

# **UPPER ARLINGTON SCHOOL-AGE CHILD CARE PROGRAM**

## **PARENT HANDBOOK**

Revised 8/2021

# TABLE OF CONTENTS

PHILOSOPHY AND GOALS .....	2
ENROLLMENT POLICIES.....	3
REGISTRATION .....	3
WITHDRAWAL FROM PROGRAM .....	4
TERMINATION OF ENROLLMENT .....	4
SPECIAL NEEDS POLICY .....	5
STUDENT RECORDS.....	6
PROGRAMMING INFORMATION .....	7
LOCATIONS.....	7
OUTDOOR PLAY.....	8
SUPERVISION.....	8
HOURS OF OPERATION.....	9
MORNING SCHEDULE .....	9
AFTERNOON SCHEDULE.....	9
STAFF .....	10
ADMINISTRATIVE STAFF .....	10
TUITION AND PAYMENT PROCEDURES .....	11
TAX ID NUMBER .....	11
PAYMENT SCHEDULE .....	11
ACCOUNT CREDITS.....	11
RETURNED CHECKS .....	11
PAYMENT DUE DATES/OVERDUE ACCOUNTS .....	11
COUPON BOOK .....	11
RECEIPTS.....	12
2018/2019 TUITION RATES.....	12
ADDITIONAL FEES .....	12
ATTENDANCE.....	14
LOCATION .....	14
PROGRAM HOURS.....	14
SIGN-IN/SIGN-OUT .....	14
CUSTODY ARRANGEMENTS.....	15
ABSENCES.....	15

TRACKING .....	15
LATE PICK-UP .....	15
OCCASIONAL CARDS .....	15
EMERGENCY CLOSINGS .....	16
EXTRA DAYS.....	16
DISCIPLINE POLICY AND PROCEDURES .....	18
BEHAVIORAL EXPECTATIONS .....	18
CONSEQUENCES.....	18
PROHIBITED DISCIPLINE .....	19
ILLNESS/ACCIDENTS/MEDICATION .....	20
EMERGENCY CARE .....	20
EMERGENCY FORM .....	20
ILLNESS.....	20
MEDICATION.....	20
ACCIDENTS.....	20
ADDITIONAL INFORMATION.....	22
PARENT INFORMATION CENTER .....	22
NEWSLETTER / ACTIVITIES CALENDAR .....	22
PROCEDURES TO ADDRESS PARENT CONCERNS .....	22
NO CONCEAL / CARRY IN SCHOOL.....	22

# PHILOSOPHY AND GOALS

Established in 1983 the School-Age Child Care Program ("SACC") is self-supporting and operates on a non-profit basis. The program is designed to be a link between school and home for elementary students of Upper Arlington Schools.

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 curriculum that is carefully designed to provide enriching activities; emphasizing personal discipline; supporting the social development and emotional well-being of all children in the program; and teaching recreational, health and safety skills.
- To offer a safe and nurturing environment where children are shown the value of embracing diversity and making positive choices. To empower children 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 children to ensure their safety and well-being.
- To encourage and support family involvement for good open communication for a successful program.

# 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-aged children.
- Registration will be processed online only. Visit the Upper Arlington Schools website under parents and students for registration information. Priority is given to those full-time, part-time wait-list families, and incoming siblings who are already enrolled in the program. No new applications will be taken for the current school year while priority registration for the next school year is taking place.
- 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 children and the quality of the program, the staff and space available at each site will control enrollment. The maximum number of children in attendance at one time at a program site should not exceed the number recommended by the Ohio Department 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 \$30.00, non-refundable, registration fee per family is required at the time of registration.
- Admission to SACC is complete when all required forms are processed online. Telephone, pager, 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 child is enrolled in the SACC program, the 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 child. These forms are available under registration on the website.
- 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/reg. fee 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 the child's space.
- Changes in enrollment category may only be made at the beginning of the month beginning October 1<sup>st</sup> 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.
- A family may request the first month's tuition refunded if a child is withdrawn from the program before school begins.

## **TERMINATION OF ENROLLMENT\***

- A child's enrollment may be terminated for any of the following reasons:
  1. Failure to comply with the tuition agreement.
  2. If an account is not paid in full by the end of the school year.
  3. Continual late payment of tuition. (See page 10 – Overdue Accounts)
  4. Continual late pickup.
  5. If the child's conduct 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 Director that our program is unable to meet the 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 POLICY**

Children 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 children in a group child care setting. Registration policies and procedures apply equally to all children. In order to participate, children must be able to independently tend to their toileting needs and be toilet trained.

To better care for a child, 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 Child's IEP/Section 504 plan from school personnel may be shared to provide consistency of care.

Qualified students with disabilities will be afforded accommodations, modifications, and/or interventions, unless such accommodations, modifications, and/or interventions would impose an undue financial burden, or would alter the fundamental nature or purpose of SACC. 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 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 child may be dismissed from the program. Before a child 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 child from the program.

All children 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 children enrolled in the program and/or the staff, and/or the child himself, are endangered by a child's failure to follow program rules, the child involved may be expelled from the program.

# STUDENT RECORDS

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

1. Name and date of birth.
2. Name, address (home and 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 and transportation plan.
5. Parent authorization for first aid, medication, and 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 child and designating a residential parent and legal custodian of the child. (R.C. 3313.672)
8. If applicable, an authorization 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.
13. Name and phone number of the child's physician, dentist or other health care provider.
14. Date of admission to the program and name of school attended.
15. Information on dietary restrictions, allergies, and/or special medical or health needs.

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. Children 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 prepares daily activities for children ages kindergarten through 5<sup>th</sup> grade that are enriching and age appropriate.
- The SACC staff strives to provide a successful environment for children to succeed through strong partnerships between home and school. Children are offered a variety of activities to participate in each day, and are encouraged to make their own choices. Because SACC will provide your child with a variety of supplies, games and equipment, we ask that your child 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.
- Children may work on homework and a staff member will be available to provide assistance when asked. Staff cannot be held responsible for a child completing his/her homework.
- Only G and PG rated movies will be shown to the SACC children. PG movies are shown in compliance with the Upper Arlington Board of Education movie policy. SACC has an umbrella license with Movie Licensing USA.

## LOCATIONS

- Each site has its own e-mail and phone number with voice mail. Locations are:

<b>Barrington</b> <a href="mailto:barrsacc@uaschools.org">barrsacc@uaschools.org</a>	K-5 cafeteria	487-5180 x 5030
<b>Greensview</b> <a href="mailto:greensacc@uaschools.org">greensacc@uaschools.org</a>	K-5 cafeteria	487-5050 x 5530
<b>Tremont</b> <a href="mailto:tremisacc@uaschools.org">tremisacc@uaschools.org</a>	K-5 auditorium	487-5170 x 6030
<b>Wickliffe</b> <a href="mailto:wicksacc@uaschools.org">wicksacc@uaschools.org</a>	K-5 cafeteria	487-5150 x 6530
<b>Windermere</b> <a href="mailto:windsacc@uaschools.org">windsacc@uaschools.org</a>	K-5 cafeteria	487-5060 x 7030

## **OUTDOOR PLAY**

Children have the opportunity to play outside daily if the weather permits or when safety conditions are suitable. Outdoor play will be cancelled 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 an heat index at or above 100 degrees. The children will be provided the use of the gym for indoor large motor activities. Please make sure your child is dressed appropriately for all weather conditions.

## **SUPERVISION**

No child 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. Children may use the restroom alone or in groups of no more than six children without supervision.

# HOURS OF OPERATION

## MORNING SCHEDULE (Tremont only)

7:00 – 7:50	Breakfast available Child initiated/free choice activities
8:00	Dismissal

## AFTERNOON SCHEDULE

2:50 – 3:00	Welcome and check-in
3:00 – 3:30	Choice of Homework/Quiet 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"><li>• Computer Lab/Gym/Outdoor Play</li><li>• Arts &amp; Crafts/enrichment activities, board games/video games, manipulatives, etc.</li></ul>
5:30 – 6:00	Clean up and preparation for departure
6:00	Departure home

## EXTRA DAYS

### Early Release Schedule (Pre-registration)

1:00	Welcome & check in
3:00	Activities & snack
6:00	End

### Early Dismissal Schedule (Per registration)

11:05	Welcome & check in Lunch (Send sack lunch) Activities
3:00	Snack Activities
6:00	End

## STAFF

- Upper Arlington SACC maintains a minimum of a 1:18 teacher /child ratio.
- The supervisors 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 teachers dedicated to providing a warm supportive environment to enhance the child'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.
- The SACC staff is comprised of the SACC Director, Site Coordinators, Site Supervisors, Assistant Supervisors, Program Aides and Student Assistants. (Student Assistants are junior and senior High School Students enrolled in the district.)

### ADMINISTRATIVE STAFF

Ann Sidesinger, Director	<a href="mailto:asidesinger@uaschools.org">asidesinger@uaschools.org</a>
Wendy Fickell, Coordinator	<a href="mailto:wfickell@uaschools.org">wfickell@uaschools.org</a>
Sarah Estepp, Coordinator	<a href="mailto:sestepp@uaschools.org">sestepp@uaschools.org</a>

# TUITION AND PAYMENT PROCEDURES

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

## **TAX ID NUMBER**

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

## **PAYMENT SCHEDULE**

- Payment is to be made to the SACC office, not the program site, 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 BOARD OF EDUCATION**.

## **ACCOUNT CREDITS**

- Please keep track of your tuition payments. Year-end account credits will not rollover to the next school year. Refund requests must be made to the SACC office before May 15<sup>th</sup> 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 10<sup>th</sup> of the month. Payments must be postmarked no later than the 10<sup>th</sup> 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.

## **COUPON BOOK**

- A coupon book is issued for tuition payments. This book can also be used for income tax record keeping. As a courtesy the SACC office will provide yearly tax statements upon request. Please email the office at [sacc@uaschools.org](mailto:sacc@uaschools.org) to receive a statement.

## **RECEIPTS**

- Parents requesting tuition receipts and/or statement of tuition paid should send a stamped, self-addressed envelope per request or request an electronic copy.

## **2021-2022 TUITION RATES**

### **Tremont Only**

<b>A.M.</b>	FULL-TIME (4 or 5 days/wk.)	\$110/month
	PART-TIME (1, 2, or 3 days/wk.)	\$ 75/month
	OCCASIONAL CARD*	\$ 85 - 10 days
	A) Designed for the working parent who may need care for up to 10 mornings per school year.	
	B) Can be used in conjunction with a Part Time position.	
	*Occasional cards cannot be used on Early Dismissal Days and Early Release Days	
<b>P.M.</b>	FULL-TIME (4 or 5 days/wk.)	\$195/month first child
		\$175/month add'l child(ren)
	PART-TIME (1,2, or 3 days/wk.)	\$140/month first child
		\$126/month add'l child(ren)
	OCCASIONAL CARD*	\$125 - 10 days
	A) Designed for the working parent who may need care for up to 10 afternoons per school year.	
	B) Can be used in conjunction with a Part Time position.	
	*Occasional cards cannot be used on Early Dismissal Days, and Early Release Days	

## **ADDITIONAL FEES**

LATE PAYMENT FEE	\$15
LATE PICK-UP FEE	\$15 first 15 minute or fraction of period; \$25 every 15 minute period or fraction of period thereafter
TRACKER FEE	\$5 tracking fee will be charged for each non-notification of a child's absence
REGISTRATION FEE	\$30 per family (non-refundable)
EARLY DISMISSAL (parent-teacher conferences)	\$30 per child (by reservation only)
EARLY RELEASE (BY RESERVATION ONLY)	\$25 per child \$15 per additional child(ren)

**Part-time days: 1,2, or 3 days per week – unused days will not carry over to any following weeks for use.**

**Financial assistance** is available, and may be discussed individually.

Any outstanding balances not resolved with the office staff will result in suspension from SACC and non-admission in the future.

# ATTENDANCE

## LOCATION

- Children must attend the SACC program at the school they attend daily, and be Upper Arlington residents. Parent requests to have their children bused to another site will not be granted.

## PROGRAM HOURS

- Before School (A.M.) program hours are 7:00 a.m. – 8:00 a.m. (Tremont only) Parents may not bring their child 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. children will be dismissed to an area supervised by a building aide.
- After School (P.M.) program hours are from 2:40 p.m. – 6:00 p.m.
- There are two Early Dismissal Days in the school calendar year. Held at each site. Hours of operation are 11:05 a.m. – 6:00 p.m. Reservations required, first come-first served. Late payment for these days will not be accepted for your child to attend.
- There are five Early Release Days in the school calendar year. 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 child to attend.

## SIGN-IN/SIGN-OUT

- In the morning, children must be accompanied into the building and signed in by their parent/guardian. After school, children should immediately report to the SACC site and sign in. The site cannot assume responsibility for your child until he/she is properly checked in.
- Parents, or other designated person, must sign the child 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 child. The SACC program cannot assume responsibility for children once they are signed out, either by their parent/guardian or themselves with parental permission, and remain on school property.
- Parents must take their child(ren) out of the building once they are signed out. It is highly encouraged to pick-up your child(ren) when you arrive at the program. Please send an email in advance on the reason for picking up one child and not the other.
- Written permission is necessary for a child to leave the SACC program to attend enrichment/intramural activities in the building. The child 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 child to leave with someone not listed on the release form. Any person **not** allowed to pick-up or sign-out a

child should be listed in writing, and given to the SACC staff. Permission form for walk/bike home for 4<sup>th</sup> & 5<sup>th</sup> grade only is required. (Available on the website).

### **CUSTODY ARRANGEMENTS**

- All parents/guardians listed on the child's release form shall be authorized to pick up his/her child 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 child and to designate others to pick up. If one parent has legal custody of the child, they have the right to designate others to pick up, as long as they provide staff with the required court papers.

### **ABSENCES**

- If a child is going to be absent from SACC for some reason other than illness, parents are required to notify the Site Supervisor as much in advance as possible. Each site has e-mail availability and a phone with voice mail. Please email absences no later than 2:30 PM. (See page 11 for e-mails and phone numbers). If a child is absent from school please notify the site by email of the absence.
- If a child is absent from school they may not attend SACC.

### **TRACKING**

- A "Tracker" fee of \$5.00 will be charged to the parent/guardian's tuition bill if a child has not checked in by 3:05 p.m. and/or each time a staff member needs to locate a child who has not reported in advance a reason for his/her absence, or who leaves the SACC area without permission. Parents of part-time children should pay particular attention to reporting to the staff which days their child(ren) will be in attendance. A child 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 child 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 child 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 cannot to be used on Early Dismissal Days, Extra Days or Early Release 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 child is going to attend P.M. SACC through the use of an Occasional Card. The staff will not know to look for your child 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 child 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 child as soon as school is dismissed.

### **EXTRA DAYS**

The Upper Arlington School-Age Child Care Program provides care on selected days when school is not in session. SACC care is available by reservation only on Early Dismissal Days and Early Release Days.

- Registration and payment is due in the SACC office by the date indicated on the coupon. Registration is on a limited first come, first serve basis. Payment received after the deadline will not be accepted for your child 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 at least one week prior to the scheduled extra day.
- Extra days count towards days attended for part-time enrollment.
- On Early Dismissal Days (conference days) and Early Release Days, SACC is held at each site. SACC staff permitted.
- Children must bring a sack lunch on early dismissal days, as cafeteria service is not available. morning and afternoon snacks are provided. A continental type breakfast is available during the first hour and a half.
- Parents are responsible for notifying staff of any medicine that needs to be administered.

- SACC is not open:
  - Labor Day
  - SACC Staff Conference Day
  - Thanksgiving Day/day before and after
  - Winter Vacation
  - Martin Luther King Day
  - President's Day
  - Spring Break
  - Good Friday
  - Memorial Day
- A detailed list of days open and closed is distributed at the beginning of the year for your planning convenience.

# **DISCIPLINE POLICY AND PROCEDURES**

## **BEHAVIORAL EXPECTATIONS**

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

- A. Children are expected to follow the directions of staff. Site rules will be posted and reviewed with the children.
- B. They are to show respect for others and not fight, kick, pinch, bite, or do anything which would hurt, frighten, or humiliate another child.
- C. Threats to other children and adults are taken seriously and considered grounds for suspension.
- D. They are to use a normal tone of voice indoors and use acceptable language at all times.
- E. They are to use furnishings and materials properly, and carefully, and return all items to their designated place when they finish using them.
- F. Parents need to work with the staff in a positive, respectful manner to help resolve any problems.
- G. Children must stay within the designated program space, both indoor and outside.
- H. Children 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.
- I. Children will be responsible for cleaning their space after snack, after play, and before leaving with their parent at the time of sign-out.
- J. A child 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.
- K. Children who have repeatedly violated SACC rules may be suspended or expelled from the program, 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 child 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 Site Supervisor, Site Coordinator, parent/guardian, and SACC Director, and suspension from the program. Tuition payment continues during suspension.
- After suspension, if a child's conduct warrants another discipline slip, the child will be dismissed permanently. Also, if the child's conduct 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 child is suspended or expelled during the normal school day, the child cannot attend SACC until the school suspension/expulsion 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 child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
- No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
- No child 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 child for failure to eat or sleep, or for toileting accidents.
- Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
- Discipline shall not include the withholding of food, rest, or toilet use.
- Separation shall be brief in duration, and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

# **ILLNESS/ACCIDENTS/MEDICATION**

## **EMERGENCY CARE**

- If a child 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 child is our primary concern.

## **EMERGENCY FORM**

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

## **ILLNESS**

- SACC personnel cannot be left responsible to care for sick children. Children 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 child as soon as possible. If absent from school, the child cannot attend SACC.

## **MEDICATION**

- Medication, both prescription and over the counter, will be administered to your child 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 child'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 children.
- Parents are responsible for notifying staff of any medicine that needs to be administered on the extended days.

## **ACCIDENTS**

- 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 child. 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.

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

# **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.

## **NEWSLETTER / ACTIVITIES CALENDAR**

- 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. Newsletters are online.

## **PROCEDURES TO ADDRESS PARENT CONCERNS**

- The staff of UA SACC is committed to meeting the needs of parents and children. 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, Ann Sidesinger (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, Paul Imhoff  
1950 North Mallway  
Upper Arlington, Ohio 43221  
487-5007 ex. 1121

## **NO CONCEAL / CARRY IN SCHOOL – O.R.C. 2923.122.2923.1212**

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.