CENTER LINE PUBLIC SCHOOLS

School Age Child Care (SACC)

PARENT HANDBOOK
2019-2020 School Year
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
This School Age Child Care (SACC) Program is licensed by the State of Michigan. 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
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
- Transportation Permission Form (Roose ONLY)
- Parent Agreement

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 available at 6:30 a.m. before school and until 6:00 p.m. after school 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 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 WILL 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 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 Permission 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, a **Physician Prescribed Medication Form** must be completed and signed by the prescribing physician. 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.

**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 if 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**
Treats are welcomed. Please speak with your child’s caregiver in advance to make special arrangements and to find out if there are any allergies to accommodate. Ideas for treats are ice cream cups, miniature cup cakes, cookies, fruit, donut holes, or non-edible items such as 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 PAYMENT

Fees and Payment
Billing is on a two week pre-paid schedule. Invoices are sent out a week or two in advance and payment is due on the first day of the billing cycle. You will be charged for any absences, including illness and vacation. If the school is closed for any reason, credit will be given for that day and accounts will be adjusted accordingly.

Payments can be made by:
- Cash
- Check or Money Order made payable to CLPS
- Credit/Debit Card online, in person or by phone (586-510-2800)

Payments can be given to your SACC caregiver or mailed/dropped off to:
Early Childhood Center
24580 Cunningham
Warren, MI 48091
ATTN: Sheryl Durka

Rates are as follows:

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<th>REGISTRATION FEE</th>
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<tr>
<td>One child</td>
<td>$35</td>
<td>$4.95 per hour Calculated by the ½ hour Minimum charge 1 hour/day</td>
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<td>$65/family</td>
<td>$4.20 per hour</td>
<td>$3.95 per hour</td>
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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 from CDC. 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 payment may result in your child becoming ineligible to attend their SACC 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, as well.*
STUDENT EXPECTATIONS

Behavior Expectations
Please review the following expectations with your child(ren):

- Students remain in their designated area with a caregiver.
- Students respect the staff and one another.
- Students use appropriate language.
- Students respect the belongings of others.
- Students 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.

Discipline Policy
Center Line Public Schools subscribes to the district-wide Conscious Discipline philosophy which is a comprehensive program that integrates social-emotional learning and discipline. In order to truly learn, children must feel safe and understood within their environment. Every moment is a teachable moment. Extra effort is made to ensure children learn from their experiences, understand how their choices affect others, and discuss other choices that would be more appropriate.

Response to Behavior Concerns

- Redirection
- Quiet time for calming and reflection
- Problem solving with other students
- Guided conversation with caregiver encouraging positive choices

Parents will be informed of any behavior concerns. If it is the opinion of the caregiver 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 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. Suggestions and ideas are valued!
Communication is key to provide the best care for your child. Please keep your child's caregiver informed of any changes/concerns that may arise in your child's life. Those changes may result in a change of behavior in the classroom.

Parents may visit at any time during regular scheduled hours. If you plan to volunteer, 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.

Parent Responsibilities
Please review the following expectations for parents:
- Fill out all registration materials thoroughly, with signatures. Keep information up to date, i.e. new phone numbers and emergency contact information.
- 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. Be prepared to show ID (a driver's license is sufficient).
- Work with staff members to reach a solution if there is a concern.
- 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
2019-2020

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:

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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:____________