

**CHERRY HILL  
PUBLIC SCHOOLS  
2021-2022  
School-Age Child Care**

**PARENT HANDBOOK**

**Cherry Hill School Age Child Care  
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[www.chclc.org](http://www.chclc.org)**

## **SACC & STEP ADMINISTRATION**

**Karen Rockhill** - *Principal, Barclay Early Childhood Center, SACC*

**Melissa Conklin** – *SACC / STEP Coordinator*

**Nicole Gilbert** - *SACC / STEP Assistant Coordinator*

### **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 School Age Child Care (SACC) Program operates in all elementary schools between the hours of 7:00 a.m. to 8:45 a.m. and 3:30 p.m. to 6:00 p.m. on days when Cherry Hill schools are in session. Enrollment is open to Cherry Hill children in grades kindergarten through fifth grade.

### **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:

- ❖ Wearing a face covering during SACC hours by staff and student.
- ❖ 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. *Any medicine to be dispensed by a school nurse must be given to the school's 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 ambulance 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.
- ❖ Toys from home, electronics, etc. will not be permitted in the program unless stated by the Site Leader.
- ❖ 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.*

### **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. Any changes to this list or blanket permission for emergency contacts allowed to pick up must be made in writing to the SACC Office. 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 remain outside and give your child a few minutes transition time. You will be greeted at the door and you must have your child's seven digit student identification number as well as photo identification. Staff will bring your child to you.

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 Division of Child Protection & Permanency (DCP&P) 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 DCP&P 24 Hour Child Abuse Hotline or the Cherry Hill Police for assistance.

### **CHILD ABUSE PREVENTION**

The Division of Child Protection & Permanency (DCP&P) 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.*

### **ABSENCE NOTIFICATION PROCEDURE**

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

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

1. SACC 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. A Finder's Fee will be applied for failure to notify.

### ***INFORMATION CHANGE PROCEDURE***

In order to ensure the safety and security of your child, please notify us in writing 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.*

### ***SNOW DAYS & DELAYS***

**Snow Make-Up Days** If needed, snow days will be used 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 will have a 2 hour delay as well.

**Early Dismissal (1:00 P.M.)** Typically, elementary conference days and the last three days of school are Early Dismissal Days. On these days SACC will begin at 1:00pm.

There will be **NO PM SACC** when the school closes at 1:00 P.M. for staff & children on the day prior to Thanksgiving and Winter Break.

### ***TUITION FEES***

Tuition fees are yearly fees divided into 10 equal monthly payments. Payments are due by the 1<sup>st</sup> of the month for the following month. (For example, September 1<sup>st</sup> pays for October.) The School District's online payment system "PaySchools" is for all SACC payments. Children may attend SACC after the tuition fee is received by the SACC Office. (Please do not give tuition payments to SACC Teachers.) Sending children to SACC without submitting payment to the SACC Office is cause for dismissal from the program. If your payment is not received by the first day of the month, your child cannot begin child care service for the next month. (For example, September 1<sup>st</sup> entitles your child to attend SACC in October.) Your child's school will be notified and other arrangements will have to be made for your child. 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.* For tax purposes, the District Federal Identification number is 21-6000-181. As a reminder, you must re-register your child each year for SACC.

### ***Credit – Schedule Changes – Absences***

When you register for SACC you are registering for an *Annual* Enrollment Schedule. An *Annual* Enrollment Schedule represents the school year in its entirety. In the event that there is a need for a

change in the Annual enrollment schedule, please notify the SACC Office in writing. Schedule changes can only be accommodated two times per a year; August 15<sup>th</sup> for September through January scheduling and by January 15<sup>th</sup> for changes February through June. Credit is not extended for SACC absences, nor can days be exchanged for SACC absences. Snow days will be made up when the district schedules its make-up day. No refunds or credits will be made when the District closes school early due to snow or an emergency.

### **Discounts**

A 10% discount is extended to each additional sibling. For SACC purposes the “first” child is the one whose tuition fee is the greatest.

### **Late Pick Up**

There is a \$15.00 charge, for each late pick-up, for each quarter hour or part thereof after 6:00 P.M. Persistent abuse of the 6:00 P.M. 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. The refund will be determined based on the amount of SACC days paid for.

### **Checks Returned**

Checks returned for insufficient funds will *not* be redeposited but must be replaced with a money order within 10 business days. A returned check fee will be charged. Money orders payable to Cherry Hill SACC.

### ***BEHAVIOR MANAGEMENT/DISCHARGE POLICY***

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 SACC Principal.*

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 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 Site Leader 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.

### ***PARENT INVOLVEMENT***

An Advisory Committee is composed of parents and community people who meet two times a year. Parents are encouraged to suggest topics or themes for activities or resource people to share a hobby, skill or career with the children.

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

### ***PLEASE NOTIFY THE SACC SITE 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.

*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.

### ***IMPORTANT PHONE NUMBERS***

|                             |                        |                              |                        |
|-----------------------------|------------------------|------------------------------|------------------------|
| <b><i>Barton SACC</i></b>   | <b><i>667-2275</i></b> | <b><i>Cooper SACC</i></b>    | <b><i>424-7808</i></b> |
| <b><i>Harte SACC</i></b>    | <b><i>795-7584</i></b> | <b><i>Johnson SACC</i></b>   | <b><i>428-3196</i></b> |
| <b><i>Kilmer SACC</i></b>   | <b><i>667-6912</i></b> | <b><i>Kingston SACC</i></b>  | <b><i>516-4693</i></b> |
| <b><i>Knight SACC</i></b>   | <b><i>427-0884</i></b> | <b><i>Mann SACC</i></b>      | <b><i>216-0495</i></b> |
| <b><i>Paine SACC</i></b>    | <b><i>667-6340</i></b> | <b><i>Sharp SACC</i></b>     | <b><i>424-8017</i></b> |
| <b><i>Stockton SACC</i></b> | <b><i>424-3183</i></b> | <b><i>Woodcrest SACC</i></b> | <b><i>649-0137</i></b> |

**SCHOOL AGE CHILD CARE  
2021 – 2022 TUITION**

| <b>AM and PM (7:00a.m. - 8:45a.m.) &amp; (3:30p.m. - 6:00p.m.)</b> |                 |
|--|-----------------|
| Days Per Week  | Fee Due Monthly |
| <b>5</b>   | <b>\$340.00</b> |
| <b>4</b>   | <b>\$305.00</b> |
| <b>3</b>   | <b>\$235.00</b> |
| <b>2 or Less</b>   | <b>\$160.00</b> |

| <b>AM ONLY (7:00a.m. - 8:45a.m.)</b> |                 |
|--------------------------------------|-----------------|
| Days Per Week                        | Fee Due Monthly |
| <b>5</b>                             | <b>\$130.00</b> |
| <b>4</b>                             | <b>\$110.00</b> |
| <b>3</b>                             | <b>\$85.00</b>  |
| <b>2 or Less</b>                     | <b>\$55.00</b>  |

| <b>PM ONLY (3:30p.m. - 6:00p.m.)</b> |                 |
|--------------------------------------|-----------------|
| Days Per Week                        | Fee Due Monthly |
| <b>5</b>                             | <b>\$240.00</b> |
| <b>4</b>                             | <b>\$195.00</b> |
| <b>3</b>                             | <b>\$150.00</b> |
| <b>2</b>                             | <b>\$105.00</b> |

**SIBLING DISCOUNT**

10% discount for multiple children in family (Child with higher tuition pays full tuition, additional children receive discount.)

**LATE TUITION PAYMENT**

\$15.00 per family for payment received after the 5<sup>th</sup> of month.

**LATE PICK-UP CHARGE**

\$15.00 per quarter hour or portion thereof after 6:00 PM Charge is assessed per family.

**FINDER'S FEE**

\$5.00 will be charged after the first failure to notify the SACC Office regarding a child's absence from PM SACC.

