

Elsinboro Township School Age Child Care



**PARENT HANDBOOK
2022 - 2023**

SCHOOL AGE CHILD CARE - SACC

GOAL

The goal of the SACC Program is to provide a safe, caring and enriching environment for children before and after school hours. The SACC Program is meant to meet the needs of children of working parents and others who would benefit from being in such an environment.

PHILOSOPHY

The SACC Program functions within the limits of a school building that is used for classes during the school day and the program must work within those limits.

The SACC Program emphasizes the need for children to make choices and decisions; to be greeted by a warm, caring staff member at the end of the school day; to have tasty snacks; to have the opportunity for age-appropriate experiences; and to spend their time before and after school in a supportive environment that will allow them to grow socially, emotionally, physically and intellectually.

The SACC Program is based on the premise that administration, staff, parents and children work together to develop procedures and programs that will create a safe, sound, stable and stimulating environment that will meet the needs of our children before and after school hours.

SACC is not an extension of the school day, and the environment created will be carefully distinguished from that of a regular school day.

PROCEDURES

To help us provide a quality program, operational procedures and regulations have been developed. The welfare of our children, staff and parents depend on the cooperation of all participants in adhering to the following procedures. Please review them carefully.

ENROLLMENT

All children enrolled in K through 8th grade in the Elsinboro Township School system are eligible to participate in SACC. Children will be enrolled from September through the end of the school year in June. Children may be enrolled in the morning from 7:00 AM. to 8:15 AM. and in the afternoon from 3:00 PM to 5:30 PM. Extended day service will be available on scheduled half-day sessions from 12:30 PM to 5:30 PM.

SACC will not be available on the days the school is closed for holidays, vacations or inclement weather.

EMERGENCY CLOSING

If the school day has begun and a school closing is called due to weather conditions, the SACC Coordinator will call you at home or work. It is very important for your child to know

exactly what to do in case there is an early closing. It is important for the SACC Coordinator to know where your child is to go and who is approved to pick up your child. This is part of the emergency information form and must be kept up to date.

ARRIVALS AND DEPARTURES

The SACC Program will be available until 5:30 PM. All children must be picked up by 5:30 PM. **A parent or designated person must come into the SACC site for the child and sign him/her out.** No children will be allowed to go outside and wait for their parent to pick them up. If the children are on the playground, please announce to the child care worker that you are here. In order to provide the best care for your child(ren), we must know where they are at all times.

PICK-UP AUTHORIZATION

Your SACC Emergency Information Form provides space for you to list those people who are authorized to pick up your child after school. **Your child will not be released unless you have called the school or SACC Coordinator or a note has been received in advance indicating that you authorize who may pick up your child.** These procedures are for the protection of your child and will be adhered to strictly.

TRANSPORTATION

Parents are responsible for picking their child prior to 5:30 PM. **If a child is to ride the bus home on a special occasion, notice must be given in writing to the SACC Coordinator and the teacher so that appropriate bus arrangements can be made.**

ABSENCES/AFTER SCHOOL ACTIVITIES

If your child is registered as a regular participant at SACC, you will be responsible for paying for the hours you signed your child up for – regardless of special after school activities, i.e. band, clubs, chorus, etc. These activities tend to be so sporadic that it would be difficult for us to schedule our staff around your child's schedule. For example, if your child participates in a club until 3:30 and then comes to the SACC program until you arrive, we still have to pay staff to be there so the program is properly staffed when your child arrives. This rule also applies for days your child is absent from school. If we are expecting your child that day then we have scheduled staff accordingly, and consequently have to pay them. Day care centers operate in this same manner.

LATENESS

Prior to 4:00 pm, if a parent is going to be late, please call SACC at 935-3817 x 111 (this is the extension to the gymnasium). After 4:00 pm, a phone number will be provided to you after school starts by the SACC coordinator to inform SACC of any change in pick-up time. You can also send an email to sacc@elsinboroschool.org. If there is no answer, possibly due to students being outside or in the gym, please leave a message. If you find that you will not be able to pick up your child by 5:30 PM, call the person designated for emergency pick up, giving them ample time to arrive at the SACC site by 5:30 PM. If no one arrives by 5:30 PM, SACC will call the emergency pick up person to come get your child. Late pick-ups put an unfair burden on the SACC worker who has other obligations.

Late Pick-Up Charges:

1. We allow a 5 minute grace period when picking up your child. For those with Schedule 1 pick-up, any time past 5:05 will be charged to you at the end of the month, calculated to the next ½ hour interval, at the rate of \$5.00/hr.
2. If a child has not been picked up by 5:35 PM, the parent will automatically be charged a late pick-up fee of \$5.00. An additional \$5.00 will be charged every 15 minutes thereafter beginning at 5:45 PM. Abuse of this policy may lead to the child's removal from the program.

TUITION AND PAYMENTS

Registration:

There is a one- time registration fee. Families that paid tuition the previous school year are not required to pay the registration fee for the current school year. The registration for a new family is \$25.00. The program is self-supporting and must cover all salaries and expenses for the operational period.

By filling out the registration form this will ensure your child a reserved place in our program. A non-refundable \$25.00 registration is required, if applicable. Tuition is paid when you submit your monthly scheduling calendar for your child's attendance. The chart included in this booklet contains the fee schedule for the afternoons. **Returning calendars to the SACC Coordinator by the due date is necessary in order to complete the sign-in sheets and teachers' calendars on time.** If calendars and payments are not returned by the due date a \$10.00 late fee will be charged.

Sibling Discount:

There will be a 10% discount for each additional child from the same family.

Payments:

Payment due dates are necessary in order to stay within our budget. There is a 5-day grace period for payments which have been billed, but if payment is not made by the end of the grace period, a late charge of \$10.00 will be assessed. If no effort to pay has been made by the 30th of the month, we will contact the responsible party as to the discontinuation of the child in the program until the outstanding balance is paid. Return your calendar with **payment made payable to "Elsinboro Board of Education"**. You can make payments in person to the SACC Coordinator at the site, or mail payments to the school, Attn: SACC Coordinator. In cases of families with separation or divorce, the custodial parent will be responsible for payments to SACC.

2022-2023 PLANS, SCHEDULES AND RATES

Morning SACC: Before School care is offered from 7am - 8:15am. It is \$6.00 per student, per day, regardless of drop off time. If you plan on utilizing the program for the entire month duration, the cost is \$80.00 per student. Your child may eat at home, bring breakfast with them, or purchase school breakfast.

	PLAN – A	PLAN – B
	Daily Rates	Monthly Rates
	Plan A – recommended for students requiring After School care for a limited number of days per month	Plan B – recommended for students requiring After School care for the entire school month
SCHEDULE – 1 *Pick Up By: <u>5:00</u> PM	\$10.00 / Day (Full School Days)	\$135.00 / Month* *Includes a discount off daily rate <u>AND</u> unless otherwise specified, includes early dismissal – ½ days (Based on an <u>average</u> of 18 school days per month)
	\$18.00 / Day (Early Dismissal – 1/2 Days)	
SCHEDULE – 2 *Pick Up By: <u>5:30</u> PM	\$12.00 / Day (Full School Days)	\$165.00 / Month* *Includes a discount off daily rate <u>AND</u> unless otherwise specified, includes early dismissal – ½ days (Based on an <u>average</u> of 18 school days per month)
	\$21.00 / Day (Early Dismissal – 1/2 Days)	

Plan A: You do not use SACC EVERYDAY. You turn in your monthly calendar and payment indicating the day/days that you need care. You use the S1 or S2 daily rates for payment. Overtime is \$5.00/hour. These rates will be calculated to the half hour.

Plan B: Full time users may choose a reduced fee which is calculated at an average 18 days per month for the entire school year (18x10 months = 180 days). No additional charge for half days. Turn in the monthly calendar and payment with the schedule that you will be using. Overtime will be billed at \$5.00/hr. These rates will be calculated to the half hour.

2022-2023 SACC Payment Schedule

	<u>Due Date</u>
September.....	Friday, 8/26/22
October.....	Friday, 9/30/22
November.....	Friday, 10/28/22
December.....	Tuesday, 11/22/22
January.....	Thursday, 12/22/22
February.....	Friday, 1/27/23
March.....	Friday, 2/24/23
April.....	Friday, 3/31/23
May.....	Friday, 4/28/23
June.....	Friday, 5/19/23

Please note: a calendar must accompany your payment so we are aware of when your child is staying for after school care. We will not assume that since your child usually comes every day that this is always the case. *If payment is not made by the due date a \$10.00 late charge will be added.

THE PROGRAM

Parent input is an important factor in SACC planning. Your daily contact with the SACC staff as you pick up your child gives both you and the staff an opportunity to share any concerns about your child, or to comment on something great your child did. Your comments and suggestions for program improvement are always welcome through a telephone call or a note. Please remember that compliments are always nice as well. Working together we will continue to develop a quality program for your child!

SPONSORSHIP

The SACC Program is developed and administered by the SACC (School Age Child Care) Advisory Council. The SACC Program has been approved by the Elsinboro Township School Board. The SACC Advisory Council consists of:

Danielle Powers (Coordinator/Bookkeeper)
Laurel Kretzer (CSA)
Melanie Allen (Business Administrator)
Kelly Delaney (Board Of Education Liaison)

The SACC Advisory Council will meet twice a year to share any activities and concerns. Parent representatives will be contacted with meeting dates. The SACC Advisory Council invites any other interested parents to attend as well. The meeting date, time, and location will

be displayed at SACC near the sign-in/out sheets. If you are unable to attend, but would like to share a concern, please feel free to contact anyone on the SACC Advisory Council.

A DAY AT ELSINBORO SACC

The SACC afternoon (PM) program will begin by greeting and sharing the events of the day with each other and their child care provider. The children will have allotted time to do their homework and a snack will be provided. The remaining time will be filled with activities like free play, crafts, outside play, quiet time or a movie. If you would like to send a DVD/video with your child, please make sure it is well marked with the child's name. SACC will only show G rated movies.

Outside play will be a part of their afternoon at SACC. Please dress accordingly. We would suggest that a hat and gloves be kept in your child's backpack during the colder months. The SACC staff will determine whether or not your child is dressed warm enough to go outside during the winter months. A general rule is if the outside temperature falls below 32 degrees, children will not be going outside.

HOMEWORK

At the end of the school day, children need to unwind from the classroom atmosphere. We will do homework time during their stay at SACC. The SACC staff will provide appropriate workspace and will assist the students with directions as needed. It is the responsibility of the student to be neat and accurate. ***Please note:** although your child may have completed their homework at SACC, it is the parent's responsibility to check the homework before the child returns to school the next day.

SNACKS

A variety of snacks will be provided each day in the afternoon session.

PLEASE LET US KNOW IF YOUR CHILD HAS A FOOD ALLERGY!

DISCIPLINE

SACC encourages an environment where children develop respect for and cooperation with others in the program. We strive to create an awareness of the impact of each individual's behavior as it affects their own and the group's best interests.

Expectations for behavior will be established at the beginning of the school year. SACC employees will meet with the children and discuss these expectations. If a child behaves inappropriately, he/she will review the expectations with one of the SACC employees. If necessary, consequences for inappropriate behavior (i.e., phone call home, time out, etc.) may be imposed.

Please review the following list of Behavior Expectations with your child.

1. Respect others.
2. Listen to and follow directions given by all SACC workers.
3. Remain in the designated SACC areas.
4. Clean up after finishing an activity.

5. Keep hands and feet to oneself.
6. Keep voices at an indoor level.

In the event that a child continuously displays inappropriate behavior, the following procedures will be followed:

- Conference between SACC Coordinator and parent (and child, if appropriate)
- Referral to CSA
- Decision regarding child's ability to remain within the structure of the program

STAFF

The child care provider/student ratio is approximately 1:10. The child care provider is the most important element in a successful school age child care program. These individuals create a warm, caring environment and work on a day-to-day basis with your child before and after school hours.

HEALTH AND SAFETY

At SACC, our primary concern is the welfare of your children. The site is maintained by the school district according to state rules and regulations. We establish a safe, secure environment and take all safety precautions, including continual review of safety rules with the children. First aid kits are always nearby and the staff is trained to handle first aid emergencies and is AED and CPR certified.

If your child becomes ill at SACC, a parent will be called and advised whether it is necessary to come to pick up the child. If the parent cannot be reached, the physician listed on the registration form will be contacted for further instructions. In the case of a medical emergency, the local ambulance squad will be contacted. BE SURE that your medical records and phone numbers are always up-to-date with us, as inaccurate numbers can delay treatment for your child.

MEDICATIONS: In New Jersey Public Schools, according to state law, medication can only be given to a student by a certified school nurse (or substitute nurse) or the child's parent or legal guardian. Therefore, SACC employees may not dispense medication of any type. If you have any questions or concerns, please feel free to contact the school nurse during the school year or the administration.

CURRICULUM

The program is designed to be appropriate for the age level and interests of the group. The program will include at least the following basic elements:

- A warm greeting for each child by the child care provider, with time to talk over the day's events or highlights
- Snack time
- Homework Time
- Indoor and outdoor play
- Activities emphasizing creativity, individuality, choice and decision making, gross and fine motor skills

NOTE TO PARENTS:

This is your program and your involvement will help it continue to grow and develop. Here's how you can get involved in SACC without dedicating a lot of time (we know you don't have a lot of that)!

Take a few minutes to talk with the SACC Coordinator at the end of the day. Let them know if something bothers you about the program and also if you are pleased with what has been going on. If something special or exciting is happening with your child, let the staff know! It will help them to help your child, or celebrate an accomplishment... which we love to do!

Please don't hesitate to reach out to the SACC Coordinator for any questions, concerns or offer ideas (dpowers@elsinboroschool.org or (856) 935-3817 x 132). With your support we can have a great year at SACC!

ELSINBORO TOWNSHIP SCHOOL
631 SALEM-FT. ELFSBORG RD
SALEM, NEW JERSEY 08079

EMERGENCY INFORMATION 2022 - 2023

Child's Name	Age	Date of Birth	Gender	Grade
_____	____	_____	____	_____
_____	____	_____	____	_____
_____	____	_____	____	_____
_____	____	_____	____	_____

Parent(s) or Guardian(s) w/whom the child resides:

_____	_____	_____	_____
Name	Address	Zip	Home Phone
_____	_____	_____	_____
Work Phone	Work hours and location	_____	Cell Phone

_____	_____	_____	_____
Name	Address	Zip	Home Phone
_____	_____	_____	_____
Work Phone	Work hours and location	_____	Cell Phone

E-mail address(es): _____

Person responsible for payment if different from above:

_____	_____	_____	_____
Name	Address	Zip	Home Phone

Person(s) authorized to pick up your child(ren). Any changes in this list must be received from you in writing. Note: These will be used for emergency numbers, any additions please place on the reverse side.

_____	_____	_____	_____
Name	Address	Zip	Home Phone
_____	_____	_____	_____
Name	Address	Zip	Home Phone
_____	_____	_____	_____
Name	Address	Zip	Home Phone

Child(ren)'s Physician:

Name Address Zip Phone

Does your child(ren) have any allergies/medical problems?

Special information - food/activities your child(ren) should avoid:

In case of a medical emergency, the SACC program always tries to contact the parent. However, in the event the parent/emergency contact cannot be reached, and the emergency is such, that immediate hospital, or doctor treatment is necessary, we do need your signature on this form.

I give permission for my child _____ to be treated at a hospital or physician's office, in case of injury or illness.

Parent Signature Date

ELSINBORO TOWNSHIP SCHOOL AGE CHILD CARE
ELSINBORO TOWNSHIP SCHOOL
631 SALEM-FT. ELFSBORG RD
SALEM, NJ 08079

REGISTRATION UPDATE FORM 2022-2023

Please use this form for any information changes during the school year.

Child's Name _____

Parent or Guardian w/ whom child resides:

Name Address Home Phone

Work Phone Work Hrs and Location Cell Phone

Name Address Home Phone

Work Phone Work Hrs and Location Cell Phone

E-mail Address _____

Person(s) authorized to pick up your child(ren). These may also be used as emergency contact numbers.

Name Address Cell Phone Home Phone

Name Address Cell Phone Home Phone

Name Address Cell Phone Home Phone

Child(ren)'s Physician:

Name Address Phone

Allergies or Medical problems:
