

2016-2017 SACC PARENT HANDBOOK

Cherry Hill School Age Child Care

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Cherry Hill, NJ 08003

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CHERRY HILL SCHOOL AGE CHILD CARE PARENT HANDBOOK

(go to www.chclc.org > department information>SACC for full handbook)

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GENERAL INFORMATION

The School Age Child Care (SACC) Program operates in all elementary schools between the hours of 7:00 to 8:45 a.m. and 3:30 to 6:00 p.m. on days when Cherry Hill schools are in session. Child care is available on half days and most school holidays with the exception of Thanksgiving Recess, Winter Recess, and Memorial Day. It does not operate when school is closed for the day due to an emergency school closing or all district staff has an early dismissal.

In the event that the District closes school early, due to an emergency, parents or their emergency contacts will be notified to pick up the children. In case of a delayed school opening, before-school child care begins at 8 a.m. and continues until classes begin at 10:45 a.m. After-school child care is held as usual until 6:00 p.m. Enrollment is open to Cherry Hill children in grades kindergarten through fifth grade. The Extended Day Child Care program for kindergarten students operates at the Cooper Elementary and Woodcrest Elementary Schools. Extended Day children are bused to or from their home schools by the regular kindergarten bus.

A summer program is available also. Information about this program is available on the SACC website in February. Children are registered for the specific weeks that they will attend. The Student Enrichment Program is a component of SACC. Course offering brochures are distributed throughout the school year through the schools. The Family Friendly Program is a grant sponsored Program that runs throughout the school year at various SACC sites. The type of programming offered is child care, enrichment and at-risk.

SACC is sponsored by the Board of Education and is supported by parent tuition fees. The parent/guardian/custodian will be responsible for payment of any fees from enrollment until withdrawal from the program. All tuition and fees must be kept current in order for child care services to be provided.

The staff-child ratio is 1:10/12. Groups consistently numbering over 30 children may be divided. Each SACC site also has an individual telephone line in case of an emergency (see attached addendum for individual SACC site phone numbers).

The SACC central office maintains a Hot Line, 429-6564, 24 hours a day for parent messages. The SACC Office will not confirm Hot Line messages. It is the parents' responsibility to contact **the SACC office, not the elementary school switchboard or SACC site staff**, if a child will not attend afternoon SACC. Use your child's name and SACC site school when leaving any message.

Parents must escort and sign in their children to the SACC room for the before-school program. Parents must come inside to the SACC room to collect their children, sign out at the end of the after-school program and show identification. Minors, under the age of 18, are not allowed to sign out or be designated to pick up children.

For more information about current SACC sites and advisory committee events go to www.chclc.org and link on to SACC through Department Information.

MISSION STATEMENT

The mission of the School Age Child Care Program is to provide a safe, affordable, nurturing environment for Cherry Hill children who need before-school and after-school care. The children shall have opportunities to choose activities designed to promote their physical, mental, social and emotional development in an atmosphere of mutual respect.

The focus of the Before and After school program is the education of social skills. The before-school program provides a warm welcome to the school setting. Caring supervision and materials are provided so the child can play quiet games, do homework or read, use art supplies and talk with friends. They are welcome to bring breakfast to eat (no food will be provided in the morning). Each morning there is a short time for outdoor play in nice weather or games indoors in bad weather.

In the after-school program the daily schedule provides a balance of active and quiet activities in individual, small group and large group settings. Child-initiated and adult-directed activities occur indoors and out. Milk or juice is provided each day at snack time. Parents are encouraged to provide nourishing snacks that encourage healthy choices. Occasionally, the children make their own snack as part of a nutrition activity. If your child requires a special diet please send a snack from home. The mixed age grouping of children in each school fosters the development of initiative, leadership, responsibility, cooperation and respect for others. It mirrors a family or neighborhood play situation.

RELEASE OF CHILDREN

Children will be released at the end of the day to the parent(s) or *in an emergency* only to the person(s) authorized by parent(s) on the SACC registration form or emergency card. Any changes to this list or blanket permission for emergency contacts allowed to pick up must be made in writing. If both parents do not have custody of child(ren), certified copies of court orders must be filed with the SACC office. When picking up or dropping off your child, we ask that you give your child a few minutes transition time and then promptly leave the program. It is inappropriate and disruptive to the program to interact with other children in the program or return at a later time at the request of your child.

Procedures in unusual circumstances relative to release of children:

- * If a child is not picked up by closing time the staff member contacts persons authorized by parents. An hour after closing time, provided that other arrangements for releasing a child to parents or authorized persons have failed, the staff member shall call either the New Jersey Division of Youth and Family Services' 24 Hour Child Abuse Hotline or the Cherry Hill Police to seek assistance in caring for the child.
- * If parent or authorized person appears to be physically and/or emotionally impaired to the extent that in the judgment of the staff member, the child would be placed at risk or harm if released, the staff member may not release the child to that individual but will attempt to contact child's other parent or authorized adults. If such alternative arrangements cannot be made, the staff member will call the DYFS 24 Hour Child Abuse Hotline or the Cherry Hill Police for assistance.

PARENT INVOLVEMENT

Parents are welcome visitors to the program at any time. The **Advisory Committee** is composed of parents and community people. The Advisory Committee reviews policies and procedures, suggests program ideas and improvements and generally gives support and information for the advancement of the program. We would like to have two representatives from each school. Volunteers are welcome. Advisory Committee Meetings are held at 6:00 PM at Barclay ECC two times a year. Check our Website Calendar for exact dates. An Orientation to the program is available at the first Advisory Meeting.

Parents are encouraged to suggest topics or themes for activities or resource people to share a hobby, skill or career with the children. The program is always interested in collecting odds and ends for arts and crafts, dress-up, group activities, etc. SACC welcomes outgrown but usable games, puzzles, and sports equipment.

If you have any questions about your child's progress, the group program, etc., during the year, please contact the Site Leader for a conference. They will contact you for an appointment if they feel a need to discuss similar concerns.

Parents should not approach another child in the program about a problem related to their child. Please notify the Site Leader who will communicate a resolution to you accordingly. All issues will be resolved in an environment of mutual respect.

PLEASE NOTIFY THE SACC/EDCC PROGRAM LEADER WHEN

- * Something is happening at home which may affect your child's feelings or behavior.
- * You are or are not pleased with an area of the program.
- * You need clarification of a procedure, communication, or request, etc.

CHILD ABUSE PREVENTION

The Division of Child Protection & Permanency asks that the following information be disseminated to all parents and staff:

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment or any other kind of child abuse, neglect or exploitation by any adult is required by state law to report such allegations to the DCP&P office of child abuse control or any district office immediately. Reports may be made anonymously by telephone.

HEALTH AND SAFETY PRACTICES

The safety and health of children attending SACC is of primary concern to the staff and administration. The school buildings are maintained by the school district according to state rules and regulations. The parents can assist our health practices by planning for alternate care when your child is sick.

SACC's health practices include:

- * Exclusion of children and staff with infectious diseases until they no longer present a health problem for themselves or others. Students must be fever free (temp.<100) for a full 24 hours, without the use of fever reducing medicine before returning to SACC or school.
- * Notification to families of any infectious diseases contracted by children and staff.
- * Frequent hand washing by staff and children.
- * Sound food-handling practices.

In the event of a child's illness during the program, any of the following actions may occur:

- * An attempt will be made to notify the parent(s) regarding the situation. Parents will be given an indication of any action which may be taken and/or if there is a need for the child to be picked up early.
- * The child will be isolated under the supervision of a staff member.
- * In case of an emergency, the emergency squad (911) will be called.

The parents can assist our health practices by planning for alternate care when your child is sick.

PLEASE NOTE: Staff members are not permitted to dispense medication. Children receive medicine from the school nurse during school hours. During full day holiday programs a nurse will be hired to dispense medication once a day at noon if parents notify the SACC office a week beforehand. *Any medicine to be dispensed by a school nurse must be given to the SACC Office in the **original prescription container*** according to school policy (N.J.S.A.45:11-23). Physician's order and parental permission form must accompany medications. Non-nursing delegates can administer auto-injectable epinephrine in cases of severe allergic reaction to students identified as having severe allergies. Specific emergency forms must be completed and signed and Auto-injectable epinephrine must be provided by the parent/guardian.

In the event of an accident, the child will be treated with first aid supplies for minor abrasions or non-serious injuries. If there is any doubt, the child's parent/guardian or the emergency squad will be called. Teachers will complete a written accident report, which the Coordinator will review. Cherry Hill SACC carries a primary excess accident insurance policy on SACC children while they are participating in the program.

The parents/guardians can assist our safety practices by:

- * Dressing child appropriately for active play - sneakers and rubber-soled shoes are the safest footwear.
- * Monitoring what your child brings for before and after school play that might be hazardous to himself/herself or others.
- * Reinforcing appropriate play behavior and limits.

Please note: Staff members are not allowed to privately baby-sit your children outside of SACC hours or drive them to or from the SACC program.

ABSENCE NOTIFICATION PROCEDURE

The SACC office hotline needs to be called if, **for any reason**, your child will not be attending PM SACC or EDCC on their scheduled day. *Notes to classroom teachers do not reach us.*

It is the responsibility of the parent to call the SACC Office by 2:00 PM if your child will be absent from PM SACC.

For your convenience the SACC Hot Line (429-6564 ext.1) operates 24 hours a day. Please be sure to clearly state your child's name and SACC site.

Procedure when scheduled children do not report to afternoon SACC or EDCC

1. SACC/EDCC Teacher reports missing child to SACC Office
2. SACC Office staff attempts to notify parent.
3. Emergency contacts are called if parent cannot be reached.
4. SACC's responsibility ends when an emergency contact has been reached. It is then the emergency contact's responsibility to continue with the search.
5. If all contacts have been exhausted and child has not been located, the Cherry Hill Police will be called.
6. Check the Annual Tuition Fee Schedule (last page) for Finder's Fee policy for failure to notify.

INFORMATION CHANGE PROCEDURE

In order to ensure the safety and security of your child, please notify us in writing or use the back of the coupon to inform the SACC Office of any:

- change of home address or home phone number,
- change of or new place of employment or employment phone number,
- change of or new cell phone numbers, or
- change in names of adults permitted to pick up your child.

EMERGENCY CONTACTS

Please be sure that your emergency contacts have been notified that you have listed them as emergency contacts and will be available at the number listed during SACC's operating hours. Be sure they understand that you have authorized them to act on your behalf and will be expected to do so if contacted. Emergency contacts may pick up your children under three circumstances:

1. You have notified the SACC Office that they will be picking up your child on a particular day
2. You have given expressed written permission that they may pick up at *any* time.
3. A staff member has contacted them for emergency pick up.

Please note: Failure to comply with the policies and procedures of the Cherry Hill School Age Child Care program will be cause for dismissal.

BEHAVIOR MANAGEMENT/DISCHARGE POLICY

SACC operates under the premise that all children are entitled to a pleasant and harmonious environment. The SACC program is designed to be more relaxed and less structured than the school day. Positive behavior in children is encouraged through consistent expectations; realistic limits; predictable routines and procedures; activities that meet the needs, interests and the abilities of the children; and the support of the parents. Limits are set to ensure the safety of the whole group, to protect the rights of individual children, and to provide a positive atmosphere whereby children learn self-control and responsibility for their actions when acting alone or as part of the group.

Staff reinforcement of positive behavior is the preferred disciplinary technique. When negative behavior occurs a child may be redirected to another activity, asked to sit quietly for a short period of time, or asked to work out a solution with another child.

The SACC program cannot serve children who display chronically disruptive behavior. Disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior such as: physical or emotional harm to other children, persistent bullying, verbal harassment of peers or staff, unauthorized departure from the grounds of the program, staff abuse, ignoring or disobeying the rules which guide behavior during SACC or behavior which requires constant attention from the staff. These examples of situations leading to termination are just examples, not exclusive causes. If a child cannot adjust to the SACC setting and behave appropriately, then the child may be discharged. *Suspension and discharge from the program are at the discretion of the Coordinator and/or Supervisor.*

Reasonable efforts will be made to assist children to adjust to the SACC setting. Staff members consider the interest of the children in their group and seek their suggestions in planning the activity calendar and developing rules for their site. Staff members confer with parents of children who have special needs to help the children participate successfully in the program.

In fairness to all children, disruptive behavior will be handled through the following process:

1. The misbehaving child will be given time to sit quietly and think about his/her actions. The staff will speak privately with the child to determine the problem and seek solutions.
2. If a second time-out is given to the child in a single day, the staff will write an incident report. This report will be given to the parent/guardian to read and sign. The report will be sent to the SACC office.
3. If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day of the third report. During the first week of the suspension, the parents/guardians, SACC staff member, and the Coordinator and/or Supervisor will confer to collaboratively identify the problem, develop strategies to solve the problem and determine the conditions for reinstatement. Older children (third or fourth grade and up), where appropriate, should participate in this conference to develop a behavioral contract with the staff member. Parents/guardians will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn by the parents/guardians or discharged by the Coordinator and/or Supervisor.
4. If the child is reinstated in SACC and receives a fourth behavior-related incident report, the Coordinator and/or Supervisor may discharge the child immediately, including if necessary, notifying the parent/guardian or emergency contact to come and get the child.
5. If the severity of a problem is great enough to threaten the safety of the child or other children in SACC, discharge will be effective immediately after the Site Leader consults with the Coordinator and/or Supervisor, who will notify the parent/guardian or emergency contact.

HOLIDAY ENRICHMENT PROGRAMS

Location : **Cooper School – Greentree Road** (unless alternative site is needed)

Holiday Enrichment programs are a separate service of SACC which focus on recreation. The staff is recruited to supervise these programs based on the number of students paid and scheduled to attend. The deadline to enroll or withdraw a child from the program is indicated below. The Holiday registration form must accompany payment and be received in the SACC Office by 4 PM on the indicated date. Field trips or in-house programming are frequently part of holiday child care. Children are bused on field trips by the school bus contractor for the district. Full Day programs will be held at Rosa International Middle School unless an alternative site is listed or needed. Credits are extended when Holiday cancellations are made in writing and occur prior to the registration deadline.

Parents need to send their child with lunch and snacks.

EDCC parents, please note that Full Day programs are **not** part of your child's tuition. An additional fee and reservation form must be submitted for each program that you wish your child to attend. Please note the **Payment/Cancellation Deadline** on your coupon.

Holiday Enrichment Program Hours - 7:00 A.M. to 6:00 P.M.

Dates & Fees- Please check the SACC website at www.chclc.org , link to Department Information, then link to Child Care. Open **Holiday Program** for exact dates.

Holiday Closings – Call the SACC Office at 429-6564 after 6 AM and listen to message to hear if Holiday Program is closed due to inclement weather.

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Snow Make-up Days

If needed, snow days will be used (and therefore, holiday programs canceled and payment credited) according to the school calendar schedule.

School calendar is subject to change by the Board of Education.

2 hour Delayed School Opening

When school has a 2 hour delay, AM SACC and AM EDCC will have a 2 hour delay as well.

Early Dismissal (1PM)

Typically, the first day of school, elementary conference days and the last three days of school are Early Dismissal Days. Payment and coupons for care if those days are not your regularly days must be submitted by deadline date. There is a 2 week notice for any refund or cancellation.

Note:

- *EDCC programs operate their regular schedule on Early Dismissal days.*
 - ***There will be NO PM SACC & 1PM dismissal for PM EDCC when the school closes at 1:00PM for staff & children on the day prior to Thanksgiving and Winter Break.***

TUITION FEES

Coupon Books

Tuition fees are yearly fees divided into 10 equal monthly payments. Payment #10 is paid at registration and payments 1 through 9 are due August 15 through April 15. Each SACC family will receive a coupon book with your child's monthly payment coupon and coupons for half days. A separate coupon book will be sent for the Holiday Enrichment program. Each book will indicate your child's name and the amount of your monthly payment. Parents submit the child's coupon, with payment, by the 15th of the month for the following month. **Children may attend SACC after the tuition fee is received by the main SACC office.** (Please do not give tuition payments to SACC Teachers.) Sending children to SACC without submitting payment to SACC Office is cause for dismissal from the program. Reinstatement may occur on a space available basis when all fees have been paid. *Tuition fees paid after the deadline are subject to late fees.* Accounts must be in good financial standing in order for a child to be able to participate in any SACC Program.

Early dismissal – Inservice Days

Early dismissal/inservice days (long afternoons due to a half day of school) are included in your tuition **if it is your child's normally scheduled day.** Please submit half day coupon and payment by deadline date indicated on coupon if this is **not** your normally scheduled day and care is needed. Emergency Service is not available on Early Dismissal days.

Credit – Schedule Changes - Absences

In the event that there is a need for a change in the annual enrollment schedule, please call the SACC Office for a Request for Annual Enrollment Change form. Requests received by the fifteenth of the month prior to the change will be considered on a space availability basis. Credit is not extended nor may days be exchanged for SACC absences. Snow days will be made up as a regular day. No refunds will be credited when the District closes school early due to an emergency.

Emergency Add On Service

Emergency add on service is available on a space available basis. Refunds will not be given for cancellations of emergency add-on call-ins. These days will be billed. Emergency Service is not available for Early Dismissal days.

- * For AM SACC, a call must be made by **3PM** of the school day prior to care needed.
- * For afternoon care, a call must be made by **10AM** of the day care is needed.

Discounts

A discount is extended for second and third children in family. For SACC purposes the "first" child is the one whose tuition fee is the greatest. No discounts will be applied to Emergency Add on Service.

Late Pick Up

There is a \$15.00 charge, for late pick-up, for each quarter hour or part thereof after 6:00PM. Persistent abuse of the 6:00 PM. closing time will result in dismissal from the program.

Withdrawal From Program

Parents wishing to withdraw their child from the program must provide a statement in writing at least 30 days prior to the discontinuation of service. Tuition will be due for the balance of the month or for ½ month, whichever amount is greater.

Checks returned

Checks returned for insufficient funds will *not* be redeposited but must be replaced with cash or a money order within 10 business days. A returned check fee will be charged. **Checks payable to Cherry Hill SACC. Receipts must be requested at time of payment. All checks should include child's name and record number. For tax purposes, the District Federal Identification number is 21-6000-181.**

TUITION RATES

Elementary School Age Child Care (SACC) Annual Tuition Fee Schedule (Includes 182* School Days; Holidays NOT Included)

AM and PM (7:00 - 8:45) & (3:30 - 6:00)	
Days per week	Fee due Monthly
5	\$ 340
4	\$ 305
3	\$ 235
1 - 2	\$ 160

AM ONLY (7:00 - 8:45)	
Days per week	Fee due Monthly
5	\$ 130
4	\$ 110
3	\$ 85
1 - 2	\$ 55

PM ONLY (3:30 - 6:00)	
Days per week	Fee due Monthly
5	\$ 240
4	\$ 195
3	\$ 150
1 - 2	\$ 105

Extended Day Child Care (EDCC) Annual Tuition Fee - \$4,700

5 days per/week	\$470 fee due monthly
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- Annual tuition is divided into 10 equal monthly payments.
- Deposit equal to one tuition payment is due at time of registration.
- Tuition payments are due August 15th through April 15th.
- Registration deposit will be used as May 15th tuition payment.
- *The schools are closed at 1PM for students and staff the day prior to Thanksgiving & Winter Break. PM SACC will not operate; PM EDCC will close at 1:00 p.m.; AM SACC & AM EDCC will operate as usual.*

SACC ADDITIONAL DISCOUNTS & FEES

DISCOUNTS:

- **SIBLING DISCOUNT** 10% discount on 2nd, 3rd, etc. children in family
- **ANNUAL PRE- PAYMENT** 5% discount for payment of full tuition by August 15th.
(*Pre-payment discount will be cancelled if schedule changes.*)

HOLIDAY PROGRAMS \$35.00 per day

EMERGENCY SERVICE FEES:

- **A.M. EMERGENCY ADD-ON** \$15.00 per day *subject to space availability*
- **P.M. EMERGENCY ADD-ON** \$20.00 per day *subject to space availability*
- **EARLY DISMISSAL ADD-ON** \$30.00 per day *subject to space availability*

ADDITIONAL FEES:

- **LATE TUITION PAYMENT** \$15.00 – for payments received after the 15th of month
- **RETURNED CHECK FEE** \$15.00 – check must be replaced with Money Order
- **LATE PICK-UP CHARGE** \$15.00 - per quarter hour or portion thereof for pick up after 6:00PM.
- **FINDER'S FEE** \$5.00 - will be charged after first failure to notify the SACC Office regarding a child's absence from PM SACC or EDCC.

Site Telephone Numbers

For your convenience, we are providing the following telephone numbers, to use in case of an emergency, in order to contact your SACC Program Site Leader. Call the SACC Office as a first contact and the Site phone number after SACC Office hours (4:30 PM).

Parents : Please use this number to contact the Site if you are delayed and are notifying the site that you are sending an emergency contact pick up your child.

School	Phone
Barton	667-2275
Cooper	424-7808
Harte	795-7584
Johnson	428-3196
Kilmer	667-6912
Kingston	667-6175
Knight	561-4693
Mann	216-0495
Paine	667-6340
Sharp	424-8017
Stockton	424-3183
Woodcrest	649-0137
EDCC Woodcrest	427-6861 or 429-2058 x 8222 / x 8223
EDCC Cooper	424-4554 or 424-7808 x 7111