

TENAFLY SCHOOL-AGE CHILD CARE (SACC) PROGRAM
PARENT HANDBOOK



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❖ **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 AND CURRICULUM**

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.

Both programs are supervised by individuals experienced with school-age children and their needs.

Each program maintains its own curriculum and/or daily schedule.

The before-school program is run by a morning supervisor (with or without an assistant) from 7:30 a.m. until 8:30 a.m.. During this hour, their 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 afternoon supervisor (and staff) from 3:10 p.m. until 6:00 p.m.. During these hours, their responsibility is to plan and coordinate (or create) a program which fosters the intellectual, social and emotional growth of the children.

The after-school program offers a time for snack, homework, free play, planned activity- such as games or crafts, outside play (weather permitting), etc. and other various extracurricular activities.

❖ **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 morning and afternoon programs.

❖ **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 tenth of each month. Payments received after the due date will be subject to a "\$20.00 late payment charge". Checks/money orders/bank checks should be made payable to: **Tenafly SACC** and mailed directly to the SACC office at *500 Tenafly Road, Tenafly NJ 07670*.

Appointments are required if paying tuition in cash.

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. and will be charged an additional \$1.00 for every minute thereafter.

Itemized statements for tax purposes and/or FSA reimbursement will be prepared upon request.

❖ **REGISTRATION PROCEDURE**

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

Those families registering full-time should remit the non-refundable registration fee and June tuition of the current school year with the completed registration form.

Those families registering on a per diem basis should only remit the non-refundable registration fee with the completed registration form.

Additional required forms for enrollment, sent upon receipt of the completed registration form, are to be completed and returned prior to your child's first day of SACC.

SACC schedules may be changed throughout the school year. Parents are required to notify the SACC office ***in advance***, and the SACC supervisor of their child's schedule change.

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

❖ **PROGRAM PROCEDURES**

***A.M. SACC**

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. Students should not be dropped off prior to 7:30 a.m. We are not responsible for any students arriving before the SACC program begins. Attendance is kept on a daily basis.

***P.M. SACC**

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 supervisor. This does not

apply a child who attends club first on any given day then is dismissed to SACC. Attendance is kept on a daily basis.

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.

If a child is has not arrived as expected the following will take place:

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:

- Check with the classroom teacher;
- Check with the school office and nurse;
- Check within the building;
- Check outside on the playground; then,

- Call parents at work to check if the child was picked up if no message was received from the parent by phone or email; Then,

- Notify the school principal and/or police department, if parents have not authorized an early pick-up if the child has still not shown up during these steps.

***ABSENCES**

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** or **who has not** been named on the REGISTRATION FORM or the EMERGENCY AUTHORIZATION 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 another student's sitter, by leaving a voicemail message on the phone numbers below, or emailing jlehman@tenafly.k12.nj.us by 2:45 p.m. the same day.

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

jlehman@tenafly.k12.nj.us

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**. (please refer below to **-EARLY DISMISSAL DAYS AND EXTRA DAYS-** section)

***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 2:45 p.m.

❖ EARLY DISMISSAL DAYS AND EXTRA DAYS

Early Dismissal Day Information:

SACC provides coverage on early dismissal days from 12:45 p.m. until 6:00 p.m. **except for:**

the Wednesday before Thanksgiving; the day before the holiday break in December; and the last day of school. On these days, dismissal is 12:45 pm for all students.

Early dismissal days are offered to **ALL** registered SACC students.

~A student who attends the afternoon SACC program daily or the afternoon SACC program on Monday and/or Thursday and/or Friday regularly, (usually the districts early dismissal days) is automatically registered and will incur no additional fee.

~Students who attend the afternoon SACC program only on Tuesday and/or Wednesday, or who only attend the morning SACC program or who are registered as per diem, will receive an email prior to asking their need to participate for that day(s) and will be invoiced accordingly for the extra days used.

Pick-up is at 3:10 p.m. for students who normally do not attend the afternoon program on that day of the week.

Students needing to remain after 3:10 pm will need to provide that information when responding to the early dismissal request email, and an additional fee on top of the early dismissal fee will be incurred for that extra time spent in the program after 3:10 p.m.

****On these days, every child must bring lunch.****

Remember to inform the SACC office and/or your child's program if your child will not be attending if expected.

Extra Days:

We recognize that parents can have emergencies too. If a child needs to attend SACC on a day in which he/she is not regularly scheduled, parents should call or email the SACC office, and/or their child's SACC program leaving a message to that effect.

In such cases additional fees will be incurred at the per diem rate and parents will be billed on the next month's tuition statement for any extra days used during the previous month.

❖ SCHOOL HOLIDAYS AND VACATIONS

When school is closed, SACC is closed.

❖ **EMERGENCY CLOSINGS, DELAYED SCHOOL OPENINGS AND EARLY PICK-UPS**

Parents are advised to register with **Blackboard Notification/Alert 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. Email notifications will be sent to parents, and/or calls may be made. If a parent cannot be reached, the program will ask a person listed on the child's Emergency Form to pick up the student.

❖ **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, and will need to be reviewed and approved by the SACC office first

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 left early due to illness or leaves once the program has begun for an appointment. However,

we ask that you discuss this in advance with the SACC office and your child's SACC supervisor.

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. recreational sports on school grounds; 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, other relatives, 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.

❖ PARENT 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 supervisor 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 and inform their child's program of same.

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.

❖ HEALTH AND SAFETY

The SACC program follows all district guidelines/policies in providing a safe and healthy environment for all students and staff.

Nurses are not 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 supervisor/teacher if their child has any medical issues/conditions or allergies **(food, i.e. nuts, medicinal, i.e. penicillin or seasonal, i.e. grass)**, or any learning/behavioral needs, as requested on the emergency form, and to update the SACC office and SACC supervisor/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. Children sent home with a fever of 100.4 degrees or more should remain home for at least 24 hours fever-free before returning to school.

Parents are asked to include/inform the SACC Office if their child has sustained an injury that requires crutches, casts or orthopedic support/brace that will limit their activities within the morning and/or afternoon SACC programs so we can limit their activities accordingly.

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.

❖ **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 may be asked 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 at their child's school.
- All children must go outside when the program is outside.
- Children must clean up after themselves.
- Due to allergies, food may not be shared between children.
- Appropriate language is expected and encouraged at all times.
- Running, shouting and yelling are only permitted outside or in the gymnasium during free play.
- Only the SACC staff can open the school doors for parents during program hours.
- 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 or electronic personal devices during SACC hours.

❖ ***CODE OF STUDENT CONDUCT***

- Children must follow instructions.
- Children must not physically harm another child or SACC staff.
- No name calling, hitting, kicking, rough play, physical reacting, etc. is permitted inside or outside.
- Children must not use inappropriate or threatening language.
- Children must respect each other, the property of others, the property of the SACC program and school property.
- Bullying will not be tolerated.

❖ **GUIDELINES FOR ADDRESSING VIOLATIONS OF STUDENT CONDUCT**

- The child/ren will be spoken to.
- Time-outs and removal of the child/ren from the group will be used, when/if necessary.
- Parents will be informed of the incident by the SACC supervisor at their child's school.
- The program coordinator will be made aware of all incidents that occur with the same children regularly.
- Continuous incidents will warrant a conference between the parent/child/SACC supervisor and/or SACC Coordinator.
- A child will be dismissed from the program on a temporary or permanent basis if the misbehavior/issue continues and cannot be corrected after it has been addressed.

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