speak with administration about an appropriate participation arrangement for their child.

6th Grade & Up

Planned options include creative crafts and activities, Sew in Detroit, and robotics. Additional enrichment opportunities may be introduced during the semester. Activities are subject to change; staff will communicate significant updates to families.

Sample Weekly Supper Menu

VKS reserves the right to change the menu. Menu changes may reflect food availability, allergies, dietary needs, or program requirements. This sample reflects the food menu supplied by VKS. The current dated site menu will be available to families, and substitutions will be recorded. Breakfast is not provided by VKS. Snacks and supper are served according to the site schedule and applicable care-hour requirements.

Day	Planned Foods
Monday	Lunch meat, cheese, crackers, fruit cup, and milk
Tuesday	Chicken, fruit cup, and milk
Wednesday	Pizza, salad, and milk
Thursday	Nachos, cheese, fruit cup, and milk
Friday	Subs, chips, and milk

Nutrition & Menu Adjustments

The sample lists featured foods; the actual menu, portions, and additional components must meet applicable nutrition requirements. Staff may add or substitute foods to meet those requirements, accommodate allergies or dietary needs, or respond to availability. A food photograph or sample menu does not override an individual allergy care plan.

Related Michigan rules: R 400.8330, food services and nutrition; R 400.8335, center-provided food; R 400.8269a, food allergy planning. Current menus, meal schedules, and safe alternatives will be coordinated by the site.

Parent Communication

Please tell administration about dietary needs before care begins. Do not send treats, cooking ingredients, or shared snacks without staff approval. Any agreed parent-provided food arrangement must be documented, and staff will follow the child's care instructions. Questions about the menu should be directed to the office.

Emergency Response Procedures

Related Michigan rules: R 400.8269 and R 400.8440, emergency planning; R 400.8263, child illness and parent notification; R 400.8266, incident reporting. These parent-facing procedures supplement the site's detailed emergency plan.

Tornado / Severe Weather

Staff will guide children to the designated interior shelter, away from windows and other hazards, and bring attendance records, emergency contacts, and available first aid supplies when safe. Children remain calm, supervised, and accounted for. Staff will stay in shelter until the all-clear and notify families as soon as it is safe. Follow site instructions before attempting pickup.

Bomb Threat / Suspicious Package

Staff will notify 911 and administration immediately from a safe location. A suspicious item must not be touched, moved, or opened. Staff will follow emergency responders' instructions for evacuation, relocation, shelter-in-place, or lockdown, take attendance, and account for children during transitions. Family reunification occurs only when authorities determine it is safe.

Serious Illness or Accident

Staff will assess immediate safety, call 911 for life-threatening emergencies, and provide first aid or CPR within their training. Parents or guardians will be notified promptly. A child who is too ill to remain in the group will wait in a separate supervised area until authorized pickup. Affected items and surfaces will be cleaned and disinfected as appropriate. Staff will document the event and complete required reports.

Other Emergencies & Family Reunification

The site maintains procedures for fire, flooding, power outages, intruders, and other emergencies. The response may involve evacuation, relocation, shelter-in-place, or lockdown. Staff will account for children, support individual medical or accessibility needs, and communicate the pickup location and instructions when safe. Parents must keep emergency contacts current and follow authorized release procedures.

Site-Specific Information

Ask administration for your site's emergency contact, designated tornado shelter, and relocation destination. Those details must be maintained in the site plan; families will be informed of changes. This handbook does not establish one relocation address for every VKS site.

Child Protection & Smoke-Free Care

Child Abuse & Neglect Reporting

Michigan authorities: R 400.8213(1)(c)-(d), Staff; volunteer; Michigan Child Protection Law, MCL 722.623.

VKS staff and volunteers must report reasonable suspicion of child abuse or neglect directly to Michigan Department of Health and Human Services, Children's Protective Services. The child care licensing rule calls for an immediate telephone report to **1-855-444-3911** and a written report within **72 hours**. Reporting only to a director or supervisor does not replace direct reporting to CPS.

Staff do not need to investigate or prove abuse before making a report. They will document factual observations and the child's words without pressuring the child or conducting an independent investigation. Immediate danger requires a call to 911 as well as the appropriate child protection report. Information will be shared only with people who need it to protect the child or meet reporting obligations.

Staff Training & Acknowledgment

At hiring or before volunteering, staff and volunteers sign and date a statement acknowledging that abuse and neglect are unlawful, that they have been informed of the center's policy, and that they understand their reporting responsibility. VKS maintains staff acknowledgments separately from this parent handbook. Staff receive orientation on recognizing and reporting abuse and neglect.

How Families Can Raise a Concern

Parents may report program concerns to administration. Anyone who suspects abuse or neglect may contact **1-855-444-3911** directly. Families do not need program permission to make a report. The reporting duty applies even when a concern involves someone connected with the program.

No Smoking or Vaping

Michigan rule: R 400.8167(1)-(2), Smoking or vaping.

Smoking and vaping are prohibited at all times inside the child care center and on the property under the center's control where it is located. They are also prohibited on field trips and in vehicles when children are present. This applies to staff, volunteers, parents, visitors, and vendors. VKS will post visible notices for families, staff, and visitors.

Please help protect children by following the posted restrictions during arrival and pickup. Staff will ask anyone violating the policy to stop and follow the site's rules. Smoking or vaping must never occur while supervising or transporting children.

Program Agreement

Right to Refuse or Discontinue Care

VKS reserves the right to refuse or discontinue care when unsafe conduct, repeated serious disruptions, or failure to follow program policies prevents safe operation. Decisions involving a child will be reviewed individually, with consideration of the discipline policy, available supports, and applicable accommodation requirements.

Parents and guardians must communicate respectfully. Threatening, abusive, or unsafe adult conduct may result in restrictions or discontinuation of services. Immediate concerns will be handled in a way that protects children and provides a safe authorized pickup.

Program Independence

VKS operates as a separate entity within the school building. VKS policies, fees, and procedures may differ from the school's. Families must follow this handbook and their site's care arrangements.

Michigan Rule References

References checked against Michigan MiLEAP's 2025 Child Care Center Licensing Rules, effective May 7, 2025. Rule references identify relevant licensing requirements; VKS operational policies are labeled separately. This handbook does not replace each site's full emergency plan or the full licensing rulebook.

[Official Michigan child care licensing rules and provider resources](#)

Acknowledgment & Signatures

By signing below, I acknowledge that I have read and understand this handbook, including the rates, payment methods, meals and food allergy policy, cell phone policy, positive guidance and discipline policy, and inclement weather procedures. I agree to follow the VKS Latchkey program policies and have had the opportunity to ask questions.

Parent/Guardian Name: _____

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Latchkey Program Representative: _____

Date: _____

We look forward to a wonderful experience with your child. Thank you for helping us maintain a safe and enjoyable program.