

# PARENT HANDBOOK

## SCHOOL AGE CHILDCARE PROGRAM

ANCHOR BAY SCHOOL DISTRICT



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## Welcome Parents,

Welcome to Anchor Bay School District School Age Child Care Program. This program is provided as a service to families in our district who have a need for responsible adult supervision of their children outside of the regular school day hours. In addition to childcare, SAC programs are self-supporting and provide endless activities that meet children's physical, emotional and intellectual needs. These activities are planned and children are provided the opportunity to make choices.

Because our equipment, toys, and games receive much use, we invite parents to consider donating non-violent items from their homes that might add pleasure and overall enjoyment to the program.

It is important that established rules be enforced regarding the health, safety, and security of the children and program. Although it may, upon occasion, appear inconvenient or bothersome to adhere to the established rules, we hope everyone will recognize the importance of a well – established routine.

We encourage you to communicate your comments and suggestions.

Sincerely,

*Barbara Healey*

Barbara Healey  
Early Childhood Supervisor

### **SAC Philosophy**

Anchor Bay SAC program believes:

that children are unique individuals that grow and mature at different levels.

We believe that children are entitled to a clean, safe, and relaxed environment.

We will strive to enhance all areas of development by providing opportunities for exploration and creativity.

The Anchor Bay School District does not discriminate on the basis of race, color, national origin, sex, or handicap.

Programs are regulated by the Michigan Family Independence Agency

&

Model Standards for Out of School Time

## **OVERVIEW OF THE SCHOOL AGE CHILDCARE PROGRAM**

The purpose of the School Age Childcare Program (SAC) in the Anchor Bay School District is to offer a healthy, comfortable, and safe environment where children can learn new skills, play, and relax. Our staff is qualified and cares about your child's well being and happiness. We encourage children to do their homework, but we also provide various activities, which foster socialization skills. We encourage self-control, self-esteem, and cooperation. Each program site is equipped with a variety of equipment, games, and toys for the children's use.

It is our belief that children need two things to move through life in a happy and healthy way: (1) a strong sense of self-worth and (2) strong supportive adults who will be models for children and who will lead and teach them carefully.

### **STUDENT ELIGIBILITY**

Students who are enrolled in an Anchor Bay Elementary School.

### **WHAT ARE SCHOOL AGE CHILDCARE PROGRAMS?**

**School Age Childcare (SAC)** programs are designed for the working parent. They operate before and after school for students enrolled in any of the Anchor Bay Public schools.

#### **Goals:**

- To provide a loving and relaxed environment where the children's physical and emotional needs are met.
- To establish respect for self, others, equipment, and materials.
- To help the children develop self-control and a clear understanding of the expectations in the SAC environment.
- To provide a routine that allows for the kind of activities that the children might be involved with if they were at home.
- To provide an environment where the children can express an enthusiasm for learning, exploring, and creativity through the use of constructive play activities in the areas of art, drama, literature, science, math, music and movement.
- To provide ample opportunities to develop coordination and large motor skills through physical activity and outdoor play.
- To provide an opportunity to become independent and responsible.
- To provide self-directed and individualized activities.
- To provide appropriate alternatives to aggressive behavior.
- To facilitate cooperation among peers and adults.
- To provide support to parents; encouraging involvement, using open and honest communication while using tact and discretion.

# PROGRAM OPERATION AND RULES AND REGULATIONS

## HOURS OF OPERATION

SAC sites are open from **6:30 a.m.** to the beginning of school and from the end of the school day until **6:00 p.m.** On half days, we will be open from the time school dismissed to 6:00p.m. Lighthouse SAC opens at 6:00am.



## GROUP SIZE

SAC groups are maintained at a safe child to adult ratio as suggested by Model Standards for Out of School Times or the Michigan Licensing Standards.

## DROPPING OFF/ PICKING UP STUDENTS

1. Children enrolled in the morning program must be escorted into the Childcare site and signed in **with the exact time** of entry each day as well as a signature of the person signing the child in. The SAC staff will sign children out when they leave the SAC room for school and back in when they return at the end of their day.
2. The parent (or person listed on the child's information card) is responsible for signing out the child when he/she is **picked up** from the program **by 6:00 p.m.**
3. Failure to sign your child out at the end of the day will result in charges to 6:00p.m.

**NOTE:** The Anchor Bay School District will not assume responsibility for children who have not been properly signed in and out.

Children will not be released to anyone whose name is not listed on the child's information card. Anyone picking up a child must be at **least 16 years old** and have a **pictured identification**. If there are any changes that need to be made to the emergency card, the parents must notify the caregiver and make the changes themselves. We can not take changes over the phone. If there is a question as to the authenticity of the person picking up the child, the Caregiver reserves the right to protect the child and will notify the police department.

**In case of absence**, parents are requested to personally notify the caregiver for each day that the child is scheduled to attend the program. Parents may call the school office to leave a message for the caregivers or leave a message on the SAC answering machine. Please do not call the Early Childhood office with absences.

Your action insures the safety of your child and the development of a positive relationship between the caregiver and yourself.

## **Intoxicated or Under the Influence**

Our caregivers are not doctors or police officers. However, if they suspect that a person attempting to pick up a child may be intoxicated or under the influence, they have the right to request that someone else on the child's emergency card be contacted to pick up the child. We are not here to judge but to assure the safety and well being of our students. If necessary the staff may contact the local police department for assistance.

## **REGISTRATION AND EMERGENCY CARD**

All registration forms must be complete with proper information (including two persons that can be called in case of an emergency). This card must be signed by a parent before a child may attend. **A child will be released only to persons specified on the emergency card.**

All registrations are handled through the Early Childhood/SAC Office. The office is located in the Early Childhood Center, 52680 Washington, New Baltimore.

## **SIGN IN & OUT PROCEDURES**

A parent or guardian must sign their child in each day upon arrival in the morning. Do not drop children off outside or allow them to come into the building alone. A staff member will sign the children out to leave for school. Upon return to the SAC room in the afternoon, staff will once again sign children in. A parent, guardian or a designated person, at least 16 years of age must sign the child out to leave. Be sure you have identification with your photo and are listed on the child's emergency card. Failure to sign out may result in you paying the maximum amount for that session.

## **LATE PARENT ARRIVAL PROCEDURES AND LATE FEES**

Children must be picked up from SAC by **6:00 p.m.** There will be an **additional late fee of \$1.00 per minute/per child** for picking up after 6:00 p.m.

Parents are expected to call the SAC site if they are going to be late or if someone different is picking up their child.

**If a child is not picked up by 6:00 p.m.,** and we have not received a phone call from the parent, the following procedures will be implemented:

1. A call will be made to the parent to determine if the parent was held up at work or in traffic.
2. Persons on the emergency card will be alerted if the parent has not arrived by 6:05 p.m. to pick the child up.
3. **If we are unable to contact anyone whose name is on the emergency card by 6:30 p.m., Protective Services or a law enforcement agency (police department) will be called.**

When a child is picked up late more than 3 times in 3 months, the child will be withdrawn from the SAC program.

## **EARLY DISMISSALS - HALF DAYS**

When there are early dismissals or half days within the district, SAC will be open for care both before school and after school. Parents should notify the Caregivers prior to the half day that care will be needed, or that their child will be attending a particular session. There will be a special sign up at each site for half-day care. Your help will allow us to maintain appropriate staffing levels as well as assuring the safety of the students by knowing who to expect.

## **PROFESSIONAL DEVELOPMENT DAYS - HOLIDAYS**

Childcare on Professional Development Days and breaks may be offered at one central location providing there is enough parental interest. Parents will be required to register and pay for this care in advance. Daily fees will be assessed. No refunds or transfer of funds will be available once a child is registered for a specific day.

Hot lunches are not available on half-days, professional development days or holiday break days.

## **DROP IN FEES**

Students who use the SAC program must be pre-registered. In the event that a child must be sent to the SAC program by the office of the elementary school or a parent simply drops a child off at a SAC program without prior registration, a Drop-In Fee of **\$25** will be assessed to the family in addition to the hourly charges incurred.

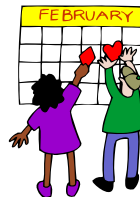
## **EMERGENCY SCHOOL CLOSINGS**

In the event that school closes due to a building emergency during the day, children will be relocated to a district predetermined location based on the building's Crisis Plan. Parents will be contacted to inform them of the emergency pick-up location. If a parent cannot be reached, persons listed on the emergency card will be notified. A sign will also be posted on the door indicating the new location. Examples of emergency school closings once school starts may be situations such as an area evacuation, power outage or water main break.

**Please be sure child emergency cards** are filled out **completely** and **updated** whenever there is a change of information. This is especially important to remember if you change jobs or want to add someone to your child's card.

## **SCHOOL CLOSINGS - DAYS NOT IN SESSION**

- Thanksgiving Break
- Christmas Break
- Easter Break
- Snow Days or whenever the school is closed prior to the start of the school day due to a building problem or inclement weather.



## **SEVERE WEATHER – SNOW**



All Childcare Programs follow procedures of the Anchor Bay School District regarding **school cancellations due to weather conditions**. If the school is to be closed it will be broadcast on WJR (760), WWJ (950), and WXYZ (1270) for closings. School closings will also be posted on the Anchor Bay website [www.abs.misd.net](http://www.abs.misd.net) and cable channel 6.

## **SEVERE WEATHER – TORNADO**

Children will follow the procedures authorized by the administration at the site location in case of a Tornado Warning. Parents are encouraged not to leave the building with their child during dangerous weather. You are welcome to stay until we receive an "All Clear".



## **HOMELAND SECURITY & CRISIS PLAN**

Each school building within the district participates in Homeland Security and has individual building crisis plans. These plans are known by staff but not made available to the general public for security reasons.

Every SAC site practices various drills throughout the year to assure the most efficient means of security and knowledge for emergency situations.

Building Doors – Doors to all school buildings are locked at all times with the exception of the main office and the SAC doors. For the safety and security of all of the children, we must require that everyone who enters the building sign in at either the office or in the SAC room when you drop off your child.

## **CLOTHING & DRESS CODE**

Children attending the SAC program are expected and required to abide by and follow the Student Dress Code of the Elementary School.

Children in SAC go outside to play every day unless it is extremely cold (wind chill below 20 degrees) or raining.

- Please make sure your child has a jacket, hat, gloves or mittens, and boots.
- Please put your child's name on all of their belongings. We cannot be responsible for all the things that come in every day. It makes everything so much easier if clothing toys, lunches (anything from home) come with your child's name on it.

## **PARENT OR GUARDIAN RESPONSIBILITIES**

1. All children must be **escorted into the SAC** area by the parent or guardian. It is the parents' responsibility to **sign** the child into the program and **note the time of arrival**.
2. To pick up the parent or guardian must come into the childcare area, sign the child out of the program noting the time of departure, and escort the child from the area. Be sure that one of the caregivers recognizes that you are taking your child.
3. **If, for whatever reason, your child did not attend school on a regular school day they may not attend SAC/KSAC on that day.**
4. Children are expected to use supplies and equipment for their intended use and to return them to their designated storage areas. Parents may be held financially responsible for broken or damaged materials if it is determined that there was deliberate destruction.
5. The Early Childhood Supervisor and/or Caregivers may refuse admittance to any child because of failure to comply with Childcare regulations, behavior problems, and/or delinquent payments.
7. The children will go outside when the weather permits. Please make sure your child has appropriate clothes for playing outside in different types of weather.
8. The Anchor Bay School Code of Conduct is considered a part of the Parent Handbook. The district code of conduct **defines expected student behaviors and remedies** for each childcare site. It can be found on each elementary school's website.

## ACTIVITIES & DAILY ROUTINES

Activities are planned in advance. A daily routine is established at each SAC site that the children become familiar with. However, each program is designed to allow for spontaneity and flexibility. The program is organized by the caregivers to provide students with enrichment and physical activities, experiences with arts and crafts, study and reading times, times to interact with other students, gym, outdoor play, team sports, and movies. Activities are geared to the interest and abilities of the children and are always supervised.

Completion of homework is permitted and encouraged. However, the SAC staff does not enforce or require children to do homework while at SAC. We strongly believe that parents are a child's best source for encouraging and overseeing their child's homework. The caregivers will assist with homework or special projects as time and situations permit.

Most sites will have routines that permit the children to have snack and then go outside to run off pent up energy before settling in to work on homework or other activities.

## DISCIPLINE & Behavior Plan

Please read and discuss the rules explained in the Registration Packet with your child. Sign and return to the Head Caregiver at your child's SAC site.

BE SAFE

BE KIND

BE RESPONSIBLE

HAVE FUN!

When behavior issues arise the following steps will occur.

1. Child will be given a verbal warning to correct the negative behavior with suggested alternatives for appropriate and acceptable behaviors.
2. Natural consequences will be administered relevant to the negative behavior.
3. Staff will document and write up the incident in detail. Write up to be shared with parent and submitted to Supervisor of the program.
4. Persistent misbehavior will result in additional write ups and parent contact. Building Principal may be contacted for advisement.
5. The Program Supervisor will be contacted for advisement.
6. A meeting of the parent(s) and staff and/or supervisor/principal may be held to discuss possible strategies to improve behavior.
7. Continued misbehavior or chronic discipline problems may result in suspension, leading to disenrollment from the SAC program.
8. The Head Caregiver may suspend a student from the SAC program for serious or chronic problems after consulting with the Program Supervisor or Building Principal. Infractions that will lead to suspension from the program are outlined in the Anchor Bay School District Code of Contact.
9. Behavior or discipline problems that occur while at SAC may result in consequences during the school day (i.e. fighting, sexual harassment, etc.)

Staff will use only positive methods of discipline. These methods will encourage self-control, self-direction, self-esteem and cooperation.

The staff is **prohibited** from using any of the following as a means of punishment:

- Corporal punishment - any physical contact with the child that is meant to inflict or cause pain to a student.
- Restricting a child's movement by binding or tying him or her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- Depriving a child of a snack, juice, or necessary toilet use.

- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Non-severe discipline or restraint will only be used when reasonably necessary to prevent a child from harming him/herself, others, or property.

We believe in preventive discipline and our staff is instructed to guide children through difficult situations. If a serious problem does arise the staff will make every effort to work with the child and parent toward an acceptable solution.

To facilitate **positive discipline in the SAC environment** we:

1. Attempt to maintain a positive, consistent, daily routine.
2. Use "time out" from the group for a child who has lost control or makes bad choices.
3. Help children to make good choices
4. Praise and use positive reinforcement.
5. Take privileges away from offending child(ren) relevant to misbehavior
6. Consistently enforce the rules. If a child consistently breaks the rules, his/her parents will be notified of the child's behavior with the goal of coming to a plan to correct the behavior.

## **EMERGENCIES/INJURIES**

Every precaution has been taken to ensure a safe, comfortable environment for the children. However, if a child is injured while at SAC, the following steps will be taken:

1. **Basic first aid** will be performed, i.e., cuts will be washed and bandaged; bumps will have ice applied. **SAC staff maintains current basic first aid certification, CPR certification and AED certification per State Licensing guidelines.**
2. If there is a serious injury the parent will be notified immediately. If the parent is not available, the person listed on the emergency card will be called. If that person cannot be reached, the doctor designated on the emergency card will be called and the child will be transported to a medical facility at the parent's expense. In the event that a child must be transported to a medical facility by an ambulance, a member of the staff will accompany the child until a parent arrives.
3. Any time a child has any type of injury to the head (fall, bump, etc.) the parent will be contacted of the situation and the condition of the child.

## **HEALTH**

**Children with signs of illness should be kept home to insure the health and well being of others.** The caregiver reserves the right to refuse admittance to any child who appears to be ill. If your child develops a contagious disease such as chicken pox, pink eye, head lice, strep throat, etc., please notify the SAC site immediately. Any child too sick to be in school, is considered to be too sick to attend SAC. Likewise, if a child is too sick to go outside for free play, then they are still too sick to be in SAC. Individual and very specific circumstances may be considered. These should be accompanied by a written statement from a physician. If your child develops a rash of any kind, you will be contacted to pick up your child immediately and may only return after we receive a written note from a health care professional.



## **HEALTH FORM**

A signed statement that your child is in good health must be signed and on file for your child to attend the SAC program during the school year. Children who attend the summer program must provide a signed health appraisal form from a doctor before attending. Be sure to note any allergies (food or other) that your child may have. **All allergies will be posted along with a photo of the child.** In some cases, such as peanuts, or in cases where the allergy may be life-threatening, everyone may be asked to avoid bringing in that particular item. Parents should plan on providing all necessary information and antidotes for their child's allergy reactions. An Individual Medical Form must be completed and signed by a physician for any child with allergies, asthma, diabetes or seizure disorders.

## **MEDICATION**



We can only administer medicine to your child if it is **in the original PRESCRIPTION container** and is accompanied by a District Medication Form signed by the parent and the doctor. Two adults will be present whenever medication is administered... We **can not** give medication on an "as needed basis".

## **SICKNESS**

Our programs can not provide care for sick children. Please keep your child home if he/she is sick.

Children who become sick during the school day should be sent home and not directed to the SAC room. Children who show any signs of fever, vomiting, diarrhea, and discharge from the nose or eyes, or any undiagnosed rash should be kept at home. Children must be **fever free for 24 hours** before they return. If a child becomes ill while at SAC, the parent will be contacted to pick up the child immediately.

**If your child did not attend school on a regular school day, they may not attend the SAC program for that day.**

## **LUNCH**

On ½ days and days when school is not in session the school lunch program is not available. Students must bring their own cold bag lunch and beverage. This should be something that does not need to be heated. Microwaves are not available.

### KSAC Enrichment:

KSAC children need to bring a self-contained cold lunch and beverage daily. This should be something that does not need to be heated. Microwaves are not available.

## **SNACKS - MILK – JUICE**

Snacks and paper products (bowls, plates, cups, spoons, etc.) are not provided during the school year. Parents should plan on sending a nutritious snack with their child for each session of the day their child is attending. A choice of a carton of milk or 100% juice will be offered during each SAC session at snack time.

**Please NOTE that all of our SAC locations are peanut and tree nut free. Please do not send snacks that contain peanuts or nuts.**

## **SUPERVISION**

All SAC employees are employed directly by Anchor Bay School District. Each has completed a thorough background check and criminal clearance check. Each site has a Leader or Head Caregiver that is in charge of the planning the daily activities for the students. All caregivers are directly responsible to the Early Childhood Supervisor.

## **THEMATIC UNITS**

Activity plans are developed by the staff at each site based on the student's interests.



## **TUITION & PAYMENTS**

The SAC rate is \$3.80 per hour. Tuition is based on the amount of hours that your student uses on a weekly basis. Please see page **15** for a table of rates to assist you in figuring your daily charges. Payments are due upon receipt of the statement. All bills are payable by exact cash, check, money order, Café Prepay or electronic payment. Checks and Money Orders only are accepted at the SAC locations. Cash payments, debit and credit card payments are accepted at the Early Childhood Center. Electronic payments may also be called into the Early Childhood office. Office hours at the Early Childhood Center on Washington St. are 7:00a.m. – 4:30p.m. There is a \$2.50 service fee for each electronic transaction. Checks should be made payable to **Anchor Bay SAC Program**.

**All checks must include child's name, your driver's license #, phone #, and address.**

After 2 NSF checks, payments must be made by cash, money order, debit, credit card or cashiers check.

A returned check fee of \$30.00 will be added to your account.

A **late payment fee** of **.05%** is assessed the **15<sup>th</sup>** of the month if payment has not been received.

**Failure to keep accounts current will result in child care services being discontinued.**

## **FINANCIAL INFORMATION**

The parent who registers the student for SAC is considered to be the person responsible for full payment. Sub-divided or pro-ration billing will not be done by the SAC office. Parents who share financial responsibility for childcare must work out the payment methods themselves. The person responsible for paying the SAC statement will receive an individual summary of charges at the end of the calendar year for tax purposes. In the case of divorce the non-custodial parent can only receive financial information through the Friend of the Court. Any requests for financial information must be made in writing and presented with a valid photo ID.

Statements will be printed twice a month and will be available for pickup at your care location. It is your responsibility to pick up your statement located at the sign in table. Disputes or discrepancies must be addressed within 10 days to avoid research fees. Checks should be made payable to **Anchor Bay SAC** and are accepted at all sites. Accounts are expected to be current and in good standing with payments made on a weekly or bi-weekly basis.

Families will only be permitted to register for care during breaks, professional development days or summer when account is current.

## DHS STATE ASSISTANCE PAYMENTS

Authorization from Department of Human Services should be provided at time of registration. DHS does not pay for registration fees or late fees. Parents are responsible for any difference in payment not covered by DHS and are responsible for tuition until official authorization is received for approval.



## WITHDRAWAL REGULATIONS

When your child is enrolled in the SAC program, it is **expected that he/she will remain for the full year**. However, if it should become necessary for you to withdraw your child, we ask that you give us a one week notice.

You may request a refund if you withdraw your child from the program and you have a credit in your account. However, if you decide at a later date to make use of the Childcare program during the school year, you must re-enroll your child and will be charged another registration fee.

When a Caregiver feels that a child should be withdrawn from the program because of behavior issues they will discuss the situation with the program supervisor and meet with the parents. Parents will be informed of the reasons for the suspension and/or expulsion from the program.

## UNDER THE INFLUENCE

By law, SAC and KSAC caregivers are required to release children to their parent or legal guardian. However, if the caregiver suspects the parent or legal guardian is under the influence of alcohol or drugs, police or protective services will be notified. We will not release a child if we feel in our best judgment that a child may be leaving in a potentially dangerous situation.



## ZERO TOLERANCE

Anchor Bay Schools participates in a Zero Tolerance policy. This includes drugs, alcohol, bullying and weapons. Bringing these items to school and/or participating in any of these activities, including bullying, may result in the child being permanently removed from the SAC program.



## **KSAC**

**KSAC** is the *other half of the kindergarten day* and is an extension of the SAC program. The program is offered during the other half of the normal school day at a designated district location. It is currently being held at Lighthouse Elementary. **Children must be in school to attend.**

**Morning Kindergarten** students may attend the SAC Program in their home school or designated SAC site before school. At the end of their morning kindergarten session, students will be transported by bus to Lighthouse for the afternoon KSAC session. Children who need care beyond 3:30pm will then join the Lighthouse SAC program.

**Afternoon Kindergarten** students may attend the KSAC program at Lighthouse from 8:30am until the start of their afternoon kindergarten class. Children at Lighthouse are escorted to their classrooms. Students from other buildings are transported via Anchor Bay school bus. Students may attend p.m. SAC at their home school or designated SAC site.

Children attending the KSAC program are provided with a variety of additional support and “enrichment” type activities to support the Kindergarten curriculum. They also have time each day for snacks, lunch, free play, process art projects and outdoor play. Children, who desire a quiet rest time, are also provided that opportunity.

MacDonald Kindergarten students will be transported with grades 1 – 5 to and from Lighthouse Elementary.

Maconce Kindergarten students will be transported with grades 1 – 5 to and from Ashley Elementary.

We encourage parents to keep lines of communication open.

We welcome your ideas for improvement, along with any concerns, problems or suggestions

## **APPENDIX A**

### **District Phone Numbers**

#### ***ABS-SAC & KSAC***

|                                   | <b>AREA CODE (586)</b>          |   |
|-----------------------------------|---------------------------------|---|
| <b>Billing &amp; Registration</b> | <b>(586) 648-2500 ext. 2051</b> | <b>Lynn DiMaggio</b>                        |
| <b>Office Manager</b>             | <b>(586) 716-7862</b>           | <b>Lydia Kemling</b>                        |
| <b>Supervisor</b>                 | <b>(586) 716-7862</b>           | <b>Barb Healey</b>                          |
| <b>Transportation</b>             | <b>(586) 725-4223</b>           | <b>Mary Delor or Pam DeVille</b>            |
|                                   |                                 |   |
|                                   | <b>DIRECT LINE</b>              | <b>VOICEMAIL EXTENTION<br/>586-648-2500</b> |
| <b>ASHLEY SACC</b>                | <b>(586) 648-2507</b>           | <b>7373</b>                                 |
| <b>GREAT OAKS SACC</b>            | <b>(586) 648-2518</b>           | <b>1130</b>                                 |
| <b>LIGHTHOUSE SACC</b>            | <b>(586) 648-2500</b>           | <b>1909</b>                                 |
| <b>LOTTIE SACC</b>                | <b>(586) 648-2514</b>           | <b>1230</b>                                 |
| <b>SUGARBUSH SACC</b>             | <b>(586) 648-2516</b>           | <b>1630</b>                                 |
| <b>KSAC Enrichment</b>            | <b>(586) 648-2500</b>           | <b>1907</b>                                 |

## APPENDIX B

### SCHEDULE OF PAYMENTS

Payments are due upon receipt of the statement. Any outstanding balance must be paid at that time and should be calculated at the *rate of \$3.80 per hour/per child*. Any discrepancies between the hours used and hours charged must be reported upon receipt of the statement. There is a **minimum of a 1 hour charge per child for the morning session** and a **1 hour charge per child for the afternoon session**. After the initial first hour charge, amounts accrue at half hour intervals of \$1.90. Second child discount only applies when children attend at the same time.

#### FIRST CHILD KSAC/SAC RATES

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| <i>AM Charges</i> |       | <i>PM Charges</i> |       |           |       |
|-------------------|-------|-------------------|-------|-----------|-------|
| 1 hour            | 3.80  | 1 hour            | 3.80  | 4 hours   | 15.20 |
| 1.5 hour          | 5.70  | 1.5 hour          | 5.70  | 4.5 hours | 17.10 |
| 2 hours           | 7.60  | 2 hours           | 7.60  | 5 hours   | 19.00 |
| 2.5 hours         | 9.50  | 2.5 hours         | 9.50  | 5.5 hours | 20.90 |
| 3 hours           | 11.40 | 3 hours           | 11.40 | 6 hours   | 22.80 |
|                   |       | 3.5 hours         | 13.30 | 6.5 hours | 24.70 |

#### SECOND CHILD KSAC/SAC DISCOUNT RATES

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| <i>AM Charges</i> |       | <i>PM Charges</i> |       |           |       |
|-------------------|-------|-------------------|-------|-----------|-------|
| 1 hour            | 3.50  | 1 hour            | 3.50  | 4 hours   | 14.00 |
| 1.5 hour          | 5.25  | 1.5 hour          | 5.25  | 4.5 hours | 15.75 |
| 2 hours           | 7.00  | 2 hours           | 7.00  | 5 hours   | 17.50 |
| 2.5 hours         | 8.75  | 2.5 hours         | 8.75  | 5.5 hours | 19.25 |
| 3 hours           | 10.50 | 3 hours           | 10.50 | 6 hours   | 21.00 |
|                   |       | 3.5 hours         | 12.25 | 6.5 hours | 22.75 |

Failure to keep accounts current will result in child care services being discontinued.  
A late fee of **5%** is assessed on the **15<sup>th</sup>** of each month.

## APPENDIX C

### PAY AGREEMENT & POLICIES 2009 – 10

**This is a duplicate copy of the Pay Agreement that is part of the Registration Packet.**

- SAC is a before and after school child care program for children currently enrolled in Young 5's – 5<sup>th</sup> Grade in one of the Anchor Bay Public Schools.  
6<sup>th</sup> - 8<sup>th</sup> grade students from MSN may attend in the morning only at Lighthouse Elementary. Transportation is **not** provided. Students are released from Lighthouse at approximately 7:30am to walk unaccompanied to MSN.
- **Locations:** Ashley, Great Oaks, Lighthouse, Lottie Schmidt, Naldrett & Sugarbush
- Care for **Maconce** students will be provided at **Ashley** Elementary.
- Care for **MacDonald** students will be provided at **Lighthouse** Elementary.  
(Bus transportation is provided between Lighthouse/MacDonald and Ashley/Maconce)
- KSAC Enrichment is the other half of the Traditional ½ Day Kindergarten Day (regular school-day hours)

### HOURS OF OPERATION

SAC is open 6:30am to the start of school and from the end of the school day until 6:00pm.  
Lighthouse opens at 6:00am

- Morning KSAC runs from 8:30am until the start of afternoon Kindergarten.
- Afternoon KSAC runs from the time morning Kindergarten is dismissed until end of the regular school day.
- Programs are CLOSED on days that schools are closed on an emergency basis (i.e. snow days, power outage, etc.)
- Schedules: Students must have a Set Attendance & Transportation Schedule to enroll in SAC from Maconce, MacDonald, and for KSAC Enrichment.
- Transportation: School busses are provided to transport students to and from the designated locations. Students attending KSAC Enrichment on a part-time basis surrender their privilege of riding the school bus to a different location on their off days. Parents must make arrangements to pick up/drop off at school on these days.

### REQUIRED TO REGISTER

A signed statement from the parent that

- (a) the child is in good health noting any activity restrictions
- (b) the child's immunizations are up-to-date
- (c) the immunization record or appropriate waiver is on file with the child's school
  - Copy of any legal divorce or court documents
  - Any current or outstanding account balances must be in good standing
  - Non-Refundable Registration Fee and Pre-Pay Deposit of first week's tuition
  - At least one parent/guardian's Driver's License Number

## **FEES & TUITION**

- Annual Non-Refundable School-year Registration Fee **\$35 First Child or \$50 Family** (Family fee may be combined with children attending SAC, KSAC or the FULL DAY Preschool Program)  
Family Fee does not include part-day preschool classes.
- Registration Fee is waived for Active Military families and Approved DHS Families (proof required)

## **DISCOUNTS & TUITION**

Discounts are available for families with more than one child enrolled in SAC

The youngest child pays the full hourly rate.

Every child after the first child is given the discounted rate.

Both/all children must be attending at the same time for the discount to apply.

Discounts are only offered to children enrolled in the SAC program.

Discount does not apply to KSAC Enrichment, or Full Day Preschool tuition.

## **SAC & KSAC Enrichment TUITION**

Minimum of 1 hour charge per child for morning session & minimum 1 hour charge for afternoon session.

**\$3.80** per hour for the first child in the family & **\$3.50** per hour for every child after the first child

**\$1.90** per 1/2 hour after the initial one hour minimum & **\$1.75** per 1/2 hour after the initial one hour minimum.

## **LATE PICK UP CHARGES**

**\$1.00** per minute, per child beyond 6:00p.m. Discounts do not apply for late fees.

Being late more than 3 times in 3 months will result in child being dropped from the program. In the event that a child is not picked up by 6:30pm and no one can be reached on the emergency card, the local police department will be called to pick the child up.

## **BILLING**

Statements will be printed at the beginning and middle of each month and available for pickup at your care location. It is your responsibility to pick up your statement located at the sign in table.

Disputes or discrepancies must be addressed within 10 days to avoid research fees.

Checks made payable to **Anchor Bay SAC** are accepted at all sites.

## **OUTSTANDING BALANCES**

Accounts are expected to be current and in good standing with payments made on a Weekly or bi-weekly basis. Families will only be permitted to register for care during breaks, professional development days or summer when account is current.

## **LATE PAYMENT FEES ASSESSED**

Balances not in good standing by the **15<sup>th</sup>** of each month will be assessed a **5%** late fee.

## **NSF CHECKS**

**\$30.00** fee for check returned for insufficient funds

After 2 NSF checks, payments must be made in one of the other forms including cash.

## **ELECTRONI PAYMENTS**

VISA, MasterCard, Discover and Debit Cards are accepted at the Early Childhood Center or by phone. A **\$2.50** Transaction Fee will be assessed with each use.

## **CASH PAYMENTS**

Cash payments are accepted at the Early Childhood Center only.

## **DHS PAYMENTS**

We process DHS childcare payments for families who qualify. The parent/guardian is responsible for payments until we receive authorization as well as any balance not covered by DHS. It is your responsibility to contact FIA for qualifications and payments.

## **ONLINE PAYMENT**

To set up an online payment program log onto [www.cafeprepay.com](http://www.cafeprepay.com). A modest service fee is assessed.

## **CREDITS**

You only pay for hours used unless otherwise specified as Guaranteed Tuition Fee Days. (See below) Overpayments will carry over on your account as a credit.

## **ABSENCES**

Parents should call the program site directly when their child is going to be absent. Do not call the Early Childhood Center.

## **DISTRICT ½ DAYS, PROFESSIONAL DEVELOPMENT DAYS & HOLIDAY BREAKS**

Care will be available on District ½ Days at each location that normally provides care. Care may be available at one central location on District Professional Development Days and during specified holiday breaks pending sufficient interest. **\*\* Guaranteed Tuition Fees** will be assessed. In order to determine family needs & staffing needs, a special sign up form will be posted at each location. A space must be reserved in advance for these days.

**\*\* Guaranteed Tuition Fees** means that once you sign up for a special care day, you will be charged & payment expected whether your child attends or not. Staffing is determined based on sign-up interest. If you reserve a space and need to cancel you must do so with the Early Childhood Office no later than **NOON the day before**. Failing to cancel on time will result in your account being charged the full day rate specified. If you do not reserve a space in advance and then need to use the program, your account will be charged an additional **\$15.00 staffing fee**. This fee is in addition to the regular full day rate specified.

## **SNACK**

Snacks and paper products (bowls, plates, cups, spoons, etc.) are not provided during the school year. Parents should plan on sending a nutritious snack with their child for each session of the day their child is attending. Be sure your child brings home any reusable containers on a daily basis.

## **MILK & JUICE**

A choice of a carton of milk or 100% juice will be offered during each SAC session.

**LUNCH: SAC & KSAC**

On ½ days and days when school is not in session, students must bring their own cold bag lunch. This should be something that does not need to be heated. KSAC students need to bring a cold bag lunch and beverage daily. This should also be something that does not require being heated. Microwaves are not available.

**YEAR END**

One copy of the Year to Date statement and tax ID number will be mailed in January to the child’s primary residence. There will be a **\$2.00** charge for any additional copies requested and must be paid upon request.

**RESEARCH & COPY FEES**

A fee of **\$100** per researched year will be assessed each time a parent requests that past sign-in sheets, future sign-in sheets or files are researched, pulled and/or copied. This pertains to situations such as divorce or custody issues or when researching charges past one month or charges that have not yet accrued. This fee must be paid at the time of request.

**I have read and understand the attendance, payment and collection policies above & have a received a copy for my records.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Driver’s License Number**

\_\_\_\_\_  
**Date**

All Anchor Bay Early Childhood Programs are self-supporting programs and rely solely on the revenue generated from the programs to operate. Timely payments assure continued quality programming.

## Appendix D Discipline Procedures

Child's Last Name: \_\_\_\_\_ Child's First Name: \_\_\_\_\_

Parents - Please read and discuss the following rules with your child. This is also a part of the Registration Packet that you sign when you register for the program. This form must be on file for your child to attend the Anchor Bay School District School Age Childcare Program.

Students to maintain their enrollment in the School Age Childcare Program must display the following behaviors and follow the directions of the Caregivers as well as the rules set forth in the Anchor Bay School District Student Code of Conduct.

### BE SAFE

- Caregivers need to know where you are at all times
- Keep hands and feet to yourself
- Listen and follow directions

### BE KIND

- Use appropriate language
- Take turns with games and materials
- Respect adults and other students

### BE RESPONSIBLE

- Clean up your game, craft, and snack
- Agree on the rules before you play the game
- Play in designated areas

### HAVE FUN!

If a staff member feels that a child should be withdrawn from the program, the following steps will be taken:

1. Child will be given a verbal warning to correct the negative behavior with suggested alternatives for appropriate and acceptable behaviors.
2. Staff will document and write up the incident in detail. Write up to be shared with parent and submitted to Supervisor of the program.
3. Persistent misbehavior will result in additional write ups and parent contact. Building Principal may be contacted for advisement.
4. The Program Supervisor will be contacted for advisement.
5. A meeting of the parent(s) and staff will be held to discuss possible strategies to improve behavior.
6. Continued misbehavior or chronic discipline problems may result in suspension, leading to dies-enrollment from the SAC program.
7. The Head Caregiver may suspend a student from the SAC program for serious or chronic problems after consulting with the Program Supervisor or Building Principal. Infractions that will lead to suspension from the program are outlined in the Anchor Bay School District Code of Contact.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

## Discipline Policy

Child's Name \_\_\_\_\_

Please read and discuss the following rules with your child. We must have this form on file for your child to attend.

To maintain enrollment in the SAC program students must display the following behaviors and follow the directions of the caregivers and the rules set forth in the Anchor Bay School District Student Code of Conduct.

- Respect the Staff
- Respect other students and keep hands and feet to yourself
- Use kind words. Profanity or name-calling will not be permitted
- Be polite and use good manners
- Running is permitted in the gym and outside only
- Children are to stay in the designated area with the staff unless they have written permission from their parent to attend other school functions (Scout meetings, tutoring, helping teacher, etc.)
- While outside, children are to remain within view of the caregivers at all times
- Children are expected to clean up after themselves
- Children will use the "Buddy" system whenever it is necessary to leave the group  
(i.e. to bathroom, drinking fountain, locker, etc.)

When behavior or discipline problems arise;

- Staff will talk with the child to work through the problem
- Staff will speak directly to the parent that day
- An incident will be written up and submitted to the Building Principal and Program Supervisor
- Parents may be called to pick a child up from the program in the event that a child is out of control
- Child may be suspended from the program for excessive or persistent misbehavior or discipline issues at the discretion of the Building Principal or Program Supervisor.
- Child may be excluded from the program for extreme behaviors at the discretion of the Building Principal or Program Supervisor.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_