

2017/2018

FAMILY HANDBOOK

SAC

SCHOOL Age Care



SAC is a school care and enrichment program for students in Kindergarten through Fourth Grade.

Located at:

*South Elementary Early Learning Center
1405 South 7th Street
St. Peter, MN 56082*

and

*North Intermediate School
815 North 9th Street
St. Peter, MN 56082*

Hours of Operation:

*Before School Program:
6:30 a.m. to start of school*

After School Program:

*South: End of school day to 5:45 p.m.
North: End of school day to 6:00 p.m.*

*Amanda Rathman-Edwards
SAC Coordinator*

SAC Cell: 507-340-0623

Office: 507-934-3048

Email: arathmanedwards@stpeterschools.org

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Both Programs

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Before School Program

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Welcome to School Age Care

Saint Peter Public School District 508/Community & Family Education

SAC seeks to provide a quality program where:

- Kids can be kids
- The atmosphere is comfortable, relaxed, happy and busy
- The environment is conducive to a wide range of opportunities, both active and passive
- There are a variety of age appropriate activities and choices offered
- The activities offered provide children with educational and recreational experiences
- Individual differences are respected and valued
- Staff members are flexible and responsive to meet the needs of all children enrolled
- There are clear and consistently enforced rules that ensure safety
- Kids learn to resolve conflicts in a positive and effective manner
- Parents are well informed about the program and feel comfortable with their choice of childcare
- Families will find the program to be flexible and affordable

The Community Education SAC program is designed to meet the needs of children of working parents. Our primary purpose is to provide high quality care for children in kindergarten through grade four. SAC offers a fun, safe, caring environment that fosters educational, recreational, and developmentally appropriate experiences that compliment your child's school day.

- Audio, Visual & Hands-on Learning
- Educational & Recreational Theme Based Activities
- Special Guests and Events
- Physical Activity – Gym, Outside
- Manipulative & Sensory Play
- Homework Time (if requested)
- Academic Enrichment – Art, Reading, Math, Science, Social Studies, Language Arts, Fine Arts (Music, Theater, Dramatic Play)
- Technology
- Skill Building
- Community Involvement Projects
- Games
- Free Choice

*This Handbook contains important information about our program and policies that apply to all participants. **By signing a registration contract with our program, you are stating your awareness of, and agreement with, the terms and conditions in this handbook.***

Helpful Information

School Age Care (SAC) Business Office

600 South Fifth St., Suite 207
St. Peter, MN 56082
507-934-3048

SAC Locations

South Elementary Early Learning Center
1405 South 7th St.
St. Peter, MN 56082
SAC Cell: 507-340-0623

North Intermediate School
815 North 9th St.
St. Peter, MN 56082
SAC Cell: TBD

Amanda Rathman Edwards, SAC Coordinator

507-340-0623 (cell)
SAC South Location – 507-934-2754, ext 272
SAC North Location - TBD
arathmanedwards@stpetersschools.org

Tami Skinner, Community Education Director

507-934-3048, ext 238
tskinner@stpetersschools.org

Jessica Schruppf, Secretary

507-934-3048, ext 234
jschrumpf@stpetersschools.org

SAC Hours of Operation:

Before School SAC Program at South:
6:30 a.m. to start of school

After School SAC Program:
South: End of school day to 5:45 p.m.
North: End of school day to 6:00 p.m.

Each SAC site follows the calendar of the school it is located at.

Parent's To Do List.....

- ✓ **Get to know the SAC staff** prior to the first day of care and familiarize yourself with the areas your child's SAC program uses on a regular basis.
- ✓ **Sign your child "in" or "out"** at the Parent Center each day they are at SAC.
- ✓ **Check your family folder** daily for site memos, calendars, updates & highlights.
- ✓ **Let your child's classroom teacher** know your child's SAC schedule.
- ✓ **Notify your SAC Coordinator at 507-340-0623 and your child's classroom teacher** when your child will not attend a scheduled day at SAC.
- ✓ **Complete a Monthly Calendar Schedule**, sign and return it with your payment by the 20th of the month.
- ✓ **Keep your child's Information and Emergency Form up to date** to ensure your child's safety.
- ✓ **Adequately dress your child** for indoor and outdoor play.
- ✓ **Label your child's personal belongings.**

After registration parents will be notified of a Parent Orientation Night which will take place prior to the start of the school year.

Affirmative Action Statement: It is our policy not to discriminate on the basis of gender, race, religion, color or national origin, economic status, disability, age or marital status in any area of our program or personnel practices.

Helpful Information

About Our Staff

The staff is chosen with much care and thought. Each SAC staff member is hired based on their commitment to children, as well as their ability to communicate with children. Our Gustavus Adolphus College students are pursuing degrees in education, psychology, or other related fields and enjoy working with children.

Staff members have American Red Cross First Aid/CPR certification and are required to continue their knowledge by participating in on-going meetings and in-service training.

The staff/child ratio is approximately 1/15 to ensure that children receive close supervision and care while attending SAC. If your child requires low or 1/1 staff to child ratios, please contact us prior to registration.

Special Needs

Individual Educational Plan (IEP)

Due to staffing concerns, parents must inform the SAC program prior to enrollment if their child has an IEP or special need relating to their behavior or a medical condition. The parent must also indicate this information on the child's application/emergency information forms.

Pre-entrance Conference: A pre-entrance conference may be required to ensure that SAC staff and parents can jointly discuss and determine the "appropriateness" of the program for the child.

Special Needs Staffing: To ensure safety and appropriate staffing, a care plan must be in place before a child with special care requirements will be allowed to start the SAC program; additional fees may be assessed.

Please Note: All children are expected to be toilet trained to participate fully in all daily activities.

Chronic Health Conditions: Parents must inform the SAC program prior to enrollment if their child has a chronic health condition, such as allergies, asthma, diabetes, eczema, etc. Such conditions will be addressed as a special need. The parent must also indicate this information on the child's application/emergency information forms.

Dismissal from the Program

SAC reserves the right to dismiss a child from the SAC program based on probable cause as listed below; no refunds will be given for prepaid fees.

Child related probable causes for dismissal by the program:

1. High absenteeism (non-attendance for 10 or more consecutive days).
2. Harmful/Inappropriate behavior toward staff, children, or other parents.
3. SAC can not meet the needs of the child.

Parent related probable causes for dismissal by the program:

1. Failure to complete, sign, and return appropriate program forms.
2. Harmful/Inappropriate behavior toward staff, children or other parents.
3. Repeated instances of late pick-up.
4. Consistent late, or non-payment of, tuition and/or program fees.
5. Refusal to cooperate and work with SAC staff to correct behavioral concerns of their child.
6. Repeated instances of failing to accurately sign out child.

Photos/Videos of Your Child

Occasionally, photos or videos are taken of the children in the SAC program for display or promotion of the program. If you wish that your child not be identified by name in displays or publications when using these photos or videos, please inform the SAC Coordinator **in writing** of your wishes.

Health and Safety

In Case of Illness

If a child is too ill to go to school, they may not attend SAC.

If a child becomes ill while at SAC, he/she will be isolated from the other children while a parent is notified. Parents are responsible for making arrangements to have their child picked up from the program **WITHIN ONE HOUR** of being contacted.

If a parent cannot be contacted, an authorized emergency contact person will be called to pick up the child from the program **WITHIN ONE HOUR** of being contacted.

The SAC staff will take the appropriate measures to provide care for the child until the authorized person arrives.

Illness Symptoms

A parent will be contacted to pick up their child if the child has any of the following symptoms:

- Vomiting
- Severe cold symptoms
- Sore throat
- Discharge from the eyes or ears
- Diarrhea or cramps
- Undiagnosed rash
- Profuse nasal discharge
- A temperature registering over 100°F (orally). **Temperature must be 98.6°F to return to program.**
- Exposure to a communicable disease (whooping cough, measles, pink eye, ringworm, fifth's disease, mumps, chicken pox, diphtheria, scarlet fever, strep throat, lice, etc.)
- On medication for a communicable disease for less than 24 hours

Exposure to communicable diseases **MUST BE REPORTED** to program staff immediately. Parents will be notified in the case of infection or communicable disease at the SAC site according to the policies set forth by the Saint Peter Public Schools health officers and County Health Services Guide.

District 508 Medication Policy

If a child is required to take medication (either prescription or over the counter) during SAC hours, the medication shall be administered in compliance with the following regulations:

1. Before the medication can be dispensed:
 - a. A **Saint Peter Public Schools Authorization for Medication at School* form, signed by both parent and physician, must be completed and submitted to the SAC Site Manager.

This form must include:

- Child's name
- Name of medication
- Purpose of medication
- Time to be administered
- Dosage
- Duration of medication

**Saint Peter Schools Authorization for Medication at School forms available upon request from the SAC Coordinator.*

- b. Medication must be supplied in the original container and properly labeled by a pharmacist.

2. Any changes made to the administration of medication require a physician's order and new paperwork.
3. During SAC hours, only designated SAC staff may administer medication.
4. Under no circumstance will SAC staff administer medication if the above regulations have not been followed.

Child Abuse and Neglect

Under Minnesota State Law, all staff that work with children are required to report all suspected physical abuse, emotional abuse, sexual abuse, or neglect of children to authorities.

Health and Safety

First Aid Emergency Care

Standard first aid will be administered for minor injuries and verbally communicated to parents.

In the event that a child requires emergency care, 911 will be contacted, and the Saint Peter Public School District emergency plan will be followed:

- The child's parent will be contacted in the event of an emergency situation.
- If a parent cannot be reached, a person listed on the child's emergency card who is authorized to care for the child will be contacted.
- In an extreme emergency, an ambulance will be called and the child will be taken to the nearest hospital. All expenses incurred will be the responsibility of the child's parent(s).

The SAC staff will administer first aid until rescue personnel arrives.

Miscellaneous Items

Appropriate Dress: Children should be adequately dressed each day for indoor and outdoor activities. Children are required to wear non-marking tennis shoes in the gym. Flip flops are highly discouraged.

Personal Belongings: SAC strongly encourages that your child's personal belongings are clearly labeled with your child's name.

Toys from Home: Children are not allowed to bring toys from home to SAC. All belongings will stay in your child's backpack while at SAC. SAC is not responsible for lost, stolen or damaged items brought from home. Play guns/weapons or toys that promote aggression are not allowed at SAC.

Food at SAC

Breakfast:

*** Before School Program Only ***

Students have the option of bringing their own breakfast or participating in the school's breakfast program. It is the responsibility of parents to make sure there are adequate funds in your child's food account. **In the event of a late start there will be no school breakfast program. Students will need to provide their own breakfast or eat before coming to SAC.**

Snack:

*** After School Program Only ***

A variety of snacks are provided daily at no additional cost. The decision to eat a snack is left up to your child. If you want to be sure your child eats snack every day, please talk to your child and the staff.

Food Allergies:

If your child has any food allergies, it is **VERY IMPORTANT** that you indicate these allergies on your child's application and emergency forms so that the SAC staff can make the appropriate accommodations for your child.

Treats for the Group:

All treats that children bring to share with the group **MUST** be pre-approved by the SAC Coordinator, be individually wrapped, store bought, and healthy food items. SAC will not allow the distribution of items that do not meet these specifications. Due to food allergies, please avoid foods that contain nuts.

Insurance

Medical Insurance coverage for children is the responsibility of the family. The SAC program assumes no responsibilities for injuries or illnesses which children may sustain as a result of participation in activities that involve inherent risk.

Behavior Management

It is the SAC program's goal to promote a positive approach to all children and the management of behavior issues.

The program is designed to offer an environment that:

- Provides a positive, safe and pleasant atmosphere
- Meets the developmental level of the age group
- Provides space for socialization and independence
- Maximizes the capacity of staff supervision
- Strives to increase children's respect for themselves and others
- Guides children to become happy, responsible, cooperative participants through positive, non-threatening techniques

The SAC program complies with the Saint Peter Public School District's discipline policy and procedures and consistently enforces them at the SAC site.

SAC Rules

Parents: Please read and discuss the following rules with your child:

1. Keep hands, feet and objects to yourself.
2. Follow directions and be respectful of the person(s) in charge.
3. Use appropriate language.
4. Respect other people and property.
5. Remain with a staff member at all times and notify them if you need to go to another area.

Parent Behavior

The main goal of the SAC program is to provide a safe, quality environment for children.

If at any time a parent of a child becomes uncooperative or belligerent in a threatening manner towards SAC staff, the parent will be asked to leave the building and the police will be called.

Further Action:

At the discretion of the SAC Coordinator and school building principal, the parent may be permanently prohibited from entering the building.

Given the degree of the dispute, the child may be permanently terminated from the SAC program.

Addressing Concerns

In order to address your concerns and suggestions at the most appropriate and effective level, please adhere to the following steps:

First:

- Direct your concerns to the SAC Coordinator. You may call, leave a written message, or schedule a conference.

Then:

- If concerns persist, talk to the St. Peter Community & Family Education Director, who is available for a conference by phone or in person upon request; call 507-934-3048 (Business Office).

Behavior Management

If a child demonstrates behavior which has a negative impact on the child or others, the staff will take one or more of the following steps:

➤ **Prevention:**

Every effort will be made to make reasonable adjustments, in the following areas, to accommodate the unique needs of each child:

- Environment
- Grouping of children
- Activities

➤ **Positive Redirection:**

Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior on self and others.

➤ **Modeling**

Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.

➤ **Setting Limits**

Simple behavioral expectations are established for the site.

Staff will:

1. Tell children what is expected of them in a positive, yet firm manner.
2. Make sure children understand what the expectations mean.
3. Apply expectations consistently and appropriately.
4. Use natural and logical consequences (loss of privileges, apologies, etc.).

Harmful/Inappropriate Behavior includes:

- **Behavior which directly or indirectly threatens a person's right to be safe**
 - any form of aggression
 - verbal threats, disrespectful language or other harassing behavior
 - inappropriate touching of a person's body or belongings
 - inappropriate gestures
- **Behavior which keeps staff from fulfilling their ability to be available to all children**
 - Removing self from the group or program area without staff approval
 - Demonstrating lack of self control with anger
 - Blatant disrespect or absolute refusal of staff person in charge
- **Behavior which intentionally causes destruction of property**
- **Behavior which demonstrates a child's lack of readiness for SAC**
 - not being toilet trained
 - not being dressed appropriately for school and/or weather
 - behavior resulting from inadequate or untimely administration of medication

In case of harmful, inappropriate behavior, SAC staff will:

- Inform parent of extreme or continuous inappropriate behavior
- Temporarily suspend the child from the program
- Arrange a formal parent and SAC staff conference to create a behavior plan
- If the behavior persists, or parent is unwilling to work with staff towards a behavioral improvement, we may indefinitely remove the child from the program
- SAC reserves the right to speak with appropriate school personnel regarding a child's behavior. All information gathered would remain confidential.

**In compliance with the Saint Peter Public Schools disciplinary guidelines, the SAC program will not use methods of corporal punishment to resolve conflicts.*

Payment Information

The SAC business office accepts the following methods of payment:

Credit/Debit Card –

We accept Visa, Master Card, American Express and Discover



Check or Money Order

Payable to: SAC – ISD 508

or

Saint Peter Community & Family Education

Must be on or received by the 20th of the month.



Mail to:

Saint Peter Community & Family Education

600 South Fifth St., Suite 207
St. Peter, MN 56082

(Please do not send cash through mail.)



In Person:

Saint Peter Community & Family Education (Community Center)

600 So. Fifth St., Suite 207
St. Peter, MN 56082

OR

SAC Site/SAC Calendar Folder

(We do not accept cash at this site.)

Fax or email:

FAX number: 507-934-0202

@: Arathmanedwards@stpeterschools.org

Once a credit card is on file for your child's SAC account, you may fax or email your child's calendar to our office. A credit card MUST be on file PRIOR to using this method of payment.

Collection Process:

Delinquent accounts may be sent to a collection agency and childcare services will be permanently terminated.

Direct all payment questions to Jessica at the

SAC Business Office

507-934-3048 ext. 234

Financial Assistance

Childcare Assistance may be available to qualifying families through county funds (Nicollet, Blue Earth, Le Sueur, Sibley counties). Clients must provide verification from the financial agency prior to starting care with the SAC program. The person who signed the SAC registration contract is ultimately responsible for all childcare expenses incurred that are not paid by the financial agency. Please stop by our office or phone our office secretary to confirm our county billing and payment process.

Please remember:

Calendars must be paid in full at the time we receive them. Partial payments will not be accepted from multiple households. We will only accept calendars that include full payment of any balances due at the time they are turned in.

Returned Checks

When a check is returned due to non-sufficient funds, it is the responsibility of the parent to submit the NSF amount to the SAC Business Office by cash, money order, certified check or credit/debit card within 7 days of notification. Failure to comply may result in termination of childcare services. SAC may charge a \$25.00 NSF fee for each returned check.

Enrollment & Tuition Process

* **BEFORE SCHOOL PROGRAM ONLY** *

Registration

To register your child for the SAC program you will need to read all of the materials provided in the SAC registration packet, **complete and return the following materials with a non-refundable registration fee to the SAC business office at least 1 week prior to your anticipated start date:**

- **Signed Fee Agreement, Registration Contract and Emergency Card with current photo of child (both are 2-sided).**
- **Registration fee of \$25.00. (Note registration fee is waived if you also have enrolled in PM care.)**
- **Saint Peter Public Schools Authorization for Medication to be Taken During School Hours Form (if necessary).**

Childcare WILL NOT be provided until:

- 1. Your child's calendar for the following month's care along with pre-payment for that month is received in our business office – this must be received by the 20th of each month after the initial month. If your calendar and payment are not received by the due date a late fee of \$20.00 will be accrued to your balance. The entire balance will be due before your child(ren) may return to the SAC program.**
- 2. ALL registration materials listed above are complete and submitted to the SAC business office along with the \$25.00 registration fee.**
- 3. Any outstanding balances are paid in full.**

For Your Information

Eligibility: children attending kindergarten through grade four are eligible to register for and participate in the SAC program.

Availability: All eligible children must be registered in order to participate in the SAC program. Enrollment may be limited, so please contact the SAC Coordinator to inquire about availability.

Program Cancellation: Community Education reserves the right to cancel any program in which quality staff is not available or for which there are not enough children enrolled.

Care Options

- ❖ **AM - PICK YOUR DAYS PLAN**
\$6.00/child/day
(Hours of Care: 6:30 a.m. - start of school)

You will be contracted and charged at a minimum of 2 (two) days per week in weeks that offer 3 (three) or more days of childcare unless otherwise stated on the pre-printed monthly calendar. You may drop off your child at any time between the hours of 6:30 a.m. and 7:30 a.m. We ask that you state an anticipated time for dropping off your child for the SAC Coordinator's reference only – this will not affect your contracted rate.

- ❖ **AM - DROP-IN PLAN**
\$9.00/child/time
(a flat fee per time used)

This plan works best for families that need occasional before school care. Families must call 507-340-0623 (SAC cell phone) to reserve a drop-in spot **24 hours in advance**. Payment by check or debit/credit card is due prior to or at the time that you drop off your child (cash will not be accepted at the SAC site). A completed application and registration fee must be received in our office prior to being eligible for this plan.

With any of the above plans, please note that if your monthly schedule should change after submitting your calendar, you may reserve Drop-In hours (\$9.00 per day) by calling the SAC Coordinator 24 hours in advance. If less than 24 hour notice is given an Unscheduled Attendance fee will be applied to the account.

Bus Transportation

Transportation to the program is the responsibility of the child's parent.

If your child attends North Intermediate, bus transportation will be provided from the SAC site at South Elementary to North Intermediate. There is a scheduled bus route between the two schools that leaves South at 7:30 a.m. each day. After your child arrives at North, they will be able to participate in the school's breakfast program at that time. It is the responsibility of parents to make sure there are adequate funds in your child's food account.

In the event of a late start there will be no school breakfast program. Students will need to provide their own breakfast or eat before coming to SAC.

Schedule and Fees

*** BEFORE SCHOOL PROGRAM ONLY ***

Payment Schedule

SAC families will receive a calendar the month prior to care for each child in the program. This calendar must be filled out to reflect the calendar days that their child(ren) will be at SAC the following month.

Calendars must be signed by a parent/guardian and submitted to the SAC business office on or before the 20th of the month prior to care along with prepayment for the days/hours requested. If the 20th falls on a day that SAC is not open, the due date will be the last day that SAC is in session BEFORE the 20th occurs. If your calendar and payment are not received by the due date a late fee of \$20.00 (per family) will be accrued to your balance and will be due when your tuition payment is made. If your payment and calendar are not received by the end of the month prior to care, your child will not be allowed in SAC until our office receives them.

To avoid the late payment fee of \$20.00 and possible termination of care, submit tuition payment and calendars to the SAC business office by the scheduled due date listed above. Continual late payments may result in termination of childcare services.

It is the responsibility of the parent who signs the registration contract to pay tuition prior to childcare services rendered. **Calendars must be paid in full at the time we receive them. Partial payments will not be accepted from multiple households** – we will only accept calendars that include full payment of any balances due at the time they are turned in.

Contract Changes

If your monthly schedule should change from the calendar that you submitted, you may reserve Drop-in hours at \$9.00 per day by calling the SAC Coordinator **24 hours in advance. *Payment must be made prior to or at the time that you drop off your child on added Drop-in days – checks or debit/credit cards only – cash will not be accepted at the SAC site.***

Unscheduled Attendance

Your child may not attend SAC unless it is a pre-scheduled day on the submitted calendar or a call has been made to the SAC Coordinator 24 hours in advance to schedule a Drop In day. If, for any reason, your child should come to SAC on a non-scheduled day without prior notice, your account will be assessed a fee.

Family Vacations

It is the responsibility of the parent to notify the SAC Coordinator in advance of any family vacations during the school year. Parents will be charged for 2 days of care per child per week of vacation to hold their place in the program.

Non-Student Contact Days

The SAC program operates only on South Elementary Early Learning Center student contact days. SAC does not provide care on non-student contact days, including Early Release days, according to the South Elementary Early Learning Center's calendar which can be accessed at www.stpetersschools.org.

Schedule and Fees

*** BEFORE SCHOOL PROGRAM ONLY ***

SAC Program Fees

Late Calendar Fee:

-\$20.00/family/month

NSF Checks:

-\$25.00 per returned check

Registration Fee:

-\$25.00/child

Unscheduled Attendance:

-\$5.00 fee plus \$9.00 drop-in fee

2 Hour Late Start Fee: (care from 6:30-10 a.m.)

-\$5.00 fee in addition to the \$6.00 daily fee

School Cancellation after Late Start

In the event school is cancelled after a late start was announced, SAC will close at 10:00 a.m. All children that are already in attendance at SAC will need to be picked up by 10:00 a.m.

Late Pick-Up Fee after 10:00 a.m. Closing:

\$15.00/each 15 min. after 10:00 a.m.

-10:01-10:15 a.m. - \$15.00/per child

-10:16-10:30 a.m. - \$30.00/per child

-10:31-10:45 a.m. - \$45.00/per child

Attempt to Contact Time Frame:

After 5 minutes: Call parent

After 10 minutes: Call emergency contacts listed for child

After 60 minutes: Call Nicollet County Social Services

If you are more than one hour late and we are unable to reach you or a contact person, Nicollet County Social Services will be called to pick up your child. Your SAC contract may be terminated.

Absent Notification

Notify the SAC Coordinator at 507-340-0623 or email before 6:00 a.m. the same day when your child will not attend a scheduled day at SAC.

Tuition refunds are not issued for absences from contracted days.

Your completed SAC calendar or changes in your child's schedule need to be given directly to the SAC Coordinator. Classroom teachers and South business office personnel are not responsible for relaying this information to the SAC Coordinator. Please do not write changes directly on the calendar, SAC staff will make the adjustments on the calendar as needed.

Withdrawal from the Program

To withdraw your child from the SAC program, **a written notice must be submitted, two weeks prior to end date, to the SAC Business Office**

All outstanding balances, if any, must be paid in full by the effective withdrawal date; no refunds will be given for prepaid fees.

Tuition Credit and Rate/Fee Changes

SAC is a non-profit, self-supporting program. Tuition refunds are NOT issued for absences from contracted days.

SAC reserves the right to change tuition rates, fees and policies on a bi-annual basis.

Arrival and Departure

*** BEFORE SCHOOL PROGRAM ONLY ***

The following policies are designed to protect your child.

General Information

Sign In Sheet:

In order for the SAC program to accept legal responsibility for a child, a parent **MUST** sign the child in on the Sign In sheet each day the child attends the program.

Communication:

Joint Responsibility: During drop off time it is important that there is daily contact between a child's parent and program staff. By sharing information concerning your child's activities and welfare, we can work together to meet the needs of your child.

SAC also communicates with parents by means of a SAC Family Handbook, email, written notes, behaviors notices, conferences, a newsletter and phone calls. Parents are responsible for checking their Family Folder at the SAC site on a daily basis.

Breakfast:

Students have the option of bringing their own breakfast or participating in the school's breakfast program. It is the responsibility of parents to make sure there is adequate funds in your child's food account.

In the event of a late start there will be no school breakfast program. Students will need to provide their own breakfast or eat before coming to SAC.

Late Start Release of Children

Identification:

Program staff members are authorized to ask for identification from anyone attempting to pick up a child. Individuals must have a SAC Security ID card and a photo ID in order to pick up or take responsibility for a child.

Authorized/Unauthorized:

Upon registration, the name of the person(s) authorized to pick up a child must be provided.

If someone other than the authorized person(s) will be picking up a child, the SAC Coordinator must be notified in writing. If an unauthorized person attempts to pick up a child, a parent will be notified. If a parent cannot be reached, the child will be held until the proper pick up person arrives. The police department will be notified if necessary. A child must have **WRITTEN** permission or a phone message from a parent to go home with another child.

Legal Custody:

In the event of a divorce, separation or joint custody ruling, every effort will be made by SAC to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide SAC with the necessary court ordered documentation in order for SAC to act in compliance with the request.

Under the Influence:

If an authorized person is suspected to be under the influence when picking up a child from SAC, he/she will NOT be allowed to take the child and someone else authorized to pick up the child will be contacted to provide transportation. In order to protect the safety of the child, the police will be called if no other authorized person is available.

Closings and Early Dismissals

*** BEFORE SCHOOL PROGRAM ONLY ***

If inclement weather conditions or other emergencies necessitate the closure of Saint Peter Public Schools, announcements will be made as soon as possible, and the Saint Peter Public School District safety procedures will be followed.

Notification of School Closures and Delays:

Call 507-934-3048, Ext. 411

OR

Go to the Saint Peter Public Schools Website at www.stpeterschools.org

OR

Television - WCCO Channel 4, KSTP Channel 5, FOX Channel 9, KARE Channel 11, KEYC Channel 12

Announcements will be made for:
Saint Peter Public Schools
There will NOT be a separate listing for the SAC program.

Weather or Emergency Closing Announcements:

School Cancellation

The SAC program will be CLOSED on days when school is cancelled. (due to weather or another emergency). If you are scheduled for care on one of these days, your account will be credited accordingly and you will receive notice of the credit for use on an upcoming calendar.

If school is cancelled, DO NOT bring your child to school.

Late Start

The SAC program will be OPEN at its regular time of 6:30 a.m. on days when a late start has been announced.

In the event of a late start there will be no school breakfast program. Students will need to provide their own breakfast or eat before coming to SAC.

School Cancellation after Late Start

In the event school is cancelled after a late start was announced, SAC WILL CLOSE AT 10:00 a.m. All children that are already in attendance at SAC will need to be picked up by 10:00 a.m.

In the event of a late start there will be no school breakfast program. Students will need to provide their own breakfast or eat before coming to SAC.

Have an alternative childcare plan in place should a school closing situation arise.

Enrollment & Tuition Process

* AFTER SCHOOL PROGRAM ONLY *

Registration

To register your child for the SAC program you will need to read all of the materials provided in the SAC registration packet, **complete and return the following materials with a non-refundable registration fee to the SAC business office at least 1 week prior to your anticipated start date:**

- **Signed Fee Agreement, Registration Contract and Emergency Card with current photo of child (both are 2-sided).**
- **Registration fee of \$25.00. (Note registration fee is waived if you also have enrolled in AM care.)**
- **Saint Peter Public Schools Authorization for Medication to be Taken During School Hours Form (if necessary).**

Childcare WILL NOT be provided until:

- 1. Your child's calendar for the following month's care along with pre-payment for that month is received in our business office – this must be received by the 20th of each month after the initial month. If your calendar and payment are not received by the due date a late fee of \$20.00 will be accrued to your balance. The entire balance will be due before your child(ren) may return to the SAC program.**
- 2. ALL registration materials listed above are complete and submitted to the SAC business office along with the \$25.00 registration fee.**
- 3. Any outstanding balances are paid in full.**

For Your Information

Eligibility: children attending kindergarten through grade four are eligible to register for and participate in the SAC program.

Availability: All eligible children must be registered in order to participate in the SAC program. Enrollment may be limited, so please contact the SAC Coordinator to inquire about availability.

Program Cancellation: Community Education reserves the right to cancel any program in which quality staff is not available or for which there are not enough children enrolled.

Care Options

❖ **DAILY PLAN @ \$9.40/child/day**

This plan works best for families that need regularly scheduled care past 4:00 pm (4:15 at North). You will be contracted and charged at a minimum of 2 (two) days per week in weeks that offer 3 (three) or more days of childcare unless otherwise stated on the pre-printed monthly calendar. You may pick up your child at any time between the hours of 2:40 p.m. and 5:45 p.m. at South and 2:55 p.m. and 6:00 p.m. at North. We ask that you state an anticipated time for picking up your child for the SAC Coordinator's reference only – this will not affect your contracted rate.

❖ **EARLY PICK-UP RATE PLAN @ \$4.85/child/day**

This plan works best for families that need regularly scheduled care until 4:00 p.m (4:15 @ North). Please note that there is a \$5.00 fee for every 10 minutes after 4:00 p.m at South and 4:15 at North that you are late picking up your child. You will be contracted and charged at a minimum of 2 (two) days per week in weeks that offer 3 (three) or more days of childcare unless otherwise stated on the pre-printed monthly calendar.

❖ **DROP-IN PLAN @ \$14.00/child/time** (a flat fee per time used)

This plan works best for families that need occasional after school care. Families must call 507-340-0623 (SAC cell phone) to reserve a drop-in spot **24 hours in advance**. Payment by check or debit/credit card is due prior to or at the time that you pick up your child (cash will not be accepted at the SAC site). A completed application and registration fee must be received in our office prior to being eligible for this plan.

With any of the above plans, please note that if your monthly schedule should change after submitting your calendar, you may reserve Drop-In hours (\$14.00 per day) by calling the SAC Coordinator 24 hours in advance. If less than 24 hour notice is given an Unscheduled Attendance fee will be applied to the account.

Bus Transportation

Transportation to and from the program is the responsibility of the child's parent. If you would like your child transported to SAC from the Church of St. Peter or Evangelical Lutheran schools, you must contact Saints Bus Service at 507-934-4690 to inform them. SAC is not responsible for arranging transportation.

Schedule and Fees

* AFTER SCHOOL PROGRAM ONLY *

Payment Schedule

SAC families will receive a calendar the month prior to care for each child in the program. This calendar must be filled out to reflect the calendar days that their child(ren) will be at SAC the following month.

Calendars must be signed by a parent/guardian and submitted to the SAC business office on or before the 20th of the month prior to care along with prepayment for the days/hours requested. If the 20th falls on a day that SAC is not open, the due date will be the last day that SAC is in session BEFORE the 20th occurs. If your calendar and payment are not received by the due date a late fee of \$20.00 (per family) will be accrued to your balance and will be due when your tuition payment is made. If your payment and calendar are not received by the end of the month prior to care, your child will not be allowed in SAC until our office receives them.

To avoid the late payment fee of \$20.00 and possible termination of care, submit tuition payment and calendars to the SAC business office by the scheduled due date listed above. Continual late payments may result in termination of childcare services.

It is the responsibility of the parent who signs the registration contract to pay tuition prior to childcare services rendered. **Calendars must be paid in full at the time we receive them. Partial payments will not be accepted from multiple households** – we will only accept calendars that include full payment of any balances due at the time they are turned in.

Contract Changes

If your monthly schedule should change from the calendar that you submitted, you may reserve Drop-in hours at \$14.00 per day by calling the SAC Coordinator **24 hours in advance. *Payment must be made prior to or at the time that you pick up your child on added Drop-in days – checks or debit/credit cards only – cash will not be accepted at the SAC site.***

If you would like to change your care option from one plan to another (Daily Plan to 4:00 Pick-up Plan, for example), please stop by the business office or notify the SAC Coordinator. Care option changes require a written notice, 2 weeks in advance. If you choose to change your child's SAC status from Daily/4p.m. to Drop in status, we will not be able to guarantee a Daily/4p.m. spot when/if you choose to switch back in the future. All changes will take effect the following month.

Unscheduled Attendance

Your child may not attend SAC unless it is a pre-scheduled day on the submitted calendar or a call has been made to the SAC Coordinator 24 hours in advance to schedule a Drop In day. We are unable to allow students to stay at SAC unless a parent authorizes attendance for that day. If a parent authorizes attendance with less than 24 hour notice your account will be assessed an unscheduled attendance fee.

Family Vacations

It is the responsibility of the parent to notify the SAC Coordinator in advance of any family vacations during the school year. Parents will be charged for 2 days of care per child per week of vacation to hold their place in the program.

Non-Student Contact Days

The SAC program operates only on the school's student contact days. SAC does not provide care on non-student contact days, including Early Release days, according to the school's calendar, which can be accessed at www.stpetersschools.org.

Schedule and Fees

* AFTER SCHOOL PROGRAM ONLY *

SAC Program Fees

Late Pick-Up Fee, Early Pick-Up Plan:

\$5.00/each 10 minutes after 4:00 p.m at South or 4:15 at North.

South - 4:01-4:10 p.m. - \$5.00/per child

North - 4:16-4:25 p.m

South - 4:11-4:20 p.m. - \$10.00/per child

North - 4:26-4:35 p.m.

Late Pick-Up Fee after Closing:

South closes at 5:45 North Closes at 6:00p.m.

\$15.00/each 15 min. after closing.

South -5:46-6:00 p.m. - \$15.00/per child

North - 6:01-6:15 p.m.

South - 6:01-6:15 p.m. - \$30.00/per child

North - 6:16-6:30 p.m

Attempt to Contact Timeframe:

After 5 minutes: Call parent

After 10 minutes: Call emergency contacts listed for child

After 60 minutes: Call Nicollet County Social Services

If you are more than one hour late and we are unable to reach you or a contact person, Nicollet County Social Services will be called to pick up your child. Your SAC contract may be terminated.

Finders Fee:

-\$10.00/family/occurrence

Late Calendar Fee:

-\$20.00/family/month

NSF Checks:

-\$25.00 per returned check

Registration Fee:

-\$25.00/child

Unscheduled Attendance:

-\$10.00 fee plus \$14.00 drop-in fee

Swim Punch Cards:

-\$30.00/child for 15 swim days

-\$18.00/child for 8 swim days

Absent Notification/ Finder's Fee

Notify the SAC Coordinator at 507-340-0623 or email before 2:00 p.m. the same day when your child will not attend a scheduled day at SAC. If your child is absent for any reason and we do not receive a call, you will be charged a Finder's Fee of \$10.00 per family for each occurrence.

Tuition refunds are not issued for absences from contracted days.

Your completed SAC calendar or changes in your child's schedule need to be given directly to the SAC Coordinator. Classroom teachers and school business office personnel are not responsible for relaying this information to the SAC Coordinator. Please do not write changes directly on the calendar, SAC staff will make the adjustments on the calendar as needed.

Withdrawal from the Program

To withdraw your child from the SAC program, a written notice must be submitted, two weeks prior to end date, to the SAC Business Office

All outstanding balances, if any, must be paid in full by the effective withdrawal date; no refunds will be given for prepaid fees.

Tuition Credit and Rate/Fee Changes

SAC is a non-profit, self-supporting program. Tuition refunds are NOT issued for absences from contracted days.

SAC reserves the right to change tuition rates, fees and policies on a bi-annual basis.

Arrival and Departure

*** AFTER SCHOOL PROGRAM ONLY ***

The following policies are designed to protect your child.

General Information

Sign Out Sheet:

In order for the SAC program to accept legal responsibility for a child, a parent **MUST** sign the child out on the Sign Out sheet each day the child attends the program.

Release of Children

Identification:

Program staff members are authorized to ask for identification from anyone attempting to pick up a child.

Authorized/Unauthorized:

Upon registration, the name of the person(s) authorized to pick up a child must be provided. If someone other than the authorized person(s) will be picking up a child, the SAC Coordinator must be notified in writing. If an unauthorized person attempts to pick up a child, a parent will be notified. If a parent cannot be reached, the child will be held until the proper pick up person arrives. The police department will be notified if necessary. A child must have **WRITTEN** permission or a phone message from a parent to go home with another child.

Legal Custody:

In the event of a divorce, separation or joint custody ruling, every effort will be made by SAC to treat each parent equally. If legal action has been placed against one parent, it is the responsibility of the requesting parent to provide SAC with the necessary court ordered documentation in order for SAC to act in compliance with the request.

Under the Influence:

If an authorized person is suspected to be under the influence when picking up a child from SAC, he/she will **NOT** be allowed to take the child and someone else authorized to pick up the child will be contacted to provide transportation. In order to protect the safety of the child, the police will be called if no other authorized person is available.

Extra Curricular Events:

A child must have either written permission or a phone message from a parent to attend other events that take place during SAC hours. A parent must provide SAC with a written schedule of the classes the child will attend. The child must sign into SAC prior to leaving for another activity; they will not be released without prior notification.

Late Pick Up

The SAC program closes at
5:45 p.m. at South and
6:00 p.m. at North every day!

In the event that you will not be able to pick up your child on time, please contact a back-up person to pick up your child and ***immediately notify the SAC Coordinator of the alternate arrangements.***

Attempt to Contact Time Frame:

After 5 minutes: Call parent
After 10 minutes: Call emergency contacts listed for child
After 60 minutes: Call Nicollet County Social Services

If you are more than one hour late and we are unable to reach you or a contact person, Nicollet County Social Services will be called to pick up your child. Your SAC contract may be terminated.

Communication

Joint Responsibility: During pick up time it is important that there is daily contact between a child's parent and program staff. By sharing information concerning your child's activities and welfare, we can work together to meet the needs of your child.

SAC also communicates with parents by means of a SAC Family Handbook, email, written notes, behaviors notices, conferences, a newsletter and phone calls. Parents are responsible for checking their Family Folder at the SAC site on a daily basis.

Closings and Early Dismissals

*** AFTER SCHOOL PROGRAM ONLY ***

If inclement weather conditions or other emergencies necessitate the closure of Saint Peter Public Schools, announcements will be made as soon as possible, and the Saint Peter Public School District safety procedures will be followed.

Notification of School Closures and Delays:

Call 507-934-3048, Ext. 411

OR

Go to the Saint Peter Public Schools Website at
www.stpeterschools.org

OR

Television - WCCO Channel 4, KSTP Channel 5, FOX
Channel 9, KARE Channel 11, KEYC Channel 12

Announcements will be made for:
Saint Peter Public Schools
There will NOT be a separate listing for the SAC program.

Weather or Emergency Closing Announcements:

School Cancellation/Early Dismissal

The SAC program will be closed on days when school is cancelled or there is an early dismissal (due to weather or other emergency). If you are scheduled for care on one of these days, your account will be credited accordingly and you will receive notice of the credit for use on an upcoming calendar.

After School and/or Evening Activities Cancelled:

When evening activities for Saint Peter Public Schools and Community Education are cancelled due to severe weather, SAC will be in session but will have the option to close early, per SAC Coordinator /Community Education Director. Parents will be notified accordingly.

**Have an alternative childcare plan
in place should a
school closing situation arise.**

Enrichments

*** AFTER SCHOOL PROGRAM ONLY ***

We offer a variety of after school enrichments for all children who attend the SAC program. Staff and resource people will share their enthusiasm and "know-how" to help children develop new skills and interests. Your child may have fun in such activities as:

- Snack preparation
- Theater experiences
- Art projects
- Science
- Reading
- Gym and outdoor activities
- Community projects

Children are encouraged to participate in enrichments, however, there may be age requirements for some activities.

Special Event – Wet'n'Wild Fridays

During the winter months SAC children will have the opportunity to go swimming on Fridays at the Saint Peter Middle School & Community Pool.

- Swim punch cards must be purchased prior to the start of Wet'n'Wild Swim season. If your child does not use the entire punch card before Wet'n'Wild Swimming ends, unused punches may be used on open swim days at the indoor pool through May 2018, after which time the card will expire.
- All children enrolled in SAC go as a group to the pool, however, they are not required to swim. Those children not swimming will be engaged in other activities at the pool site. Children who wish to swim must bring a swimsuit and towel on swimming days; SAC does not provide these items.
- All children need to be picked up at the pool site at the regularly scheduled time.