

ST. HUBERT CATHOLIC SCHOOL SCHOOL AGE CHILD CARE PROGRAM HANDBOOK

8201 MAIN STREET
CHANHASSEN, MN 55317

HOURS:	Before School Care	6:45 A.M. - 8:45 A.M.
	After School Care	3:50 P.M. - 6:00 P.M.

SACC PHONE NUMBER: 952-374-5069

Robyn Winneroski - Program Director
robyn.winneroski@sthubert.org

Revised - August 2010

Dear Parents,

The school season is finally upon us and a warm welcome is extended to you on behalf of the School Age Child Care (SACC) staff. The SACC program has really grown over the past few years, and, as we grow, we are delighted to begin another year of SACC. We are excited to pass on this information regarding the program.

Enclosed is a copy of the SACC program's policy and procedure handbook, which will give you a more in depth understanding of how the program will operate. Please review the handbook with your child(ren). Take special note of the information highlighted in bold type. If you at any time have questions or concerns regarding the program, please call. We will return your call as soon as possible.

We look forward to another enjoyable year with your children. Thank you for choosing this program for your childcare needs.

Best Regards,

Robyn Winneroski
Program Director

Andrew DeNucci
Afternoon Aide

Alina Yakovleva
Assistant Director

Abby Gebhart
Afternoon Aide

Jennifer Veum
Morning Aide

Rachel Klingelhutz
Afternoon Aide

Janice Gammon
Morning Aide

Kristin Stock
Afternoon Aide

Candy Morris
Morning Aide

Haley Tritch
Afternoon Aide

Carmen Lenander
Morning Aide

Ellie Simatic
Afternoon Aide

Kaylene Boos
Afternoon Aide

Stephen Thomas
Afternoon Aide

Eric Goggin
Afternoon Aide

Paige Winneroski
Afternoon Aide

"Dear God, I am truly thankful for children. They brighten my life and provide me with many challenges. I see life with a new perspective through their eyes. Amen."

THE SCHOOL AGE CHILD CARE (SACC) PROGRAM is designed to provide a quality, safe, caring, and nurturing environment for the school age child. Activities include free play (indoor and outdoor), arts and crafts, games, and physical education. Age appropriate activities and equipment are provided to meet the range of the children that are served in the program. The program is committed to providing the best possible care for all the children involved. When special activities are planned for the children, safety is always our first priority.

STAFF

The School Age Child Care staff consists of caring people experienced in the fields of elementary education, early childhood education, parenting, and/or child development.

COMMUNICATION

Each family will receive a monthly newsletter. The SACC program also has an open door policy where parents can visit at any time during the sessions. Be aware that the staff may not be able to talk with the visitors at the time of the visit. If there are any issues or concerns, please notify the staff or director at a time when the children are not present.

Parents are asked to please notify the SACC staff if your children will be involved in after school activities. The children must check with the staff before attending these activities.

DAYS/HOURS OF OPERATION

All services will be available throughout the school year, including workshop days and most holidays (except for major holidays such as Thanksgiving Day and Day After Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Good Friday, and Memorial Day). Before School Care will be available from 6:45 A.M. until the beginning of the school day. After School Care will be available from the end of the school day until 6:00 P.M.

St. Hubert School also provides a Summer SACC program. Information about this program will be available in March.

PROGRAM LOCATION

The School Age Child Care room is in the Education Center located under the Narthex on the south side of the building. The Building Entrance #8 is located right next to the room. This will be the only entrance open for the drop-off and/or pick-up of the children. These doors will be locked 9:00 A.M.- 3:45 P.M. on school days for safety reasons.

ENROLLMENT

Children in grades Kindergarten through 6th grade are eligible for enrollment. The order of acceptance into the program will be managed in a similar manner to the process used by St. Hubert School. Enrollment will be considered full time when attending Monday through Friday with any combination of the two service options. Part time enrollment will be considered after full time enrollment is complete. Scheduled drop-in service will be offered if space is available and arrangements are made **three days** in advance with the staff. Unscheduled drop-in service will not be available.

FEE SCHEDULE

<u>Option</u>	<u>Full Time and Part Time Enrollment</u>
Before School Care	\$9.50 per day
After School Care	\$8.50 per day
Break Days	\$45.00 per day

Fees are paid on a monthly basis and automatic withdrawal is available. The monthly fee is calculated based on the days and services your family has signed up for on the SACC Application and Fee Contract. **This monthly fee is due on the 15th of each month beginning in September.** A \$15 late charge will apply to accounts not paid by the 15th. **Families who do not use the service due to sick days, family vacations, etc. during times when the facility is open still pay their normal amount for those days.** You must provide 30 days notice if you have a schedule change which will change your monthly fee. If you are using automatic withdrawal and you need to use the service more than the monthly fee you originally signed up for, you will need to pay any additional amount by cash or check.

Families who use the service on Break Days pay a total of \$45.00 per child for each day. These non-school SACC days are billed as used and is in addition to the monthly fee. If you are using automatic withdrawal, these days must be paid by cash or check. **If you sign-up for service on a non-school day and do not use the service, you will pay the full \$45.00 fee for that day.** Cancellation once you have signed up for SACC on a non-school day must be done one month in advance (see section on non-school days below). If space and staffing allows, families that are not using the program in a regular capacity during the school year but have been a part of the SACC program in the past may use the program on days off of school. *However, a total fee of \$60.00 per child per non-school day will be charged for families in this situation.*

NON-SCHOOL DAYS

At the end of this handbook and in the registration packet, you will find a list of all school vacation days that SACC will be open. You will receive a "Break Days" form which will be due at the beginning of each month with a check attached. If we do not receive your form by this date, we will assume you do not need to use the service on Break Days for that month. **IF YOU NEED TO ADD OR CANCEL A DAY AFTER WE HAVE RECEIVED YOUR SHEET, THIS MUST BE DONE ONE MONTH IN ADVANCE.** If you do not use the service on a day you signed up for, or do not give us at least one month's notice, you will still be charged the full daily fee.

LATE FEE

If children are not picked up by 6:00 P.M., a late fee of \$5.00 will be charged for each increment of five minutes late. This late charge will be added to your monthly bill. If you are using automatic withdrawal, a separate bill will be sent to you which will need to be paid by cash or check.

ARRIVAL AND PICKUP

For the safety of the children, we require parents to enter the building to sign their children **in and out** each day of the program. Appropriate sheets will be provided for this purpose on the table near the door. Staff responsibility begins after the children have been signed in to the program for the day. You must also come in and sign them out at the end of the day. If someone other than the parent will pick up your child/children, written permission or phone notification will be required from a parent. For safety of the children and liability reasons, there will be no exceptions to the above procedures.

BREAKFAST, SNACK, AND LUNCH

Breakfast is served between 8:00 A.M. and 8:20 A.M. for children in the Before School Care program. A snack is provided for the children in the After School Care program. The cost of breakfast/snack is included in the daily fee. On non-school days, each child will need to bring his/her own lunch. Milk will be provided. We ask that you abide by the "Peanut Free Zone" policy and no peanut related sandwiches or snacks be brought in their lunches. **Due to the size of the program on these days, no microwave lunches will be allowed.**

ALLERGIES

If your child has any food allergies or other health concerns, please notify the staff.

HOMEWORK

An area will be provided for children to independently do their homework. **Staffing will provide assistance with homework if necessary.**

TELEVISION POLICY

During a long vacation or bad weather, a full-length movie may be shown as a special activity. Only 'G' rated movies will be shown unless otherwise posted for parental approval in advance.

SEVERE WEATHER

In the event of severe weather, please tune in to the school closing announcements. An emergency call system is in place. **Please note that if an announcement of Eastern Carver County Schools is closed, SACC is also closed.** You will be notified by phone in the event that school is late or there are any specific instructions relating to the SACC program.

GUIDANCE

Children will be expected to follow basic rules for appropriate and responsible behavior. In order to accomplish this, the staff will assure that the following criteria are used to monitor day-to-day behavior. For specific examples, please see the St. Hubert School Student/Parent Handbook.

1. Behavior can be allowed only if it does not infringe on the rights of others.
2. Behavior can be allowed only if it does not present a clear risk of harm to oneself or to anyone else.
3. Behavior can be allowed only if it would not unnecessarily damage the environment, animals, objects or materials.
4. Behavior will be allowed if it does not provoke violence in any way.
5. Bullying will not be tolerated.
6. These rules will be simplified for the children in three basic categories.

BE SAFE

BE KIND

BE NEAT

Positive reinforcement will be emphasized. If behavior problems become excessive, a meeting will be set up between the child, parents, principal, and school age child care staff. The guidelines listed in the school handbook under the school discipline policy will be enforced.

ABSENCE AND SCHEDULE CHANGE

If a child will be absent from School Age Child Care due to illness, you must notify a staff member. Reminder that absences due to illness still result in regular SACC charges and no credits will be made. **If the attendance schedule for your child is going to change due to family/work schedules, the program must be notified 30 days in advance.** This is necessary to maintain a safe adult-child ratio. Parents are always responsible for notification. Please call the SACC room and leave a message or e-mail the SACC director. In the event of family emergencies, please notify staff as soon as possible.

ILLNESS

In fairness to your child and others, if any signs of ill health are noticed, you must make other arrangements for the care of your child. School Age Child Care has the same Attendance Procedures as does the school. If your child has had a fever of 100 degrees or more, he/she should stay home for 24 hours after the temperature returns to normal. If your child has vomited or had diarrhea, the child should not return to SACC until 24 hours after the last episode. If your child has an undiagnosed rash, please contact your doctor before sending him/her to school. Staff will not administer medication unless specifically ordered by the child's physician with a note and a medication form is filled out.

If a child becomes ill during School Age Child Care hours, parents will be called to come and pick up their child immediately to prevent other children from getting sick. Children will be kept comfortable under adult supervision until the parent arrives.

ACCIDENTS

Parents will be notified of any accidents occurring to their child during School Age Child Care. In the event of an emergency, we will contact a parent. If parents cannot be reached, we will call the person indicated on the child's emergency form or the child's doctor. An incident report will be filled out and given to the school principal and the parents if the accident warrants a visit to a doctor or hospital.

CHILDREN WITH SPECIAL NEEDS

The School Age Child Care program will accommodate children with special needs based on accessibility within our present limits.

RECORDS & INFORMATION CHANGES

Records will be kept on each child. All records are strictly confidential and will be used only by the staff. Parents may see or update their child's recorded information at any time. Please notify the director immediately of any changes in emergency information such as address or home and/or work phone numbers.

WITHDRAWAL NOTICE

Parents wishing to withdraw their child from School Age Child Care must notify the director in writing two weeks prior to the last day of attendance. Tuition will be charged for two weeks from the date of notification.

PERSONAL BELONGINGS AND CLOTHING

Children will be required to wear their uniforms on school days. Children in After School Care may change out of their uniforms for the after school program. All clothing items (jackets, hats, gloves, etc.) must be marked with your child's name. Outside clothing will be necessary throughout the year. In the winter months, the children will need boots, coats, snow pants, hats, gloves and possibly an extra pair of socks. An easy to carry bag in which to store the winter clothes is also suggested. The program assumes no responsibility for lost, stolen, or damaged items. The children are asked not to bring personal toys or other items. Please label all your children's clothing.

SCHOOL'S RIGHT TO AMEND

The program reserves the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

Holidays or Days Off

Below is a compiled list of days when SACC, as well as the Parish Office, will be closed. The parish calendar dictates whether or not the building is open or closed. Therefore, some days when the children are off school, the SACC program will also be closed because the facility is closed. The hours for SACC on days off will be 6:45 A.M.-6:00 P.M. unless otherwise indicated.

September 7	First Day of School	SACC BEGINS
November 25-26	Thanksgiving Holiday	SACC CLOSED
December 24	Christmas Eve	SACC CLOSED
December 25	Christmas Day	SACC CLOSED
December 31	New Year's Eve	SACC CLOSED
January 1	New Year's Day	SACC CLOSED
April 22	Good Friday	SACC CLOSED
May 30	Memorial Day	SACC CLOSED
June 9	Last Day of School	SACC ENDS

Break Days SACC is Open

October 21	MEA
October 22	MEA
October 29	Teacher Workshop
November 22	Conferences
November 23	Conferences
November 24	Thanksgiving Break
December 3	Teacher Workshop
December 22	Christmas Break
December 23	Christmas Break
December 27	Christmas Break
December 28	Christmas Break
December 29	Christmas Break
December 30	Christmas Break
January 17	Martin Luther King Day
January 28	Teacher Workshop
February 21	President's Day
March 11	Teacher Workshop
March 25	Conferences
March 28	Spring Break
March 29	Spring Break
March 30	Spring Break
March 31	Spring Break
April 1	Spring Break

April 25

Easter Monday

**Please review this handbook with your children.
Remove this sheet from the SACC Handbook.
Sign and return it to the SACC Director.**

We have read the St. Hubert SACC Handbook. We have shared this information with our child(ren) attending SACC.

We, the parents of _____,
in consideration of acceptance into the St. Hubert SACC Program, agree to make timely payments of required fees and adhere to all rules and regulations of the program. We understand that our failure to meet the conditions of this agreement may result in our child being dismissed from the program.

Parent/Guardian Signature _____

Date _____

Please fill out the following if you would like to receive your monthly newsletter and statement by e-mail. Please note that statements are done using Microsoft Excel or can be converted to open in an internet browser.

Parents' Names _____

E-mail Address _____

Additional E-mail Address _____