

Lake Shore Public Schools

School Age Child Care (SACC)

PARENT HANDBOOK



Kelly Biondo
Early Childhood Director
(586) 285 – 8570
kbiondo@lsps.org

Deborah Rempala
Multi-Site Supervisor
(586) 285-8585
drempala@lsps.org

MASONIC HEIGHTS SACC (586) 285-8585
RODGERS SACC (586) 285-8618
VIOLET SACC (586) 285-8585



SCHOOL AGE CHILD CARE PROGRAM OVERVIEW

The S.A.C.C. programs offered by Lake Shore Public Schools are licensed by State of Michigan to provide child care supervision for children whose parents are not at home immediately before or after school hours. S.A.C.C. offers:

- A healthy, comfortable and safe environment where children can learn, play and relax.
- Highly qualified, caring professionals who care about your child's well-being and happiness. ...
- Many varied activities that foster cognitive, social, emotional, language, and physical growth and development.
- Procedures and discipline methods that teach and encourage self-control, self-esteem, and cooperation.
- A large variety of equipment, books, games and toys for children to choose from.

ENROLLMENT

- Enrollment is limited and will be filled on a first come, first served basis. Children must be enrolled in an elementary school within Lake Shore Public Schools in grades K -5.
- A \$40.00 registration fee per child or \$70.00 for a family, made payable thru efunds, will secure enrollment of your child. **Enrollment fees are non-refundable.**
- A child will be permitted to attend and considered enrolled once all the registration forms are completed and turned in with the enrollment fee.
- For the safety of our children, all enrolled children who report to S.A.C.C. after school will be required to stay in the center until the parent or their designee arrives to pick up the child. We are unable to detain the bus or phone parents concerning your child's schedule at dismissal time.

- Absences without prior notification may be mistaken for a missing child and unnecessary concern and time are spent searching for him/her. If a child DOES NOT arrive at the program as intended, the Caregiver will notify the main office and attempt to contact the parents. **After three (3) NO CALL/NO SHOWS, the families account will be charged for hours submitted.**
- Children who arrive to S.A.C.C. for care without the parents arranging for care will be accepted only if the child's presence will not violate the mandated child to staff ratio. Please **do not assume** that you can just send your child to S.A.C.C. without notifying the program. If care is provided to the child, an additional charge of \$5.00 may be assessed for those families who consistently fail to abide by the policy, along with the regular tuition. If the program is full and cannot accommodate the child, the child will be sent to the main office.
- Schedules and payment are due NO LATER than **Thursdays at 6pm** for the week prior to care. If schedules and payment are not received, care cannot be guaranteed. Schedules and payments are done online.
- It is the responsibility of each child enrolled in the school age childcare program to come directly to the school age care room or designated meeting area immediately after school is dismissed.
- Please notify the site supervisor if your child will no longer be coming to S.A.C.C. so that we can add someone from our waiting list.
- A child who does not attend school MAY NOT be dropped off at S.A.C.C. for care.
- It is the policy of the Lake Shore Board of Education that no person shall be discriminated against on the basis of race, color, national origin, age, sex, marital status, or handicap.
- **Due to the limited amount of spots, if your child does not attend S.A.C.C. for two consecutive weeks, they will be placed on the waiting list. You will not be able to utilize S.A.C.C. during this time.**

HOURS OF OPERATION

A Caregiver will be on duty at the S.A.C.C. facility each school day (schedule permitted) from 6:30 a.m. until school starts and after school dismissal until 6:00 p.m. Please make sure your child is picked up before 6:00 P.M. If for some reason you are unable to make it by 6:00 P.M., please make arrangements for someone else to pick up your child. A late fee will be assessed for any child that is not picked up by 6pm.

HOURS ARE SUBJECT TO CHANGE DUE TO STAFF AVAILABILITY

HOLIDAYS AND BREAKS

The Program follows the school year calendar, unless otherwise announced. Read your school calendar for exact dates. Extended care is usually available on half days, and early release days. Care cannot be guaranteed for parents who fail to sign their child up for early release or half-day care. Please note that on Halloween and the Wednesday before Thanksgiving SACC will be closed at 5pm.

***Additionally, staff may need to attend an after school training and care will not be provided. Families will be given ample notice for these type of trainings. ***

SIGN-IN/SIGN-OUT

The sign-in / sign-out sheets are kept on file and used for attendance, billing and licensing purposes. Each parent or his designate must personally come into the Center to sign in or sign out his child. Children will be released only to persons listed on the Emergency Card and with proper photo identification. Children cannot be release to individuals who are under the age of 18. In order for the program to release a child in attendance to a minor there must be a complete special release form on file.

If releasing a child to a parent suspected to be under the influence of alcohol or impaired by other drugs, the following course of action may be taken:

- The parent/guardian may be told that we feel it is not safe for the child to ride with him/her at this time.
- We may offer to call someone else to come for the child.
- We may notify police when the adult and child leave the building.

WE DO NOT WANT YOUR CHILD LEFT UN-SUPERVISED FOR EVEN A MOMENT

Child Custody Conflicts

Please do not put your child or the program staff in the middle.

We cannot withhold a child from either parent unless there has been a court action which limits one parent's right to the child. A copy of the court papers **MUST** be on file before staff can limit access to your child.

Please handle parental differences away from the center and away from the children. The program can NOT become involved in any custody issues.

Unless otherwise authorized by law, any individual or agency requesting information other than the parents/legal guardians, staff members, or legally authorized representatives, there must be a consent form signed by the parent/legal guardian or written order from a court of jurisdiction.

S.A.C.C. (SCHOOL AGE CHILD CARE) FEES

The fee is \$6.50 per hour and \$5.50 for additional children in the same family enrolled in the same center. There is a **MINIMUM** charge of one hour per session (morning and/or afternoon) for each day a child attends the center.

Late Pick up Fee: During the afternoon program children are expected to be picked up by 6:00 p.m. In case of emergency, parents should phone and let the Caregiver know their anticipated arrival time. Overtime fees are \$15.00 for the first quarter hour or any portion thereof, and \$1.00 per minute for every minute thereafter.

The "official time" will be the atomic clock in the classroom. This is necessary, as we are not licensed to operate this program beyond 6:00 p.m. It is not acceptable to be late. We reserve the right to terminate the agreement when a parent/guardian is excessively late (**more than TWO times**) in picking up the child.

BILLING

Financial Responsibility: Parents/legal guardians of children enrolled in the Lake Shore Public Schools School Age Child Care program are financially responsible for all charges and fees. In the event of non-payment, the Lake Shore Public Schools School Age Care administration may elect to refer your account to a collection agency or may seek other legal redress for nonpayment.

Fees: Fees are calculated with a minimum charge of an hour per session and sign out time is rounded up to the nearest half hour based on when the child entered care. Care hours are determined by the amount of time the child spends in the program rounded up to the nearest half hour. There is a 7 minute grace period ie. Child is picked up at 4:07, the parent is only charged until 4pm.

DHS: DHS will pay a portion of care, which may not be the entire amount that your child uses. You are responsible for all payments that DHS does not cover.

Payment: The hourly rate is \$6.50 and \$5.50 for any additional children in the same family. There is a **MINIMUM** charge of one hour per session (morning and/or afternoon) for each day a child attends. Fees are to be paid in **advance**. E funds are preferred method of payment.

Checks should be made payable to Lake Shore Public Schools. A \$29.00 NSF charge will be applied to any checks returned for insufficient funds.

Parents/legal guardians need to submit payment based on the schedule submitted for care.

Payment of tuition and schedules are due **on or before Thursday by 6pm** prior to each week for the following weeks care. If you estimated more hours than your child actually attends then you will have a credit on your account. However, if your child attended more hours than you expected the additional tuition will be due immediately. Invoices will be prepared each week for the hours your child attended the previous week.

If payment is not received by the first day of the scheduled attendance for the week, care cannot be guaranteed. If the account is not kept current or is chronically delinquent, the Lake Shore Public Schools School Age Child Care reserves the right to, at its discretion, terminate care until full payment is made or to permanently terminate care.

Please keep in mind that the staff of the School Age Child Care programs role is to provide quality programming for the children of Lake Shore Public Schools. Parents with delinquent accounts may take the focus of the staff away from the children as the staff tries to collect payments. It is the responsibly of the parent/guardian to make timely payments and keep their accounts current at all times. Families experiencing financial difficulties are asked to contact the Program Supervisor immediately to make payment arrangements. Repeated occurrences of failing to pay tuition in accordance to the policies may result in an additional late fee of \$1.00 for each day the tuition is late. Families with overdue accounts must pay the balance in full before current year registration will be accepted. We reserve the right to deny child care services when payment is delinquent.

RATES ARE SUBJECT TO CHANGE

EMERGENCY AND EVACUATION PLANS

In case of a child's illness or injury, parents are notified immediately. The parent then makes the decision as to immediate care.

If a parent cannot be reached, the St. Clair Shores Fire/Police/Ambulance Service is called. This single number, 911, calls the emergency vehicle. The Caregiver takes the child's emergency card and health form to the hospital with her. The hospital will then continue to try to reach the parents.

In case of severe weather or tornado warning, students take shelter in a previously designated areas and the caregiver will take emergency cards with him/her. In case of fire, students leave the building and the Caregiver takes the emergency cards with him/her as well. Severe weather and fire drills are held regularly in compliance to licensing protocols.

In case of inclement weather, every effort will be made to keep the S.A.C.C. program open to meet the childcare needs of our families. S.A.C.C. program reserves the right to close the program at its discretion in cases of inclement weather and will notify parents of such a closure. If parent cannot be reached then the emergency contact will be notified.

In case of a building emergency and evacuating the children is necessary, the children will be moved to another building within the Lake Shore school district by the Lake Shore Public School transportation department. In case of an evacuation the parents of children in care will be notified. If a parent cannot be reached then the emergency contact will be notified.

ILLNESS AND ACCIDENTS

Sick children who come to the Program will be sent home. There are no facilities for the care of sick children. For the protection of all children, no child will be accepted if he/she has the following symptoms:

- Oral temperature of 100.1 F degrees or higher. **Children must be fever free for 24 hours before returning.**
- Intestinal problems with diarrhea or vomiting.
- Any undiagnosed rash.
- Any communicable disease such as chicken pox, measles, impetigo, conjunctivitis or any other disease deemed contagious. Any other condition or symptom including general listlessness that makes participation and inclusion in group activities impractical.
- If your child becomes ill before or after school, we will call you to come for him/her. We will isolate the child and provide the best care we can but the center is not the place for a sick child. Someone must come for the child when you are called. If you send someone to pick up your child not listed on the emergency card, you must give permission to a caregiver in order for your child to be released. A child who does not attend school may not attend S.A.C.C.

Accidents do happen. We will call you to let you know about any accident we feel is serious. Minor cuts and abrasions will be washed and bandaged; you will hear about these when you pick up your child.

Medications: We will only administer medication that has been prescribed by a physician to children well enough to be in school. We have a form that must be signed BEFORE we can administer any medication. All prescription medication must be in its original container and labeled by your pharmacist. Over the counter medications must be accompanied by a note from the doctor indicating dose & frequency. Refrigeration is available for medicine when needed. Medications cannot be mixed in food or beverage unless required by prescription. It is especially important that we know of any and all allergies.

FOOD AND NUTRTION

A food agreement regarding the food consumed by your child at S.A.C.C. is to be filled out at the time of registration. Parents/guardians are required to supply all breakfast and lunches for their child. Children enrolled in the program may participate in the daily school Breakfast Program and the Lunch Program on half days through Lake Shore Food Service.

OUTDOOR PLAY

The Michigan Department of Human Services, Licensing rule R400-5106 for Child Day Care requires that we provide daily outdoor play for children unless prevented by inclement weather conditions. In addition, it is healthy, lots of fun, and the children love it. We cannot allow children without appropriate clothing to go outside.

Please maximize your child's school experience by providing him/her with appropriate dress every day. For winter: boots, mittens, hats, scarves, snowsuit, and street shoes (boots can be uncomfortable if worn all day long).

The Michigan Department of Human Services, Bureau of Day Care Licensing has established criteria for playgrounds and playground equipment. Public (school or park) playgrounds are not required to meet all of the same playground safety regulations that licensed centers are required to meet. Given this information, in order for a child enrolled in a licensed program within a school approved by the Michigan Department of Education to play on the equipment, the parent must give his/her consent.

By signing the parent agreement you are acknowledging that consent must be given and giving your consent for your child to play on the elementary playgrounds within Lake Shore Public Schools.

WITHDRAWL/DISCIPLINE POLICY

The School Age Child Care staff shall use a positive method of discipline, which encourages self-control, self direction, self esteem and cooperation. These steps shall be followed:

- **Step 1:** A verbal warning/redirection is given to the child exhibiting inappropriate behavior. The child may be required to move away from the source of conflict if redirection does not work or if the staff deemed necessary.
- **Step 2:** The unwanted behavior continues after a verbal request and redirection. The child will be required to move away from the source of the conflict. A written behavior contract agreement between the child and caregiver will be established. Parent will be notified of the behavior and of the behavior contract.

- **Step 3:** If the behavior continues after a behavior contract is established then temporary exclusion may be necessary. A conference with the Parent, Site Supervisor, and possibly Director will be held.
- **Step 4:** Permanent withdrawal may be required if the behavior continues past a temporary exclusion. A conference with Parent, Site Supervisor, and Director will take place.

The Discipline procedure steps may be waived if the student's behavior requires an immediate separation of the student and the program. If a child cannot adjust to the SACC program and after a Parent/Supervisor/Director meeting we reserve the right to exclude a child from the program.

LICENSING NOTEBOOK

The State of Michigan, Department of Human Services-Bureau of Adult and Child licensing require that parents/guardians with children enrolled or considering enrollment into a licensed program have access to a notebook containing all licensing regular inspections, renewal inspections, special investigation, and corrective action plans beginning May 27, 2010. Lake Shore Public Schools maintains such a notebook at each School Age Child Care site. Parents are welcome to review the notebook during review during normal business hours. By signing the parent agreement you are acknowledging that the notebook exists and that you understand and acknowledge you have access to review the notebook anytime during normal business hours. Licensing inspection and special investigations reports from the last two years are available on the Bureau of Children and Adult licensing website at: www.michigan.gov/michildcare

HEALTH CARE PLAN

The State of Michigan, Department of Human Services-Bureau of Adult and Child licensing require under rule R400.5114 (1) (g) that parents/guardians enrolling their child/children into a licensed program be provided with health practices and policies of the center, also known as the Health Care Services Plan. The following is a copy of the health care services plan that is used by the School Age Child Care programs at Lake Shore Public Schools as recommended by the Bureau of Adult and Child care licensing.

Hand Washing

The following procedures will be used for hand washing:

- Have single use towels available
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees
- Moisten hands with water and apply soap
- Rub areas between fingers, around nail beds, under fingernails, jewelry and back of hands.
- Rinse hands under running water until free of soap and dirt.

- Leave water running while drying hands. Dry hands with a clean, disposable paper or single use cloth
- Turn off tap with a disposable paper or single use towel. Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water: hand sanitizers, water basins, and pre-moistened cleaning wipes.

Handling Bodily Fluids

The center will use precautions when handling bodily fluids as instructed in the annual blood borne pathogen training. Steps will include:

- Staff will put on latex or vinyl or other material glove to create a barrier between their skin and the substance. •
- Clean up the bodily fluid on the victim by washing area with soap and water.
- Bodily fluid that is on a surface, the custodians will be contacted to clean.
- Wash hands of the victim according to the hand washing policy.
- Remove gloves and wash hands in according to hand washing policy.

Cleaning and Sanitizing

The following steps are to be followed for cleaning and sanitizing:

- Wash area/surface with warm water and soap detergent
- Rinse area/surface with clean water •
- Submerge, wipe, or spray the article or surface with a sanitizing solution. • □ Let area/surface air dry.

Sanitizing Solution

The solution used to sanitize shall consist of the following:

- Water and non-scented chlorine bleach solution with a concentrate of 1 tablespoon of bleach to one gallon water.
- Commercial sanitizers specified on the label to be safe for food contact surface and used according to the manufacture's directions.

Controlling Infections

- See Universal precautions above.
- Toys that are mouthed will be removed and washed, rinsed and sanitized
- Children who have any type of communicable disease/condition will be removed from care and may not return to care only with a doctor's note.
- Children who become ill will be moved away from the children until they are picked up.

CHILD ABUSE AND NEGELECT

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to the appropriate authority as required by law (Act. No 238, Public Acts of 1975, as amended, Sections 722.621-722.636, Michigan Compiled Laws). It is an act that requires the reporting of child abuse and neglect “to safeguard and enhance the welfare of children and preserve family life” and “to provide for the protection of children who are abused or neglected.”

PEST MANAGEMENT POLICY

As required by the State of Michigan child day care licensing rules the SACC program shall notify parents in writing two times prior to any pest management application. Lake Shore Public Schools makes every effort to use non-toxic methods to management pests. The first method will be by including the dates of inspection in the School Age Child Care parent brochure. The second copy of the dates of inspection will be posted in each SACC room. If a chemical application is needed it will be applied on the next Friday evening after the building is vacated.

Pest Management Inspection and Application Notice for SACC

Pest management inspections and eco-green applications if necessary will take place the second Thursday of each month at Lake Shore Public Schools. If a chemical applications is required it will take place the next Friday evening after the building is vacated.

SUMMARY

The program has been developed as a service to parents who have a need for responsible adult supervision of their children immediately before or after school. It is also important that rules be established and enforced regarding the health, safety and security of the children involved. Although it may be, upon occasion, inconvenient or bothersome to adhere to the established rules, we hope all will recognize the importance of a well-established routine.