



SCHOOL AGE CHILD CARE - SACC

**PARENT
HANDBOOK
2022-2023**

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 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 PK through 8th grade in the Mannington 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 6:45 AM. to 8:10 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 12:40 PM to 5:30 PM.

SACC will be open on In-Service Days from 7:00 am to 5:30 pm.

SACC will not be available on the days the school is closed for inservice days, 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 Attendant 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. Do not just call your child off of the playground. 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 Attendant 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 pick up of their child prior to 5:30 PM.

If a child previously scheduled for SACC is to ride the bus home on a special occasion, notice must be given in writing to the main office secretary and the teacher so that appropriate bus arrangements can be made.

AFTER SCHOOL ACTIVITIES

If your child attends an after school club such as Power Hour, Art Club, Academic League, etc, and your child is sent to SACC immediately following the activity, the amount charged will be prorated based on their pick up time. When this occurs, make sure to initial and write the time of pick up on the sign out sheet for correct billing.

LATENESS

Prior to 4:00 pm, if a parent is going to be late, please call 856-935-1078. After 4:00 pm, please call 856-935-1078 ext. 110. If there is no answer, possibly due to students being outside, 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 4:35pm will be charged to you at the Schedule 2 pick-up rate.
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

SACC will be reconciled at the beginning of each month for the previous month. Invoices will be sent with a due date of the 20th. Please make all checks out to Mannington Board of Education. You can make payments in person at the site, or mail payments to the school, Attn: SACC. In cases of families with separation or divorce, the custodial parent will be responsible for payments to SACC. 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.

There will be a 10% discount for more than one child in the same family.

2022-2023 PLANS, SCHEDULES AND RATES TABLE

Morning SACC: Children can be dropped off for morning SACC starting at 6:45 AM. There will be a charge of \$3.00 per student regardless of the time dropped off. If you plan to use only Before School care for the entire school month the cost will be \$45 per student. You can provide a breakfast for your child, if they don't eat at home, or purchase the school breakfast at a cost of \$1.75 (unless you qualify for free/reduced meals).

Afternoon SACC:

	PLAN – A	PLAN – B
	<i>Daily Rates</i>	<i>Monthly Rates</i>
	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
S1 SCHEDULE – 1 (Pick Up By: 4:30 PM)	\$8.00 / Day (Full School Days)	\$125.00 / Month* *Includes a discount off daily rate AND unless otherwise specified, includes early dismissal – 1/2 days <i>(Based on an <u>average</u> of 18 school days per month)</i>
	\$16.00 / Day (Early Dismissal)	
S2 SCHEDULE – 2 (Pick Up By: 5:30 PM)	\$11.00 / Day (Full School Days)	\$150.00 / Month* *Includes a discount off daily rate AND unless otherwise specified, includes early dismissal – 1/2 days <i>(Based on an <u>average</u> of 18 school days per month)</i>
	\$20.00 / Day (Early Dismissal)	

Plan A: You **do not** use SACC EVERYDAY. You turn in your monthly calendar indicating the day/days that you need care. You will be billed the S1 or S2 daily rates.

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 indicating the schedule that you will be using.

In-Service Days: SACC will be provided on In-Service days beginning at 7:00 am and will end at 5:30 pm. Parents have the option of dropping off their child for the full day or a half day. Half day hours are 6:45 am - 12:30 pm and 12:30 pm - 5:30 pm.

Full Day Rate: \$30.00

Half Day Rate: \$20.00

REGISTRATION

By filling out the registration form, this will ensure your child a reserved place in our program. Calendars will be sent out every month with a due date to return back to the main office. This is necessary in order to complete the sign-in sheets on time.

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 Mannington Township School Board of Education. The SACC Advisory Council consists of:

Carol Ives (AM Attendant)
Cynthia Foster (PM Attendant)
Jessica Pate (Bookkeeper)
Board of Education Liaison -TBD

Kristin Williams (CSA)
Karen Mathews (Business Administrator)
Shelly Davis (Secretary)

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 MANNINGTON 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 snack time. 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 EVERY DAY THAT THE WEATHER PERMITS.

PLEASE DRESS YOUR CHILD 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. If you would like to have your child do their homework during their stay at SACC, please be sure to check the space provided on the Registration Form. 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.

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 a normal level.

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

- *Conference between SACC Attendant 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 is the most important element in a successful school age child care program. These individuals create the warm, caring environment and work on a day-to-day basis with your child before and after school hours.

The child care provider/student ratio is approximately 1:10.

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 are trained to handle first aid emergencies and are 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
- ❖ Activities emphasizing creativity, individuality, choice and decision making, gross and fine motor skills
- ❖ Indoor and outdoor play
- ❖ Quiet time
- ❖ Homework time

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 Attendant. 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 is happening with your child, let the staff know. It will help them to help your child.

Share a hobby, collection or special talent with a group of children. Fifteen or twenty minutes of your time could open up new horizons for some children.

Occasionally, we will request special items that can be found around the house. You can be involved when you send in these requested items and help the SACC Attendant and child care providers carry out their activities.

With your support we can have a great year at SACC.