

UPPER ARLINGTON SCHOOL-AGE CHILD CARE PROGRAM



PARENT HANDBOOK

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PHILOSOPHY AND GOALS

The School-Age Child Care Program is governed by the Upper Arlington Board of Education.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

The SACC program does not discriminate on the basis of cultural heritage, political beliefs, or marital status.

GOALS:

- To offer a curriculum that is carefully designed to provide enriching activities by supporting the social development and emotional well being of all students in the program and teaching recreational health and safety skills.
- To offer a safe and nurturing environment where students are shown the value of embracing diversity and making positive choices. To empower students to learn problem solving skills to better prepare them as adults and citizens to handle the conflicts of tomorrow.
- To provide professional experienced staff to supervise and interact with students to ensure their safety and well-being.
- To encourage and support family involvement for good open communication for a successful program.

HOURS OF OPERATION

MORNING SCHEDULE

| | |
|-------------|---|
| 7:00 – 7:50 | Breakfast available, Student initiated/free choice activities |
| 8:00 | Dismissal |

AFTERNOON SCHEDULE

| | |
|-------------|--|
| 2:50 – 3:00 | Welcome and check-in |
| 3:00 – 3:30 | Choice of Homework/Quite activities, Outside/Gym |
| 3:30 – 4:00 | Second Check-In, Hand washing/Bathrooms Announcements & Snack |
| 4:00 – 5:30 | Choice of activities <ul style="list-style-type: none">• Computer Lab/Gym/Outdoor Play• Arts & Crafts/enrichment activities, board games/video games, manipulatives, etc. |
| 5:30 – 6:00 | Clean up and preparation for departure |
| 6:00 | Departure home |

SACC Is Not Open When School is Closed

If school is announced closed prior to the beginning of the school day, there will be no SACC that day either. If the opening of the school day is delayed, there will be no AM SACC. If the Superintendent dismisses school early because of inclement weather or other emergency situations, there will be no SACC that day, and parents are requested to pick up their student as soon as possible.

LOCATIONS

- Each site has its own email and phone number with voicemail. Locations are:

Barrington 614-332-5198
barrsacc@uaschools.org

Greensview 614-332-5206
greensacc@uaschools.org

Tremont 614-332-5207
tremisacc@uaschools.org

Wickliffe 614-332-5211
wicksacc@uaschools.org

Windermere 614-332-5212
windsacc@uaschools.org

ENROLLMENT POLICIES

REGISTRATION

- The Upper Arlington School-Age Child Care Program will be available only to children in the Upper Arlington Board of Education's K-5 program and SACC employee's school-agers.
- Registration procedures and deadlines must be adhered to in order to provide efficient and fair administration of the program.

To ensure the safety of the students and the quality of the program, the staff and space available at each site will control enrollment. The maximum number of students in attendance at one time at a program site should not exceed the number recommended by the Board of Education. After priority registration takes place a lottery system will be used to fill any openings. The SACC office will regulate waiting lists, which can vary from school to school. Once on the waiting list, if a family declines or does not respond to contact regarding an opening, the opening will go to the next family on the list and the declining/nonresponsive family will be removed from the waiting list.

- A \$35.00, non-refundable, registration fee per family is required at the time of registration.
- Admission to SACC is complete when all required forms are submitted to the SACC office. Telephone and cellular phone numbers must be accurate and constantly updated for home, work (both parents/guardians) and three nearest relatives and/or neighbors to be contacted in case of an emergency. This information is required by law.
- Once a student is enrolled in the SACC program, parents are responsible for informing the SACC staff of any special medical, physical, or emotional needs and/or custodial arrangements that will assist the staff in the supervision of the student.
- Families must be current in payment when registering for the next school year, and pay any overdue tuition balance, including additional fees, from the previous year before they can return to the program.
- Families must pay the first month's tuition when registering their child for the upcoming school year. If there is a financial problem the Director will be happy to discuss a payment plan. Failure to comply with payment and deadlines will result in losing your space.

Changes in the enrollment category may only be made at the beginning of any month beginning October 1st if there is an open spot in the category requested. (Only one change per year)

WITHDRAWAL FROM PROGRAM

- One week's notice, in writing or by phone call to the SACC office, is required before withdrawing from the program.
- You may request the first month's tuition refunded if you withdraw from the program before the school year begins.

TERMINATION OF ENROLLMENT*

- Your child's enrollment may be terminated for any of the following reasons:
 1. Failure to comply with tuition agreement.
 2. If your account is not paid in full by the end of the school year.
 3. Continual late payment of tuition.
 4. Continual late pickup.
 5. If your child's behavior is unmanageable or unsafe.
 6. Parents are unable or unwilling to work with Site staff to resolve a problem.
 7. It is determined by the Site staff that our program is unable to meet your child's needs.

*If the Director determines that a child's participation in SACC should discontinue, the parent/guardian will be contacted. A meeting can take place to review the situation giving all parties involved the opportunity to express opinions.

SPECIAL NEEDS

Students with special needs are welcome to participate in the SACC program. SACC does not discriminate on the basis of disability. SACC will afford otherwise qualified persons with disabilities an equal opportunity for participation in the program. However, SACC is a program servicing students in a group child care setting. Registration policies and procedures apply equally to all students. In order to participate, students must be able to independently tend to their toileting needs and be toilet trained.

To better care for a student we need all pertinent information regarding special needs. This could include information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances.

The Student's IEP/Section 504 plan from school personnel may be shared to provide consistency of care.

A determination that a particular accommodation/modification/intervention would constitute an undue burden must be made by the Director after considering all resources available for use in the funding and operation of SACC, and will be accompanied by a written statement of the reasons for reaching that conclusion. In the event the Director determines that an undue burden would result, the District will take any other action that would not result in such burden but would still allow, to the maximum extent possible, individuals with disabilities to receive the benefits of the program on an equal basis as individuals without disabilities. After careful consideration, if a request cannot be accommodated in the group setting of the program, a student may be dismissed from the program. Before a student is dismissed from the program, the parent/guardian will be provided with an opportunity to meet with SACC personnel to discuss the reasons for the intended dismissal. The parent/guardian will be notified of any decision to dismiss a student from the program.

All students must follow the SACC rules and adhere to the SACC Discipline Policy, and the ability to do so is a qualification for enrollment in the SACC program. If at any time during the SACC Program the SACC staff feels the student enrolled in the program and/or the staff, and/or the student himself, are endangered by a student's failure to follow program rules, the student involved may be expelled from the program.

STUDENT RECORDS

The student folder of each student shall include, but not be limited to:

1. Name and date of birth.
2. Name, address (home and/or business), and telephone, cellular number of parents(s)/guardian.
3. Names, addresses, and telephone number of three (3) persons to contact in case of an emergency if the parent cannot be located.
4. Names of person(s) to whom the child may be released.
5. Parent authorization for emergency medical transportation.
6. Universal Consent form regarding release of student information and Student Technology Use Agreement
7. A certified copy of any order or decree, or modification of such an order or decree, allocating parental rights and responsibilities for the care of the student and designating a residential parent and legal custodian of the student. (R.C. 3313.672)
8. If applicable, a form for dispensing of medication that is signed by both the parent and physician. A log of medication administered will be kept by the SACC staff.
9. Copies of incident reports.
10. Movie consent form.
11. Copies of discipline slips.
12. Personal background.

In addition to the above, the program shall maintain daily attendance records including admission and withdrawal.

The program shall secure and have on file all required information no later than the first day of attendance unless otherwise indicated. The program will keep the information in the student's file confidential to the extent permitted by law.

PROGRAMMING INFORMATION

- Age-appropriate activities are planned and implemented in separate areas where space permits. Students meet in one large primary space for attendance and transition to the gym, as well as the computer lab as a secondary program space.
- The supervisor and his/her staff prepare daily activities for children ages kindergarten through 5th grade that are enriching and age appropriate.
- The SACC staff strives to provide a successful environment for students to succeed through strong partnerships between home and school. Students are offered a variety of activities to participate in each day, and are encouraged to make their own choices. Because SACC will provide your student with a variety of supplies, games and equipment, we ask that your student not bring items such as electronic devices, toys or cell phones from home. Please know that SACC will not be responsible for any loss or damage to personal items.
- Students may work on homework and a staff member will be available to provide assistance when asked. Staff cannot be held responsible for a student completing his/her homework.
- Only G and PG rated movies will be shown to the SACC students. PG movies are shown in compliance with the Upper Arlington Board of Education movie policy. SACC has an umbrella license with Movie Licensing USA.

Safe Indoor/Outdoor Environments

OUTDOOR PLAY

Students have the opportunity to play outside daily if the weather permits or when safety conditions are suitable. Outdoor play will be canceled if the temperature is 20 degrees or below, or the wind chill factor is 0 degrees or below, or if the temperature is 95 degrees or a heat index at or above 100 degrees. The students will be provided the use of the gym for indoor large motor activities. Please make sure your student is dressed appropriately for all weather conditions.

SUPERVISION

No student shall be left unsupervised, except for leaving the program area for other activities within the building with a signed permission form of a parent or guardian. Students may use the restroom alone or in groups of no more than six children without supervision.

STAFF

- Upper Arlington SACC maintains at least one staff member up to 18 students ages at least 5 to less than 11. One staff member up to 20 students ages at least 11 but less than 15.
- The supervisor and Program Aides have been selected to work with school-agers based on their experiences and/or degree, as well as other contributions that they bring to the SACC program.
- Staff are well-qualified dedicated individuals to provide a warm supportive environment to enhance the student's self image.
- Staff participates in multiple professional development activities throughout the year, to enhance their knowledge and skills in a variety of areas.
- In compliance with the UA Board of Education's requirements, all employees have completed a satisfactory criminal records check.

SACC OFFICE STAFF

| | |
|---------------------------------|--|
| Jeri Zurhorst, Director | 614-487-5133 x 1206 jzurhorst@uaschools.org |
| Sarah Estepp, Site Coordinator | 614-487-5133 x 1205 sestepp@uaschools.org |
| Wendy Fickell, Site Coordinator | 614-487-5133 x 1208 wfickell@uaschools.org |

TUITION AND PAYMENT PROCEDURES

The SACC Program is governed by the Upper Arlington City Schools. Parent tuition and fees solely fund our program.

THE TAX ID NUMBER

- The UA Board of Education Tax ID# is 31-6401046.

PAYMENT SCHEDULE

- Payments are made on-line through your **EZ Pay account**. Tuition payments are due the first of every month. The cost of the program is divided equally over 9 months and does not include any charge for days when school is not normally in session. Tuition is not adjusted for student/family illness, absence/leave, personal vacation, snow days, or extra-curricular activities. Payment for extra day care is due with advance registration for those days. Checks should be made payable to the **Upper Arlington City Schools and send checks to SACC Office @ 4770 Burbank Dr., Upper Arlington, Ohio 43220**.

ACCOUNT CREDITS

- Please keep track of your tuition payments. Refund requests must be made to the SACC office before May 15th to ensure that it will be processed.

RETURNED CHECKS

There will be a fee for any returned check. If a second check is returned for insufficient funds, all future payments must be made by money order.

Payment Due Dates/Overdue Accounts

- Payments are due on the first of each month. A \$15.00 late fee will be imposed if payment is not received by the 10th of the month. Payments must be postmarked no later than the 10th of the month. Failure to make prompt payment will result in suspension from the program. Three or more late payments will necessitate payments to be made one month in advance. Continued neglect to comply with the tuition agreement will result in dismissal from the program and non-admission in the future.

Tuition Rates & Additional Fees - Please find the current school year tuition & Additional fees online at www.uaschools.org.

Part-time 1,2 or 3 Days Per Week - Please note that unused days will not carry over to any following week for use.

Financial Assistance - Financial assistance is available, and may be discussed individually with the director.

ATTENDANCE

LOCATION

- Children must attend the SACC program at the school they attend daily, and be Upper Arlington residents. Parents cannot request to have their student bused to another site.

PROGRAM HOURS

- Before School (A.M.) program hours are 7:00 a.m. – 8:00 a.m.(Tremont, Wickliffe, Windermere). Parents may not bring their student to the program site before 7:00 a.m. Continental breakfast is available until shortly before 7:50 a.m. At 8:00 a.m. students will be dismissed to an area supervised by a building aide.
- After School (P.M.) program hours are from 2:50 p.m. – 6:00 p.m.
- Early Dismissal Days are determined by the SACC Director based on available staff. Early Dismissal days are held at each site. Hours of operation are 1:00 p.m. – 6:00 p.m. Reservations required, first come-first served. Late payment for these days will not be accepted for your student to attend.

SIGN-IN/SIGN-OUT

- In the morning, students must be accompanied into the building and signed in by their parent/guardian. After school, students should immediately report to the SACC site and sign in. The site cannot assume responsibility for your student until he/she is properly checked in.
- Parents, or other designated person, must sign the student out with initials and time when picking them up. They must be willing to show ID upon request. Legal documentation on file is necessary to restrict a parent/guardian from picking up a student. The SACC program cannot assume responsibility for students once they are signed out, either by their parent/guardian or themselves with parental permission, and remain on school property.
- Parents must take their student out of the building once they are signed out.
- Written permission is necessary for your student to leave the SACC program to attend enrichment/intramural activities in the building. Your student must sign in to SACC prior to attending the activity if he/she is returning to SACC afterwards.
- Written, or verbal permission by the parent/guardian is also required to allow a student to leave with someone not listed on your release form. Any person **not** allowed to pick-up or sign-out your student should be listed in writing, and given to the SACC staff.

CUSTODY ARRANGEMENTS

- All parents/guardians listed on the student's release form shall be authorized to pick up his/her student unless SACC is provided the required court order or decree documentation. Parents/guardians are permitted to designate others for pick-up unless the proper legal documentation restricts parental rights and the site supervisor is apprised of the court order of decree. Parents with joint custody should agree to the release list, before the completion of the parent packet. Both parents will be permitted to pick up the student and to designate others to pick up. If one parent has legal custody of the student, they have the right to designate others to pick up, as long as they provide staff with the required court papers.

ABSENCES

- If a student is going to be absent from SACC for some reason other than illness, you are required to notify the Site Supervisor as much in advance as possible. Each site has email availability and a phone with voicemail. (See page 11 for emails and phone numbers).

If a student is absent from school they may not attend SACC.

TRACKING

- A “Tracker” fee of \$10.00 will be charged to the parent/guardian’s tuition bill if a student has not checked in by 3:05 p.m. and/or each time a staff member needs to locate a student who has not reported in advance a reason for his/her absence, or who leaves the SACC area without permission. Parents of part-time students should pay particular attention to reporting to the staff which days their student will be in attendance. A student who is reported ill at school is exempt from this rule.

LATE PICK-UP

- After 6:00 p.m. parents will be charged a late pickup fee of \$15.00 for the first fifteen (15) minute period or fraction of period, and \$25.00 for every fifteen (15) minute period or fraction of period thereafter. Persistent late pickup will result in dismissal from the program at the discretion of the director. If a student has not been picked up by 7:00 p.m., and no contact has been made with the parent, or other person(s) designated to pick up, the Upper Arlington police will be called. SACC staff cannot transport children. SACC reserves the right to suspend and/or terminate enrollment to recurrent late pick-ups.

OCCASIONAL CARDS

- Occasional Cards are designed for families who are faced with unanticipated student care needs. There are two choices – 10 mornings and/or 10 afternoons. This card is non-refundable and non-transferable to the next school year. This card may be used anytime school is normally in session during the year. Occasional Cards are not to be used on Early Dismissal Days, Extra Days. They can be used in conjunction with Part Time care. Only one card may be purchased for the school year. Siblings cannot share cards.
- Advance notice is required if your student is going to attend P.M. SACC through the use of an Occasional Card. The staff will not know to look for your student if they do not know in advance to expect him/her on any given day. A.M. Occasional Card users need not notify the site in advance because you must sign your student in prior to leaving them at the program. **Occasional cardholders will not receive any priority registration.**

EMERGENCY CLOSINGS

- If school is announced closed prior to the beginning of the school day, there will be no SACC that day. If the opening of school is delayed, there will be no A.M. SACC. If the superintendent dismisses school early because of inclement weather or other emergency situations, there will be no SACC that day, and parents are requested to pick up their student as soon as school is dismissed.

EXTRA DAYS

The Upper Arlington School-Age Child Care Program provides care and is available by reservation on Early Dismissal Days. A snack will be provided.

- SACC care is available by reservation only on Early Dismissal days. Registration and payment is due in the SACC office and is on a limited first come, first serve basis. Payments received after the deadline will not be accepted for your student to attend.
- The Director reserves the right to limit enrollment according to space and/or staff availability. Enrollment may also be declined based on repeated conduct violations or special needs that cannot be met.
- A full refund will be given if cancellation is made.
- A detailed list of days open and closed is distributed at the beginning of the year for your planning convenience.

STUDENT POLICY AND PROCEDURES

STUDENT BEHAVIOR/BEHAVIORAL EXPECTATIONS

There are specific behavior guidelines for students enrolled in SACC. Students are expected to participate in, and enjoy activities without disrupting or preventing other student's enjoyment and participation. Staff will have ongoing communication with school personnel and parents/guardians to provide consistent guidance. To develop within a student a respect for self, others, and the environment, the following guidelines are needed.

Students are expected to follow the directions of staff. Site rules will be posted and reviewed with all the students. They are to show respect for others and not fight, kick, pinch, bite, or do anything which would hurt, frighten, or humiliate another student. Threats to other students and adults are taken seriously and considered grounds for suspension. Students are to use a normal tone of voice indoors and use acceptable language at all times. Students are to use furnishings and materials properly, and carefully, and return all items to their designated place when they finish using them.

Parents need to work with the staff in a positive, respectful manner to help resolve any problems. Students must stay within the designated program space, both indoor and outside. Students may not ride their bicycles, roller blades, or skateboards on school grounds during SACC hours unless a special activity is planned. Electronic games are not permitted unless authorized by the Site Supervisor. Cell phones are to remain in back packs. Students will be responsible for cleaning their space after snack, after play, and before leaving with their parents at the time of sign-out.

A student who is having problems playing within the guidelines of the program will be removed from the group to a designated chill area until he/she is able to act in an appropriate manner. Students who have repeatedly violated the SACC rules may be suspended or expelled from the program, and may not be accepted into the program the next year, and may not be permitted to attend SACC on extra days.

CONSEQUENCES

- A discipline slip will be issued when a student repeatedly does not follow the behavioral guidelines of SACC, or for a severe infraction or deliberate violation of the rules.
- Three discipline slips will result in a conference with the supervisor, parent/guardian, and SACC director, and suspension from the program. Tuition payment continues during suspension.
- After suspension, if a student's behavior warrants another discipline slip, the student will be dismissed permanently. Also, if the student's behavior warrants permanent dismissal, he may be dismissed permanently without the usual 4 discipline slips. In such cases, a parent conference will be called.
- If a student is suspended during the normal school day, the child cannot attend SACC until the school suspension is over.

PROHIBITED DISCIPLINE

The following restrictions apply to discipline in the SACC Program:

There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

Discipline shall not be delegated to a student nor intended to humiliate, shame or frighten a student.

No physical restraints shall be used to confine a student by any means other than holding a student for a short period of time, such as in a protective hug, so that the student may regain control.

No student shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.

No student shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.

Discipline shall not be imposed on a student for failure to eat or sleep, or for toileting accidents nor withholding of food, rest or toilet use.

Separation shall be brief in duration, and age and developmentally-appropriate. The student shall be within sight and hearing of a SACC staff member, and in a safe, lighted, and well ventilated space.

HEALTH & SAFETY PROCEDURES

EMERGENCY CARE

- If a student is injured and we deem necessary, an emergency squad will be called for treatment and/or transport to the hospital. We will make every effort to notify the parents as quickly as possible, but the immediate care of the student is our primary concern.

EMERGENCY FORM

- Every student must have an emergency information card on file with the Site Supervisor.

ILLNESS

- SACC personnel cannot be left responsible to care for sick students. Students who are ill, exhibiting symptoms of a communicable disease, and/or running a temperature cannot be left at a SACC site. Parents will be called and requested to pick up their sick student as soon as possible. If absent from school, the student cannot attend SACC.

MEDICATION

- Medication, both prescription and over the counter, will be administered to your student only with your written permission and after you have completed the appropriate authorization form which is signed by your physician. The form is kept at the SACC site, along with a log of when medication is administered.
- All prescription medication must be current within the last twelve months, kept in its original container, and have a legible label containing the student's name and written instructions for use from a licensed physician, nurse practitioner, or dentist. All medicines will be kept in a place that is inaccessible to students.
- Parents are responsible for notifying staff of any medicine that needs to be administered on the extended days.

ACCIDENTS

Since accidents can occur without the knowledge of the Supervisor, students are advised to report any accidents to the SACC staff.

- A SACC staff member will report any injury that he/she determines may need medical or dental attention. An incident report will be completed within a 24-hour period from the time of the incident and provided to the parent when they pick up their student. The parent/guardian will be asked to sign the form, along with the SACC Supervisor and the person reporting the incident. A copy will be placed in the student's file and also forwarded to the Director. SACC will give the school nurse a copy. She will send it to the Treasurer, Safety Coordinator, and the Student Health Record Keeper.

SCHOOL-AGE CHILD CARE CRISIS MANAGEMENT

What To Do First In An Emergency

There are guidelines the SACC staff will follow during an emergency. They will CALL 911 if applicable...police, fire, and emergency squad. Parents should be notified before pick up. The Director should be notified of the crisis situation. Staff will gather information that will be useful to the parties who will assist in resolving the crisis. Student's file/medical information.

Drills - Students shall practice an emergency drill once a month during the school year to demonstrate appropriate procedures and appropriate behavior in accordance with the program's policies and procedures. Tornado safe place and Fire evacuation routes are posted in the SACC space as well as the SACC office.

Accidents - Since accidents can occur without the knowledge of the Supervisor, students are advised to report any accidents to the SACC staff.

A SACC staff member will report any injury that he/she determines may need medical or dental attention. An incident report will be completed within a 24-hour period from the time of the incident and provided to the parent when they pick up their student. The parent/guardian will be asked to sign the form, along with the SACC Supervisor and the person reporting the incident. A copy will be placed in the student's file.

ADDITIONAL INFORMATION

PARENT INFORMATION CENTER

- There is an information center at each site near the sign-out area specifically for parents. Please make a practice of regularly reading the information posted for pertinent information and announcements such as the SACC monthly activity calendar and menu.
- Cell Phone Free Zone: We respectfully request that you refrain from cell phone use before entering the building. Staff needs you to be fully present for any conversations regarding your child's care.
- Visit the SACC Web Page located in the UA District Website.
- A monthly newsletter and activities calendar are provided to keep you up-to-date on events happening at the site and important information concerning the program.

PROCEDURES TO ADDRESS PARENT CONCERNS

- The staff of UA SACC is committed to meeting the needs of parents and students. Daily communication at all sites is encouraged. If a problem arises which needs additional attention, parents should take the following step(s):
- Request further discussion with the SACC Director,(487-5133).
- Site Coordinator may be asked to participate.

The program welcomes parent participation regarding program design and evaluation. Input from parents will be considered by the SACC Director.

- Formal letter of complaint to:

Upper Arlington City Schools Superintendent,
1619 Zollinger Road
Upper Arlington, Ohio 43221
614-487-5000

NO CONCEAL / CARRY IN SCHOOL

NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDINANCE INTO A SCHOOL SAFETY ZONE EXCEPT FOR AUTHORIZED PERSONNEL.

O.R.C. 2923.122, 2923.1212