

**Lake Shore Public Schools
SCHOOL AGE CHILD CARE
PARENT BROCHURE
2009/10 SCHOOL YEAR**

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SCHOOL AGE CHILD CARE (S.A.C.C.) 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.
- ... Qualified caregivers 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.
- ... Daily communication with your child's teacher and cooperation in meeting the individual needs of each child.



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 \$35.00 registration fee, made payable to Lake Shore Public Schools, 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. A No Show, No Call fee of \$10.00 may be assessed to the accounts of families who consistently fail to abide by the policy.
- ❖ Children who arrive to S.A.C.C. for care without the parents arranging for care will be accepted 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.
- ❖ It is the responsibility of each and every child enrolled in the school age child care 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.
- ❖ Any child unsure of his/her schedule will be brought to the S.A.C.C. program.
- ❖ 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.

HOURS OF OPERATION

A Caregiver will be on duty at the S.A.C.C. facility each school day from 6:00 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.



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.

SIGN-IN/SIGN-OUT

The sign-in / sign-out sheets are kept on file and used for attendance and billing 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.

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



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

The fee is **\$4.18** per hour. There is a sibling discount for additional children in the same family enrolled in the same center. **There is a minimum charge of one hour 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 \$10.00 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 non-payment.

Payment:

The hourly rate is \$4.18. A discount is available for siblings. There is a **minimum charge of one hour per day for each day a child attends.** Fees are to be paid in **advance.** Checks and money orders are preferred and should be made payable to Lake Shore Public Schools. A \$10.00 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 is due **on or before Thursday of 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 Monday 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 site 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.*



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 area. Emergency cards are taken to that area also. Drills are held regularly.
- In case of fire, students leave the building and the Caregiver takes the emergency cards. Fire drills are held regularly.
- 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.



ILLNESS/ACCIDENT

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 to the program.
- 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.*

It is especially important that we know of *any and all* allergies.



FOOD AND NUTRITION

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. All menus will be posted. For the safety and well being of children with food allergies, parents/guardians are required to supply all food.

An afternoon snack is supplied daily to those children in attendance after school. The food served shall be of sufficient quantity and nutritional quality and shall contain 2 out of the 4 following components:

- ♦ A serving of fluid milk - ½ cup ♦ Bread, Cereal, Pasta and/or Noodle Products, Enriched or whole grain bread - 1/4 cup or ½ slice
- ♦ Meat and/or meat alternate, lean meat, poultry, fish, and/or cheese ½ oz. ♦ Eggs- ½ egg, cooked dry beans or peas - 1/8 cup ♦ Peanut Butter - 1 tbsp. ♦ Juice or fruit - ½ cup

BREAKFAST: Parents are encouraged to insure that their children have had breakfast before attending the morning program. Snacks are provided for after school session. Children may bring a light breakfast snack. A **Breakfast Form** must be completed and returned to a Caregiver for those children who will be eating a light breakfast snack in the Center. Children enrolled in the program may participate in the school Breakfast Program 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.



WITHDRAWAL/DISCIPLINE PROCEDURE

The School Age Child Care staff shall use a positive method of discipline, which encourages self-control, self-direction, self-esteem and cooperation. The following steps shall be followed for children engaging in behavior that has become unsafe and/or disruptive to the program:

Step 1 -The child is required to move away from the source of conflict. A written Behavioral Contract Agreement between the child and caregiver may be established at this step.

Step 2 - Parents are notified of the child's continued inappropriate behavior with the Disciplinary Action Form.

Step 3 - Temporary exclusion may be necessary if disruptive behavior continues. This will be done following a consultation between the parent, child, caregiver and supervisor.

Step 4 - Permanent withdrawal may be required for continuing behaviors that jeopardize the health and safety of program participants. This will be done following a consultation between the parent, child, and supervisor. Parents are expected to reinforce the rules of student behavior with their child (ren).

The Discipline Procedure steps may be waived if student behavior requires an immediate separation of the student from the program. If your child is unable to adjust to our program and after a parent/supervisor conference, we reserve the right to exclude your child from child care.

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 hands together vigorously until a soapy lather appears and continue for at least 10 seconds
- ◆ Rub areas between finger, around nail beds, under fingernails, and jewelry, and back of hand.
- ◆ 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.

Hand shall be washed with soap under running water. The following are not approved substitutes for soap and running water.

- ◆ Hand sanitizers
- ◆ Water basins
- ◆ 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 used 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 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 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 manufacturer'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 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.

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.

