

Cherry Hill Public Schools
School Age Child Care
1960 Greentree Road
Cherry Hill, New Jersey 08003
856-429-6564
www.chclc.org



Dear Cherry Hill Parents/Guardians,

Thank you for your interest in the School Age Child Care (SACC) program. ***SACC operates before school from 7:00AM to 8:45AM and after school from 3:30PM to 6:00PM in each Cherry Hill elementary school.*** The SACC program is a tuition-based program to meet your individual needs. All complete registrations will be considered in the order in which they are received. The registration deadlines are:

NEW

- **July 16th:** SACC will begin the registration process at this time. SACC is only available to students on the days they are physically assigned to be in the building. It may be necessary to limit registrations at each site, in compliance with Covid-19 guidelines. If our registrations exceed our ratio, a wait list will be created. All registrations will be numbered as they arrive to ensure fairness to all applicants. Completed registration forms are to be emailed to SACC.Registration@chclc.org. Registration forms will only be accepted through this email and will not be accepted by US mail or by hand delivery. A notification of acceptance will be emailed by August 1st and will include payment instructions.
- **August 10th - September 15th:** Students will not be accepted during this time period. Registration forms will be accepted for waitlist placement only. Notification of acceptance will be made as soon possible.
- Please keep in mind that a minimum of five (5) business days are required to process registrations before children may attend the program.

Additional information, including tuition information and the SACC Parent Handbook can be found on the district website at www.chclc.org the end of July. ***SACC will begin on Tuesday, September 8th.***

We are looking forward to a great year with you and your family. If you have any questions, do not hesitate to contact our office.

Truly yours,

Melissa Conklin

Melissa Conklin
Cherry Hill Public Schools
SACC Coordinator

INSTRUCTIONS FOR SUBMISSION SACC REGISTRATION

*The information we request is for the **safety** of **your** child. Please keep the following suggestions in mind when completing the form and take an extra minute to review the form to avoid common errors.*

1. Type information directly onto Registration Form. Provide *all* information requested. *Red fields are required. **Incomplete OR illegible registrations will be returned!***
2. Provide information for **both** parents (legal guardians). Exceptions: (1) if parent submitting registration is *sole legal* guardian (legal documentation indicating sole guardianship must be provided); (2) other parent is deceased (please indicate); or (3) if parent is sole natural/adoptive parent (please indicate).
3. Indicate phone number where you can be reached quickly in the event of an emergency. If cell phone is used as home phone, please indicate. Indicate phone number in the following format: 856-555-1234 (**not** 8565551234).
4. List the complete name of the company where parents are employed. Do not list only “SELF” as the employer. Please indicate name of business.
5. Be sure your emergency contacts are **local** and are available at the stated telephone number **during SACC hours**. Out of state friends or relatives unfortunately cannot respond in a timely manner to an emergency.
6. Be sure to inform emergency contacts that they are listed as such and will be asked to take responsibility for your child’s needs if called. This may include picking-up your child in an emergency.
7. Be specific regarding child’s medical issues. Do not use abbreviations for medications or medical conditions. Please explain medical issues in “every-day” language.
8. If child requires an Epi-Pen the “Emergency Administration of Epinephrine by Unlicensed Personnel for Life Threatening Allergic Reactions” packet must be completed and submitted prior to August 1st.
9. Email completed forms to SACC.Registration@chclc.org. Registration forms will only be accepted through this email. Registration forms will not be accepted by mail or by hand delivery.