

***CHERRY HILL PUBLIC SCHOOLS
SCHOOL AGE CHILD CARE***

*Cooper School SACC Office
1960 Greentree Road
Cherry Hill N.J. 08003
856-429-6564*

STAFF

HANDBOOK

Please tear off and return to the SACC Office.

I have read and understand the policies outlined in the SACC Staff and Parent Handbook. This handbook is not an employment contract. I understand that these policies provide only a general reference and are not a full statement of SACC procedure.

STAFF MEMBER SIGNATURE

DATE

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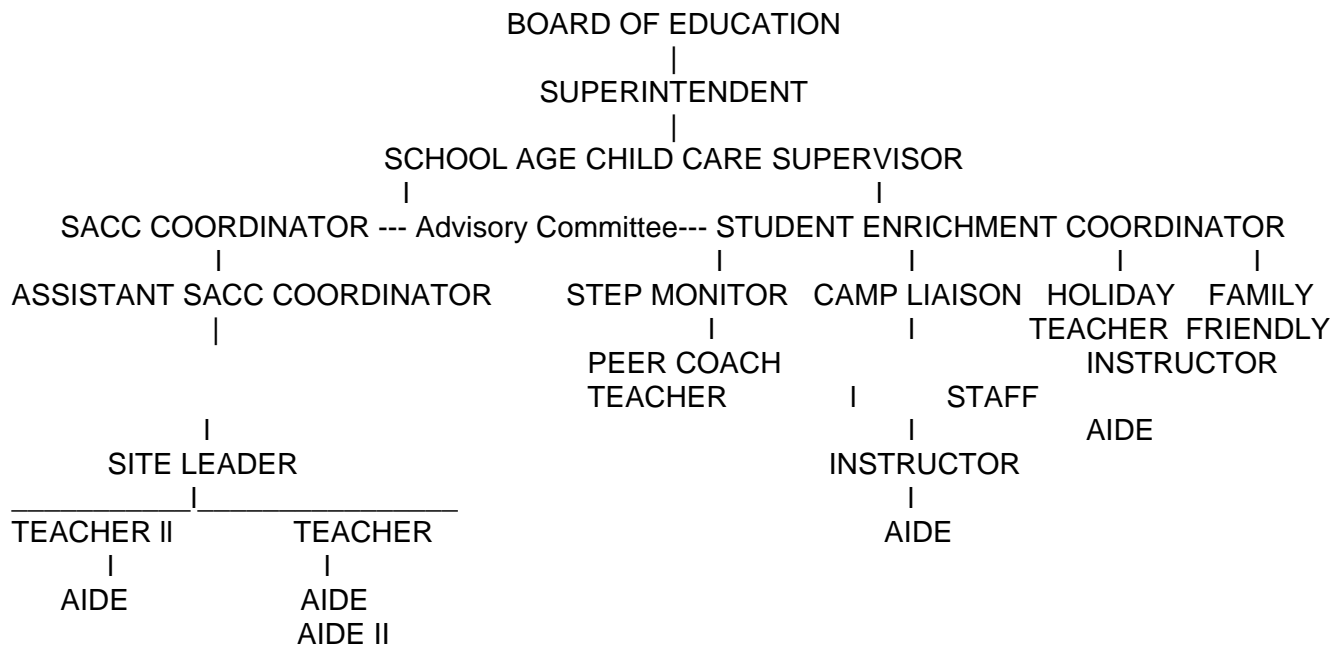
**CHERRY HILL PUBLIC SCHOOLS
SCHOOL AGE CHILD CARE**

**STAFF GUIDELINES
SUPPLEMENT TO PARENT HANDBOOK**

I. 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.”

II. Organizational Structure Chart



III. Program Overview

Cherry Hill SACC strives to comply with the NSACA Pilot Standards for Quality School-Age Child Care. The Johnson School site has already achieved pilot accreditation status. The standards are organized into five categories: Human Relations; Indoor Environment; Outdoor Environment; Activities; and Safety, Health and Nutrition. In the first category it is expected that each staff member will respect each child; meet their individual needs, talents and interests; offer them choices of activities; help develop their sense of responsibility and help them learn. The staff should reinforce positive behavior and help children learn to solve their own problems by modeling and teaching conflict resolution techniques. Safe supervision is everyone's job both indoors and outside. Site

Leaders, should establish good two-way communication with families while acting in a professional manner and maintaining confidentiality. Staff members should be warm and welcoming.

Indoors the SACC area should be well-organized and divided to provide the children the opportunity to choose from a wide variety of activities in four areas: active, physical play; creative arts and dramatic play; quiet, socializing activities and enrichment activities.

Keeping the Peace Activities should be included in lesson plans at least once a week. Soft comfortable spaces should be provided as well as an area to display children's work. The children should have an opportunity for 30 minutes of outside play for each 3 hours they are in the program. Enough equipment and materials should be easily available for a wide variety of creative and imaginative play.

Staff members should solicit the children's input on frequently throughout the year. The daily schedule should provide a comfortable routine with flexibility. It should include a "gathering" time each day where the children interact with the staff, share their day and talk about scheduled activities. It is preferable for children to move to activities at their own pace. Daily activity choices should be offered in the four areas mentioned above. Materials and equipment should be developmentally appropriate and reflect cultural diversity.

Safety, health and nutrition is of the utmost importance. Staff members should observe school rules that include not smoking on school property nor bringing toxic materials into the school. Fire drills should be conducted once a month. Staff members must follow SACC Guidelines in all areas including pick up procedures and calling in afternoon absentees. Since the most frequent mode of disease transmission is through the hands, staff members and children must wash hands often - always before eating, cooking or after toileting.

Staff members are encouraged to offer to work the Holiday programs.

IV. Job Descriptions - Attached

V. Staff Training

- A. Orientation/training before beginning job
- B. On the job
- C. In service training
- D. Peer Coaching
- E. Observation

VI. Staff Attendance & Time Sheets

A. All staff members are to sign in at the time of arrival on *staff sign in sheets*. Site Supervisors need to *yellow highlight* the name and arrival time of any staff member who arrives late or does not report to work.

- If a staff member is absent due to personal illness, funeral, jury duty or personal days, etc. they need to follow **Absentee Protocol** (see next page) and District policy.

All staff members are to be at their sites at the contracted time of arrival and leave at the contracted time of departure. Time sheets are to be submitted to SACC Central on the Wednesday prior to payday for each 2 week pay period. Employee name and employee number (found on your paycheck) as well as your position code *must* on the time sheet.

Position code numbers are to be included as indicated on the Time Sheet. Site Leaders are responsible for checking time sheets for accuracy and signing off on any days that staff are late or absent, sending in the appropriate time sheets noting the change for payroll. (See Appendix)

- B. Staff members are paid every other Friday. Staff are paid on a bi-weekly basis, two weeks after timesheets are submitted. Refer to yearly Payroll Notification Schedule for District paydays. **Payroll Phone: 429-5600 X4375**
- C. Contracted District staff receive 10 paid days for personal illness and 2 days personal leave per year . Staff starting after the first day of school will receive pro-rated paid days . If not used, personal illness days roll over to succeeding years' sick days. Staff absences in child care work are unique because there is a specific staff: child ratio that must be met for safe supervision We try to contact substitutes but we need the cooperation and consideration by all staff members to refrain from last minute calls unless it is absolutely necessary.

Requests for a personal day must be submitted at least 2 weeks prior to the personal day. We cannot honor requests for multiple "same position" absences on the same day. Requests will be considered on a first come, first serve basis. After receiving approval from the SACC office, through Aesop, the sub assignor should be called for coverage.

According to District policy, personal days on days of early dismissal or days prior to or after extended breaks or holidays (such as Thanksgiving, Winter and Spring Break.) may not be approved.

- D. Leave of Absence - Any leaves of absence, that is, any days requested outside of the 10 paid days for personal illness and two personal days, must be submitted in writing and approved by the Board of Education prior to the leave in accordance with Board of Education Policy.

- E. Absentee Protocol - If a staff member is absent due to personal illness, funeral, jury duty or personal days, etc. they need to take the following steps:

1. Notify SAMS, the district timekeeping system, at www.source4teachers.com/sams or 1-877-983-2244 or 856-482-0300. Follow the prompts.

2. Notify the SACC Sub Caller at 609-313-8928, anytime ... 24/7. If you would like to request a sub, please leave that message with the sub assignor. Assignments are determined by the sub caller and SACC Administrators.

3. Notify the SACC Office – 856-429-6564 ext. 4, and leave a message.

Morning staff - call the night before an absence by 8:30 p.m. unless absolutely necessary to call in the morning and then call no later than 6:00 a.m.

Afternoon Staff - call the night before by 8:30 p.m. or no later than 8:00 in the morning. If calling in after 8AM, staff must call the SACC Office at 429-6564 and speak directly with Office staff.

Personal Days: first request the day and, if approved, call the sub assignor.

Message – When you call out to the SACC Sub Caller, leave the following information: Cherry Hill SACC; your name; position (ex. Site Leader, Aide, Teacher, Teacher II); SACC school; date, day of the week of absence; hours of work; reason for absence (sick, personal, jury duty, death in family, etc.); length of absence; any special information your sub will need, such as where lesson plans are located or who to report to.

- F. It is the responsibility of the Substitute Staff to complete their own time sheets for days worked and submit them to the SACC Office according to the bi-weekly payroll notification dates.

VII. Policies

- A. Supervision - The children must be supervised by a staff member at all times. This includes moving from one program area to another. In situations where the lavatory is not in or adjacent to the SACC room, the children will be walked to the closest facility under the supervision of a staff member. Children must be directly and closely supervised during any activity with a high risk, such as using tools, climbing on playground equipment or playing a competitive sport.
- B. School Rules - Rules established by the school for health and safety reasons must be followed by the SACC participants. Respect for the property of the school and students must be an integral part of the program. Each staff member will establish, with the participants, guidelines for appropriate behavior in order that all participants will be safe and comfortable. Staff members should check the school playground for safety and report unsafe equipment to the custodian and the SACC Coordinator. Do not bring any toxic materials to the program. If there are such materials in the school, keep the children away from them and report the situation to the SACC Coordinator. New Jersey law prohibits smoking on school property.
- C. Dress Code - Because the staff are expected to both interact and be role models for the children, appropriate casual attire is required.
1. Shoes that allow for sports (sneakers, etc.)
 2. Pants/jeans (no holes/ tears, worn at the waist, shorts: finger-tip length)
 3. No tank tops. T-Shirts are allowed, being mindful of graphics.

D. Dismissal - Check ID the first time an adult comes to pick up the child and until you recognize the adult. Parents, or adults authorized to pick up children, are to sign the dismissal form. Proper identification, driver's license/ work ID with picture, must be shown at all times.

- A child may be released to emergency listed adults *at any time* **ONLY** if the box is checked on the back of the registration form stating that the adults listed may pick up the child without prior permission.
- The only time when staff may release a child to an emergency contact, with no checked box, and without prior parental permission is when the **staff** has contacted the listed adult for emergency pick up.
- A child may be released to a person that the SACC Office has notified the staff as authorized to pick up on a particular day **as long as proper identification has been shown.**

Staff are NOT to accept pick-up information from parents. Staff are to inform parents that they need to notify the SACC Office with that information. Parents may use site phones to relay that information to the SACC Office

When a child is released from SACC for another "parent authorized" in-school program, an authorized adult must sign the child out of the program. If the child is returned to the program after the activity, the authorized adult must sign them back in. Children who travel from one program to another must be accompanied by an adult. AM children are released to a school aide.

E. Behavior Management - See Parents' Handbook. Staff members are to use positive, assertive disciplinary techniques when necessary. Children should understand the rules (which they help to formulate) and the consequences. Enforcement of the rules should be consistently and objectively applied by all staff members. Staff members must separate their feelings about the negative behavior from their caring for the child. Ask parents for a conference to work together for understanding and a solution to the problem. Follow the behavior management plan. Discipline should never include hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment.

Staff are to ensure the safety of all the children in the program by not allowing any activity that would be considered unsafe or inappropriate.

**The Division of Youth and Family Services 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 an 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 DYFS office of child abuse (614-2700) or any district office immediately. Reports may be made anonymously by telephone.

F. Medical Treatment - See Parents' Handbook. NO MEDICATION IS TO

BE DISPENSED BY THE SACC STAFF. Ice packs are to be used for any contact injury. Universal precautions should always be used when treating all ill or injured children or staff members. Wear gloves to avoid contact with any bodily fluids. Wash hands thoroughly with soap after treatment. Notify SACC Coordinator and SACC Nurse of any exposure. See attached Emergency Medical Procedures and follow District policy referring to Prescription and Medication Administration.

*Parents should be notified IMMEDIATELY and an accident report written of any injury that occurs during the SACC program. Specifically:

- Any injury that occurs above the neck that includes, but is not limited to teeth, gums, nose, front of face, top, back or sides of head, etc.
- If the injury involves more than a superficial abrasion.
- If the injury involves swelling or redness of any kind.
- If the child is in pain.

The Bottom Line : Call the parent, let *them* make the judgment call as to whether the injury is serious and they want to pick up or talk to the child. Notify the SACC Nurse, the SACC Coordinator (609-413-4793) or Assistant SACC Coordinator (609-413-7747) of any serious injury or emergency situation immediately.

- G. Unusual Incident Log – Site Leaders should note any change in a child’s personality, behavior, or habits in a dated log book and report same to parent.
- H. Fire Drills - Should be held once a month. Follow the instructions posted in the room. If you use more than one room, practice from both rooms. Designate a place to line-up outside. Assign a staff member to bring the attendance list outside and take roll when children are lined-up.
- I. Secure and Sheltered Environment Drills - Should be held once a year.
- J. Movies - G-rated movies, only, may, on occasion, be shown at SACC sites.
- K. Babysitting - Because of potential liability issues, staff are not allowed to “babysit” for children in the program.
- L. Staff members are not to drive SACC children in their personal vehicles. In certain cases neighbors/friends have asked the SACC staff members to drive children home. In this situation the SACC staff member is not acting in his/her SACC job, the transportation must be done before or after SACC hours and the parent must authorize the individual on the emergency card.
- M. Confidentiality - All staff members are reminded that personal information about children and their families is to be held in the strictest confidence no matter where that information is obtained. No information about the child is to be released to anyone other than the child’s parents unless parents have signed release of information statement. Please keep all registration books in a place where they are accessible only to staff.

Site Leaders should ask the school secretary where emergency cards of all the students in the school are located in case there is an emergency and access is

needed as a resource by SACC Central. Principals have been notified that these cards have been crucial for finding missing children in the past. Site Leaders are not to utilize these cards unless SACC Central has indicated.

M. News Media and Press - No staff member is permitted to speak to the press about SACC matters without the approval of SACC Administration.

N. Phones - All calls should be logged into a phone log book. Phones are to be used for SACC business only. Personal calls are to be made or received only in cases of emergency. Cell phones are to be turned off during SACC time.

O. Visitors - No staff family members, family pets, or personal friends are allowed to visit during SACC hours.

P. Resources - All SACC resource books and equipment must be signed out at the SACC Office and returned by the end of the school year. If items are not returned, they will be billed to you at their replacement cost.

Q. Training – Staff are expected to attend monthly training sessions as specified. Site Leaders -16.5 hours; Teacher/Teacher II -9 hours and Aides - 8 hours.

VIII. Reports

A. Submit monthly plans and supply requisitions to SACC Assistant Coordinator no later than the 15th of the month prior to the month supplies are needed. Monthly activity plans should be posted at the Parent Table and be distributed to parents.

B. Submit monthly report of activities and attendance records on last day of month.

C. Falsification of records, such as Time Sheets, Behavior or Accident Reports is grounds for immediate termination.

IX. Procedures AM

A. Arrival 6:45 a.m.

1. Obtain supplies from storage.
2. Plug in telephone; set up parent sign-in table.
3. Note changes in children's schedule from daily site journal.
4. Lay out stations:
 - a. Breakfast area
 - b. Homework/reading/quiet area
 - c. Creative/arts area/science/hobby
 - d. Physical play area
 - e. Games – legos
 - f. Peacekeeping Corner (table and chairs)

B. **All Staff** - greet ALL children and parents with a warm welcome from 7:00 a.m. on.

1. Parents must bring children into the SACC area to you and sign in.
2. Encourage children to keep coats, hats, etc. and book bags in one area in an orderly fashion.
3. Children may move from station to station. Establish basic rules for each station with the children i.e., Breakfast area (no candy)- children clean up after themselves; Homework/reading area must be quiet; Games/art area - children can talk freely, should put away games when finished. Posters may help children remember areas in the beginning.

C. Active playtime approximately 7:45 - 8:15 a.m. When the children need a stretch break, get out sports equipment, play quiet circle games or offer them the opportunity to go outside for free play on a nice day. Other than basketball, use soft balls for indoor play. Do active Keeping the Peace Games. Staff need to actively supervise at this time.

D. Cool down 8:15 - 8:30 a.m. Bring children together, do quiet Keeping the Peace Activities, visit the lavatory, wash hands and get ready for school.

E. Dismissal 8:30 or 8:45 a.m. depending upon the school.

1. Take group attendance. Record attendance with a red diagonal line on monthly roster. Attendance roster must be ACCURATE! Be sure the physical roll call agrees with the sign-in sheet. Place total number of children present at the bottom of the roster each day.
2. Make sure that children have all belongings.
3. Release children to the school aide.
4. The school aide may be on the playground or in the APR.
5. Pay special attention to kindergarten children; walk them to their line-up area

F. Closing 8:30 - 8:45 a.m.

1. File daily sign in forms.
2. Call the office and leave a message when a child is PRESENT and not listed on your monthly roster. Please do this daily.
3. Clean-up and return supplies to storage. Leave area neat for P.M. staff.
4. Unplug telephone and store.
5. Leave kitchen, bathrooms, and APR as you found them.

X. Procedures PM

- A. Arrival - 3:20 p.m.
1. Pick up absentee list (if there is one) from school office.
 2. Obtain supplies from storage.
 3. Direct the program aide to plug in the telephone and call SACC Central for messages. Write messages in Daily journal for both AM & PM
 4. Set up parent table.
 5. Escort kindergarten children from their classroom to SACC Room.
 6. Set up activity areas.
 - Peacekeeping table and chairs
 - Homework/quiet reading station cube with mats
 - Creative arts/science/hobby
 - Snack Table
 - Physical play area
 - Games/Legos/ manipulatives
- B. All Staff - greet children with a Warm Welcome - 3:30 p.m.
- C. Begin Program
1. Attendance
 - a. Check and place a red diagonal line your SACC roster. Be sure to write in office additions and updates. Mark daily total number at the bottom of the roster.
 - b. Check against school absentee list.
 - c. If child is not present call SACC Central, even if listed on school absentee list. SACC Central will call parent to verify absence if necessary. Do not rely on the children's' version of the whereabouts of a particular child . **Verify!**
 - d. Staff members must follow up on every missing child.
 - e. Contact SACC Central office every time a child is present and NOT on the monthly roster.
 - f. Attendance records must be ACCURATE.

The following schedule can and should be changed to meet the needs of the group.

1. Sharing/talk about the day
- 2.. Early bird project to involve children immediately.
 - a. Item to observe or discuss.
 - b. A short, simple craft.
 - c. A new game.
 - d. Prepare snack.
 - e. Child shared item.
 - f. Music.
 - g. Jokes, riddles.
 - h. Paper games.
 - i. Puzzles.
4. Snack

- a. All staff and children must wash hands before snack time.
 - b. Milk and juice can be available on one table and children can eat when they are ready. They must wash hands, sit down to eat and clean up after themselves. Candy is not to be served.
 - c. Parents provide snack. No sharing, due to child specific allergies.
 - d. Relaxing conversation
 - e. Consistent method for choosing helpers for preparation/clean up.
5. Keeping the Peace (KTP) 4:00 - 4:20 p.m.
- a. Community Building Chat Time
 - b. Group Social Skill Game Time
 - c. Get in the practice of using this time for Teacher Agenda, Intentional Programming and Learning Time.
6. Play-time 4:20 - 4:50 p.m. (or longer if weather is good)
- a. Provide opportunity for choice
 - b. Outdoors if possible
 - c. Make sure that children are properly dressed.
 - d. Count the children going outside and coming in. One staff member should be in front of the group and one at the rear. *The last staff member in should conduct a playground search to ensure that no child is left outside.*
 - e. Free play on equipment.
 - f. Teacher introduced games periodically
 - g. Child suggested group games.
 - h. Assign equipment helpers. ENSURE that equipment that goes out also comes back in.
 - i. Be observant for dangerous situations: cars, older children's baseball/football games, big kids on playground equipment. *Keep children away from situations considered unsafe or inappropriate.*
 - j. In case of accident follow first aid emergency medical procedures. Get help. Children cannot be left unattended. Report all accidents to the SACC Coordinator and send the Personal Injury Reports to the SACC Office.
 - k. In inclement weather the all purpose rooms can be used for active time, keeping in mind that play needs to be actively supervised & "slower and softer" due to hard surfaces and maximum activities.
 - l. Some children prefer to play first, then have snack. Let the group decide.
 - m. Leave note with directions on door for early arriving parents.
 - n. Other than basketball, use soft, "slo mo" balls for safe indoor play.
7. Transition Time 4:50 - 5:00 p.m.

- a. Chat.
 - b. Put away equipment, jackets.
 - c. Music, songs.
8. Quiet Time 5:00 - 5:45 p.m.
- a. Reading or Homework in Library.
 - b. Storytelling.
 - c. Projects - Themes
 - 1. Arts and crafts
 - 2. Discovery
 - 3. Drama
 - d. Board Games. Train children to store games in good order before getting others out.
 - e. Individual, small group and large group choices.
9. Clean-Up 5:45 – 5:55 p.m.
- a. Teachers and aides should lead children in cleaning up cheerfully.
 - b. Check lavatories.
 - c. Leave facilities as you found them .
 - d. Prepare children for dismissal, but **leave out several choices** of activities for children that leave at 6:00 p.m.
 - e. Greet each parent briefly as they enter. Offer positive feedback on the day's activities or achievements where appropriate. **All staff need to acknowledge arrival and departure of parents and children.**
 - f. Parents or listed adults must sign out.
 - g. Check ID for each adult until you know them by sight.
 - h. Have parent sign LATE PICK UP FORM if after 6:00 p.m.
11. Closing 5:55-6:05 p.m.
- a. Call SACC Office to leave a message of any unusual happenings or accidents.
 - b. Return supplies, keys. Leave storage area neat for AM staff. Leave the kitchen areas, bathrooms and APR as you found them.
 - c. Disconnect telephone. Place Walkie talkies on the recharger.
 - d. The staff is expected to work on SACC tasks until 6:05 p.m. Use this time to talk about what is working and what improvements can be made at your site. Share and plan the next day's agenda.

XI. Communication with Parents

- A. "Catch children being good" and relay to parents at least once per week.
- B. Monthly newsletters produced by the children or staff are a good communication tool. *The monthly activity calendar should be distributed to parents and POSTED on the parent table.*
- C. Problem solving conferences - schedule with parents. Refer to the Behavior Management process in the Parents' Handbook.
- D. All financial matters, i.e. fees, billing, etc. should be referred to SACC Central.
- E. Communication with parents about a child's behavior management should be addressed by the Site Leader or their designee. Aides are not to discuss problem behaviors with parents unless explicitly requested and under the direction of the Site Leader.

XII. Confidentiality

- A. Confidentiality regarding information about children and their families is essential. At no time during or following employment with the Program may a staff member discuss information about children, parents or other employees.

XIII. Building and Playground Rules

- A. General rules which must be implemented by SACC staff include:
 1. Use of soft balls, except during Basketball, in gym area.
 2. Keep soft, indoor voices except in gym & playground during active time.
 3. No climbing on school furniture or gym equipment.
 4. Confine eating of snack to tables and sitting down time.
 5. Staff and children must remain at all times within the Program facility.
 6. Supervision needs to be alert & according to staff/children ratios at all times.
 7. Children are not allowed to move, touch or ride on a TV/VCR cart.
 8. Children are never allowed to move, set up or take down or retrieve play equipment from under movable lunchroom tables.
 9. The custodian is to be called in the event of need for sanitary clean up of bodily fluids.
 10. Any serious behavior incident or injury should be reported to SACC Coordinator/office immediately.
 11. All behaviors/ activities should be considered safe or appropriate.

XIV. Equipment and Supplies

- A. The staff members are responsible for the care, use and storage of all SACC equipment and supplies, including maintaining an inventory of supplies and requisitioning needed supplies.
- B. The staff members should develop a sense of responsibility in the children for care of the equipment including cleaning up and storing neatly.
- C. **Ordering Procedures**

Snacks for special days, non-perishable food supplies and craft supplies that are not available from the Supply Catalogs are ordered on the SACC Perishable Supply Form. The non-food items may be purchased by the Site Leader for reimbursement **after** SACC Office purchase order approval.

Craft, art and game supplies may be ordered through the Discount School Supply Catalog. Send or email the catalog order to the SACC office for approval.

Procedure for ordering from Shop Rite and Discount Catalog

- a. Submit order by the 15th of the month for the following month on the correct forms (when you need more forms call the office).
- b. Be specific about items and quantities. 25 - 8 inch paper plates, rather than just "paper plates" and 36 oz. cans of apple juice, rather than just "apple juice". The shopper has no idea what you are going to do with the item nor how many children you have in your program. Remember: items such as popcorn can be purchased several ways, i.e. popped or unpopped.

Write the approximate price next to each item and tally at the end of the page. Each site has a budget that must be kept in accordance with the average monthly attendance (ex.: \$2.00 per month per child. Average number of children per month = 27. Budget maximum is \$54.00 per month).

Order a small supply of non-perishable snacks such as pretzels, graham crackers, etc. that can be stored in a sealed container in case of an emergency. Due to the high number of peanut related allergies at the sites, **no peanut butter** products are allowed at the sites. As part of our healthy eating program, **no candy** is to be served at the sites

- c. Supplies will be available at Barclay the first Monday of the month.

Specific Procedure for ordering from the Discount School Catalog

- a. Use order form supplied.
- b. Print all entries in black ink.
- c. **Total** amount at bottom of page.
- d. Submit to SACC Office by the 15th of each month prior to the month in which you will need the supplies.
- e. Remember that each site has a budget for all supplies. (\$2.00 per month per child based on the numbers given out each month by the SACC Office.) The only items not added in these figures are: white paper, markers, glue, crayons, scissors, paint brushes, basic paint, chenille stems, pencils and pens.

XV. Expenses

- A. If there is an item that cannot be purchased using the Discount School Catalog or the Shop Rite order form ahead of time (ex. fresh fruit, perishable items, fabric, etc.) please place this on the Perishable Supply order form. If approved, you may purchase the item and the Site Leader will submit the receipt. **NO reimbursement will be made for supplies purchased *without prior approval*.**
- B. Expense forms need to be completed, **signed** and submitted with **original** receipts stapled to the back in order to receive reimbursements. There is a \$10.00 minimum for reimbursement. Submit receipts to SACC Central with completed expense reimbursement form. Checks are issued monthly.
- C. ***Receipts must contain SACC items only, and total reimbursement must be the same amount as the total of all printed receipts.***
- D. **All purchases must have prior approval.**
- E. **All receipts must be submitted prior to Purchase Requisitions expiration dates for reimbursements.**

XVI. Evaluation

- A. Teachers, Teacher II's and Program Aides will be evaluated no less than once a year.
- B. Evaluation form is available at all sites.
- C. Teachers and Teacher II's are expected to evaluate the program aides.

XVII. Provisional Hiring Period

- A. All new staff will serve a probationary period for one month from the date of hire. Two weeks written notice either from SACC or the staff will be given in case of termination by either party. Legally, no reason needs to be given if dismissal occurs during the probationary period.