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WELCOME TO TENAFLY SCHOOL AGE CHILD CARE (SACC)

❖ *Philosophy*

The School Age Child Care Program (SACC) is a tuition-based, before-and-after school program, sponsored by the Tenafly Board of Education. Our program is dedicated to providing a safe, secure and wholesome atmosphere for children of working or student parents providing various activities for children in grades K-5.

❖ *SACC Staff*

Our staff is selected for their commitment to children. We chose individuals who create a positive learning experience, and who are able to develop and maintain a good relationship with the children and their parents.

The before-school program is run by a morning caregiver whose responsibility is to provide group or individual activities, and to assist the children in preparing for the school day.

The after-school program is run by an individual experienced with school-age children and whose responsibility is to plan and coordinate a program which fosters the intellectual, social and emotional growth of those children.

The after-school program offers various extracurricular activities as well as helping students with homework, if needed.

The after-school supervisor has at least one assistant daily who assists him/her with implementing the after-school program for that day.

❖ *Eligibility and Location*

- The program is for children of working/student parents who are entering grades K-5 and attend Tenafly Public Elementary Schools.

The program operates at all four Tenafly Public Elementary Schools. At each location the gymnasium, the library, or a classroom is used for both the a.m./p.m. programs.

❖ **Registration**

Registration forms must be filled out every year and must be on file before a student can participate in the program.

The non-refundable registration fee and June tuition (*unless registering as per diem*) of the current school year should accompany the completed form.

Additional required forms (mailed out upon receipt of registration forms- *emergency medical form, parent contract, and permission slip for walking field trips*) are to be completed and returned prior to your child's first day of SACC.

You may change your child/ren's schedule (if needed) throughout the school year. Parents are required to notify the SACC office in advance and the SACC staff of the schedule change.

Withdrawal from the SACC program requires written notice in order to obtain a refund.

❖ **School Holidays and Vacations**

When school is closed, SACC is closed.

❖ **Early Dismissal Days and Extra Days**

SACC operates from 12:45 p.m. until 6:00 p.m. on most early dismissal days. These days are offered to **all** SACC students. Children who already attend the afternoon SACC program on those days do not need to register for those afternoons. For other children who are not normally in attendance there is an additional fee and parents need to register with the SACC office. Pick-up time for those students is 3:10 p.m. ****On these days, every child must bring lunch.****

We recognize that parents have emergencies, too. Parents should call the SACC office and/or the teacher of the SACC program in advance if a child needs to attend SACC on a day in which he/she is not regularly scheduled. In such cases a \$14.00 fee for the morning program and a \$22.00 fee for the afternoon program will be charged. Parents will be billed on the next month's tuition statement for any extra days used during the previous month.

❖ **Emergency Closings, Delayed School Openings and Early Pick-Ups**

Parents are advised to register with the Honeywell Alert and Notification System. This system allows parents to receive information regarding Emergency School Closings, Delayed Openings and Early Dismissals due to inclement weather.

If school is closed, SACC is closed.

If the schools have a delayed opening, the morning program will not be in session.

If the Superintendent of Schools decides to close the schools due to an emergency or cancel afternoon activities, the SACC program will close early or will be cancelled.

If the weather becomes unsafe after the program has begun, parents are asked to pick up children early. Calls may be made. If a parent cannot be reached, the program will ask a person listed on the emergency form to pick up the student.

❖ **Procedures for Absence**

Parents must notify the SACC program in advance if:

1. their child will not be attending the afternoon SACC program,
2. a person who has not been named on the registration form or emergency form will be picking up a child, ***(Identification of that person may be requested at the time of pick up.)***
3. their child will be going home with another student or another student's parent or a another student's sitter,

by leaving a voicemail message on the phone numbers below, by sending a written note directly to your SACC program or emailing jlehman@tenafly.k12.nj.us before 3:00 p.m. The school secretaries and classroom teachers do not usually advise the SACC program when a student has a change in their afternoon schedule.

All children must be picked up from the SACC area.

The SACC phone numbers are:

Mackay SACC	201~569~8845
Maugham SACC	201~816~0022
Smith SACC	201~569~6337
Stillman	201~569~8867
SACC Office	201~816~4526

It is also the parent's responsibility to inform the SACC program if their child **will** be attending the SACC program on day in which he/she **is not scheduled for.**

➤ ***Play dates***

Play dates should be arranged in advance. However, there are times when students arrange their own play dates during the school day. Please remind your child that they must call you first for permission before leaving the school building. Should a play date be arranged, please remember to call your SACC program and leave a message to that effect before 3:00 p.m.

➤ ***Communication and Lateness***

Communication between parents and the SACC staff is important.

It is imperative to remember to update the SACC program with important information, such as any changes in work, home or especially cell phone numbers, and/or any emergency contact information. Please provide this information not only to the SACC teacher at your site, but to the SACC office as well. It is also important that your child is made aware of these changes.

Parents should provide the name and phone number of at least one nearby emergency contact person should you or your spouse be unavailable or late; i.e. neighbor, classmate or relative. (and who is willing to pick up if needed and in case of an emergency)

We ask that parents make other arrangements for their child/ren's pick up if they cannot pick up by 6:00 p.m. dismissal.

If a parent is unable to make other arrangements, the parent must call their SACC program immediately and inform their child's program that they are running late.

A fee in the amount of \$30.00 for the first fifteen minutes after 6:00 p.m. will be charged and an additional \$1.00 a minute thereafter to those parents who do not pick-up on time.

Two or more late pickups may result in dismissal from the SACC program.

❖ ***Release/Dismissal of Children***

A child will be released only to an adult named on the registration form or pick-up list. Exceptions will be made with written notification or by telephone in case of an emergency. **Identification at the time of pick-up may be requested of that person.**

The parent/adult or a sibling (14 years or older) must come into the building to sign-out and pick-up the child. Written permission is requested for any individual picking up who is younger than 14 years of age.

Once a parent, babysitter or guardian has arrived for pick-up, your child needs to pack up and leave with you. This request does not pertain to existing situations where parents have arranged their schedules to transport one child to an outside program and return later for pick-up of the other child; or if one sibling must leave early due to illness or an appointment. However, we ask that you discuss this in advance with the SACC office and your child's SACC teacher.

After pick-up and once your child is signed out for the day, the SACC program is not responsible for your child should you choose to leave him/her unattended on the school playground.

Children who leave the school building once the school day has ended to attend other outside activities (i.e. Girl Scout outings, play dates or birthday parties) may not return to the SACC program once that activity has finished.

The SACC day ends at 6:00 p.m. and the SACC program reserves the right to contact someone from the emergency pick-up list should the parent not arrive on time, and will do so, only after all efforts to locate the parents have been exhausted.

The SACC program reserves the right not to release a child to any individual (i.e. parents, siblings, sitter, etc.) if, in our judgment, the child would be placed at risk or harm. If that decision is made, we will make other arrangements for the pick-up and the parents will be advised of this as soon as possible.

❖ ***Tuition and Fees***

Parents must pay a non-refundable registration fee for each child yearly.

Tuition fees are listed on the registration form.

Tuition fees are monthly based and will not be pro-rated for absences, holidays, planned vacations or emergency closings.

The June tuition and registration fee must accompany the registration form.

Tuition is due on the first of each month made payable to: Tenaflly - SACC. **Checks should be mailed to the SACC office directly-500 Tenaflly Road.** There will be a \$20.00 late charge for tuition received after the 10th of the month.

Families who do not pay tuition in a timely manner may be dismissed from the SACC program until their balance has been paid in full.

Parents will incur a \$25.00 fee for any returned tuition checks.

A late pick-up fee will be incurred to those parents who do not pick up on time in the amount of \$30.00 for the first fifteen minutes after 6:00 p.m. will be charged and an additional \$1.00 for every minute thereafter.

SACC does not provide an itemized statement for tax purposes, unless requested.

❖ **Health and Safety**

There is no nurse is available during the morning or afternoon SACC programs.

Our staff is familiar with basic first aid procedures and will treat minor cuts and bruises. They are also trained in CPR, use of the AED machine, and, in administering an Epi-pen in case of a life threatening emergency.

Parents are asked to inform the SACC office and SACC teacher if their child has allergies (**food, i.e. nuts, medicinal, i.e. penicillin or seasonal, i.e. grass**), or special needs, as requested on the emergency form, and to update the SACC office and SACC teacher of any changes throughout the school year.

For all life threatening emergencies that require immediate medical attention, 911 will be called first. For all other medical injuries, parents will be called first.

If a child seems ill to the staff, the parent will be called to pick up immediately. The staff will have the child rest until the parent or pick up person arrives.

A child may not attend the afternoon SACC program if: he/she was sent home by the school nurse that day or if he/she was absent that day.

SACC holds one fire drill a month for each morning and afternoon program. We follow the same procedures as those used during the regular school day.

➤ **Outside Play**

The SACC program follows the directive from the superintendent's office which allows the elementary schools to go outside, if they choose, when the temperature is at least 32 degrees and above.

Not all programs choose to go outside, but those who do, tend to go outside for short periods of time. All the children are required to go out, so please make sure that your child(ren) is dressed appropriately for the outdoor weather. Children should be wearing a warm coat,

scarf, hat and gloves. Remember clothing can always be removed when getting too warm.

❖ ***A.M. SACC Procedures***

No child should enter the building unescorted. The parent/adult and/or sibling (14 years or older) should escort all students directly to the SACC program. We are not responsible for any students arriving before the SACC program begins. Attendance is kept on a daily basis.

❖ ***P.M. SACC Procedures***

All students must report directly to the SACC program immediately following the end of the school day. No student should leave the school building between the time the school dismissal bell rings and the SACC program begins. No exceptions will be made without prior discussion between the parent and SACC teacher. (i.e. school club, play date, girl scouts). Attendance is kept on a daily basis.

If a child has not arrived at his/her SACC destination area within 10 minutes after the dismissal bell has rung, our staff will follow the safety procedures listed below to ascertain the location of that child:

- Make sure that the child is not held after school by the teacher, in the office, in the bathroom or outside on the playground.
- Call parents at work to check if the child was picked up if no message was left in the SACC mailbox or on the SACC phone.
- Notify the school principal and/or police department, if parents have not authorized an early pick-up.

It is the parents responsibility to inform the SACC program if their child will not be attending the SACC program on an afternoon which he/she is scheduled for.

It is also the parents responsibility to inform the SACC program if their child will be attending the SACC program on day in which he/she is not scheduled for.

❖ **SACC Curriculum**

Each program maintains its own curriculum and/or daily schedule. The afternoon program consists of a time for snack, homework, free play, planned activity, outside play (weather permitting), etc.

❖ **Program Guidelines**

We want SACC to be a happy and secure place. In order to obtain this goal, certain guidelines must be followed, not only by the staff, but the students and parents as well.

- The teacher and/or assistant must know where the child is at all times.
- Children may not leave a supervised area without permission.
- Children in K, 1, 2 must go to the bathroom with a buddy.
- Children who have not reached a mature age level also will be asked to use the buddy system.
- All children must do their homework unless otherwise discussed between the child/ren's parent and the SACC teacher.
- Children must clean up after themselves.
- Due to allergies, food may not be shared between children.
- No hitting, kicking, rough play or physical reacting is permitted inside or outside.
- Appropriate language is encouraged at all times.
- Running, shouting and yelling are only permitted outside or in the gymnasium during free play.
- Only an adult will open outside school doors after school hours. A child may open outside school doors only with the staff's permission.
- The SACC telephone may be used for (emergency) calls, with permission only. Parents may call at any time to speak with their child. Students may not use cell phones during SACC hours.

❖ **Discipline Procedures**

- In order to ensure the smooth operation of a happy and safe SACC program, the procedures below must be followed:
 - Children must follow instructions.
 - Children must not physically harm another child or SACC staff.

- Children must not use inappropriate or threatening language.
- Children must respect each other and their property.
- Bullying will not be tolerated.

- **These steps will be taken if a child does not follow SACC Discipline Procedures:**
 - The child/ren will be spoken to.
 - Time-outs and removal of the child/ren from the group will be used, when necessary.
 - Parents will be informed of the incident(s).
 - The program director will be made aware of incidents that occur with the same child/ren more than 3 times.
 - A conference will be arranged with the parent/child/SACC teacher and/or program director after the third incident.
 - A child will be dismissed from the program on a temporary or permanent basis if misbehavior occurs over a continuous period of time.

SACC is dedicated to providing a safe and wholesome atmosphere for all of our students