

CENTER LINE PUBLIC SCHOOLS

**School-Age Child Care
(SACC)**



PARENT HANDBOOK

2018-2019 School Year

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Welcome

We are very pleased to have your child enrolled in our program. Please take time to read the entire handbook. **These are the policies we will adhere to.**

Program Philosophy

Our program is designed for the child to have the freedom to learn and play at his/her own level. A variety of activities are provided for each child to engage in. These activities are intended to supplement each child's development and to promote success in experiencing the joy of learning.

Licensing Binder

Being a State of Michigan Licensed Child Care, a licensing binder can be found at each SACC location and is available to parents during regularly scheduled child care hours. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 27, 2010. In addition, licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

The procedures outlined in the Parent Handbook may need to be modified based on individual situations or changes in Licensing Regulations by the State of Michigan.

CRITERIA FOR ADMISSION AND WITHDRAWAL

Eligibility for Program

All children who are registered for the SACC program may attend on their scheduled days. A two week WRITTEN notice is to be given for any changes in the schedule. The SACC staff will make every effort to help all children adjust to the program, but we also reserve the right to remove a child who fails to adjust (see Student Expectations).

Center Line Public Schools will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, height, weight, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the American with Disabilities Act, you are invited to make your needs known to us.

Forms for Admission

Your student will not be admitted until we have all forms completed, registration fee, and two weeks of tuition paid in advance.

The following forms are required for SACC:

- Child Information Record
- Initial Schedule
- Help Us Go Green Form
- SACC Health Care Information
- Playground Release
- Parent Agreement
- Registration fee plus two weeks' tuition in advance

Withdrawal Policy

If you intend to withdraw your child from the program, a Withdrawal Form must be completed. Please fill this out two weeks prior to your child's last day. The current invoice will NOT be adjusted if you fail to give the two weeks prior notice.

SCHEDULE OF OPERATIONS

Hours of Operation

SACC is open from 6:30 a.m. until 6:00 p.m. on regularly scheduled school days, Monday through Friday.

There is a late fee of \$1.00 per minute after 6:00 p.m. THIS FEE IS DUE AT THE TIME OF PICK-UP. If a child is still at SACC at 6:30 p.m. and we have not had any communication with the parent or any of the emergency contacts we have on file, we will contact the Warren Police. Please note that time is calculated according to the clock in the SACC classroom.

Swipe Card Entry

For the safety of our students, the building will remain locked before and after school hours. A swipe card is required to get into the building for SACC. A fee of \$5 will be charged for the card and will be reimbursed when the card is returned at the end of the school year.

School Closing

If there is a building problem or a weather related closing, parents will be notified by an automated call from the district. The automated call will be sent to the primary phone number given by parents when registering. Parents may also check the local news on Channels 2, 4, and 7 or the district's website for updates. Parent invoices are credited due to school closings.

PROGRAM PROCEDURES

Schedule/Attendance Policy

The schedule that you submit in the registration packet is the schedule you will be billed for and must adhere to. If you have need to change the schedule, a **Schedule Change Form** must be submitted to the SACC caregiver **TWO WEEKS IN ADVANCE** of the date of change.

**YOU WILL BE CHARGED FOR ANY ABSENCES,
INCLUDING ILLNESS AND VACATION.**

Sign In/Sign Out

Every child must be accompanied to the SACC classroom in the morning by an adult. Each child must be signed in and out daily by the parent or emergency contact. TIME and parent INITIALS must be present. This is a State of Michigan Licensing Requirement. ANYONE THAT IS PICKING UP YOUR CHILD MAY BE REQUIRED TO SHOW PICTURE I.D.

Illness/Absences

The Macomb County Health Department requires students to stay home for 24 hours after any of the following:

- fever is gone WITHOUT the aid of medications
- last time they vomited
- last bout of diarrhea
- starting medication for an infection
- a rash that has not been diagnosed by a physician

If your child becomes ill at school, you will receive a phone call. The child must be picked up by you or one of your emergency contacts **within one hour** of the contact.

Child Custody

Families that have court appointed custody must provide the Center Line Public Schools with a copy of the Court Order. Employees of Center Line Public Schools Child Care Program do not have legal authority to withhold the child from a legal parent without these papers. If a parent who does not have custody attempts to pick the child up from school, and we **DO** have the court order, the parent will be asked to leave the premises peacefully. If they do not comply, the Warren Police will be called.

Medications

If a child needs over-the-counter medication while at SACC, a Medication Dispensing Form must be completed and signed by the parent/guardian. Medication must be in its original container. If your child requires prescription medication while at SACC, you must obtain the form from us, fill out your portion, and have the prescribing physician sign the form. Medication must be in the original container with the doctor's current instruction label. In the case of emergency medications, such as an epi-pen, we need the DOCTOR'S INSTRUCTIONS indicating symptoms, and when and how to use the medication.

Abuse/Neglect

If any staff member suspects that a child is being abused or neglected, we have the legal responsibility to file a report with Child Protective Services.

Confidentiality

Center Line Public School maintains strict confidentiality regarding our students and staff.

Parent Board

Each SACC location has a parent board with required postings and important information for your family. Please check DAILY!

Parent Involvement

We encourage parent participation in our programs. You can visit at any time during regular business hours. Suggestions and ideas are valued! Please inform your child's caregiver of any concern that may arise.

If you plan to become a volunteer in the school, you must complete a Volunteer Form. This form is available in the main office. To allow time to process your application, the completed form must be turned in a minimum of 72 hours in advance of the activity for which you are volunteering. If you have filled out a form at another CLPS building, please let the office know.

Donations

We appreciate donations that parents and friends of the SACC Program offer us! Please ask your child's caregiver if their program could use your extra craft items, unused play equipment, or books! A written receipt can be supplied when requested.

Outdoor Play

It is healthy for students to go outside to burn off some of their energy and have some fresh air. We do not go out if the wind chill is 15 degrees or below, or if it is raining.

Snacks

A snack will be provided for each student in the morning and afternoon session.

Birthday Treats

NOTHING WITH NUTS, PLEASE!

Treats are welcomed. Please speak with your child's caregiver in advance to make special arrangements. Ideas for treats are ice cream cups, miniature cup cakes, cookies, fruit, donut holes, or non-edible items such stickers or pencils.

Toys

PLEASE LEAVE ALL TOYS/ELECTRONICS AT HOME. Our programs are equipped with many toys and a variety of activities for the children's use. Center Line Public Schools is not responsible for lost, stolen, or damaged items brought from home. Students will be asked to leave any items brought from home in their backpacks.

Special Needs

Services are available for children with special needs and disabilities. All referrals are made through the Macomb Community Services Agency and the Macomb County ISD @ 1-866-4MACOMB. For additional information, please contact Center Line Public Schools Department of Special Education @ 586-510-2050.

Babysitting Services

In an effort to maintain the professional status of Center Line Public Schools SACC Program and prevent any potential conflict of interest, babysitting by CLPS staff for participants is strongly discouraged. However, if you choose to have one of our staff members babysit for your child, services must be outside the center premises and with the understanding that such arrangements and payment for services are solely between you and the person who is caring for your child. The arrangements are not sanctioned and no liability is assumed by Center Line Public Schools.

SAFETY PROCEDURES

Illness or Injury

Every precaution has been taken to ensure your child's safety. In the event that your child becomes severely ill or is injured, the following steps will be taken:

- Basic first aid will be performed. Bumps will have ice applied; wounds will be washed with soap and water.
- In the event of a serious injury, the parents will be notified. If the parents are not available, the emergency contacts will be called.
(Please keep Emergency Cards updated at all times.)
- 911 will be called if needed.

Lock Down

In the case of a Lock Down, parents should be aware that we cannot admit them to the building, and that updates will be given at the Administration Building located at 26400 Arsenal, Center Line, MI 48015. - (586)510-2000. This is a safety precaution to keep your child as safe as possible.

Fire Drills

Fire drills are practiced so that your child is ready in the case of an emergency and remembers what to do, where to go, and who they should go with.

Severe Weather/Tornado Drills

Severe Weather Drills are practiced at least twice yearly to have your child as ready as possible in the case of a real situation.

In the event of a tornado warning, the students will be taken to a designated area of the school building, depending upon where they are at the time the warning is issued.

FEE POLICY AND PAYMENTS

Fees and Payment

All invoices are on a two week pre-paid schedule. Payment is due two weeks in advance. You will be charged for any absences, including illness and vacation.

Payments can be made by:

- Cash
- Check or Money Order made payable to CLPS
- Credit/Debit Card online, in person or by phone

Payments can be given to your SACC caregiver or mailed to:

Early Childhood Center
24580 Cunningham
Warren, MI 48091
ATTN: Sheryl Durka

Rates are as follows:

	REGISTRATION FEE	CREDIT/DEBIT CARD	CASH OR CHECK
One child	\$35	\$4.85 per hour Calculated by the $\frac{1}{2}$ hour Minimum charge 1 hour/day	\$4.60 per hour Calculated by the $\frac{1}{2}$ hour Minimum charge 1 hour/day
Each additional child	\$65/family	\$4.10 per hour	\$3.85 per hour

CDC Payments

CDC payments are accepted as partial payment. You must pay the complete invoice and then your account will be credited for payments received. Please contact Sheryl @ 586-510-2800 if you are eligible for CDC benefits.

Returned Checks/Non-Sufficient Funds

All returned checks must be paid in full within five business days in the form of cash, credit card or money order. Parents will receive written notification of a returned check. If payment is not made in full within five business days, your child will be removed from the program. **A \$25.00 fee will be added to all returned checks.** You may be required to pay by cash or money order for all future services.

Late payments may result in your child being ineligible to attend our program until your account is brought current.

Non-payment for services or non-payment of a returned check may result in exemption from the program.

STUDENT EXPECTATIONS

Conduct/Discipline Policy

Center Line Public Schools subscribe to the district-wide Conscious Discipline philosophy, which is progressive in nature and intended to help children learn to behave appropriately. When a child's behavior is inappropriate, disciplinary consequences will result.

Please review the following expectations with your child:

- Students must remain in their designated area with a caregiver.
- Students are to respect the staff and one another.
- Students are to use appropriate language.
- Students are to respect the belongings of others.
- Students are to follow classroom rules.
 - We use gentle touches.
 - We use inside voices.
 - We use walking feet.
 - We stop and listen when others talk.
 - We take care of our classroom and school.

The SACC Program endorses the Conscious Discipline philosophy. Consequences may be in the form of redirection, problem solving with other students, a thinking time out and/or reflection with the caregiver. Parents will be informed of any behavior concerns. If it is the opinion of the teacher and/or administrator that your child is not benefiting socially, emotionally, physically or mentally in the program, or if your child will cause harm socially, emotionally, physically or mentally to other children, your child may be removed from the program.

PARENT EXPECTATIONS

Parent Responsibilities

Please review the following expectations for parents:

- Fill out all registration materials thoroughly, with signatures. Keep all paperwork current, i.e. new phone numbers, emergency contact information.
- Read communications on the parent board.
- Pay all fees on time regardless of illness, vacation or any other absence.
- Make alternate arrangements if your child is ill. We do not have the facilities to care for sick children.
- Sign child(ren) in/out on a daily basis with initials and time. Only adults may drop off and pick up a child. If a caregiver asks for identification, a driver's license is sufficient.
- Keep staff informed of any changes or incidents in the child's life that may result in a change of behavior in the classroom.
- Work with staff members to reach a solution if there is a concern.
- Feel free to discuss any concerns with the staff and/or administrator.
- Label child's belongings.
- Submit Change of Schedule Form two weeks prior to a change. If additional time is continuously used, your child's caregiver has the right to change your scheduled time to reflect hours used.
- Complete a Withdrawal Form two weeks in advance if you intend to remove your child from the program.

Reasons for Dismissal

Please adhere to the policies set forth in this handbook. The following are actions that may result in ineligibility and/or dismissal from the SACC Program:

- Failure to complete child information card and other registration materials
- Failure to sign your child in and out daily (licensing requirement)
- Failure to pay for services
- Non-payment of returned checks
- Leaving a child unattended before SACC opens
- Chronic disregard for the 6:00 p.m. closing time



School-Age Child Care (SACC)
Parent Agreement
2018-19

1. I understand that there is a non-refundable registration fee of \$35.00 for one child or \$65.00 per family.
2. I understand that tuition payments are due **TWO WEEKS IN ADVANCE**. Tuition is calculated by the schedule that I submit with my SACC registration.
3. **I understand that I am obligated to pay for the entire scheduled time, even if I do not use the full amount due to illness, vacation, early pick up or late drop off.**
4. I understand that if my full amount is not paid prior to the start of the invoiced two week period that my child may not be allowed in SACC until it is paid.
5. I understand that there will be no adjustments on my invoice for partial hours, days missed due to non-payment of invoice, vacation, illness, early pick up or late drop off.
6. I understand that **I must give the SACC Program a two week notification to withdraw my child**. Furthermore, I understand that I am responsible for two weeks' tuition from the date I submit written notification of withdrawal from the SACC Program.
7. I understand that if a check or credit card payment is returned for Non-Sufficient Funds, a \$25.00 service fee will be charged. I also understand that I may have to pay by cash for all future services.
8. **I understand that there is a \$1.00 per minute charge after 6:00 p.m. and this is due and payable to the caregiver when I pick up my child. If there has been no parent contact by 6:30 p.m., the Warren Police will be notified.**
9. I understand that in the event that I or any other person designated to pick up my child appear to be under the influence of drugs or alcohol, my child will NOT be released. The person designated as the Emergency Contact Person will be called immediately to arrange safe transportation. If I refuse to leave my child at this time, I understand that the SACC staff will call the police to inform them that my child is in an unsafe situation.
10. I understand that I need to keep my child home when he/she is ill, including, but not limited to, fever, vomiting, diarrhea, and rash. I will follow the "24 Hour Rule" before allowing them to return to school.
11. I understand that the SACC program will provide a snack before and after school.
12. **I understand that I, or a designated Emergency Contact, must sign my child in and out daily with my initials and time. The Emergency Contact must be another adult. This is a State of Michigan Licensing Requirement.**

13. I understand that, in the event my child is having problems adjusting to the program, a conference will be arranged. I understand that after said conference, I will have the right to withdraw my child if I so decide without the two week notice. I also understand that the SACC Program reserves the right to discontinue care for my child after said conference if it is the opinion of the caregiver and administrator that my child will not benefit socially, emotionally, physically or mentally in the program or if my child will cause harm socially, emotionally, physically or mentally to other children.
14. I understand that there is a licensing binder at the SACC location for my perusal. If there is a Corrective Action Plan, it will be located in the SACC Licensing Binder. (Corrective Action Plans are issued by the State of Michigan Licensing Consultants as a result of their visits.)
15. I understand that the SACC Program opens at 6:30 a.m. and closes at 6:00 p.m.
16. I understand that if tax documentation is needed, I will request such documentation and it could take up to two weeks for me to receive it.
- 17. I understand that if my child brings toys, electronic devices, and/or a cell phone that Center Line Public Schools will not be responsible for lost, stolen or damaged items.**
18. I understand that my child may be bused from the SACC location to their home school and vice versa, and I am responsible for getting them to and from the designated SACC location.

RATE STRUCTURE:

	REGISTRATION FEE	CREDIT/DEBIT CARD	CASH OR CHECK
One child	\$35	\$4.85 per hour Calculated by the ½ hour Minimum charge 1 hour/day	\$4.60 per hour Calculated by the ½ hour Minimum charge 1 hour/day
Each additional child	\$65/family	\$4.10 per hour	\$3.85 per hour

I have read the SACC Handbook and this Parent Agreement and agree to comply with the rules and procedures within. I give permission for my child to participate in this program.

Parent/Guardian Signature:_____ Date:_____