

**SCHOOL AGE CHILDCARE  
(SACC)  
PARENT HANDBOOK  
During COVID-19**

**PHONE: 586-439-7600**

**FAX: 586-439-7601**

**MRS. KATHY MORONEY**

**DIRECTOR OF EARLY CHILDHOOD**

## Fraser SACC Locations

**Disney Elementary:**

36155 Kelly Road, Clinton Township, MI 48025

Phone: (586) 439-6400 - EXT 6450

**Edison Elementary:**

17470 Sewell, Fraser, MI 48026

Phone: (586) 439-6500 - EXT

**Eisenhower Elementary School:**

31275 Eveningside Drive, Fraser, MI 48026

Phone: (586) 439-6600 - EXT

**Emerson Elementary:**

32151 Danna, Fraser, MI 48026

Phone: (586) 439-6700 - EXT 6799

**Salk Elementary School:**

17601 Fifteen Mile Road, Clinton Township, MI 48035

Phone: (586) 439-6800 - EXT

**Twain Elementary:**

30601 Calahan Road, Roseville, MI 48066

Phone: (586) 439-6900 - EXT

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

Our program has been organized to provide before and after school care for our Fraser students in grades K-6. 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 [katherine.moroney@fraserk12.org](mailto:katherine.moroney@fraserk12.org). We look forward to working with your family.

## Policies and Procedures

Please see [Child Care COVID Response & Preparedness Plan](#) for important additional information.

### Latchkey Student Schedule (will be adjusted based on school schedule)

7:00-8:30 Arrival/Breakfast/enrichment activities

3:30-6:00 Snack/Outdoor Activities

**Breakfast/Lunch:** Pre-ordered from school or brought from home

**PM Snack:** Will be provided after school.

### REGISTRATION INFORMATION

**Registration is available online only.** Please go to Fraser Public Schools' website, under programs, click on SACC. You will see a link "Click here for SACC Schedule Application."

- A SACC Schedule application must be completed before registration.

**The SACC Schedule application does not guarantee a spot in SACC.**

- The parent/guardian will choose the days that are needed for childcare. The submitted schedule will be reviewed.
- **Completing this application does not guarantee a spot in SACC.** If space is available, a registration link will be sent to the email provided within 2 days.
- After registration is complete, an invoice will be sent to pre-pay for the first two weeks of childcare.
- This schedule will be used for the first semester of school (September 8th-January 22nd).

**Any changes to the schedule would need approval.**

### SCHEDULE INFORMATION

- Only registered students will be allowed to enter SACC, no 'drop-in' childcare.
- Schedule must be submitted at registration.
- Changes to the schedule need to be approved by childcare staff based on space available.
- Children will be put on a waiting list if space is not available.

### **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.

Once online registration forms are processed, a family PIN # will be generated to sign your child in and out of SACC. This process can take up to two days once the registration forms are received. SACC personnel will provide the PIN to the parent/guardian.

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:***

#### **SACC Fees During COVID-19 (September-January)**

Supplies/Materials Fee: \$50/child or \$75/family each semester

- 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.

#### **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.
- 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.
- Families with overdue accounts from the 2019-2020 school year 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.

Once you receive your invoice by email, select the **“Click Here to pay”** link to make your payment.

The image shows a screenshot of an email invoice and a credit card payment form. The email header includes the word "Invoice" in a blue box, the recipient "To: jalexander@aol.com", and the subject "Subject: Invoice". A yellow box with a blue border highlights the text "CLICK HERE to pay your bill online!". Below the header is a table with two rows of invoice items:

08/01/2006	Summer Program	Zach	Preschool 5
08/01/2006	Activity Fee	Zach	Karate 2 Day

At the bottom of the table, a summary row shows "Current Totals" with a balance of "\$245.50" and a total of "\$245.50". To the right of the email header is a red-bordered box containing a "Credit Card Information" form. The form fields are: Card Holder Name (Kevin Alexander), Card Type (Visa), Card Account Number (5454545454545454), Expiration Date (04/12), Payment Amount (\$245.50), and Credit Card Billing Address (654 Walnut Street, North Wales, PA, 19385, alexkm@aol.com).

### 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. Staff will log students in and out on the computer or the attendance sheet provided at your program location. A parent or designated person must be with the child upon arrival and departure and must wear a mask. Parents/guardians will bring children to the office to check in/out. COVID HEALTH SCREENING will be done each day before children can stay for SACC. Children must wear a mask while in SACC. Office staff will help children to go to their class and return to the office.

### **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**

Please see [Child Care COVID Response & Preparedness Plan](#) for important additional information.

Students should not go to school or participate in any school activities or sports if having symptoms of COVID-19. If a student starts having symptoms of COVID-19 while at school, they need to be sent home. The student may return based on the guidance for their diagnosis (See "Managing Communicable Diseases in Schools" [bit.ly/2PaOz8U](https://bit.ly/2PaOz8U)) unless they are at risk for COVID-19 exposure.

### **Section 1: SYMPTOMS OF COVID-19 (CDC VERSION FOR K-12)**

**(If new, different, or worse than any longstanding conditions)**

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache

### **Section 2: IS YOUR CHILD AT RISK FOR EXPOSURE TO COVID-19?**

Students are at higher risk for COVID-19 if in the past 14 days they:

- Had close contact with a person with confirmed COVID-19.
- Have a history of travel.

**If "YES" to any questions in Section 1, and "NO" to all questions in Section 2, student should stay out of school until they meet criteria for return based on their symptoms.**

**If "YES" to any question in Section 1, and "YES" to any question in Section 2, student should stay out of school, and be evaluated by their healthcare provider and possibly receive COVID-19 testing.**

**If "NO" to all questions in Section 1, and "YES" to any questions in Section 2, students need only be excluded from school if they have had close contact to someone with confirmed COVID-19, as they should be in quarantine.**

If you are asked to have your child medically evaluated, call your health care provider or follow up with a local clinic or urgent care center. You can also call 2-1-1 or go to [www.mi.gov/coronavirustest](http://www.mi.gov/coronavirustest) or [www.macombgov.org/COVID19](http://www.macombgov.org/COVID19) to find the closest testing location. **While testing is not required**, students may need to be excluded from in-person instruction for a longer period of time.

## **HOW LONG MUST THEY STAY OUT OF SCHOOL?**

**If your child has symptoms of COVID-19, and tests positive for COVID-19:**

Keep your child out of school until:

- It has been at least 10 days from the first day they had symptoms.
- They have had 24 hours with no fever without the use of fever-reducing medication.
- And other symptoms have improved. There is no need for a “negative test” or a “doctor’s note” to clear your child to return to school if they meet all isolation and quarantine criteria. The MCHD issues an Isolation and Quarantine Completion Notification Letter once an individual completes isolation/quarantine.

**If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and no testing has been done (or results are pending):**

Keep your child out of school until:

- It has been at least 10 days from the first day they had symptoms.
- They have had 24 hours with no fever without the use of fever-reducing medication.
- Other symptoms have improved.

**If your child has symptoms of COVID-19, has risk for exposure to COVID-19, and tests negative for COVID-19:**

Your child may return based on the guidance for their symptoms (see “Managing Communicable Diseases in Schools” [bit.ly/2PaOz8U](https://bit.ly/2PaOz8U)):

- **Fever:** at least 24 hours have passed with no fever, without the use of fever-reducing medications
- **Sore throat:** improvement in symptom (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
- **Cough/Shortness of breath:** improvement in symptom
- **Diarrhea, vomiting, abdominal pain:** no diarrhea or vomiting for 24 hours
- **Severe headache:** improvement in symptom

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.
- Child not adhering to mask wearing policy.
- Failure to sign your child in or out of the program on a daily basis.
- 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

**Automatic Payment System (EZ-EFT)**

Please complete this form if you would like to participate in the automatic payment system and return it to the Business Office. This will pre-authorize your payment at no additional cost.

**Sign up for EZ-EFT  
Automatic SACC Payments**

I hereby authorize my financial institution to make periodic payments on my behalf from the checking or credit account listed below and transfer it to the SACC account.

**Child(ren) names:**

\_\_\_\_\_

I understand that I am in full control of my payments, and I will notify the Business Office to make any adjustments, discontinue this service, or change my credit card or bank account.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Credit Card Charge  
\_\_\_\_\_ Visa  
\_\_\_\_\_ MasterCard  
\_\_\_\_\_ Discover Card

\_\_\_\_\_ Checking Account  
\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Routing Number  
(or attach voided check)

\_\_\_\_\_  
Expiration Month/Year

Name on Account \_\_\_\_\_

**PLEASE SIGN AND RETURN TO SACC**

\_\_\_\_\_  
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 have read and understand the [Child Care COVID Response & Preparedness Plan](#).

\_\_\_\_\_ I understand that my child must wear a mask when in SACC inside the building.

\_\_\_\_\_ 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 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 illness policy stated in the [SACC COVID Response & Preparedness Plan](#).

\_\_\_\_\_ 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:** \_\_\_\_\_