

S A C C

SCHOOL-AGE CHILD CARE

HANDBOOK



LAMPETER-STRASBURG SCHOOL DISTRICT

1600 Book Road, P.O. Box 428

Lampeter, Pennsylvania 17537

Lampeter/SACC Office

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Lampeter-Strasburg School District
School-Age Child Care Program

VISION STATEMENT

To fulfill the need for child care in a geographic area, while providing quality day care for the children as a service to their parents and the community.

MISSION STATEMENT

The mission of the Lampeter-Strasburg School-Age Child Care program is based upon the individual and developmental needs of the children it will serve, namely children in kindergarten through grade five. The program reflects the school district's belief in a strong sense of community that is dedicated to nurturing children, providing for individual differences among them and understanding that the rate of change among children varies greatly during the early school years.

Lampeter-Strasburg's School-Age Child Care program provides a "Home Away From Home" environment that allows children opportunities for self-selected activities, large and small muscle activities, and experiences that will foster positive independence and cooperation. Each staff member will provide a safe, enriching, secure, and happy environment for the children.

We believe that these young members of the Lampeter-Strasburg family are deserving of the very best opportunities to develop and grow in an enriching and non-threatening setting.

- C**hoices in a
- H**ome away from home environment with
- I**nvolvement of parents where children
- L**earn social skills with the guidance of
- D**evelopmentally responsive staff

Admissions, the provisions of services, and referrals of clients are made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

LICENSING

Lampeter-Strasburg School-Age Child Care is licensed by the Office of Child Development and Early Learning in the state of Pennsylvania to provide childcare for children in kindergarten through 5th grade.

Licensing requires compliance with OCDEL regulations as set forth in DHS Chapter 3270 of the PA Code, <http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/055/chapter3270/chap3270toc.html&d=>

An annual day-long inspection by a OCDEL representative insures the Lampeter-Strasburg SACC is compliant in all areas as required by law. OCDEL may at any time perform an unannounced site visit.

Current certificates of compliance and summary of inspections for the Lampeter-Strasburg SACC program are available to parents through postings at each of the SACC sites and on the L-S website under SACC.

WHO IS ELIGIBLE?

The Lampeter-Strasburg School District has on-site school-age child care available for district children. This nonprofit program is designed to accommodate students before and after school while their parents work. Elementary (K-5) students who live in the Lampeter-Strasburg School District and attend school at Hans Herr or Lampeter Elementary are eligible.

REGISTRATION

SACC placement is based on a first come, first served basis as openings become available. Upon receipt of registration forms, children are placed on a waiting list. If an opening becomes available, contact will be made to answer questions and sign contracts. The initial registration fee is \$30.00 per child. This non-refundable fee is due and payable at the time of initial registration.

The annual registration for returning students (k-4) must be completed, with \$30 registration fee by April 30th of the following year. After that date, new registrations are accepted from others in grades 1-5 requesting care, should openings be available.

Online dates and instructions for pre-registration of SACC Kindergarten students is first available during the L-S Kindergarten Registration scheduled in February/March of the following year.



CONTRACTED FEES AND PAYMENTS

Tuition is contracted with an hourly rate of \$5.00 with a minimum of 2 hours a day and 2 days a week. The minimum daily fee is \$10.00 and the maximum daily fee is \$50.00. **The minimum weekly fee is \$20.00. Any part of an hour is rounded off to the next hour.**

On teacher in-service, school vacation, and bad weather days, the hourly rate is \$5.00 to a maximum of \$50.00 per day. Early dismissal days and bad weather delays/early dismissal fee is \$10 per occurrence.

Weekly payment is due the first day of each week. Parents may opt to pay for more than one week at a time. In order to ensure proper credit to your account, please **write your child's name on your check** and the week / weeks for which you are paying. Make checks payable to SACC. An **ELECTRONIC PAYMENT option** is available for credit cards through myprocare.com.

Please use your contract information to calculate your cost. It is the responsibility of the parent to figure payment amount. Keep contract handy for reference. Staff does not have access to this information. Monthly statements are provided for confirmation and verification.

Lampeter-Strasburg SACC reserves the right to discontinue care for your child when tuition is in arrears for more than two weeks. Services will be discontinued until balance is paid. Families experiencing temporary financial difficulties should contact the director. **Termination of services will occur if payments continue to be delinquent.**

TUITION SUBSIDY

The Early Learning Resource Center (ELRC), formerly CCIS, in Lancaster provides subsidized child care for eligible families. Lampeter-Strasburg SACC has a contract agreement with this agency. Parents are responsible for fees not covered by ELRC. For more information about this program, please contact the director or ELRC.



VARIED SCHEDULES

Varied schedules can be accommodated with the minimum \$10.00/day charge to hold your childcare spot. If there is no school on your contracted day, your child may attend another day with an additional fee. Varied schedules are due by Thursday for the following week. Please provide classroom teacher with a copy also.

SCHEDULE CHANGES

Notice is required two weeks in advance to change your child's schedule and to be eligible for the vacation discount, one-half the contracted price, but not less than the \$10.00 daily minimum.

You may change your contract once in the school calendar year without charge. An administrative fee of \$10.00 per change will be charged thereafter.

YEAR END TOTALS

The prior year tuition expenditure for your family will be available for tax purposes by the second week of January.

ABSENCES

If your child misses an occasional day, no adjustment will be made in your weekly fee. However, if your child has a lengthy illness or goes on vacation, you will be responsible for paying only one-half of your contracted rate, **but no less than the daily minimum fee of \$10.00**. Please contact the SACC office, if your child will not be attending SACC.

If your child is not coming to after-school SACC on the day he or she is expected, two notes are needed- one for the classroom teacher **AND** one for SACC. Additional time in SACC with an additional fee must be arranged with the Director in advance. In the event your child is coming to SACC on a day not contracted, please have a note for the teacher and SACC.

SICK CHILDREN



PLEASE BE SURE TO CALL THE SACC OFFICE IF YOUR CHILD IS SICK AND WILL NOT BE ATTENDING SACC.

Children cannot attend SACC if they have any of the following: fever, diarrhea, and vomiting, contagious disease or contagious conditions. If your child is sick at SACC, you or the emergency person listed on your child's application will be called to pick your child up immediately. Please contact the SACC office when your child will not be attending SACC and clarify his illness, particularly if contagious, so that the site may initiate appropriate measures.

A child should be free of fever for 24 hours before returning to Child Care.

MEDICAL RELEASE FORM

In the event of an accident or health problem during Child Care, information provided by the parent on the Emergency Contact/Parental Consent form will be utilized in handling the situation.



MEDICATIONS

All medication should be administered by the school nurse. If dosage must be given before or after school, arrangements will be made with the school nurse. A physician's current written instructions are required in order to administer any medication, **prescription or non-prescription**. Instructions for administration contained on a prescription label are acceptable. Medications must be sent to the school Nurse in the **original container**.

No medication of any type, for example, cough drops, cough syrup, vitamins, aspirin, ear drops, suntan lotions or bee sting medications will be given to your child without your written consent to the school nurse.

HEALTH APPRAISALS



The Department of Human Services (DHS) requires a current health appraisal for each child in care. **Kindergarten children** and **school age** children need physical exams upon entering the SACC program. These exams need to be on file within 60 days after admission to the program.

Lack of a current health appraisal in your child's file places L-S SACC in noncompliance with DHS regulations. Therefore **when a current health appraisal is not on file a child is excluded from care until a current appraisal is completed**.

Child Care services will be terminated if regulations are not followed. State law also requires immunizations to be up to date according to state minimal requirements.



SACC SITE HOURS

The center opens at 6:15 a.m. and closes promptly at 6:00 p.m. A ten dollar (\$10.00) per child late fee will be charged if your child is picked up after 6:00 p.m. An additional \$10.00 will be assessed for each 10 minute period that your child remains in supervised care.

If running late, a phone call is required.

ARRIVAL AND DEPARTURE

The adult responsible for drop off and pick up of your child must come to the SACC site and sign them in and out. Children may not sign themselves in or out.

Accompany your child to the site upon arrival and departure. *Do not leave your child unattended at any time!*

For safety and insurance purposes, **DO NOT** allow your car to remain running during arrival and departure.

- **Hans Herr** parents should drop off or pick up at the Hans Herr Cafeteria. **Parking along the driveway at the Hans Herr drop off is not permitted from 8:25-9:00AM and 3:15-3:45PM.**
- **Lampeter** parents should park in the parking area off Lampeter Lane or Rosier Way and enter the building through the SACC entrance at the side of the building. **Parking along the driveway at the Lampeter drop off is not permitted from 8:25-9:00AM and 3:15-3:45PM.**

RELEASE OF CHILDREN

Children will be released from the center only to the person(s) designated on the Emergency Contact / Parental Consent Form. Staff must be notified when someone other than a designated person will be arriving for your child. For your child's safety, a description of this person must be supplied to a staff member.

Photo ID is required of everyone picking up a child.
NO identification, no release!



A parent of a child shall be permitted free access to a child unless a court of competent jurisdiction has limited parental right of access to the child and a copy of the order is on file at the facility.

BEHAVIOR POLICY

The safety and welfare of all children in the Child Care program is our first responsibility. L-S SACC encourages and expects appropriate behavior from the children in our care. Children should respect our staff and follow rules. When the behavior exhibited is not acceptable we explain to the children what is expected of them and give them another opportunity to comply. If the unacceptable behavior persists, the children are redirected or given time apart from their group to think about their actions. Parents are notified of persistent behavior problems or a behavior that causes a safety or health concern. We need to be sure that both home and the SACC program are in agreement about the manner in which a behavior problem is being handled. If the problem continues, there will be suspension from the program. We discourage aggressive behavior and ask that all weapon-type toys remain at home. **The Lampeter-Strasburg SACC program retains the right to dismiss a child for inappropriate behaviors. When applicable the director has the right to suspend or expel a student at their discretion.**

CHANGE OF INFORMATION AND / OR WITHDRAWAL

It is extremely important that the Director or site staff be notified promptly of any change of address, telephone number, place of employment or other pertinent changes occurring during the school year. For enrollment and tuition purposes, **the Director must be notified two weeks in advance of your child's withdrawal.** If notification is not given, parents will be billed for an additional two weeks.



BREAKFAST, LUNCH AND KINDERGARTEN SNACK



Breakfast is available to students and may be purchased in the school cafeteria from 8:25 - 8:45 am on days that school is in session.

Lunch in the cafeteria is available for kindergarten children on days that school is in session. A social atmosphere is provided during lunch with staff and children eating together. A menu is posted at the site each month. Your child will have the following options for lunch:

-purchase the school lunch
-bring a packed lunch and purchase milk
-bring a packed lunch and a drink



Money for breakfast/lunches or milk must be deposited in their lunch account (check L-S website under parent tab).

No lunches will be heated and Soda is not permitted.

Children using the center on days on which school is not in session will need to pack a lunch, drink and snacks will be provided .

A nutritious after-school snack will be served daily to Kindergarteners. For your convenience, snack menus can be requested.

MISCELLANEOUS DAILY NEEDS

Outside play- Fresh air and sunshine are important for a child's health and well-being. It is important that your child be dressed appropriately for outside play. A jacket suitable for the weather and hat or mittens when needed should be provided. **Please label all outerwear.** Children need to wear shoes that will permit them to run and play without injury. Clogs and flip-flop type shoes are not appropriate play gear. If your child wears this type of shoe, please bring another pair of shoes for play.

Extra Clothing- Kindergarten children will need a minimum of one extra set of seasonal clothes, with underwear, and socks to be placed in a 2-gallon Ziploc bag. **Please label all clothing.**

Rest time- L-S SACC will supply your child with a mat to use during rest time. L-S SACC staff sanitizes rest mats once a week.

Please **do not** allow your child to bring toys, money, or expensive items to SACC

SCHEDULE

Before-School Program

Arrival time
Choosing time
Daily activity / project
Breakfast
Cool-down & clean-up time
Departing time

Kindergarten Wrap-Around Program

MORNING

Greeting time
Lesson time
Activity time
Recess
Clean-up time
Lunch time
Resting/Relaxation
Departing time

AFTERNOON

Greeting time
Lunch time
Resting / Relaxation
Lesson time
Recess
Activity time
Snack
Centers



After-School Program

Arrival time
Active time
Reading / homework
Choosing time/ Clubs
Clean-up time
Small group/quiet time



EMERGENCY PROCEDURES

Your child's safety is of primary concern to the L-S SACC program. Fire Drills are practiced on a regular basis. In the event of an actual fire emergency, children follow the assigned procedure and meet at a designated area outside the buildings.

Severe weather, medical and Lockdown drills are practiced with the Lancaster County Emergency Management Agency. During a drill or actual severe weather alert, children go to assigned safe areas inside the building. You will find these safe areas posted at each of the sites.



Lampeter Pioneer Place: Red pod rest room
Lampeter Outpost: Cafeteria rest room
Hans Herr Double HH: Hallway behind Library
Hans Herr Frontier: Boys Locker Room

Practice includes explaining to the children what is happening and why the drill is taking place, all the while reassuring them that they are safe and secure.



WEATHER RELATED/SNOW POLICY- Extended Care Services

The Lampeter-Strasburg School-Age Child Care is generally open on snow days, during delayed school openings, and early dismissals due to bad weather, except under extreme weather conditions.

In the event of inclement weather, the Lampeter-Strasburg School Age Child Care Program will adhere to the following policy:

- In the event of a 1-hour delay, SACC doors will open at 7:15 AM.
- With a 2-hour delay, the program will run on a modified schedule with SACC opening at 8:00 AM.
- If school is dismissed prior to the actual end of the day, SACC will remain open until the last child is picked up, but no later than 6:00 PM.

If Lampeter-Strasburg School District is closed, Child Care (SACC) will operate, if conditions warrant.

- If school is cancelled because of bad weather, **SACC Snow Day Child Care** will open at **8:30 AM**. Children attending report to the **Hans Herr Elementary School Cafeteria** Site ONLY!
- On school snow days, only those children attending SACC will be charged.
- A packed lunch and drink are required.
- Please bring your child's Chromebook.
- We encourage you to be alert to changing weather conditions and make appropriate allowances for time. You will be contacted if weather conditions deteriorate.

If Child Care is CLOSED due to extreme weather conditions (blizzard, ice storm, state of emergency), it will be announced as early as possible under the name Lampeter-Strasburg School District, School-Age Child Care (SACC) on most radio stations, WGAL-TV and on the L-S website.



EMERGENCY OPERATIONS PLAN

SACC staff's first concern is for the safety and welfare of children attending Lampeter-Strasburg School-Age Child Care. L-S SACC Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- *Immediate evacuation*- children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering*-sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation*-total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the following facilities:
 - **Hans Herr SACC** children will be taken to Lampeter United Methodist Church (1651 Book Road, Lancaster, PA 17602- the corner of Book and Village Road).
 - **Lampeter SACC** children will be taken to Lampeter United Methodist Church (1651 Book Road, Lancaster, PA 17602- the corner of Book and Village Road).
- *Modified Operation*-may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but could be necessary in a variety of situations.

Notification will be made through the Lampeter-Strasburg phone system.

Please do not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it's safe for you to pick up your child.

The facility director may provide an alternate phone number to call in an emergency event.

The emergency contact form you signed upon registration and update every six months will be used to call you in the event of an emergency and to identify persons you have designated to pick up your child.

Lampeter-Strasburg School Age Child Care urges you *NOT* to attempt to make different arrangements during an emergency. This will only create confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact SACC office at 717-464-3384.



SACC CLOSED

Child Care services **will not** be provided on the following days throughout the school year.
(Days subject to change based on the school calendar.)

Labor Day
Columbus Day
Thanksgiving Holidays
Christmas Vacation
Martin Luther King, Jr.
Presidents' Day*
Spring Vacation
Memorial Day
Weather make up days*

Payment is not required for these days. (\$20 Minimum weekly fee required).

***If needed for snow make-up day, this date will be a regular school day.**

TEACHER IN-SERVICE / SCHOOL VACATION DAYS**

Extended Care services will be available on teacher in-service and school vacation days when school is not in session for the children contracted for services. Those parents may request services/opt out of that day by completing emailed google form or by signing the in-house form found at each site. An hourly rate of \$5.00/hour will be charged up to a maximum of \$50.00 per day. **Payment is required only if services are requested (\$20 Minimum weekly fee required).** Please complete forms by the designated deadlines.

*If care is requested for an In-service day and plans change, **prior notification** is expected **by 6:00PM the day before** for no charge to your account.*

**Child Care is provided at the Hans Herr Elementary School cafeteria site only.
A packed lunch and drink is required.**

***If needed for snow make-up day, this date will be a regular school day and SACC day.**

EARLY DISMISSAL DAYS**

Extended Care services will be available on early dismissal days when school is not in session for the children contracted for services. Additional hours for Early Dismissal Days are not included in your weekly tuition. If your child will attend SACC after the 1:15 p.m. dismissal (10:45 am for AM Kindergarten students), parents are asked to sign or opt out of that day on the google form or in-house form found at each site by the designated deadline. SACC attendance is expected unless a note is received to the contrary. The early dismissal fee charge is \$10.00. (There is **no** reduction in your contracted rate.)

Elementary school students will be dismissed at 1:15 p.m. on early dismissal days, with the exception of AM Kindergarten will be dismissed at 10:45.

****Should your child need care on extended days and we do not receive confirmation by the deadline, a \$10 late fee will be charged.**

ADVISORY COUNCIL

An Advisory Council serves SACC at the direction of the Board of School Directors. The Council is composed of the principals at Hans Herr and Lampeter Elementary Schools, the School-Age Child Care Director, elementary nurses, and teachers.

The Elementary Coordinator serves as the liaison between the program and the School Board.

Director Melanie Henry
melanie_henry@l-spioneers.org
Assistant Director Beth Hostetter
Beth_hostetter@l-spioneers.org



The telephone numbers for the centers are:

SACC Office

Please use this number for all Child Care business.

(717) 464-3384

sacc@l-spioneers.org
