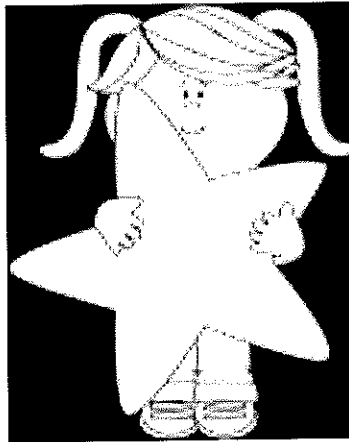


# Shawnee Elementary



**School Age Child Care  
(SACC)**

**Parent Handbook**

2155 Vesper Drive  
Macomb, MI 48044  
(586) 723-6854

**Welcome** to the Shawnee Elementary School Age Child Care (SACC) Program! Our mission is to provide a safe and friendly environment where children are able to develop socially and emotionally, through a wide range of age-appropriate activities. Children will be provided the opportunity to learn life-long lessons that will carry them beyond childhood.

We are pleased to be part of your family's child care experience, and look forward to a wonderful school year.

We welcome your comments and questions. Please feel free to contact Linda Rodak, Program Director at:

Shawnee Elementary  
School Age Child Care  
(586) 723-6854  
[LRodak@cvs.k12.mi.us](mailto:LRodak@cvs.k12.mi.us)

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## Days and Hours of Operation

SACC is available Monday - Friday, from 6:30-9:00 a.m. and 3:50-6:00 p.m. in accordance with the school year calendar, unless otherwise noted. SACC is unavailable when the building is closed for any reason. SACC is available on half days of school. Advance sign up is required for all after school care.

## Enrollment

SACC is available for students K-5 currently attending Shawnee Elementary. In order for your child to be enrolled in the SACC program, the following paperwork must be completed, signed and approved through [SchoolCareWorks.com](http://SchoolCareWorks.com) which can be accessed from the Chippewa Valley Schools website:

- Registration Form and payment
- Child Information Record (BCAL -3731) (one per child)
- Family Information Record
- Parent Notification of Licensing Notebook
- Schedule of Attendance (one form per child)
- Health & Well-Being Form (one form per child)
- Outdoor Play Area Consent Form (one form per child)
- Movie Permission Slip (one per child)
- Media Release Authorization (one form per child)
- Rate/Billing/Payment Agreement
- SACC Parent Handbook Acknowledgement Form

\*All forms MUST be kept current. Please notify director IMMEDIATELY of any changes.



## **Registration**

Per district policy, ALL accounts MUST be in good-standing in order for registration to be active and to remain in the program once enrolled.

The person that is listed on the registration form is considered to be the person responsible for full payment of statements.

Shared financial responsibility for child care costs must be arranged individually by the registered families. If parent's choose to have separate accounts, they may do so by each completing a registration packet and paying the registration fee.

## **DHS-State Assisted Payments**

Authorization from the State of Michigan Department of Human Services should be provided at the time of registration. Please note the following:

- DHS only pays a portion of hourly rates, DHS does not pay for registration, late fees, or activity fees.
- Parent is responsible for payment of services until official authorization from DHS is received by the SACC Program Director.
- Parent is responsible for payment of all/any amount not paid for by DHS. Parent is responsible for knowing their payment portion of the weekly bill, reconciling their account and paying on time.
- Until approval is received from DHS, the parent is responsible for all charges incurred. Charges are based on hours attended.

## **Staff**

The success of our program lies in the quality of our dedicated, hardworking staff. Our goal is to provide a rewarding child care experience for every child.

The SACC program has a Program Director who is responsible for day to day operations such as staffing, program planning, activities, billing, collections, etc.

SACC Assistants spend the majority of their time directly supervising and engaging the children.

All employees have undergone Chippewa Valley Schools background checks, and meet or exceed the State of Michigan licensing guidelines.

A staff member with current certification in child/adult CPR, AED training, and First Aid training will be on duty at all times. Staff are required to obtain 16 hours of Professional Development each year per the State of Michigan Licensing rules for child care facilities.

## **Volunteers**

Volunteers must complete a background check before working under the direction of staff, and will be supervised at all times. Volunteers will not be allowed to escort children to the restroom.

**Chippewa Valley Schools SACC Program  
Rate/Billing/Payment Agreement**

This is an agreement between Chippewa Valley Schools SACC and the parent/legal guardian.

IT IS THEREFORE AGREED:

1. There is a \$20.00 non-refundable registration fee PER CHILD, up to \$60 PER FAMILY. This fee must be paid via check or credit/debit card through SchoolCareWorks.com at time of enrollment. Account must be in good-standing at ZERO balance from summer or the prior school year in order to enroll.
2. Tuition is due by the end of the day on Friday, for the prior week of SACC services. Billing statements will be run on Mondays for the previous week, if payment is not received by the end of the day on the following Friday, a \$5.00 late fee, per week, will be added to your balance, if the balance is not paid within a week following the late fee assessment, your child will be unable to attend SACC until the balance is paid in full. If you did not receive an e-mail/invoice please contact the director. It is your responsibility to know your balance.
3. Credit/debit card, check, and money order are accepted forms of payment at the building. Checks should be made payable to *Chippewa Valley Schools*. All returned checks will be assessed a \$20.00 NSF fee on your SACC account.
4. We encourage on-line payment using our AutoPay option through SchoolCareWorks.com. AutoPay is a weekly credit/debit card service which can be easily accessed using a valid e-mail address and entering a credit card/debit card.
5. Please follow the SACC hours of operation for your building, a fine of \$1.00 per minute, per child will be assessed for each minute you are late picking up or early dropping off outside of normal SACC operating hours. **After three late occurrences you will be charged \$5.00 per minute per child.**
6. If you fail to check your child/children in/out on the computer provided, you will be charged for the entire SACC session. It is mandatory that documentation for every child in attendance be accounted for.
7. Our rate structure is as follows:
  - 1<sup>st</sup> Child-\$4.75 per hour, 1 hour minimum charge, time beyond 1 hour is charged in 15 minute intervals.
  - 2<sup>nd</sup> Child-\$4.25 per hour, 1 hour minimum charge, time beyond 1 hour is charged in 15 minute intervals.
  - Billings are assessed independently on morning and afternoon childcare as separate transactions.

## Parent Responsibilities

- Read and abide by Parent Handbook and Policy Agreement.
- Complete and submit ALL registration forms and keep all information current.
- Make Director aware of **ANY allergies or other medical concerns**, provide medications and physician authorization to dispense said medication.
- Make Director aware of **ANY** change in attendance schedule, including all after school activities.
- Read all communications such as: e-mails, newsletters, calendars, bulletin board, and postings located in the room and on the sign in/out table.
- Check child in/out with computer provided every time they attend.
- Pick child up by 6:00 p.m.
- Notify Director of any changes or occurrences at home that may affect your child's well-being.
- Listen to concerns from the Director regarding child and work with the Director on a suitable resolution to any problems.
- Make alternative arrangements for ill children.
- Dress child appropriately for outdoor play (weather permitting).
- Account must be current for child to attend field trips.



## Health Policy & Procedures



Children with signs of illness should be kept home to insure their health and well-being as well as that of the other children.

If a child has any of the following conditions, the parent will be notified to pick the child up immediately:

- Fever over 100 degrees (Children must be fever free without fever reducing medication for 24 hours before returning to program)
- Vomiting or diarrhea
- Lice - Physician's note is required to return
- Contagious diseases

**Serious Injury** - In the event of a serious injury, 911 will be called. A parent or emergency contact person listed on the Child Information Record will be contacted. If a child must be transported to a medical facility, a staff member will accompany the child until a parent is present.

**Minor Injury** - Staff will carry out necessary first aid; cuts will be washed and bandaged and bumps will have ice applied.

\*Staff members are CPR, First Aid & AED trained and certified.

A record is kept of all injuries and accidents requiring first aid.

A physician signed Request for Administration of Prescription Medication to Student Form with dosage instructions including amount, frequency/time, and method of use, must be completed for prescription medications, including epipens and inhalers. Prescription medications must have the pharmacy label, including the doctor and patient names, instructions on dispensing, name and strength of medication. Over the counter medications require a Request for Administration of Non-Prescription Medication to Student Form. All medication must be labeled with child's name. Prescription medications must have the pharmacy label, including the doctor and patient names, instructions on dispensing, name and strength of medication. Medication Log Records will be maintained.

**Allergies** - Director must be informed of any allergies or medical conditions. If your child has allergies and/or a medical condition, a Health Action Plan must be in place. You must provide medication to keep in the SACC room.

**Please be aware we are a peanut/treenut safe/aware program.**

## Field Trips



Periodically we may go on off-site field trips and have in-house presenters or activities.

- Transportation is provided by Chippewa Valley School bus.
- Field trip permission slip and money are due by posted due date. Field trips are first come, first served. The buses fill up quickly, so be sure to sign up early. Payment through PaySchool must be made to secure a spot.
- Please refer to the posted notes and calendar on the sign in/out desk for trips.
- Field trips are non-refundable.
- No refunds will be given for children excluded from a field trip or activity due to behavior issues.

## Ratios

A minimum of 1 adult per 18 children is present per the State of Michigan licensing guidelines.

## **Personal Items/Electronic Devices**

**Clothing** - Children will participate in a variety of activities including indoor/outdoor play and arts & crafts. Please dress accordingly and label all clothing with child's name.

**Toys** - Please refrain from bringing toys or stuffed animals from home as these items cause disruption within the program.

### **Cell Phones/Electronic Devices**

The SACC program follows the school guidelines for cell phone use. Children are NOT allowed to use cell phones in the SACC room; they must keep phones in their backpacks. Texting and taking pictures or videos is strictly forbidden and grounds for dismissal from the program.

Video games and electronic devices, must be age appropriate, also must be labeled with child's name and stored in their backpack. Devices may only be used when directed by staff. For safety reasons, taking pictures or videos IS NOT allowed.

The SACC program WILL NOT assume any responsibility for lost, stolen or damaged personal property. Students are expected to be responsible for their personal property.

## Student Conduct

Please review with your child the expectations of the SACC program:

- ❖ Respect staff and peers
- ❖ Follow program rules, regulations and directions from staff
- ❖ Respect the rights and property of others
- ❖ Act courteously and appropriately
- ❖ Be responsible for their actions
- ❖ Appropriate language is expected
- ❖ Materials and equipment are to be treated properly and returned to their proper place when done
- ❖ Children may not leave a supervised area without permission from a staff member
- ❖ Children are expected to clean up after themselves when using games, doing crafts and after eating snack/lunch
- ❖ Children are **not allowed** to have cell phones or any device that allows pictures to be taken
- ❖ Children experiencing a problem should speak to a staff member immediately

## Discipline

The staff will use a positive method of discipline, which encourages self-control, self-direction, and cooperation. Staff will clearly define behavior expectations and consequences for negative behavior. Policies and procedures are outlined in the Elementary Student-Parent Code of Conduct Handbook. All children are entitled to a pleasant and harmonious atmosphere in which they feel safe and secure, therefore, chronically disruptive behavior will not be tolerated.

- Most behaviors can be handled with redirection or a cooling off period for the child to reflect. Staff will then discuss the incident with the student.
- The program director will speak with the parents regarding behavior incidents and will develop an appropriate behavior plan if deemed necessary.

Disruptive behaviors may include but are not limited to: hurting or endangering others or self, disrespecting staff or other children, leaving designated area without permission, destroying property, foul language, bullying or threatening violence.

If all reasonable approaches are exhausted, suspension without refund is probable. Cooperation and support from parents is essential. Parents who are uncooperative or disrespectful to staff, other parents or children will be asked to make other child care arrangements.

## Dismissal from Program

The following circumstances may result in your child's dismissal from the program.

- ✓ Failure to comply with payment agreement
- ✓ Failure to sign child in/out of the program or writing the incorrect time.
- ✓ Dropping off child prior to 6:30 am.
- ✓ Failure to pick up child by 6:00 pm.
- ✓ Any behavior that causes harm or injury to a child or staff member
- ✓ Any behavior that does not adjust to the behavioral guidelines of the Chippewa Valley School District Code of Conduct
- ✓ Repeated disruption to the program by child or parent
- ✓ Other reasons as determined by the Program Director

## DHS Licensing Notebook

1. The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
2. The notebook will be available to parents for review during regular business hours.
3. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

## Snacks/Breakfast/Lunch

Children may sit at the tables and eat food brought from home or purchased from our snack cart. Please keep in mind we are a peanut/treenut aware program.

Lunch - On half days, occasionally we will have a "special lunch" day in which children may pre-order and pay for food, such as pizza. Please see the monthly newsletter, notes or calendar on the parent sign in/out desk for more information. Otherwise, please pack a lunch that will not spoil or include ice packs, as we do not have adequate space to refrigerate lunches. Per State of Michigan licensing guidelines, microwaves cannot be used to heat lunches, or cook other foods/snacks brought from home. Please do not send glass containers. All lunches, containers and water bottles should be clearly labeled with your child's name.

## **Child Abuse**

In compliance with the Michigan State law, we are required to report suspicion of abuse or neglect to Children's Protective Services.

## **Security**

To enter the building, press the buzzer to the right of the door; this alerts the staff by ringing the phone. Staff will release the door after verification. Listen for the click of the door lock release before opening the door. Everyone must have a photo I.D. available when picking up a child. Children will NOT be released to persons not listed on the Child Information Record.

## **Confidentiality**

It is important that the privacy of our children, families and staff is maintained. Staff is asked to keep information about children, families and co-workers confidential. Staff and parents are asked to refrain from discussing or making comments about children or families in the presence of other adults/children. This includes contacts that parents and staff may have outside of SACC (personal contact). There are times when information regarding a home situation would help the staff take better care of your child. Please ask if you would like a private meeting with the director and know that all information shared will be kept confidential.





## **Signing In/Out of Childcare**

For your child's safety, the SACC program and the State of Michigan mandate that an adult must walk children into the building, check them in with the computer provided. At pick-up, children will only be released to persons listed on the Child Information Record with a valid picture I.D. You must check them out on the computer provided before leaving. Failure to follow this procedure will result in charges for a full day.

## **Custody**

Unless custody has been established by a court action, one parent may not limit the other from picking the child up from SACC. If there is a court document ordering one parent to withhold the release of a child from another person, a copy of the court order **MUST** be on file with the SACC Site Director.

## Tax Information

Tax statements are electronically generated, generally by the end of February. Statements are sent to the e-mail address provided by the parent for billing purposes at the time of registration. It is the parent's responsibility to provide a current email address to SchoolCareWorks. You may print tax statements anytime at [SchoolCareWorks.com](http://SchoolCareWorks.com).



## **School Closing**

Inclement weather or building problems sometimes bring unexpected school closings. There are several ways parents can be informed about these unanticipated days. School closing information is broadcast on radio stations WJR, WWJ and WOMC. Television stations that air school closing information are Fox-2 News, WDIV-Channel 4 and WXYX-Channel 7. Anytime school is canceled for the day, SACC is also closed.

## **Weather, Evacuation and Lockdown Drills**

In accordance with State of Michigan law, the SACC program holds seasonal scheduled fire, weather and lockdown drills. To be best prepared for emergencies, it is necessary to practice safety drills on a regular basis. Whether at home or in school, children need to be able to follow the directions of an adult in an emergency situation. Our practice drills provide the opportunity for children and adults to become familiar with the guidelines necessary in each situation. Each building and classroom has routines and guidelines particular to their setting with maps and directions for procedures posted on the wall. All classrooms have telephones and staff are instructed how to respond in case of emergency. In case of a fire alarm staff will lead students to designated safe zone away from the school. During a building evacuation, students and staff will take shelter at Little Turtles Child Care located on Card Road just East of Shawnee. Children with special needs will be assigned a child care aid.

## Sample Daily Routine

### Morning

- 6:30 - 7:30 Free choice time - games, coloring, reading, building blocks, dramatic play socializing
- 7:30 - 8:00 Open gym time, age specific
- 8:00 - 8:45 Choice of gym, computer time, outdoor recess, arts and crafts, room play or cafeteria activities (bingo, science experiment or game)
- 8:45 - 8:55 Trivia/announcements, rules reminders
- 8:55 - 9:00 Dismissal

### Afternoon

- 3:45 - 3:55 Check-in, hand washing and Trivia
- 3:55 - 4:10 Announcement and rules reminders
- 4:10 - 4:25 Snacks and homework
- 4:25 - 5:15 Choice of computer lab, gym, outdoor recess, arts and crafts, room play or building blocks
- 5:15 - 6:00 Room play, open activities
- 6:00 SACC Closes