



Where Learning Drives Innovation.®

# **SCHOOL AGE CHILDCARE (SACC) PARENT HANDBOOK**

**PHONE: 586-439-7600**

**FAX: 586-439-7601**

Updated 9/22

## Fraser SACC Locations

**Disney Elementary:**

36155 Kelly Road, Clinton Township, MI 48035

Phone: (586) 439-6450

**Edison Elementary:**

17470 Sewell, Fraser, MI 48026

Phone: (586) 439-6599

**Eisenhower Elementary School:**

31275 Eveningside Drive, Fraser, MI 48026

Phone: (586) 439-6699

**Emerson Elementary:**

32151 Danna, Fraser, MI 48026

Phone: (586) 439-6799

**Salk Elementary School:**

17601 Fifteen Mile Road, Clinton Township, MI 48035

Phone: (586) 439-6899

**Twain Elementary:**

30601 Calahan Road, Roseville, MI 48066

Phone: (586) 439-6999

## **Welcome to the Fraser Public Schools SACC Program!**

Our program has been organized to provide before and after school care for our elementary Fraser students. We are excited about the prospect of caring for your child.

### **Our Purpose**

The SACC program is designed to provide top quality, reliable childcare before and after school throughout the school year. Our program offers various activities, free choice time, arts and crafts, reading, games, and a light snack in the afternoon, all in a friendly, safe environment.

This handbook is presented to all our SACC families. It will explain the basic operation and logistics of the program. We are open to any suggestions or comments to help improve or benefit the SACC program. Please call the Director of Early Childhood, at 439-7605 or email at [melissa.laseck@fraserk12.org](mailto:melissa.laseck@fraserk12.org). We look forward to working with your family.

## Policies and Procedures

### **SACC Morning:**

During our morning hours, **7:00 a.m. - 8:30 a.m.**, children will participate in a variety of games, reading, or preparing for the day. Ipad use is at the discretion of the SACC staff. Students will be released to eat breakfast or to their classrooms when the bell rings.

### **SACC Afternoon:**

During our afternoon hours, **3:30 p.m. - 6:00 p.m.**, students will participate in a variety of activities. Once attendance is taken, students will receive a healthy snack and be provided with opportunities for homework assistance, play time, crafts and more. Ipad use is at the discretion of the SACC staff.

## ENROLLMENT INFORMATION

**Enrollment is available online only.** Please go to Fraser Public Schools' website, under programs, click on SACC. You will see a link to enroll. **SACC enrollment does not guarantee a spot in SACC. You will receive an email within 5 days stating approval or denial of the schedule submitted.**

- You will be taken to the Eleyo registration system. To get started you will need to create an account.
- The parent/guardian will choose the days that are needed for childcare. The submitted schedule request will be reviewed for approval.
- **Completing this enrollment does not guarantee a spot in SACC.** If space is available, an approval email will be sent to the email provided within 5 days. Your child will be able to attend SACC only on the scheduled days that were approved.
- If space is not available, you will receive an email within 5 days letting you know that the schedule was denied because of limited space.
- Children will be put on a waiting list if space is not available.
  - If the schedule submitted is approved, you will be charged the registration fee using the credit/debit card submitted.

**Any changes to the schedule would need approval from the business office 586-439-7038**

## **SCHEDULE INFORMATION**

- Only registered students will be allowed to enter SACC, no 'drop-in' childcare. Child may only attend on the days they are scheduled to attend.
- Schedule must be submitted at registration.
- Changes to the schedule need to be approved by the business office based on space available. Please call 586-439-7038
  - Parent will be responsible for fee's accrued until business office is notified that services are not needed.

## **ADDITIONAL REGISTRATION INFORMATION**

A valid email address must be provided to register. This email address must be for the responsible billing party, as invoices will only be sent electronically.

Registration will continue throughout the school year if space is available and providing enrollment does not exceed the limit established by the State of Michigan licensing regulation.

**Children must be registered to use SACC. Children who do not have a preapproved schedule may not attend SACC.**

### ***Rates:***

Non-refundable Registration Fee: \$50/family annually

- Morning session: \$5 flat rate per child
- Afternoon session: \$4 flat rate per child for services within (1) hour; \$7 flat rate per child for services beyond (1) hour.
- Half Day/Early Release: \$15 flat rate per child. If only the morning service is used, a \$5 flat rate per child will be charged.

\*Late payment-\$10 late fee per billing cycle

**Payments:**

- Parents/legal guardians need to submit payment based on the schedule provided at the time of registration.
- Fees are paid in advance. Invoices are sent every two weeks.
- Payment of fees is due on or before Thursday of each week for the following week's care.
- Parents/legal guardians that do not make their payments by Friday for the following week could lose their spot in SACC. They will be contacted if this situation occurs.
- No reimbursement for time not in attendance
- If the account is not kept current or is chronically delinquent, we reserve the right to terminate care until full payment is made or permanently terminate childcare. \$10 Late fee per billing cycle may apply.
- Families with overdue accounts from previous school years must pay the balance in full before current year registration will be accepted. We reserve the right to deny childcare services when payment is delinquent.

**DHS Payments:**

If your family qualifies for financial assistance through DHS, please contact the business office at: 586-439-7038

**Late Arrival Fees:**

The SACC program is licensed until 6:00pm. By 6:02 p.m., if we have not received a notification from a parent and no provisions have been attempted to pick up your child, the following procedures will be implemented:

1. The parent will be called.
2. The person (other than parent) identified on the emergency card to be notified in an emergency situation (when parent is not available) will be notified.
3. If that emergency person is unavailable, the other names on the emergency card will be called. Please provide the caregivers with phone numbers for all persons listed on the emergency card.

**4. If we are unable to contact anyone whose name appears on the emergency card by 6:30 p.m., we must contact the police department.**

**PLEASE MAKE SURE EMERGENCY CARDS ARE KEPT UP TO DATE**

- **A late charge of \$15.00 per ¼ hour (15 minutes) will be added to your bill for each child. A child may be dropped from the program following the second late pick-up.**

### **Attendance:**

Weekly attendance records will be kept for each child. Parent or staff will log students in and out on the ipad or the attendance sheet provided at your program location. A parent or designated person must be with the child upon arrival and departure.

### **Emergency Information:**

There will be an information card on file in the SACC room for each child enrolled in the program. The cards should include the following information:

- Child's name, address and phone number
- Parent's name, address and phone number(s) home and work
- Doctor's name, address and phone number
- Names and phone numbers of all persons authorized to pick up the child in an emergency situation. We will ask for picture identification for your child's safety and our protection.
- Any medical conditions that need to be addressed

Parents are required to keep the SACC personnel informed of any changes on the emergency cards.

## **Exclusion/Illness Policy**

Children with signs of illness should be kept home to ensure the health and well being of others. Staff reserves the right to refuse admittance to any child who appears ill. If your child develops a contagious disease or rash of any kind during the school year, please call your child's school. It is mandatory for us to report these illnesses to the Macomb County Health Department on a weekly basis.

If children become ill while in our care, the child will be separated from the group to prevent further spread of the illness to other children. Parent or emergency contact person will be required to immediately pick up the child. The child will be made comfortable and will be adequately supervised until picked up by the parent.

Rash and communicable diseases will require documentation from a physician that you are clear to return to school.

## **Emergency Procedures**

**Small bumps, cuts and injuries:** Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them.

Parents will be notified with an Ouch Report at the end of the day. Please sign and return.

**Larger bumps, cuts and injuries:** Basic first aid will be performed. Cuts will be washed and bandaged. Bumps will have ice applied to them.

Parents will be notified with a phone call & an Ouch Report at the end of the day if child is staying at school. Please sign and return.

**Serious injury/Incident:** First aid and/or CPR will be performed. 911 will be called if warranted. Parent/guardian will be contacted. If the parent /guardian is not available, the person listed on the emergency card will be called. An incident of this nature would include but is not limited to head injuries, injuries requiring medical attention, allergic reactions, seizures, asthma attacks, fever, vomiting child...etc. Incident report will be filled out. Please sign and return.

**Emergency Closure or Evacuation:** Parents or emergency contacts will be contacted to pick up their student as soon as possible. If necessary, students will be bused to a nearby school. Parents will be informed immediately with an email and/or a phone call.

**Tornado/Fire:** Students will be escorted to designate areas. Parents will be contacted by email & a phone call through school messenger.

**School Closure (Extreme weather, building problems):** If any of Fraser Public Schools are listed as closed on the radio or television then the SACC Program in that building will also be closed.

### **Dismissal:**

No child will be dismissed from the SACC program without the parent or authorized person signing the child out. Court documentation must be on file with the school and SACC in order to deny release to biological parents. It is up to the discretion of SACC personnel to

withhold the release of a child to an authorized person if it is strongly suspected the said person is under the influence of a controlled substance such as alcohol or drugs. **Parents are required to escort their child to and from the building.**

**Outdoor Policy:**

Students may go outside, weather permitting. Please send appropriate outdoor wear.

**Discipline:**

Positive reinforcement will be used to encourage appropriate behavior. Parents will receive daily behavior reports for those students who struggle with unacceptable behavior. Incident/behavior reports will be filled out when the child fails to follow SACC rules **Failure to follow Fraser Public Schools' Code of Conduct could result in a temporary suspension from SACC or dismissal from the program.**

**Withdrawal Policy**

If SACC personnel feel that your child should be withdrawn from the SACC program, a meeting will be scheduled for a determination to be made.

The following circumstances may also result in your child being dismissed from our program:

- Failure to pay for services in a timely manner.
- Returned Checks.
- Dropping off a child prior to the program's designated starting time and leaving them in an unsupervised situation.
- Chronic late pick-ups.
- Failure to complete the child information card or other forms at time of registration.

- Continual behavior or language that is disruptive to others, dangerous, destructive and/or disrespectful to other students or staff. Please refer to School Code of Conduct.
- Parent behavior or language that is dangerous, destructive and/or disrespectful to staff.
- We reserve the right to an immediate disenrollment due to unforeseen circumstances.

## Licensing Notebook

As required by the State of Michigan, Fraser Public Schools SACC Programs, maintains a licensing notebook that is available, upon request, for your review any time during normal business hours.

- The center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans since May 28, 2010.
- The notebook will be available to parents for review during regular business hours.
- 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).

Please sign below to indicate that you have been informed of the availability of our licensing notebook and that you understand that you may request it at any time during our normal business hours.

I have been informed of the availability of SACC licensing notebook and understand that I may request it for review at any time during normal business hours.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PLEASE SIGN AND RETURN TO SACC**

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**Child(ren) Names**  
**SACC Program Agreement**

Please initial that you have read all of the following statements and return it to the office. This form can also be found in the Parent Handbook.

\_\_\_\_\_ I understand that the fees for SACC are prepaid 2 weeks before care and a schedule must be provided.

**Failure to make payments in a timely manner may result in my child being dropped from the SACC program.**

\_\_\_\_\_ I understand that there is a \$10.00 late fee per billing cycle for late payments.

\_\_\_\_\_ I understand that if I am late picking up my child I may be charged a \$15.00/child late fee for every 15 minutes I am late. After 2<sup>nd</sup> late pickup, my child could be dropped from the program.

\_\_\_\_\_ I understand I will make the SACC staff aware of any changes with phone numbers, addresses, e-mail address and information pertaining to my child.

\_\_\_\_\_ I understand the exclusion/ illness policy.

\_\_\_\_\_ I have made the SACC staff aware of any allergies, medications and special needs that my child may have.

\_\_\_\_\_ This is to verify that my child \_\_\_\_\_ is in good health and has no limitation on activities. I will accept responsibility for my child's health while at the site.

\_\_\_\_\_ I understand the withdrawal policy, which includes a child following the school code of conduct. A child could be suspended or dropped from the program if continual behavior or language is disruptive to others, dangerous, destructive and/or disrespectful to other students or staff, does not abide by the mask wearing policy.

\_\_\_\_\_ I understand that SACC playground equipment is for children 5 yrs. of age and older and has been exempt from a certified playground safety inspection.

\_\_\_\_\_ I am being made aware of a Licensing Notebook. I understand that this notebook will be available for parents to review during regular business hours.

\_\_\_\_\_ I understand that all SACC employees have been cleared through a comprehensive background check.

\_\_\_\_\_ I have read the Parent Handbook found on Fraser Public School's website under SACC: and I agree to the policies described within it. (You may also view the handbook at the SACC site)

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_