



**S.A.C.C.  
School Age Child Care**

**Parent Handbook  
2023-2024**

## **Goal**

The goal of the Alloway SACC program is to provide a safe, caring and enriching environment for children before and after school hours. The SACC program is meant to meet the needs of children of working parents and others who would benefit from being in such an environment.

## **Philosophy**

The SACC program functions within the limits of a school building that is used during the school day for classes and the program must work within those limits.

The SACC program emphasizes the need for children to make choices and decisions; to be greeted by a warm, caring person in the morning and at the end of the school day; to have tasty snacks; to have the opportunity for age-appropriate experiences; and to spend their time before and after school in a supportive environment that will allow them to grow socially, emotionally, physically and intellectually.

The SACC program is based on the premise that administration, staff, parents and children work together to develop procedures and programs that will create a safe, sound, stable and stimulating environment that will meet the needs of our children before and after school hours.

SACC is not an extension of the school day, and the environment created will be carefully distinguished from that of a regular school day.

## **Procedures**

To help us provide a quality program, operational procedures and regulations have been developed. The welfare of our students, staff and parents depend on the cooperation of all participants in adhering to the following procedures. Please review them carefully.

## **Enrollment**

All students enrolled in Pre-K through 8<sup>th</sup> grade in the Alloway Township School system are eligible to participate in SACC. Students will be enrolled from September through the end of the school year in June. Students enroll in the AM session from 6:45 AM to 7:43 AM, afternoon from 2:25 PM to 6:00 PM, or both sessions. Extended day service will be available on scheduled early dismissal day sessions from 12:25 PM to 6:00 PM.

## **Closed Days/Emergency Information**

SACC will not be available on days when school is closed for holidays, breaks, inclement weather, early dismissal due to inclement weather, or at the discretion of the Superintendent.

If the school day has begun and a school closing is called due to weather conditions or other circumstances, a Blackboard Connect message will be sent out. There will be NO SACC on an early dismissal due to inclement weather.

If school is delayed due to inclement weather, there will be NO AM SACC on these days as well. We want all staff and students to arrive at the school safely on these days. NO AM SACC on these days allows maintenance staff to prepare our sidewalks and parking lots for student arrival.

Please listen to Blackboard Connect messages for important information regarding changes in SACC schedule. All changes in the SACC schedule are at the discretion of the Superintendent.

## **Arrivals and Departures**

**AM Arrivals** – The SACC program will open no earlier than 6:45 AM on each day school is in session. **A parent or guardian MUST bring the student into the library and sign him/her in.** You may bring your student to the program anytime from 6:45 AM until school begins. Please park across the street, in the parking lot, while you escort your students in, NOT in the Fire Lane in front of the building.

**PM Departures** – The SACC program will be available until 6:00 PM. All students must be picked up by 6:00 PM. **A parent or designee must come to the main office to sign out students.** No students will be allowed to go outside and wait for their parent to pick them up. If the students are on the playground, please proceed to the main office and sign your student(s) out. At that time, your student will be called for dismissal. In order to provide the safest environment for your student, we must know where they are at all times. **Make sure to include the time of pick up with your signature in the noted column.**

## **Pick-up Authorization**

Your SACC Emergency Information Form provides space for you to list those people who are authorized to pick up your student after school. **Your student will not be released unless you have called the school or SACC Director, or a note has been received in advance indicating that you authorize a designee to pick up your student if the person is NOT on your listed authorized pick up list.** These safety procedures are strictly adhered to for students' safety. **Please advise any person picking up your student to be prepared to show proper ID.**

## **Transportation**

Parents are responsible for arranging transportation for their student to the morning SACC program. Parents are responsible for pick-up of their student prior to 6:00 PM.

***\*\*If a student is to ride the bus home on a special occasion, notice must be given in writing to the SACC Director and the teacher so that appropriate bus arrangements can be made. Please send in a note for SACC attention! If your student does not have a note, they will be held at SACC until you can make arrangements to pick him/her up.***

## **Late Pick-ups**

If a parent is going to be late, please call SACC at 935-1622, ext. 374 and inform SACC of any change in pick-up time. If there is no answer, possibly due to students being outside or in the gym, please leave a message. If you find that you will not be able to pick up your child by 6:00 PM, call the person designated for emergency pick up, giving them ample time to arrive at the SACC site by 6:00 PM. If no one arrives by 6:00 PM, SACC will call the emergency pick up person to come get your student. **Late pick-ups put an unfair burden on the SACC worker who has other obligations.**

### **Late Pick-Up Charges**

1. We allow a 10-minute grace period in picking up your student for those with Schedule 1 pick-up. Any time that extends beyond this grace period will be calculated to the next ½ hour interval at the rate of \$4.00/hr. and charged at the end of the month.
2. If a student has not been picked up by 6:10 PM, a late charge of \$20.00 per hour per child based on ½ hour increments will be imposed. After 3 late pickups, the student *may* be removed from the program.

## **Tuition and Payments**

The registration cost for a new family is \$40.00. Families that already paid registration the previous school year are not required to pay the registration fee for the 2023-24 school year. The program is self-supporting and must cover all salaries and expenses for the operational period.

Filling out the registration/emergency contact form will ensure your student has a reserved place in our program. A non-refundable \$40.00 registration is required for new applications. Tuition is paid when you submit your monthly scheduling calendar for your student's attendance. The chart included in this handbook contains the fee schedule for the mornings and afternoons.

**Alloway Township School  
SACC Rates for 2023-2024**

	<u>Plan 1</u> Daily Rate (per child)	<u>Plan 2</u> Monthly Rate (per child)
AM Session	\$8.00	\$80.00
Schedule 1	\$13.00	\$135.00
Schedule 2	\$15.00	\$170.00

**Overtime: will be billed at \$4.00/hour**

**Half day dismissal rate: \$4.00/hour (if you are not full time)**

**Plan 1:** You do NOT use SACC EVERY DAY. You turn in your monthly calendar and payment indicating the day/days that you need care. You can use AM, S1 or S2 daily rates for payment. Overtime and half days are \$4.00/hour. These rates are calculated to the half hour.

**Plan 2:** Full time users may chose the reduced fee which is calculated at an average 18 days per month for the entire school year (18\*10 months=180 days) No additional charge for half days. Turn in the monthly calendar and payment with the schedule you will be using (ie, AM, S1, or S2). Overtime will be billed at \$4.00  
**\*\*\*You must pay every month regardless of attendance**

Tuition is non refundable and days do not carry over to the next month if your child does not attend the program on the days initially scheduled.. There are 2 plans to choose from: Daily rate or Monthly rate, they are not interchangeable.

*In order to offer the discounted price* for our monthly families, it has to be paid every month, all year. The discount is averaged over the year so the same is paid on months (like October and March) where there are a lot of school days as when there are fewer days (like December and June). The \$10 late fee will still be applied if the calendar and payment are not received on the due date,

Returning calendars to the SACC Director by the due date is necessary in order to complete the paperwork on time and maintain adequate staff to student ratios. **If calendars and payments are not returned by the due date a \$10.00 late fee will be charged.** If no effort to pay has been made by the 30<sup>th</sup> of the month, we will contact the responsible party as to the discontinuation of the student in the program until the outstanding balance is paid.

Return your calendar with payment made payable to "Alloway Board of Education". The program accepts checks, money order, or cash. If you pay cash, you will receive a receipt for payment. You can make payments in person by leaving your calendar and tuition in an envelope at the sign out area of the main office, or mail payments to the school, Attn: SACC Director.

### **Drop-ins**

We cannot accommodate drop-ins. ALL days must be scheduled in advance on the monthly calendar. Switching days are subject to the director's discretion. If a monthly calendar is not returned by the due date, the director will assume your student is not attending SACC that month. Please help us run this fiscally responsible, self-sustaining service by returning tuition and monthly calendars by the due date.

### **Absences/After School Activities**

If your student is registered at SACC, you will be responsible for paying for the hours you signed your student up for – regardless of special after school activities, i.e. sports, band, clubs, etc. These activities tend to be sporadic; therefore, it would be difficult for us to schedule our staff around your student's schedule. For example, if your student participates in a club until 3:30 and then comes to the SACC program until you arrive, we still have to pay staff to be there so the program is properly staffed when your student arrives. This rule also applies for days your student is absent from school. If we are expecting your student that day, we have scheduled staff accordingly and consequently have to pay them. Day care centers operate in this same manner.

If your student is absent from school or is signed out early, they are not allowed to return to SACC on that day.

### **Program Feedback**

Parent input is an important factor in SACC planning. Your daily contact with the SACC staff as you pick up your student gives both you and the staff an opportunity to share any concerns about your student, or to comment on something great your student did. Your comments and suggestions for program improvement are always welcome through a telephone call, email, or a note. Please remember that compliments are always nice as well. Working together we will continue to develop a quality program for your students.

## **Sponsorship**

The SACC program is sponsored by the School Board and overseen by:

Mrs. Kaiti Handte- Director

Mrs. Constance McAllister, -Interim Chief School Administrator

Heather Principe-Assistant Principal

Mrs. Alesia Carney-Bookkeeper

Ms. Melanie Allen -Business Administrator

## **A Day at SACC**

The AM SACC morning program will provide students with time for waking up and getting started for their day. Students will be able to do different morning activities including computer, gym, and craft time. Other possible activities include: quiet play, indoor activities, and reading/studying.

Students will be allowed to bring a breakfast with them, but it must be something that requires no preparation by the staff since we do not have the facilities or the available time to prepare breakfast for each student. For example, if they want cereal, you must provide the bowl, spoon, milk, and cereal.

The PM SACC afternoon program will begin by greeting and sharing the events of the day with each other and their childcare provider. In the afternoon, the students will have a choice of homework time, outside play, crafts, and more. Activities are dependent on classrooms available as well as staffing for that day. Other possible activities include: quiet time, free time, gym play, snack, and movies.

Outside play is a daily component of our time in the PM if weather permits. Please dress your student accordingly. We suggest putting a hat and gloves in your student's backpack during the colder months. The SACC staff will determine whether or not your student is dressed warm enough to go outside during the winter months.

## **Homework**

At the end of the school day, students need to unwind from the classroom atmosphere. If you would like to have your student do their homework during their stay at SACC, please be sure to check the space provided on the Emergency Information Form. The SACC staff will provide appropriate work space and will assist the students with directions as needed. It is the responsibility of the student to be neat and accurate.

**\*PLEASE NOTE** – We cannot guarantee homework will be completed.. Please check the homework before the student returns to school the next day.

## **Snacks**

A variety of snacks will be provided by the program each day in the afternoon session. Water, apple juice, or lemonade are usually the drinks that are provided; however, there may be drink substitutions. **PLEASE LET US KNOW IF YOUR STUDENT HAS A FOOD ALLERGY!**

## **Discipline**

SACC encourages an environment where students develop respect for and cooperation with others in the program. We strive to create an awareness of the impact of each individual's behavior as it affects their own and the group's best interests.

Expectations for behavior will be established at the beginning of the school year. SACC employees will meet with the students and discuss these expectations. If a student behaves inappropriately, he/she will review the expectations with one of the SACC employees. If necessary, consequences for inappropriate behavior (i.e., phone call home, time out, sent to principal, etc.) may be enforced.

Please review the following list of Behavior Expectations with your student.

1. Respect others.
2. Listen to and follow directions given by all SACC workers.
3. Remain in the designated SACC areas.
4. Clean up after finishing an activity.
5. Keep hands and feet to oneself.
6. Keep voice volume at an appropriate level.

## **Staff**

The childcare provider is the most important element in a successful SACC program. These individuals create the warm, caring environment and work on a day-to-day basis with your student before and after school hours.

The childcare provider/student ratio is 1:10. Staff members and the SACC director will meet to plan programs and activities for the children.



## **Health & Safety**

At SACC, our primary concern is the safety and welfare of your student. The site is maintained by the school district according to state rules and regulations. We establish a safe, secure environment and take all safety precautions, including continual review of safety rules with students. First aid kits are always nearby. The staff is trained to handle first aid emergencies and is CPR and EpiPen certified.

If your student becomes ill at SACC, a parent will be called and advised whether it is necessary to come to pick up the student. If the parent cannot be reached, an emergency contact will be notified. In the case of a medical emergency, the local ambulance squad will be contacted. Be sure that your medical records and phone numbers are always up-to-date with us, as inaccurate numbers can delay treatment for your student.

## **Medications**

In New Jersey Public Schools, according to state law, medication can only be given to a student by a certified school nurse (or substitute nurse) or the child's parent or legal guardian. Therefore, SACC employees may not dispense medication of any type except medications delegated by the school nurse for life threatening emergencies. If you have any questions or concerns, please contact the school nurse during the school year or administration.

**2023-2024**  
**Alloway SACC**  
**Payment Schedule**

**Due Date:**

**September** - Thursday, August 24, 2023

**October** - Friday, September 22, 2023

**November** - Friday, October 20, 2023

**December** - Wednesday, November 22, 2023

**January** - Friday, December 15, 2023

**February** - Friday, January 19, 2024

**March** - Tuesday, February 20, 2024

**April** - Friday, March 22, 2024

**May** - Friday, April 19, 2024

**June** - Friday, May 24, 2024

- A completed calendar must accompany your payment.
- If payment is not made by the due date a \$10.00 late charge will be added