



SCHOOL AGE CHILD CARE PROGRAM • 500 Tenafly Road • Tenafly, NJ 07670 • Tel. 201-816-4526

2021 – 2022

Dear Parents,

Welcome to the Tenafly School-Age Child Care Program. The SACC Program “*Parents Handbook*” which contains important information is available on our website, www.tenaflyschools.org. As stated in the handbook, each school maintains its own afternoon curriculum which consists of a time for homework, free and structured play, arts and crafts, and more.

Although each program tries to adhere to the same daily schedule, they will also allow for flexibility. Your child has been in a structured learning environment all day, therefore homework may not always be the first activity done at your child’s school when the SACC day begins. There is a chance that your child’s homework may not be completed at SACC. We try to provide homework help when needed, but request that you make sure your child has completed his/her assignments. If you prefer that specific homework assignments be completed at home, please inform your child’s SACC supervisor.

We try to be flexible when offering activities and do not force any child to participate if he or she does not wish to. Sometimes however, due to your child’s afternoon schedule, he or she may not always get to do some of the activities offered or what interests him or her.

It is the parents’ responsibility to notify the SACC program if their child will not attend the afternoon SACC program on any given day that he or she is scheduled for, including a day in which he or she may attend a club first. We ask that you leave a message on the SACC phone at your child’s school, send in a note addressed to the SACC program at your child’s school, or send an email to jlehman@tenafly.k12.nj.us to inform us of the change in your child’s schedule. You should also notify/inform us in the same way when there is a change in your child’s pick-up arrangements.

Please be aware that once your child has left the school building after the school day has ended for an outside activity (not including a school trip or enrichment programs offered by the HSA), they cannot return to the SACC program.

Our policy also requires your child/ren to be picked up from the afternoon program once you, or your pick-up, arrives on school property (*please refer to the handbook for exceptions*). If you are on school property for any other reason; i.e. meeting with the classroom teacher, we ask that parents refrain from stopping by just to say “hello” to their child/ren, unless you are planning to take them with you.

There is no nurse available during the morning or afternoon SACC programs, and neither our teachers nor assistants can administer “non-emergency” medication. If your

child is sick, do not send him or her to SACC, especially if he or she had a temperature the previous night. Medicine wears off during the school day increasing the risk of the illness being passed on to other students, as well as to the staff.

We know that children have various allergies, especially ones that are food related. Should your child have any food allergies, please let us know by filling out the SACC Emergency Form indicating the allergy and whether medicine is required in emergency situations, since some food allergies can be life threatening. The SACC office and staff will communicate with the school nurses regarding those students with extreme allergies to ensure their wellbeing throughout the school year.

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 that do will go outside for short periods of time. All of 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.

The morning SACC program begins at 7:30 a.m. There is no supervision available before 7:30 a.m. Children should not be dropped off prior to the program start time. Kindergarten, first and second grade students should be escorted into the building and to their program location. The SACC staff will not be responsible for any students arriving before the morning program begins.

SACC ends at 6:00 p.m. **sharp**. Please make sure you or your pick-up arrangement arrives at your child's school by 6:00 p.m. We know emergencies do occur-if you are unable to pick your child up by 6:00 p.m., you must call your child's SACC program and other pick-up arrangements for your child must be made, if necessary. Late pick-ups will be subject to late fees, and continuous late pick-ups will result in dismissal from the after-school program.

Your cooperation and support are greatly appreciated. Should you have any questions, comments or concerns, please feel free to call the SACC office at 201-816-4526

Sincerely,

Joanne Lehman

Joanne Lehman
SACC Coordinator