



Elsinboro Township School Age Child Care

2023-2024
Parent Handbook

Our Mission

The SACC Program is designed to help parents and guardians meet the basic needs of their students during before and after school hours. Our goal is to provide a safe and enriching environment, giving students the opportunity to learn, grow and reach their fullest potential.

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. It 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.*

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

THE PROGRAM

Parent input is an important factor in our day to day planning and your suggestions are welcome for continuing improvement of our program. Your contact with the SACC staff as you pick up your child gives you and us both an opportunity to get to know you and share any comments or concerns about your child.

CURRICULUM

Our program is designed to be appropriate for the age level(s) and interest(s) of the group. The program will include at least, but not limited to, 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

A DAILY GLIMPSE

During *morning SACC*, your child will have the opportunity to spend time with peers, eat breakfast (if needed), and prepare for their school day.

For *afternoon SACC*, your child will be dismissed from class to a SACC staff member. They will be given a snack and be able to unwind while sharing the events of their day with their peers. The children will also have an allotted time to do their homework. The remaining time will be filled with activities such as going outside, crafts, movies and freeplay. Please note,

weather permitting we will be going outside. Please dress accordingly. SACC will not permit children to go outside if the temperature falls below 32 degrees.

HOMEWORK

SACC staff will provide appropriate workspace and will assist the students with instruction as needed. It is the responsibility of the student to be neat and accurate, while it is the parents responsibility to check their students' homework/folder before the next school day.

SNACKS

During afternoon SACC, a variety of snacks will be provided. **Please let us know if your child has a food allergy on the Student Information form.**

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.

- Respect yourself and others
- Listen to and follow directions given by all SACC staff members
- Remain in the designated SACC areas
- Clean up after yourself
- Keep hands and feet to oneself
- 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/guardian (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. A child care provider is one of the most important elements in a successful school age child care program. These individuals create a warm, caring and nurturing environment and work on a day-to-day basis with your child before and after school hours.

HEALTH, SAFETY & MEDICATION

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.

If your child becomes ill at SACC, a parent/guardian 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 will be contacted. It is very important that your medical records and phone numbers are always up-to-date with us, as inaccurate numbers can delay treatment for your child.

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 or administration.

ENROLLMENT

All children enrolled in K - 8th grade at Elsinboro Township School 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. SACC will not be available on the days the school is closed for any reason.

EMERGENCY CLOSING

If the school day has begun and a school closing is called, the SACC Coordinator will call you at the phone number(s) provided. It is important that you stay in contact with your child's teacher **and** the SACC Coordinator regarding where your child is to go and who is approved for pick up.

ARRIVALS AND DEPARTURES

A parent/guardian or authorized persons must come into the building for the child and sign him/her out. No child(ren) will be allowed to go outside and wait for pick up. If the children are on the playground, please make a staff member aware that you are there as your child will still need to be signed out. 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 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 to anyone else unless it has been communicated to the SACC Coordinator or other school staff member. These procedures are for the protection of your child and will be adhered to strictly.

TRANSPORTATION

If a child is to ride the bus home on a special occasion, notice must be given to the SACC Coordinator and teacher so that appropriate bus arrangements can be made. Otherwise, children must be picked up by 5:30pm.

ABSENCES/AFTER SCHOOL ACTIVITIES

If your child is registered in our program as a monthly student, you are required to pay the full amount, regardless of absences or after school activities.

If your child is registered in our program as a monthly student and participates in an afterschool activity **at** the school, you may utilize the program around those activities, still requiring you to pay the full amount.

LATENESS

Prior to 4:00 pm, please call the school to let us know if you will be late picking up your child. After 4:00 pm, send an email to sacc@elsinboroschool.org. 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 by 5:30 PM. If no one arrives by 5:30 PM, SACC will call the emergency pick up person.

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, DISCOUNTS AND PAYMENTS

Registration:

There is a one time, non-refundable registration fee of \$25.00 for new families. The program is self-supporting and must cover all salaries and expenses for the operational period.

Sibling Discount:

For each additional child from the same household, a 10% discount will be applied.

Payments:

Cash and checks are accepted for payment. **Checks can be made payable to Elsinboro Board of Education.** Payments must be made by their due date. If no effort has been made by the last day of the month, a \$10.00 late charge will be applied to the following bill and discontinuation of the child in the program will be made until the outstanding balance is paid.

SPONSORSHIP

The SACC Program is developed and administered by the SACC Advisory Council. The SACC Program has been approved by the Elsinboro Township School Board.

The SACC Advisory Council consists of:
Sommer Johnson (SACC Coordinator)
Laurel Kretzer (CSA)
Melanie Allen (Business Administrator)
Kelly Delaney (Board Of Education Liaison)

The SACC Advisory Council meets twice a year to share activities and concerns. Parents are invited to attend and will be made aware of meeting dates. If you are unable to attend and would like to share comments or concerns, please feel free to reach out to anyone on the SACC Advisory Council.

A Note to our Parents and Guardians...

This is your program, too! Your involvement will help us 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 us know if you have suggestions, if you are pleased with what has been going on, or if you're unsatisfied. If something special or exciting is happening with your child, let us know. We love to celebrate, big or little! Please don't hesitate to reach out to the SACC Coordinator

for any questions, concerns or offer ideas. With your support we can have a great year at SACC.

2023-2024 PLANS AND RATES

Morning SACC, Daily & Monthly		
	Daily Rate	Monthly Rate
Before school care is offered daily beginning at 7:00 am until 8:15 am. There is a discounted rate for utilizing the program for the entire month.	\$7.00 per day (regardless of drop off time)	\$80.00 per month
Afternoon SACC, Plan A - Daily Rate		
	5:00pm Pick Up	5:30pm Pick Up
Plan A is recommended for families who do not require after school care every day. This plan is billed with the daily rates according to how many days your child was present.	full school day \$12.00 per day	full school day \$14.00 per day
	half school day \$18.00 per day	half school day \$21.00 per day
Afternoon SACC, Plan B - Monthly Rate		
	5:00pm Pick Up	5:30pm Pick Up
Plan B is recommended for families who require after care for the entire month. This plan is a discounted daily rate, calculated at an average of 18 days per month for the entire school year (equaling 180 days). No additional charge for half days.	\$140.00 per month	\$170.00 per month

2023-2024

Monthly Payment Schedule

Month Attending	Payment Due Date
September	Wednesday, 9/6
October	Friday, 9/29
November	Friday, 10/27
December	Thursday, 11/30
January	Friday, 12/22
February	Thursday, 1/26
March	Thursday, 2/23
April	Tuesday, 3/28
May	Wednesday, 4/26
June	Wednesday, 5/31

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

STUDENT SACC INFORMATION 2023 - 2024

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

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

1. _____

Name	Address	Zip	Primary Phone
_____			_____
Employer & Location			Work Phone
_____			_____
Email address(s)			

2. _____

Name	Address	Zip	Primary Phone
_____			_____
Employer & Location			Work Phone
_____			_____
Email address(s)			

Guarantor (if different from above):

Name	Address	Zip	Primary Phone
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Person(s) Authorized to Pick Up:

Will also be used as *emergency contacts*. Any changes must be received from parent/guardian ONLY.

Name	Address	Zip	Primary Phone
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Name	Address	Zip	Primary Phone
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Name	Address	Zip	Primary Phone
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Students Name:

All Known Allergies/Medical Conditions:

(include food allergies)

Child(ren)'s Physician:

Name	Phone
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A staff member will always contact the parent/emergency contact first. However, in the event of a medical emergency and/or an emergency contact can not be reached, we will need your permission for immediate treatment, if necessary.

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

Parent/Guardian Signature

Date