

# SCHOOL AGE CHILD CARE PROGRAM (SACC)

## Parent-Student Handbook

2021 – 2022

Springfield City School District  
School Age Child Care  
700 S. Limestone Street, Suite A  
Springfield, OH 45505  
937-505-2818 (Phone)  
[www.scsdoh.org](http://www.scsdoh.org)



Every Student | Every Opportunity | Every Day



## SCSD School Age Child Care Program

The Springfield City District School Age Child Care Program (SACC) is a 3-Star Rated Step Up to Quality Program that is licensed by the Ohio Department of Education and is inspected at least annually. A copy of the program license and our most recent compliance report are posted at each site. Our program serves families by providing quality programs for elementary school children during the before and after school hours. The Program provides this service for children district wide. Our current program locations include:

### **SACC Administrative Office:**

The Dome  
700 S Limestone St, Suite A  
Springfield OH 45505  
(937) 505-2818  
(937) 505-2994 fax  
*Office Hours: 8:00 am - 4:00 pm*

### **SACC Licensed Site Locations:**

**Fulton Elementary**  
631 S Yellow Springs St  
Springfield, Ohio 45506  
937-505-2898

**Horace Mann Elementary**  
521 Mount Joy St  
Springfield, Ohio 45505  
937-505-2893

**Lagonda Elementary**  
800 E McCreight Ave  
Springfield, Ohio 45503  
937-505-2892

**Perrin Woods Elementary**  
431 W John St  
Springfield, Ohio 45506  
937-505-2894

**Simon Kenton Elementary**  
731 E Home Rd  
Springfield, Ohio 45503  
937-505-2891

**Snowhill Elementary**  
531 W Harding Rd  
Springfield, Ohio 45504  
937-505-2895

# SCSD SCHOOL AGE CHILD CARE (SACC) PROGRAM HANDBOOK

## MISSION

SACC is designed to be a link between school and home that will meet the child's social, emotional and physical needs, complementing the school day in a secure environment which encourages positive feelings of self-worth, decision-making, problem solving and individual expression.

## PHILOSOPHY

SACC will offer engaging, innovative, and robust programming that meets the needs of students, parents, the District and our community.

## GOALS

Students needs will be met by creating an environment that:

- Provides for the development of self-esteem in selection, structure, and balance of activities offered.
- Offers children a base of warmth and security provided by caring adults, in which they can all grow, respect, and enjoy each other.
- Fosters individuality, decision-making, problem-solving, and interest exploration.
- Encourages freedom and creativity within safe and secure limits.
- Offers positive social interaction with adults and peers.
- Allows meaningful participation in the community.
- Provides for nutritious snacks to meet the health needs of growing children.

Parents needs will be met by offering a service that:

- Provides the security of a safe and caring environment.
- Involves the parents in the planning, communication, and accessible parenting information and programs.

The District's needs will be met by providing a program that:

- Provides safety for students.
- Enhances nutrition and physical fitness.
- Supports social and emotional learning.
- Promotes academic skill development and exploration.

The community's needs will be met by providing a program that:

- Provides quality childcare services.
- Prevents the development of destructive behavior patterns by providing constructive activities.
- Recognizes the important contribution of SACC staff.
- Encourages understanding, appreciating and valuing diversity.
- Fosters a caring and collaborative environment.
- Share and builds upon existing community resources.

## **ENROLLMENT PROCEDURES and POLICIES**

The Springfield City School District School Age Child Care Program will provide quality school age programming for children attending the district's 10 elementary schools throughout the school year who are ages 5-12 and enrolled in grades K-6. Children who meet any of the following criteria are not eligible: 1. Age 5 and have not attended Kindergarten; 2. Age 12 or younger and are attending 7<sup>th</sup> grade or higher; or 3. Age 13 and enrolled in elementary school. Our Summer Day Camp Program is open to non-Springfield City School students who meet the above age and grade criteria.

By maintaining a safe, well-supervised place for children, parent(s)/guardian(s) can be assured that their child will be comforted and cared for by staff. Daily activities that are fun and age appropriate are designed for children. Outdoor recreational activity is encouraged, as well as indoor activities that promote cooperation and independent problem-solving. Assistance with homework is also available.

To insure the safety of the children and the quality of the program, enrollment will be controlled by the space and staff that is available as recommended by the Ohio Department of Education. To report licensing concerns, complaints, and/or violations, call 614-466-0224.

The School Age Child Care Program is a fee-based program and operates financially independent of the Springfield City School District.

### **REGISTRATION PROCESS**

Registration for the Springfield City School District School Age Child Care (SACC) Program is completed through our online registration form. Visit our website at <https://www.scsdoh.org/Page/2038> and click on SACC Registration Form for access to the online registration system.

Families who would like assistance with completing a registration may contact the SACC Office at (937) 505-2818.

### **CONFIDENTIALITY POLICY**

Under the Family Educational Rights and Privacy Act (FERPA), all SACC Records, including Registration Forms, are considered confidential, except that information which is considered public record. SACC staff will maintain confidentiality in matters regarding sensitive information relating to enrolled students and their families. No information will be released to third parties unless the appropriate written permission has been received from a parent or guardian.

### **NON-DISCRIMINATION POLICY**

The SACC Program does not discriminate in our enrollment policies or procedures based on race, color, sex, religion, national origin or physical or mental handicap.

## **STUDENTS WITH SPECIAL NEEDS**

To ensure optimal care for students with special needs, Springfield City School District SACC requests that parents share all pertinent information regarding the student's needs. This could include information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances.

SACC staff and Administration welcome the opportunity to serve as part of a team of providers (parents, teachers, case workers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth). SACC or any other team member would request that this team meet before the first day of enrollment and as needed during the program. All information shared with program staff or contained in program files will remain confidential.

All efforts and reasonable program accommodations will be made to meet the needs of the children enrolled in the SACC Program. The SACC program is not equipped for diapering of school age children. All school age children in the program must be able to solve their own toileting needs. Because of frequent swimming trips, children enrolled in Summer SACC may not wear diapers or pull-ups. Neglecting to provide clean clothing for a child with toileting issues to change into will result in termination of services. All children must follow the SACC rules and adhere to the Discipline Policy. SACC is unable to provide service for children who require one-to-one supervision or assistance on a routine basis.

## **TERMINATION OF ENROLLMENT**

A child's enrollment may be terminated at any time for any of the following reasons:

- Failure to comply with fee agreement.
- Account is not paid in full by the end of the school year.
- Late payment of fees.
- Continual late pick-up.
- If the child's conduct is unmanageable or unsafe.
- Parent(s)/Guardian(s) are unable or unwilling to work with site staff to resolve a problem.
- Parent(s)/guardian(s) are unable or unwilling to provide staff with required emergency contact information.
- It is determined by the Administrative Office that our program is unable to meet the needs of the child.

If it is determined that a child's participation in the School Age Child Care program should discontinue, the parent/guardian will be contacted accordingly.

## PROGRAMMING INFORMATION

- Age-appropriate activities are planned and implemented in separate areas where space permits.
- The SACC staff prepare daily activities for children that are enriching and age-appropriate.
- The SACC staff strive to provide an environment for children to succeed through strong partnerships between home and school. Children are offered a wide-variety of activities to participate in each day and are encouraged to make their own choices. **Because the School Age Child Care Program will provide your child with a variety of games, supplies and equipment, we ask that your child not bring items such as electronic devices, toys or cell phones from home.** Please know that the School Age Child Care Program will not be responsible for any loss or damage to personal items.
- Children may work on homework and a staff member will be available to provide assistance when asked. Staff cannot be held responsible for a child completing his/her homework. SACC will provide the necessary resources to complete homework, such as paper, pencils, markers and scissors.
- On occasion, SACC staff may show a G or PG rated movie during program hours. Parents will not need to sign a permission slip for these movies unless students are transported to a movie theater.

## HOURS OF OPERATION

The School Age Child Care Program offers before school care from 6:30 am to 8:00 am, and after school care from 3:00 pm to 6:00 pm for students enrolled in the Springfield City School District.

The School Age Child Care Program will operate both the before and after school programs out of the following sites: Horace Mann, Lagonda, Perrin Woods, Simon Kenton and Snowhill. These sites will continue to serve students from all ten elementary buildings as follows:

- Perrin Woods will host Lincoln and Fulton
- Lagonda will host Snyder Park and Warder Park Wayne
- Horace Mann will host Kenwood
- Simon Kenton will continue to serve only their students
- Snowhill will continue to serve only their students

## OUTDOOR PLAY

- Children have the opportunity to play outside daily if the weather permits or when safety conditions are suitable. Outdoor play will be cancelled if the temperature is 20 degrees or below, the wind chill factor is 0 degrees or below, or if the temperature is 95 degrees or a heat index at or above 100 degrees. The children will be provided the use of the gym for indoor large motor activities. Please make sure your child is dressed properly for all weather conditions.

## HOLIDAYS

The SACC program will be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, teacher work days at the beginning and end of the school year, as well as staff development days/in-service days. Please refer to the District/SACC yearly calendar for all dates.

## **INCLEMENT WEATHER**

- If a delay is 'called' the SACC program will be open at its normal time. However, if schools are later closed, the SACC program will also close and parents will be called to pick up their children.
- If school is closed for inclement weather (i.e. 'snow day'), the SACC program will also be closed.
- If school closes early, the Superintendent will decide if our program should also close. This will be decided on a case by case basis. If at all possible our staff will arrive at work early so that care is available.

## **SUPERVISION**

- Once a child is enrolled in the SACC program, the parent(s)/guardian(s) are responsible for informing the staff of any special medical, physical or emotional needs and/or custodial arrangements that will assist the staff in the supervision of the child.
- A maximum staff to student ratio of 1 to 18, as required by our licensing agent, will be maintained at all times. In order to provide an improved level of care, we strive to maintain a maximum staff to student ratio of 1 to 15.
- Staff members have been trained in First Aid, CPR, Communicable Disease Recognition and Child Abuse Recognition and Reporting. They are also required to complete 15 hours of additional training each school year in areas such as child development, enrichment activities, health and safety, guidance and discipline.
- Staff members have also completed a screening process that includes submitting 3 references and a medical statement. A criminal background check is performed on each employee at the time of initial employment and periodically as required by law.
- A child is permitted to use the restroom without adult supervision if the child is within hearing distance of an adult and a staff member knows where the child is going. A child may be gone no more than 5 minutes.
- When providing supervision for an outdoor activity, the staff member will be able to summon another adult without leaving the group alone or unsupervised. A school child, fourth grade or older, may leave the group to summon an adult.
- Children may not return to their classroom after school dismissal and upon arrival at the SACC Program. Please advise your child to be responsible and bring their coat, book bag, homework, etc. to the program after school.

## **PARENT INVOLVEMENT**

Parents are encouraged to participate in their student's SACC Program. Parents are welcome to visit the SACC site at any time during program hours. When visiting the program, parents are asked to follow the program rules. Parents are also encouraged to get involved via parent surveys or parent advisory meetings. Parents will be involved with program evaluations throughout the year, and suggestions from parents are welcome. Parent conferences with SACC staff or the SACC Administrative office can be requested at any time. To schedule a conference, please call the SACC Administrative office at 937-505-2818.

## **CHILD ABUSE and NEGLECT REPORTING**

All employees of a child care center are required under section 2151.421 of the Ohio revised code to report any suspicion of child abuse or neglect to the Department of Children's Services in Clark County.

## **CUSTODY ISSUES**

All parents/guardians listed on the SACC Registration and Emergency Medical Forms shall be authorized to pick up your child on any day that SACC is in session. Copies of official court documents must be provided to and on file in the SACC office before we can restrict a parent from picking up their child. We ask that the custodial parent communicate in detail with the SACC Office and site staff in order to avoid any confusion and/or conflict arising from such a situation. Please do not assume that just because paperwork is on file in your child's school office, that we are aware of the situation.

## **VOLUNTEER POLICY**

Volunteers are occasionally used in the SACC program. Individuals who wish to volunteer should contact the SACC Administrative Office. Once approved, each individual will be required to fill out appropriate paperwork which may include a BCI/FBI background check and may be required to be approved by the Springfield City School District Board before starting their volunteer work. Volunteers who are underage or who do not go through the extensive background check procedures will never be left alone with students at any time.

## **MEDIA CONSENT**

Photographs and videos taken within our schools are often used to share stories of our programs and student achievement with the community via district publications, website, limited social media, newspapers, television news, etc. Families may elect to have their student excluded from such photographs or videos. Please refer to the Media Consent Authorization under the Student Responsible Use Policy Packet completed with your child's school registration.

## **DRESS CODE**

Comfortable and durable play clothes; skid resistant soled shoes are recommended. No flip flops or open-toed shoes. The School Age Child Care Program is active and includes a variety of activities that include paint, sand, dirt, clay, running, etc... Dress should be suitable for play and for the weather. Outdoor play will be enjoyed weather permitting. Please send along hats and gloves or mittens during the winter months. Children will be permitted to go outside for play if the temperature is at least 32 degrees Fahrenheit.

## **FIREARMS/WEAPONS**

Guns, knives and weapons of any kind are banned on school premises. Premises have 24 hour video surveillance.

## **PET POLICY**

Animals are not permitted in the SACC programming area.

## **RETURNING TO THE CLASSROOM**

Children may not return to their classroom after school dismissal and upon arrival at the SACC Program. Please advise your child to be responsible and bring their coat, book bag, homework, or other belongings to the program after school.

# SPRINGFIELD CITY SCHOOL DISTRICT SACC TUITION POLICIES, DISCOUNTS & OTHER PROGRAM COSTS

## SCHOOL YEAR TUITION RATES

- SCSD SACC tuition rates are **not pro-rated** based on the number of program days in the week. Some weeks contain more program days than others, but the weekly tuition amount remains the same. **There is no tuition adjustment due to holidays, emergency closures, vacations or child absence. Tuition is paid weekly.** Tuition payments are non-refundable and not transferable unless approved by the SACC office.

	SCHEDULE	HOURS	TUITION	SIBLING RATE
<b>FULL TIME</b> (rate charged regardless of number of days attended)	Full Time: AM only	6:30 – 8:00 am	\$35.00 / week	\$25.00 / week
	Full Time: PM only	3:00 – 6:00 pm	\$50.00 / week	\$40.00 / week
	Full Time: AM & PM	6:30 - 8:00 am & 3:00 – 6:00pm	\$75.00 / week	\$65.00 / week
<b>PART TIME</b> (1 - 3 days per week)	Part Time: AM only	6:30 – 8:00 am	\$25.00 / week	N/A
	Part Time: PM only	3:00 – 6:00 pm	\$35.00 / week	N/A
	Part Time: AM & PM	6:30 - 8:00 am & 3:00 – 6:00pm	\$45.00 / week	N/A

## FEES DUE AT REGISTRATIONS (school year registrations do not include Day Camps)

- A non-refundable **\$25.00 registration fee** for one child, per school year.
- A non-refundable **\$40.00 registration fee** for two or more children, per school year.

## DISCOUNTS

- **Sibling Discount** - additional children enrolled under the same Primary Account Holder for Full Time services are eligible for a **sibling discount**, refer to the tuition rates for the discount. The discount applies to the lowest tuition rate or the younger children if enrollment is the same.
- **Springfield City School District Employees** are eligible for a tuition discount. Please contact the SACC office at (937) 505-2818 for rates, sibling discounts cannot be combined with the SCSD employee discounted tuition.

## STATE CHILD CARE FINANCIAL ASSISTANCE

- Springfield City School District SACC accepts Publicly Funded Child Care (PFCC) for families that qualify. Parents may be required to contribute a co-pay towards the subsidized child care services that is paid directly to Springfield City School District SACC. Please see the section on Publicly Funded Child Care in the Parent Student handbook for details on PFCC requirements.

## PAYMENT DUE DATES

- Tuition payments are paid weekly and are due **Monday for the week of service**.
- Late payment of tuition will result in an account being marked “delinquent” in the SACC online Parent Portal. **If the account is not made current within 7 days, the account will be “suspended” and the student will not be able to return to SACC until the outstanding balance is paid in full.** Primary Account Holders of delinquent and suspended accounts will receive a statement via their registered email address. The statement will detail charges and credits to the account and will identify the amount that must be paid in order for the student to return. A student’s return to the program after termination due to unpaid tuition is dependent upon space availability at the program site and is not guaranteed.

## OTHER FEES

Fee	Description	Rate
Late Pick up Fee	The SACC program is licensed to operate until 6:00pm. Parents/guardians who pick up their children after 6:00pm will receive a late pick up fee. Recurrent late pick-ups may result in increased fees, suspension or termination of services.	\$5 per family for every 5 minutes or any part of 5 minutes that the parent/guardian/designee is late picking up the children.
Child Tracking Fee	Parents/Guardians are responsible for notifying their SACC Program, in addition to the school, in the event that a child will be absent. If a child does not arrive to SACC when expected, staff must attempt to contact parents/guardians/ emergency contacts and school personnel in an effort to ensure the child’s safety. A fee is assessed for each incident that a SACC staff member needs to track a child’s location. Recurrent tracking may result in increased fees, suspension or termination of services.	\$5 per incident

## **TUITION POLICIES**

- Tuition must be paid weekly and is due the **Monday for the week of service**.
- Payment must be current for children to continue attending the program. **If the tuition account balance becomes more than 7 days past due, the child(ren) will not be admitted back into the program until the balance is paid in full or a reasonable payment agreement has been made and maintained.** Payment arrangements may be available, but not guaranteed, by calling the SACC office at (937) 505-2818.
- Parents with separate custody or payment arrangements are encouraged to set up “split accounts” for tuition payment by calling the SACC office at (937) 505-2818.
- Families that owe back tuition will not be readmitted until the past due amount has been paid in full.
- ***All readmission to the program is dependent on the availability of program space.***

## **PAYMENT METHODS**

The only accepted payment methods are credit cards and money order. **Money orders are to be made out to ‘Springfield City Schools SACC Program’.** *We will not accept cash or checks.* You will receive a receipt for all fees paid at the time of payment. Please do not leave without having your receipt in hand. A statement of fees paid for the previous calendar year can be prepared at request through the SACC Administrative office.

1. **EZCare Parent Portal:** An easy and secure way to make a tuition payment, families may log into their SACC Parent Portal <https://www.ezcaresoftware.com/parent-portal> and click the Ledger tab. Under Ledger Transactions click “Pay Now” to make an online payment using a credit or debit card. A service fee is charged per transaction for this payment option.
2. **Money Order:** Money Orders may be dropped off at your child’s SACC site during program hours, or at the SACC office at The Dome between the hours of 8:00am and 4:00pm.

## **TUITION STATEMENTS, RECEIPTS, AND TAX STATEMENTS**

Account statements, receipts, and flex spending account documentation are available any time by logging into the Parent Portal at <https://www.ezcaresoftware.com/parent-portal>. Tax Statements will be published to the SACC Parent Portal no later than the last business day of January.

## **SUMMER SACC**

SACC is pleased to offer an all-day program during the summer break. The summer SACC program is held in a selected school building and includes exciting opportunities such as swimming, field trip engagements, guest speakers, special events, and engaging enrichment activities.

Families choose which weeks they plan to attend when registering for the summer program. The program is staffed accordingly. Families are responsible to pay tuition for all the weeks for which they registered. All programs are offered on a first come, first served basis.

Registration and Summer Tuition Rates will be posted on the SACC webpage. Please visit the SACC webpage at <https://www.scsdoh.org/Page/2038> for details on the location, tuition and registration information.

## **PUBLICLY FUNDED CHILD CARE (PFCC)**

Financial assistance for child care may be available through the Ohio Department of Job and Family Services (ODJFS), through your county ODJFS, for those who qualify. Parents/guardians who wish to use PFCC for child care must do the following to participate in the program:

- Apply through Clark County Department of Job and Family Services for child care assistance (PFCC).
- Complete SCSD SACC Registration at <https://www.scsdoh.org/Page/2038>
- Receive authorization for PFCC from the County ODJFS.
- Pay first week's co-payment as determined by ODJFS, if applicable.
- Families who wish to enroll prior to receipt of ODJFS authorization may do so at standard SCSD SACC tuition rates and fees. **We will not accept backdated approvals for payment of services.** Once an authorization is confirmed by the SACC office from ODJFS, parents can begin using their benefits and will be required to use the TAP system.

Weekly co-payments follow the same payment schedule as tuition payments. A child may only attend the program for the number of hours approved by ODJFS.

### **CO-PAY POLICY AND PROGRAM FEES**

- Sponsors are responsible for making weekly co-pays in compliance with the payment policies of ODJFS (Ohio Department of Job and Family Services) and as outlined in the SACC Parent Handbook.
- Sponsor co-pays are determined by ODJFS. Any questions regarding the co-pay amounts should be directed to the county ODJFS office.
- **If a child receiving PFCC is not in attendance during the program week, a fee in the amount equal to the assigned co-pay, or \$25 if a \$0 co-pay is assigned, will be assessed in order to hold the child's spot in our program.**
- Sponsors are responsible for all other fees, such as registration fees, late pick-up and tracking fees, as identified in this handbook.

The State of Ohio utilizes an entirely electronic method of tracking child care attendance for PFCC, called the TAP (Time, Attendance and Payment) system. As your chosen Provider, Springfield City School District SACC requires that you, the "Sponsor", follow the program policies as described below.

### **TAP ACCOUNTS**

- "Sponsors" are parents/guardians and any authorized contact person on a child's account.
- Sponsors are responsible for submitting an application and all required supporting documents to the Clark County Department of Job and Family Services office. The County then has up to 30 days to process the application and issue an authorization or a denial.
- If a Sponsor wishes to enroll their student prior to receiving authorization from the County, they may do so at standard SCSD SACC tuition rates and fees.
- Sponsors are responsible for ensuring that they allow enough time on their student's first day to work with the Site to set up their account and PIN. SACC staff (providers) are not permitted to store, hold, use or otherwise take responsibility for a sponsor's PIN.
- Each Sponsor on a child's account will have to set up their own account and PIN in order to sign the child in and out of the program.

## **PUBLICLY FUNDED CHILD CARE (cont.)**

- Students are not permitted to use the TAP system.
- For more information please visit <https://ohiocctap.info/caretakers/quick-reference-cards-qrcs-for-caretakers-sponsors/kindersign-qrcs-for-caretakers-and-sponsors/>

### **TAP PROCEDURES AND POLICIES**

- Sponsors are required to TAP both in and out for every day their child attends a SACC program.
- Sponsors who do not TAP their student in and out will not be permitted to leave their child at the program site until all missed TAPs are corrected.
- Sponsors are responsible for updating any TAPs that are in error or were missed by the next day of program operations, regardless of student's attendance on that day.
- Cooperation with program staff is essential and any delays or refusals in completing, updating or correcting transactions may result in termination of services.
- All Sponsors (parents, guardians, authorized persons) are responsible for ensuring that they are aware of and prepared to use the TAP System when dropping off or picking up a child.
- **In addition to signing your child in and out of the program in the TAP system, you are also required to sign a child in and out using the Time Clock application on the provided computer tablet.**
- Sponsors of children attending the Summer SACC Program must change their authorization to the summer site they plan to attend by contacting their ODJFS caseworkers. Authorization must be changed back to the school the child attends in the fall prior to school starting.

### **ABSENCES**

- The County DJFS Child Care Assistance program allows for up to 10 absences in a six month period (January-June and July - December). These absences count for both excused and unexcused absences.
- Unexcused absences in excess of this amount may result in additional fees, suspension or termination of services.
- Any student who has been absent for 10 consecutive days with no contact from the family will be unenrolled from the program. A parent may re-enroll the student at a later time, however, SACC cannot guarantee that space will be available in the desired program.

Failure to follow the policies listed may result in termination of child care services for publicly funded families.

## ATTENDANCE

Your child is expected to attend the agreed upon times. If your child will not attend the child care program, you are asked to notify the SACC staff in person or leave a message on the SACC site telephone. When leaving messages regarding your child's lack of attendance in the program, please include the password you provided to our program.

Before entering the SACC Program, please complete all cell phone or electronic device communications. This allows your child and the staff an opportunity to greet you and communicate with you regarding your child's day.

### BEFORE SCHOOL ARRIVAL PROCEDURES

- For security purposes the outside doors to the building will be locked. **We ask parents to use the doorbell and staff will let you in the building.**
- Upon arrival, parents or the authorized adult are asked to sign a child in at our Parent Kiosk station using their assigned PIN on the Time Clock application on the provided computer tablet.
- Staff must be aware of each child's presence before the parent departs.
- Please do not bring a sick child to the program.

### BEFORE SCHOOL DEPARTURE PROCEDURES

- Children attending SACC Sites will be signed out by staff and dismissed to school at 8:00 am. At that time a child may take advantage of the district's breakfast program or report to the designated area for students waiting permission to go to their classroom.
- Children who attend Fulton, Lincoln, Kenwood, Snyder Park and Warder Park Wayne will be escorted to a Springfield City School District bus at the time designated by the transportation department. Students must arrive at least 15 minutes prior to the designated bus pick up time. Your child is expected to arrive at school in time to take advantage of the breakfast program at their school. Children are considered to be in our care while riding the school bus to school. You will be charged for care from the drop off time until 8:00 am.

### AFTER SCHOOL ARRIVAL PROCEDURES

- After school dismissal, children from Kenton, Lagonda, Mann, Perrin Woods and Snowhill are to report immediately to the cafeteria or other designated area to check in with staff.
- Children are greeted by staff as they arrive and attendance is taken. If a child has not checked in within 5 minutes of the expected arrival time, staff will begin the trace procedure.
- After school dismissal, children from Fulton, Lincoln, Kenwood, Snyder Park and Warder Park Wayne will get on an assigned school bus for transportation to deliver them to the assigned child care site. A SACC staff member will greet the bus and escort the children inside the building. Children are greeted by staff and attendance is taken. Children are considered in our care beginning at 3:00 pm. If a child has not checked in upon arrival, the staff will begin a trace procedure.
- **It is the parent's responsibility to notify your child's teacher and/or school secretary of your child's departure procedure from school. If you are using the program and have a varied schedule, communication with the child's school and the SACC program regarding your schedule is critical.**

## **AFTER SCHOOL DEPARTURE PROCEDURES**

- For security purposes the outside doors to the building will be locked. **We ask parents to use the doorbell and staff will let you in the building.**
- Upon arrival, parents or the authorized adult are asked to sign a child out at our Parent Kiosk station using the Time Clock application on the provided computer tablet.
- Staff must acknowledge you and be aware of each child's departure before leaving the building.
- **No child will be released to anyone other than the authorized persons noted on the registration form, unless there has been previous notification of a change in writing (email or written note) to a SACC staff member.** As a safety precaution, unfamiliar persons will be asked to show a photo ID. Please notify anyone who may pick up your child that they will be required to show a photo ID. If you have not notified the SACC staff of a change in pickup procedure in writing, your child(ren) will not be released to any unauthorized persons.

**Day Camp Arrival/Departure Procedure:** This is the same as the before and after school arrival/departure procedures.

## **LATE PICK UP**

- The SACC Program closes at 6:00 pm as indicated on the school clocks.
- If you are unable to meet this deadline, please make arrangements with an authorized person to pick up your child.
- A late fee charge of \$5.00 per family is due immediately at pick up for every 5 minutes or any part of 5 minutes that the parent/guardian/designee is late picking up the children.
- **If a child is with us for 30 minutes past closing and we have not been able to contact anyone on the authorized to pick up list, we will call the police department to assist us in locating you or a family member to pick up the child.**
- We reserve the right to terminate enrollment for recurrent late pick-ups.

## **TRACE PROCEDURE**

- If your child does not arrive to our after-school program within 5 minutes of school dismissal, or upon arrival of the school bus, on a day that you have indicated that they should be in attendance, staff will begin procedures to locate your child.
- Staff will first review any voice mail messages left on the site phone. If a message was left including the password the search will stop. Next they will check with the school secretary and/or your child's teacher to insure that the child was in school that day. If the child was not in school, the search stops. If the child was in school every attempt will be made to reach the parents at the numbers provided on the registration form. If we are unable to reach the parents, staff will leave messages and begin calling the other contacts indicated on the registration and/or emergency medical forms. If no contacts can be made, the police may be called to report the missing child. If the staff have to trace your child more than three times within the school year you will be charged a \$5.00 trace fee each time the staff have to trace your child. We reserve the right to terminate enrollment for recurrent traces.

## ABSENCES & WITHDRAWALS

Regular and consistent attendance in afterschool programs has proven to offer a wide range of benefits for students. However, there may be times when your student is unable to attend the SACC program.

### REPORTING A CHILD'S ABSENCE

At Springfield City School District SACC, your child's safety is our primary goal.

- Parents must notify the child's SACC location - in addition to notifying the school office – when a child is absent.
- If the parent calls the site phone number and does not get an answer, they should leave a message with complete information including parent's name, child's name and date and session (AM or PM or both) that child will be absent. Parents will also be able to leave a written notice of planned absences with the Site Lead at their child's SACC site.
- Morning SACC: If a child who is scheduled to attend the morning session does not arrive, it is assumed that the parent/guardian has chosen not to bring the child to the program that morning.
- Afternoon SACC: Unless notified in advance by the parent/guardian, all children scheduled for the afternoon session are expected. Attendance is taken as the children enter the program area and again upon departure. If a child is not in attendance the site lead/designee will contact the parent/guardian by phone, as well as the other emergency contacts identified on the registration form. If employees are unable to reach the parent/guardian they may do the following:
  - Check the school absence list
  - Check with school personnel
  - Contact listed emergency contacts
  - Contact the police

As this process can be time consuming and removes staff from program duties, please make every effort to report a child's absence in advance. A child tracking fee per incident will be charged for an unreported absence. Recurring unreported absences may result in termination of services.

No tuition adjustments will be made for absences. If an extensive absence is anticipated, parents are welcome to withdraw the child from SACC. Although we will try to accommodate situations in which children must be withdrawn, SACC cannot guarantee that there will be room available at the school when the child is ready to return.

### WITHDRAWING FROM SACC

When enrolling in any SACC Program, it is expected that your child will be in attendance for the entire school year. However, if for some reason, you must take your child(ren) out of the program before its completion you must:

- **Notify the SACC Office in writing of the withdrawal at least one week before the withdrawal date.**
  - Email [lucaskm@scsdoh.org](mailto:lucaskm@scsdoh.org) or personally deliver notice to SACC Office 700 S. Limestone St, Suite A, Springfield, OH 45505. Office hours are 8am-4pm Monday – Friday.
- **SACC Office must be notified or tuition will continue to accrue on the parent account.**
- Please contact the SACC office in case of emergency, job loss or change to schedule.

## **NUTRITION**

The SACC Program participates in the federal Child and Adult Care Food Program (CACFP) through the Children's Hunger Alliance, whom provides healthy meals and snacks to our afterschool programs. Parents should list any special dietary considerations that need to be addressed on both the Emergency Medical Form and the Special Diet Form that can be obtained via the SACC website on the Springfield City School District website.

### **SNACKS**

- During the school year all SACC children will be served an afternoon snack.
- Snack menus will be posted.
- If a child is allergic to or doesn't like what's on the menu feel free to send your own nutritious snack.
- Please do not send pop, candy or products with trans-fats.
- If your child has a food allergy please indicate this on the Emergency Medical Form and the Special Diet Form. We will make every attempt to provide an alternate snack for your child. If your child has a severe allergy to a food item please discuss this with our staff immediately, so that we may best serve your child.

### **DAY CAMPS**

- When we are open for day camps, breakfast and an afternoon snack will be provided.
- Parents will be asked to send a nutritious sack lunch for their child. Keep in mind that we do not have access to a microwave or cooler for your child's meal. Please do not send pop, candy or products with trans-fats.

According to the United States Department of Agriculture a nutritious snack consists of 2 different items from the 4 categories below.

1. 8 fluid ounces milk
2. 1 ounce serving meat or meat alternate (i.e. cheese, peanut butter, nuts, yogurt)
3. 3/4 cup fruit, vegetable or full strength (100%) juice.
4. 1 serving whole grain

The snacks and meals we serve must be eaten at the site. If you pick your child up at snack time, your child will not be allowed to "grab and go" with a snack. If you have an extra few moments, please feel free to sit with your child while they eat snack.

As part of our commitment to health and wellness, all SACC sites have a 'No Pop' policy, a 'No Candy' policy and a 'No Trans-Fats' policy. We do not serve pop, candy or products with trans-fats as a snack. This is for staff and students alike! Students are not permitted to bring pop or candy (including chewing gum) to SACC.

## **CACFP NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# **HEALTH AND SAFETY**

## **ILLNESS**

- SACC staff cannot be left responsible to care for sick children. Children who are ill, exhibiting symptoms of a communicable disease, and/or running a temperature, are not permitted to remain in the program while ill. If absent from school the child may not attend the SACC program. If a child exhibits any of the following symptoms a parent/guardian will be notified:
  - Diarrhea (more than one loose stool in 24 hour period)
  - Severe coughing that causes the child to become red or blue in the face or to make a whooping sound
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis (pink eye)
  - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination of other symptoms
  - Untreated infected skin patch(es)
  - Stiff neck
  - Evidence of lice, scabies or other parasitic infestation
  - Vomiting
  - As otherwise determined by the SACC Coordinator

## **COMMUNICABLE DISEASE**

- A child with any of the noted signs or symptoms of illness will be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately will be determined by the staff and parent or guardian. The child will be observed for the following symptoms as well as those listed on the previous page:
  - a. Unusual spots or rashes
  - b. Sore throat or difficulty swallowing
  - c. Vomiting
  - d. Evidence of lice, scabies, or other parasitic infestation
- It is recommended that the parent confer with their physician when it would be advisable for the child to return to school.
- Children who are mildly ill but do not show symptoms of a communicable disease will not be encouraged to participate in an active nature, unless they so choose. Parents will be notified of the child's symptoms and behaviors.

## **EMERGENCY DRILLS**

Throughout the year, fire, tornado and intruder drills will be carried out. The purpose of these drills is to prepare the students and staff to respond quickly and instinctively in the event of an actual emergency. When the emergency signal sounds, the students and staff will move to a specified location until an 'all-clear' signal is given.

## HEALTH AND SAFETY (cont.)

### MEDICATION

- Medication, both prescription and over-the-counter, will be administered to your child only with your written permission and after you have completed the appropriate authorization form which is signed by your physician. The form is kept on site, along with a log of when medication was administered.
- All prescription medication must be current within the last twelve months, kept in its original container and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner or dentist. All medications will be kept in an area that is inaccessible to children.
- Parent(s)/Guardian(s) are responsible for notifying staff of any medicine that needs to be administered on full camp days, if applicable.

### LICE

- If a child is found to have live lice they will be isolated from the other children until someone picks them up at the child care site. Products containing natural or synthetic treatments are preferred. Because no lice treatment assures that the eggs will not hatch, all eggs (nits) should be removed. A child may return the following day if they have been treated with a lice product of your choice.
- Students will be rechecked 14 days after treatment. If nits (lice eggs) or lice are found at this time or at any subsequent time during the school year, the student will be excluded until completely free of lice and nits. Upon return to the program the student will be checked to make sure that no lice or nits are present.
- Since there is no guarantee that lice infestation will not occur from contact within the schools we encourage parents to check their child's head frequently. This preventative measure will help to catch the infestation early so it can be treated promptly.

### MEDICAL EMERGENCIES

- If a child is injured and we deem necessary, an emergency squad will be called for treatment and/or transport to the hospital. We will make every effort to notify the parent/guardian as quickly as possible, but the immediate care of the child is our primary concern. **Every child must have emergency information on file.**
- If your child receives an injury at the SACC site, a note will be made on an "incident report". The time, what happened, how the injury was treated, and the name of the person who handled it will be recorded. If the injury requires treatment beyond what can be provided at the site, you will be contacted. If you cannot be reached, we will call in this order: (1) the person you have listed as an alternate in case of emergency, (2) your physician. If necessary we will have medics transport your child to the nearest hospital for treatment. A staff member will accompany your child to the hospital.
- Since accidents can occur without the direct knowledge/witness of supervising staff, children are advised to report any accidents immediately.



Apply for healthcare:

- online at [Benefits.Ohio.Gov](https://Benefits.Ohio.Gov),
- by phone at (800) 324-8680, or
- in-person at your County Department of Job and Family Services.

Find your local office at [JFS.Ohio.Gov/County](https://JFS.Ohio.Gov/County).

Call the Medicaid Consumer Hotline at (800) 324-8680 for help completing an application or other questions.

Additional information is available at [Medicaid.Ohio.Gov](https://Medicaid.Ohio.Gov).

**Ohio** | Department of Medicaid

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## Healthchek

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Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit.

Individuals younger than age 21 who are covered by Ohio Medicaid can receive important preventive services through Healthchek, including:

- physicals,
- hearing, vision, and dental screenings,
- nutritional screenings,
- mental health screenings,
- developmental screenings,
- vaccinations, and
- blood lead screenings

Babies should have at least 8 Healthchek exams by their first birthday.

Children should have Healthchek exams at 15, 18, 24 and 30 months.

One exam per year is recommended for children over 30 months old.

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam.

Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

For more information about Healthchek services:

- contact your County Department of Job and Family Services,
  - go online at [Medicaid.Ohio.Gov/Healthchek](https://Medicaid.Ohio.Gov/Healthchek),
  - contact your Medicaid managed care plan, or
  - call the Ohio Medicaid Consumer Hotline (800) 324-8680.
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## DISCIPLINE & GUIDANCE POLICY

The School Age Child Care Program of the Springfield City School District is licensed by the Ohio Department of Education. In order to fulfill compliance regulations, we are required to inform you of their rules and guidelines for discipline.

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. Discipline shall not be delegated to a child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubical.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not be intended to humiliate, shame or frighten a child.
8. Discipline shall not include the withholding of food, rest or toilet use.
9. Separation shall be brief in duration, and age and developmentally appropriate. The child shall be within sight and hearing of a staff member, and in a safe, lighted, and well-ventilated space.

*\*Rules for School Child Care Programs Operated by Public Schools, County Boards of Development Disabilities, and Eligible Chartered Nonpublic Schools Handbook Discipline Rule: 3301-32-09.*

Children are expected to follow the district expectations of being respectful, being responsible and being safe. Failure to follow these expectations will result in redirection, possible time out and a conversation with the parent to assist the child in meeting expectations. If serious the child may be suspended or discharged from the program.

The Springfield City School District School Age Child Care students will comply with all program and district policies, procedures, rules and regulations in order to continue participation in the program. **If a child should pose a serious or recurrent discipline problem and is unable to participate in a group care setting, SACC reserves the right to remove the student from the program for violation of this agreement.**

## **DISCIPLINE & GUIDANCE POLICY (cont.)**

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with the following manner:

1. The misbehaving child will be given a time-out, in order for him/her to cool off and think about his/her actions. A behavior report may be written by the staff.
  2. Children involved in a physical confrontation (i.e. fight) will receive a suspension from the program.
  3. If a child has an item that is or can be perceived as a weapon they will be suspended from the SACC program. A behavior report will be completed and shared with the building principal and the Safety Director. Parents may be asked to make other child care arrangements.
  4. Chronic disruptive behavior is not acceptable and will result in suspension from the program. If the situation does not improve parents will be asked to make other child care arrangements.
  5. If the severity of a problem is great enough that it could endanger the safety of the child, staff or other children in the program, the child will be discharged (excluded) from the program immediately and may not return to the program until the beginning of the following school year.
- A parent will be asked to make other child care arrangements if he/she picks up their child after 6:00 pm on the third occurrence.
  - A parent will be asked to make other child care arrangements if fees are not paid in full at the end of every two weeks.
  - Families receiving assistance from the Department of Job and Family Services may be asked to make other child care arrangements if they do not follow all DJFS guidelines. If DJFS does not pay for your child's care on any given day, you will be responsible for payment and charged at the private pay rate.

## **TRANSPORTATION GUIDELINES**

The buses that are scheduled to take children from morning child care to their home school and/or from their home school to afternoon child care is for children actively participating in the child care program. "Actively participating in the child care program" is defined as a child who is in attendance and paying at minimum the part-time rate.

Parents may not drop their child off in the morning to directly get on a bus or pick them up after school from a bus. Children must be signed in and out of the program and the appropriate fee will be charged as indicated on your signed rate plan agreement.

Students are expected to observe the district's bus riding regulations listed below:

1. Assist in keeping the bus safe and as clean as possible at all times.
2. Avoid unnecessary noise which might divert the driver's attention and might cause an accident.
3. Never stick hands, arms or any other part of the body out of bus windows or doors.
4. Pay for damage intentionally caused to any part of the bus.
5. Never experiment or tamper with the bus or any of its equipment.
6. Be careful to leave nothing in the bus such as food, trash, backpacks, etc.
7. Keep personal items out of the aisle.
8. Never throw anything out of bus windows.
9. Assist in looking after younger children.
10. Remain in assigned seats until the bus has stopped. Avoid rowdy behavior & horseplay while on the bus.
11. Practice courtesy to fellow students, camp staff and the bus driver.
12. Remain quiet when the bus is approaching railroad crossings and until the bus has crossed the tracks.
13. Obey the bus driver, and in case of an emergency remain in the bus unless otherwise instructed by the individual in authority.
14. Be a good school bus citizen in every way possible.
15. The bus driver will determine proper conduct.

Failure to comply with the rules will result in loss of bus privileges.

### **FIELD TRIPS**

- The SACC Program will occasionally schedule a SACC field trip. Transportation for field trips is provided by the Springfield City School Districts Transportation Department.
- The field trip will have a written and signed permission form from the parent/guardian prior to any child being transported or escorted for field trips. Parents who do not want their child to participate should find alternate care for the field trip day.
- Students enrolled during the school year will be transported:
  1. From the morning child care site to their home school and after school to their respective SACC sites by the Springfield City School Districts Transportation Department.

## CURRICULUM

SACC staff members strive to create an environment that is student friendly and offers a range of activities meeting their social, academic and developmental needs. A Typical Daily schedule may look like the following but subject to change according to site plans.

### BEFORE SCHOOL:

6:30 am	Greet children
6:30 – 7:45 am	Activity centers and/or physical activity
7:45 - 8:00 am	Clean up and prepare for departure to the breakfast program.

### AFTER SCHOOL:

3:00 – 3:15 pm	Greet children; attendance
3:15 – 3:30 pm	Physical activity
3:30 – 4:00 pm	Snack; Large group
4:00 – 5:30 pm	Homework help; enrichment activities
5:30 - 6:00 pm	Free play; group games; cleanup
6:00 pm	Program Closes

All children are expected to clean up and put away items they are playing with when an adult arrives to take them home. Please allow your child a couple minutes to clean up before rushing them out the door.

## PARTNER PROGRAMS

The School Age Child Care (SACC) Program partners with both the Eagle and Dove Program and the 21st Century Community Learning Center (CCLC) Programs.

**Eagle & Dove Partnership:** Springfield City School District students who participate in the Eagle & Dove tutoring program depart their home school at School dismissal and are taken by a Springfield City School District bus to the Eagle & Dove location. At dismissal from Eagle & Dove any child who is not picked up at the Eagle & Dove location will be transported back to their home school. At Fulton, Kenton, Lagonda, Mann, Perrin Woods and Snowhill the bus will be met by a SACC staff member and the children will be escorted into the building. At that time attendance will be taken and they will be signed in to the SACC program. Parents will enter the school building at the cafeteria entrance to sign their child out of the program. In order to provide a safe check out for your child, you will be asked to show identification until the staff are able to identify you with the child you are picking up. For students whose home school is Kenwood, Lincoln, Snyder Park or Warder Park Wayne the school bus will take the children to their home school and if no one is there to pick up a child the bus will take Lincoln children to Perrin Woods (431 W. John Street), Kenwood children to Mann (521 Mount Joy Street), Snyder Park and Warder Park Wayne children will be taken to Lagonda (800 E. McCreight Avenue). The procedure will then be the same as for children attending the other six elementary schools.

**21st CCLC Programs:** A condition of receiving a 21st Century Community Learning Center (CCLC) Grant is that the program operates under SACC licensing guidelines as outlined by the Ohio Department of Education. Each grant program location has a grant coordinator and staff, however because they operate under the SACC license the partnership between the CCLC & SACC programs are intertwined.

**SPRINGFIELD CITY SCHOOL DISTRICT  
SCHOOL AGE CHILD CARE PROGRAM CALENDAR  
2021 – 2022**

August 4, 2021	Online Registration begins for 2021- 2022 school year. Parents must register their children every year. Children may not attend on the previous year’s paperwork.
August 18, 2021	Students’ First Day (Grades 1-6) SACC First Day (Grades 1-6)
August 24, 2021	Kindergarten First Day (Last Name A-L only) SACC First Day (Kindergarten Last Name A-L only)
August 25, 2021	Kindergarten First Day (Last Name M-Z only) SACC First Day (Kindergarten Last Name M-Z only)
August 26, 2021	All Kindergarten Students’ Report SACC All Students’ Report
May 24, 2022	Students’ last day of school. SACC Program last day.

\*Camps offered will be announced at a later date. All participants must register separately.

**We will be closed on the following dates:**

August 9-17, 2021	Staff Development Days
September 6, 2021	Labor Day
October 15, 2021	Central Inservice Day
November 2, 2021	Staff Development Day
November 24-26, 2020	Thanksgiving Holiday
December 20, 2021-January 2, 2022	Winter Break
January 17, 2022	Martin Luther King Jr. Day
January 18, 2022	Staff Development Day
February 21, 2022	President’s Day
March 28, 2022- April 1, 2022	Spring Break
April 15, 2022	Good Friday
May 30, 2022	Memorial Day
July 4, 2022	Independence Day