

SCHOOL-AGE CHILD CARE PARENT HANDBOOK

1. BACK-TO-SCHOOL REGISTRATION

If you are reading this, it means you have chosen our services! Thank you for entrusting us with your Children!

Back-to-School Registration for the 2024-2025 School-Age Child Care Program (SACC) will be open on **July 25, Thursday 2024 – August 2, Friday, 2024, for Northeast Middle School only** for parents wishing to enroll their children in the school-Age Child Care Program for the **2024-2025** school year.

Please refer to page (8) for the **action steps you need to complete** to **ensure your child** has a spot in our program.

Registration link is SchoolCashOnline.com: Welcome registration will take place online only and there will be no hard-copy paperwork available.

Child Care Registration materials will NOT be available through school offices. ALL forms for registration will be completed **online and a link to the Parent Handbook will be provided.** Hard copies of the Parent Handbook will be available upon request.

How do I complete Registration? Complete registration by paying a non-refundable, one-time Registration **Fee of \$15.00 for each child** (separately, if more the one child) and **set up tuition payments in the student's School Cash Online account** (for each child separately if more than one child).

Note: Your child will not be able to attend any programs until the Site Director has your child fully registered with the required completed forms and payment of the online registration fee of \$15.00 has been received.

Children, who have not completed online registration forms, including the \$15.00 registration form, and whose parents have not set up monthly payments, by noon on Friday, August 2, 2024, will NOT be able to attend the first week of Before and After Care Programs (Monday-Friday, August 5-9). The SACC Site Directors need this first week to get an accurate count of children expected to attend their programs.

All Pre-K and Kindergarten will start their Before and After Care Programs on their designated start date.

Please note *Nova's first day of after care will be on Monday, August 12, 2024. your child **must be registered in PowerSchool and registration must be completed for your child to attend aftercare.**

2. FEES AND PAYMENT POLICY

The Jackson-Madison County School System's (JMCSS) School-Age Child Care Program (SACC) is self-sustained, meaning, this program's salaries, supplies, and administrative expenses are supported entirely by childcare fees. JMCSS provides space, utilities, and custodial services as an 'in-kind' donation to the SACC Program. As such, the SACC Program fees follow: (Please check with your school's childcare Site Director for exact costs)

Elementary School ~ Before & After School Child Care Programs

* \$ 25.00 per week per child = **100.00 per month**

* \$ 20.00 per (**Additional Child Discount**) = **80.00 per month**

Pre-K and Middle School ~ After School Child Care Programs

* \$40.00 per week child (Middle School) = **160.00 per month**

NOTE: The Additional Child Discount is a discount a family receives if two or more students in the same school attend childcare programs. If you have **two children in two different schools**, the Additional Children Discount would not apply. These two children would be counted as "per child" (1 child) in each of their schools. Thus, you will need to pay the regular childcare fee per week for both children.

1. A **\$15.00 Registration Fee** for each participating child is required for each separate program and is non-refundable. **Registration fees are required prior to attending any of the programs.**
2. Beginning the 2023/2024 school year, program fees will only be available for monthly recurring payments and Annual payments can be set up on an active credit card, pre-paid credit card, or e-check.
3. The School-Age Child Care Program operates on a Monday-to-Friday billing schedule. One week of attendance begins on Monday and ends on Friday of that week.
4. Each month costs the same. **This cost applies for any week the child does not attend because of sickness.** It also includes any week with one, two, three, four, or five days of school. For example, during Parent/Teacher Conference week, students are out of school half a day on Thursday and all-day Friday. The cost for that month will remain the same.

Weeks with no school due to snow or inclement weather cost the same as other weeks unless otherwise notified.

Payment schedules are calculated on the scheduled 38 weeks of school so your monthly scheduled payments will be the same each month.

5. The Before and After School Child Care Programs are **two different programs** and the accounting for each program is separate. For example, a child in both programs (Before & After School) would **pay a registration fee for each program and a monthly fee for each program.**
6. All program payments are made online using the district's School Cash Online Payment System (SCO). You may use a credit card (Visa or Master Card), a debit or a pre-paid credit card, or an e-check to set up your recurring payments. **Cash and checks are not**

accepted. Any payments that are declined will result in the charge of a \$25 service fee and notification to the payer with a 48-hour requirement to complete the payment or the student will be dismissed from the program until payments are re-instated.

7. As previously stated, if a child is absent for a few days or the entire week of a program, the full month's payment will recur as scheduled, to continue to reserve a place for your child.
8. If a child is discharged from the SACC Program, the parent will be responsible to pay for the balance of the week in which the child is discharged. Any child discharged/dismissed from one district SACC Program may not enroll in another SACC Program in the district.
9. If all the child's required enrollment forms are not completed online by the day the child is scheduled to start the program, the child will not be allowed to attend until all completed forms are submitted and the required fees are received on the online payment system.
10. When a child drops out or is dismissed from the SACC Program, the child's name will be dropped from the roll. A \$10.00 reinstatement fee will be charged if/when the parent decides to re-enroll their child during the current academic year if space is available.
11. Any outstanding fees owed to the SACC Program will prohibit a child from future enrollment at any SACC Program in JMCSS if the fees are not paid.

3. WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the School-Age Child Care Program must provide a statement, in writing, at least one week before the discontinuation of their childcare service. Tuition will be due for any balance of any partial week in which the child attends a single day.

4. Absences

If your child will not be attending childcare because of a scheduled appointment, vacation, or other planned absence, please notify the Site Director in advance. If your child is ill at school, please notify your child's school office and request that the school

secretary give notice to the Site Director. Absences without prior notification may be mistaken for a missing child and unnecessary concern and time could be spent searching for the child. As previously stated, if a child is absent for a few days or the entire week of a program, the full month's payment will recur as scheduled, to continue to reserve a place for your child.

5. RELEASE OF CHILDREN

As safety is our #1 priority at all JMCSS childcare sites, children will not be allowed to leave with people other than those people listed on the child's Registration Form. **The only exception is if the parent has given the Site Director written permission.** After this one-time exception is made to the child release protocol, the parent needs to provide the Site Director with this information so that it may be added to the child's Registration Form.

6. CHILD CUSTODY ARRANGEMENTS

To deny any parent access to a child, the SACC Program must have a copy of the court order, on file, which denies parental access. It is the custodial parent's responsibility to provide proper documentation to the Site Director. **Note:** Neither friends nor parents may come to the childcare site to visit with their children. This causes a severe disruption in the site's schedule and disorganizes the day for our childcare assistants. It is also a safety/liability issue with the district during before and after school hours.

7. HOURS OF OPERATION AND AFTERNOON CLOSING TIME

As the JMCSS is now on staggered school start and end times, the following are some examples of SACC Program start and end times.

Elementary Before School Programs 6:30 AM until school starts (8:00, 8:05, or 8:15)
Elementary After School Programs: End of school (3:05, 3:15, or 3:30) until 5:30 PM

Middle School After School Programs: 2:30 PM until 5:30 PM

The school-Age Child Care Program closes at 5:30 PM at all sites. **Parents whose children remain past 5:30 PM must pay overtime fees as follows:**

5:30 PM—5:45 PM (1-15 minutes) -- \$ 10.00 per child
5:46 PM—6:00 PM (16-30 minutes) -- \$ 20.00 per child
6:01 PM—6:15 PM (31-45 minutes) -- \$ 30.00 per child

*** After 6:15 PM**, if the parent does not contact the Site Director stating that someone is on their way to pick up your child, **the Police Department will be notified to take custody of your child.**

Any fees incurred because of late pick-up times need to be paid online **no later** than the following afternoon at pick-up time. If payment is not received, the child may be refused childcare until the overtime fee is paid in full.

After one time of being late for pick-up, childcare services may be discontinued at the discretion of the Site Director after consultation with the JMCSS SACC Coordinator.

SCHOOL CLOSINGS

1. **SCHEDULED, NO-SCHOOL DAYS** - The School-Age Child Care Program is available only on scheduled school days. There may be some adjustments made during the first week of school according to the school calendar.
2. **UNSCHEDULED, NO-SCHOOL DAYS** - There will be no childcare on days when school is canceled due to water main breaks, heating failure, electrical problems, weather, etc.
3. **UNSCHEDULED, EARLY DISMISSAL DAYS** - The SACC Program is not available when school/district is dismissed early due to snow or any other problems beyond the school's control. The Superintendent of Schools includes all SACC Program's personnel in the JMCSS staff dismissal. Listen closely to the district's "all-call messages" and media announcements.
4. **DELAYED "START TIMES"** – District/school delays will cancel the Before School programs.

8. HEALTH AND SAFETY POLICY

If your child has a known medical condition, i.e., asthma, diabetes, seizure disorders, please be sure to note this on the SACC Program's Child Health Form (last page of the Registration Form) as well as inform the Site Director as to what to do if a health problem should occur. The parent will be notified to pick up the child immediately if a child has diarrhea, lice or lice nits, or any accident requiring medical attention.

In case of a student accident or illness, parents will be called immediately. In serious cases, the child may be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called. Please denote on the Child Health Form (back of the Registration Form) to which hospital your child should be transferred in case of an emergency.

OUTDOOR POLICY

Children will play outdoors daily except in extreme weather conditions. A child will be allowed to play outdoors unless a doctor's excuse or a parent note is brought to the Site Director.

Children may need to go outside for a short time (30-40 minutes) during group time. Please be sure your child is dressed appropriately for outside weather. We will not go outside if the weather does not permit us to do so, e.g., rain, snow, or strong winds. Anytime the temperature is below freezing (32 degrees F) or on extremely hot/humid days, we will not go outside.

SAFETY

In the event of someone appearing on the premises with a firearm, the emergency number (911) will be called, and children will be taken out of danger and given aid.

SACC childcare personnel will make every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol. SACC personnel will call the police to give the child and parent a ride home. Childcare personnel will not, under any circumstances, give transportation to a parent who appears to be impaired by drugs or alcohol.

The SACC Program's license requires all SACC personnel to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

A telephone is in place at each school. Check with your Site Director for the telephone number at your site to call in case of an emergency.

9. CHILDREN'S PERSONAL PROPERTY

Children's personal property such as coats, clothing, school bags, and other items, must be cleared from the childcare site after each session of the program. Any personal property remaining after childcare will be taken to the school office's lost and found box. Although the SACC Program attempts to help children stay organized, the Program is not responsible for lost personal property. No toys, food, or other items should be brought to childcare without consulting the Site Director.

10. DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment at all School-Age Child Care Programs. These programs cannot serve children who display chronically disruptive/disrespectful behavior towards childcare personnel and/or other children.

Chronically disruptive/disrespectful behavior is described as verbal and/or physical activity which may include, but is not limited to, such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children or staff, and ignores or disobeys the SACC rules and protocol. If a child cannot adjust to the SACC Program's setting and displays disruptive/disrespectful behavior, the child may be discharged from childcare. There will be a two-week probationary period for each child entering the SACC Program. If behavior requires constant attention from staff, the parent will be contacted, and the child may be discharged. Reasonable efforts will be made to assist children to adjust to the program's setting. Disruptive/disrespectful behavior will be dealt with in the following manner:

1. The misbehaving child will be given a five-minute time-out for the child to cool off and think about his/her actions.
2. If a second time-out (10 minutes) is given to the child in a single day, SACC personnel will write an Incident Report. This report will be given to the parents to be discussed, read, and signed. Upon the parent's signature, the report must be returned to the Site Director where it will remain with the child's enrollment information. The parents will also receive a copy of the report.
3. If a child receives three written behavior-related Incident Reports, the child will be suspended effective at the end of the day of the third report. Parents will be responsible for the payment of tuition during the period of suspension or until the child withdraws from the program or is discharged.
4. If a child is reinstated in the program after three written behavior-related Incident Reports and receives a fourth behavior-related Incident Report, the Site Director may suspend the child immediately, including if necessary, notifying the parent to come and get the child. The Site Director may make such recommendations to the SACC District Coordinator to discharge a child without the right for further reinstatement. Parents will continue to be responsible for the payment of tuition during the period of suspension or until the child withdraws from the program or is discharged.
5. If the severity of a child's inappropriate actions/behavior is great enough that it could severely endanger the safety of the child, other children in the program, and/or the SACC staff discharge will be immediate after the Site Director consults with the SACC District Coordinator. The parent will also be notified to come pick up the child.
6. It is the responsibility of students participating in after-school activities to report to After

Care to inform staff of their location and if they are expecting to return to After Care prior to pick up. This will assist staff in planning activities and for accounting for their students in the program.

11.SAFETY OF STAFF

Our staff works very hard at their chosen profession and seek to treat you, the parents, in a fair and professional manner. If you are dissatisfied with a SACC staff person's behavior or performance, please communicate that to them in a calm, goal-oriented way. If you are still not satisfied after speaking with the SACC staff person, please speak with their Site Director to report your dissatisfaction.

If a parent abuses a staff member, i.e., yells, threatens, is physically aggressive, a meeting will take place at the JMCSS's Central Office with the SACC District Coordinator to resolve the situation. Until this meeting takes place, your child will be suspended from childcare services. SACC staff members also have the option to call the police if they feel it is necessary.

Adults and children possessing a weapon or a dangerous instrument on all JMCSS SACC sites is strictly prohibited. A child in possession of a toy weapon could be considered unacceptable behavior and could result in a suspension. With student possession of real weapons, the parent will be called to pick up the child immediately. Additionally, JMCSS policy dictates that the SACC Program follows district protocol and reports the incident to the childcare site's building principal for further disciplinary action.

12. NO-BULLYING PROGRAM

Our program is safe and free from violence. Students are encouraged to report bullying behaviors from others. Appropriate consequences will be given to those who bully others. Consistent bullying behavior will prompt an Incident Report, the parent will be notified, and the action's severity could warrant a child being discharged from the SACC program.

13. IMPORTANT! SIGN AND SUBMIT YOUR FORMS!

For your child to be enrolled in either After School Program complete the following:

***Complete SACC Registration Information in your School Cash Online Account**

***Pay the \$15.00 Non-Refundable Registration Fee**

***Contact me to let me know if you need items placed in your child's online account. I must manually place items in the cart for parents to pick, place in the cart, and purchase. This is a time-sensitive process with a few days to go online to purchase items that I manually create for parents. Only after items are placed in your child's account can you move forward with the next step.**

***Set up the scheduled payments for the item(s) you select for the program your child needs.** Click this link [SchoolCashOnline.com: Welcome](https://SchoolCashOnline.com:Welcome) if you already have an account login if you do not, create one.

