



Staff Child Care Program

PARENT HANDBOOK

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General Information

Organization

The Albemarle County Staff Child Care Program (SCCP) is a one-time program that will operate [only] while the primary form of instruction provided to students is virtual.

Eligibility

The SCCP serves children ages 4 - 12 of ACPS teachers and classified staff.

Admission

An SCCP Registration Form must be completed, and required fees paid before a child may enter the program. All registration forms must have local emergency contact persons who can be reached by telephone in the event that the parents are inaccessible. We have determined available space based on projected staffing, so capacity is limited. A first come, first served selection process will be used to fill available seats by family.

Withdrawal

Parents/guardians must provide written notification to the SCCP Administrative Office of their intent to withdraw their child(ren). No refunds or credits will be given for unused days. Services may not be transferred to another student. If a child is withdrawn, he/she may re-register, if space is available.

SCCP Rules

1. Stay with your group.
2. Stay six feet apart.
3. Use kind words.
4. Use kind actions.
5. Listen.
6. Take care of our space.
7. Wear a mask.
8. Wash your hands.

Behavior Management

SCCP rules and regulations are consistent with those used during the academic day, which can be found in each school's student handbook. Staff will notify parents of any concerns. Additionally, staff will partner with parents to devise intervention strategies should concerns persist. A student may be removed from the program for disruptive behavior or behavior that could cause harm to self, students, staff or school property. Parents will be required to pick up their child immediately if called because of inappropriate behavior.

Tuition payments are not refunded if a child is removed from the program.

Behavior Guidance

The SCCP uses the *Responsive Classroom* behavior management system, which is consistent with Albemarle County Public Schools, that focuses on student responsibility and natural consequences. The SCCP is a safe, respectful, cooperative and productive environment. All members of the SCCP community will act in a respectful, safe, cooperative and productive manner.

Medication Policy

According to Albemarle County Policies and Regulations (JHCD) regarding administration of medication to students at school, parents need to be aware of the following:

- Whenever possible, medication should be scheduled outside of school/SCCP hours. Speak with your doctor about the possibility of your child taking medicines when you can administer them.
- Albemarle County Public Schools personnel may give prescription medication to students only with a physician's written order and written permission from the parent/guardian, which shall expire or be renewed after 10 school days; therefore, a completed *Request for Administration of Medication Form* must be signed by the parent/physician before SCCP staff can dispense medication. Long-term prescription drug use may be allowed with written authorization from the child's physician and parent
- If prescription medicine is to be dispensed at school, it must be in the original pharmacy container with the current prescription label, displaying the following information:
 - Child's name
 - Name of prescribing physician
 - Name of medication
 - Dosage
- Albemarle County Public Schools personnel may give non-prescription medication to students with the written permission of the parent/guardian, which shall expire or be

renewed after 10 school days. Long-term over-the-counter medication may be allowed with written authorization from the child's physician and parent. Written permission shall include:

- Child's name
 - Name of medication
 - Dosage
 - Frequency and duration that the medicine should be given
 - Reasons to give the medicine
- We reserve the right to refuse the parent's request to dispense medicine.
 - All medication must be transported by an adult and given directly to SCCP personnel.

Illness and/or Emergency

If students become ill or are injured while in the SCCP, parents will be notified. Please come as quickly as possible to pick up your child. The SCCP agrees to obtain appropriate care in an emergency when the parent or an emergency contact cannot be reached. Additionally, parents/guardians must inform the SCCP within 24 hours or the next business day after a child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, including COVID-19 or if the student or member of his/her family becomes ill with COVID-like symptoms while awaiting test results, which must be reported immediately.

Accurate information on the [SCCP Registration Form](#) is absolutely essential to facilitate this process. Please notify the SCCP staff immediately of any changes and/or additions to emergency contact information. It is imperative that the SCCP has current emergency information for each child.

Safety Policy

The SCCP will follow the guidance provided by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), and the Virginia Department of Education (VDOE) to implement mitigation strategies to reduce risk. These include:

1. Distancing: space between students in the classroom, in the halls, gymnasiums, and on the playground
2. Masks: We will ask all students and staff to wear face masks or cloth face coverings to protect each other and themselves. The CDC provides direction on [How to Wear Masks](#) and on [How to Wash Masks](#).
3. Handwashing: will be promoted and enforced throughout the day. Handwashing signage will be placed throughout each school building to encourage students and school personnel in this effort. Hand sanitizer stations have been added to various locations within each school. All hand sanitizer will meet the CDC requirements for alcohol content.
4. Groupings: Students will be arranged in groups of no more than 10, and will not combine for activities (recess, enrichment, etc.) throughout the day.

5. Frequent and thorough building cleaning and disinfection
6. We will ask all parents to perform a daily assessment of their children before sending them to school and ask older students and staff to perform a self-assessment, and we will check temperatures upon building entry. (See [Sample Health Screening for Students](#)).
7. If students or employees become ill at school, we will remove them from the group setting immediately and refer them to a health care provider to determine if COVID testing is appropriate, and work with the health department to notify and quarantine classmates and close contacts if test results are positive.

For further information, refer to [Frequently Asked Questions](#) on the ACPS [Return to School](#) website.

Employee Child Care Program Operation

This full-day program provides a safe, energetic and fun environment providing student access to virtual learning in addition to a variety of engaging activities. It operates from 7:30 am – 5:00 pm at the following sites:

- Henley Middle School (Brownsville Elementary site replaced by this location)
- Monticello High School
- Sutherland Middle School (Hollymead Elementary site replaced by this location)

All participants must be pre-registered to attend. Please check with the Site Facilitator for individual program schedules and details. Parents/guardians must provide lunch, snacks and beverages. Lunch may be purchased from the School Meals Program operated by our Child Nutrition Department also. Lunch also can be obtained on-site each day free of charge, regardless of income level. If interested, fill out the [2020/21 School Meals Sign-Up Form](#) and select the child care site under “Which school will your child be attending”.

Please provide the following supplies to help us make this a wonderful experience for your child. Also, please note that in addition to the supply list below, lists itemizing the specific supplies your child will need for virtual learning are located at his/her school website. All supplies should be clearly labeled with your child’s full name.

- ✓ Computer or iPad
- ✓ Earbuds or headphones with a microphone
- ✓ Pencils and pencil sharpener
- ✓ Crayons
- ✓ Markers
- ✓ Glue sticks
- ✓ Scissors
- ✓ Ruler
- ✓ Pencil box or container to hold in which to store personal belongings

Check-In Procedures

The SCCP adheres to the [*School Health Services Procedures*](#) as outlined on the [*Return to School*](#) website to include checking temperature. Parents will be responsible for completing a daily health screening for their child and must attest that they believe their child is free of illness symptoms. Please note that everyone must wear a mask while on school grounds. (See [*Health Screening for Students*](#).) Students must be signed in by an adult to ensure a safe and smooth transition into the program. Please inform the staff of any needs or special requirements that your child may have (such as medications, etc.) to assure that the staff is prepared to meet the student's needs. Additionally, provide contact information where you can be reached throughout the day.

Sign-Out Procedures

All students must be signed out prior to leaving the program. Only those individuals authorized on the registration form are allowed to pick up a student. If you would like to authorize additional persons, you must send a signed and dated note. As a precautionary measure, persons picking up a child from all staff child care programs must be of age to have a valid driver's license. In addition, he/she must present a photo ID and provide the *safe word*. The *safe word* is a password selected by the parent/guardian at the time of registration. If a student is not signed out, the site facilitator will note who picked up the student and initial the sign-out sheet to verify attendance on that day.

Children must remain under parental supervision while on the school grounds after being signed out.

Late Pick-up

Please call if you know you will be arriving late. A \$1.00 per minute/per child fee is assessed for pick-up after 5:00pm, determined by the official school time. An SCCP Late Pick-Up Form must be completed by the site facilitator and signed by the parent.

Habitual/frequent late pick-up or excessive tardiness may result in temporary or permanent suspension of SCCP services.

Late Pick-up Procedures

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| 5:00pm | The site facilitator will attempt to contact authorized persons listed on the registration form to pick up the student. |
| 5:30pm | The coordinator, the principal and the custodian will be notified. |
| 5:45pm | The Albemarle County Department of Social Services and the Police Department will be contacted for appropriate assistance. |

If the student is released into the custody of the Department of Social Services, a sealed envelope containing information on how to get in touch with the child and the site facilitator will be affixed to the door that is regularly used. The parent's/guardian's name will be written on the front of the envelope.

Contact Information

In order to obtain program information, you should contact the specific school program. The staff checks voicemail periodically and will return calls in a timely manner.

SCCP TELEPHONE NUMBERS

<u>School</u>	<u>Telephone</u>
Henley Middle School	823-8799
Monticello High School	973-8997
Sutherland Middle School	TBA

SCCP Supervisor(s)

Caroline Kirby	531-3797
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SCCP Administrative Office

Kelvin Reid, Director	296-5840 ext. 4
Gayle Smith, Registrar	ext. 3

Payment Policies

- Tuition must be pre-paid.
- Tuition is neither transferrable to future weeks nor to other students.
- Tuition payments are due by **noon on Monday of each week** (unless otherwise noted). A \$10.00 per child late fee is applied if payment is not received by this time. Refer to the *Billing Schedule* below for exceptions. Please contact the SCCP administration office with payment questions and concerns.
- Services will be discontinued if payment is not received by noon on Tuesday. Readmission is subject to space availability.
- Payments **may** be made online VISA, MasterCard, and Discover at www.k12albemarle.org/SCCP. Additionally, payments may be mailed, or placed in the drop box at the SCCP office at **907 Henry Avenue**. Payments may not be made at the school site. Acceptable methods of payment include:
 - Check
 - Credit Card (Discover, Mastercard, Visa)
 - Cash
 - Money Order
 - Cashier's check
- ***Please note that a 3% convenience fee is automatically applied to ALL credit card transactions.*** Credit card company by-laws require the Department of Finance to use a third party to process credit card payments for VISA, MasterCard, and Discover. The SCCP uses a third-party processor named Elavon to process credit card payments. Elavon will charge a convenience fee of 3% on the total amount of the bill charged as authorized under Virginia Code 2.2-614.1.

- Completed coupons must accompany payments.
- Payments are applied to the week specified on the accompanying coupon.
- A \$35.00 fee is charged for each returned check, which must be paid within **10 days** to prevent suspension of services.
- Outstanding balances must be paid in full before additional services can be purchased. Payments are applied to the account before any monies are credited to the next week. Delinquent fees will result in the suspension of services. Suspended accounts may be sent to a collection agency and/or a Warrant in Debt may be sought through the Albemarle General District Court at any time during the school year.

Tuition

	1 st Child	Each Additional Child
Full-time (4-5 days/week)	\$100	\$50
Part-time (1-3 days/week)	\$65	\$32.50

Billing Schedule

WEEK NO.	DATES	PAYMENT DUE DATE*
Week 10	November 9 - 13	Monday, November 9
Week 11	November 16 - 20	Monday, November 16
Week 12	November 23 - 24	Monday, November 23
Week 13	November 30 - December 4	Monday, November 30
Week 14	December 7 - 11	Monday, December 7
Week 15	December 14 - 18	Monday, December 14
Week 16	January 4 - 8	Monday, January 4
Week 17	January 11 - 15	Monday, January 11
Week 18	January 19 - 22	*Tuesday, January 19

*Must be paid by **12 pm, noon**, on the due date to preclude a \$10 late fee.

Disclaimer: The SCCP assumes no responsibility for incorrect information entered by customers. Customers are responsible for ensuring payments are made in sufficient time to meet required deadlines. Customers are responsible for printing and retaining the confirmation of their payment. Payments received after 4:30pm will be credited the next business day. Failure to understand any information provided herein will not constitute grounds for waiver of any penalties.