



HARDIN COUNTY SCHOOLS
HELPING CHILDREN SUCCEED

School Age Child Care Program

Parent Handbook

Amy Wood, SACC Coordinator
65 W. A. Jenkins Road
Elizabethtown, KY 42701
270-769-8863 or 270-769-7926

Checklist

- ✓ Read Parent Handbook
- ✓ \$25.00 registration fee due at time of registration
- ✓ Return completed Registration Form, and sign Handbook Agreement, and Child/Parent Behavior Contract
- ✓ Immunization Record



School Age Child Care Program

This handbook is prepared for the parents of all children enrolled in the School Age Child Care Program. It is designed to explain the program.

Philosophy

The programs of School Age Child Care will provide a learning environment in which a child is helped at his or her own level to learn how to plan his own life-actions. Where a child receives love, security, acceptance, values, self-control, independence, protection and guidance where teachers earnestly try to involve a child in the excitement of learning.

Social- To help the child:

1. Grow in ability to work and play with others. Play is the work of children. Play allows children to learn.
2. Respect personal property and rights of others.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.
4. Accept appropriate individual and social responsibility in their group.
5. Build problem solving skills.

Emotional- To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

Mental: To help the child:

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions, make choices, and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language and self-esteem.
5. Grow in ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills.

Physical- To help a child:

1. Participate in a variety of both fine and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

The School Age Child Care Program is a social program. Each day the schedule offers a wide variety of activities. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next step in his/her growing development.

Licensing: The School Age Child Care Program is licensed by the Cabinet for Health and Family Services. The center has also been inspected by the Hardin County Health Department and the State Fire Marshal's Office.

Center Policies

Hours of Operation- The center is open from **2:00 PM until 5:30 PM**, Monday through Friday. A charge of **\$1.00 per minute** past 5:30 will be imposed and **due immediately**. Continued tardiness in picking up children will result in dismissal from the program.

Inclement Weather/Early Dismissal- the School Age Child Care Program follows the official Hardin County Schools calendar for operation. If school closes early (before lunch time) please pick up your child immediately. If school closes early (after lunch is served) the School Age Child Care staff will come in early until 5:30. If there is no school due to inclement weather, the School Age Child Care Program will be closed. Please listen to local radio or TV stations for school closings.

Eligibility- Children may enroll in the School Age Child Care Program if they are K-5 at any of our Hardin County Elementary schools. Student assessments are completed within the first 90 days of enrollment. Referrals are made as needed. SACC programs will make adaptations to meet the needs of students on IEP within reasonable limitation of program set up.

Tuition Fees and Payment- Fees are subject to change with written notice.

There is a **\$25.00 Non-Refundable Registration fee** for each family enrolled in the program. **Monthly rate is \$208.00.** Daily rate is \$12.00 (no part time rates available) Monthly fee is based on the amount of school days in the year multiplied by the \$12 daily rate divided by 10 months of school which equals the flat monthly rate of \$208.00 (**days that school is not in session, were not included in the calculation**) **There is a \$25.00 returned check fee.**

Payment is due on the 1st of each month. A \$25 late payment fee will be added to payments received after the 10th of the month. If payment is not received by the 15th, you will receive a termination notice. Your spot will be forfeited and offered to a parent on the waiting list. The child may not return to the program unless an acceptable payment arrangement has been made. The program cannot permit ongoing delinquent accounts. There is no refund for daily absences.

Tuition is to be paid on the first of each month on a continuous basis until the child is withdrawn from the program (effective 8/1/2008). **Tuition is due in full.**

Check Acceptance Policy

Driver's licenses number and date of birth are required on all checks. There will be a \$25.00 charge on each returned check. Settlement must be made within 5 business days. If settlement has not been reached, check will be turned over to the County Attorney's Office and is susceptible to more fees. More than two returned checks will require payment by cashiers check or money order.

Your payment by check constitutes your acceptance of these terms.

Withdrawal- The center requires two weeks' notice of the child's permanent withdrawal from the center. **If your child misses 5 consecutive days without contacting the SACC office your child's position will be forfeited.**

Right of Dismissal: The School Age Child Care Program reserves the right to dismiss a child for non-compliance of all the policies and program social values. The child will be dismissed with a two week notice. **In extreme circumstances immediate dismissal will be given at the discretion of the director. The program always reserves the right to dismiss a child if circumstances warrant.**

Snacks: Children will be provided snacks that meet the USDA federal food guidelines.

A doctor's statement is required for all children who have food allergies, so adjustments to the menu can be made.

Transportation: School Age Child Care **DOES NOT** provide transportation.

Play: Play is a vital part of a child's growth. Children will be taken outside each day except when it's too cold, wet, extremely hot, or when the pollution index is considered dangerous. When your child's group goes outside, everyone goes outside. If for some reason you feel your child must not be outside, please discuss this with the Site Leader.

Immunization: Each child is required to have a current up-to-date immunization certificate on file in the office prior to attending the program. Updated certificates should be provided to the program as a child receives further immunizations. **Certificates must be on file at the site to prevent termination of service.**

Birthdays: This is a special day in a child's life. Please make arrangements with the Site Leader for this special day. You may send a treat for this special occasion, however due to health regulations; they must be store bought rather than homemade. We encourage you to join us for the celebration if at all possible.

Toys: Children should be discouraged from bringing personal toys and electronic devices to the program, this may promote a conflict with other children. The program cannot be responsible for personal items, which may be lost or damaged. It may become necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

Discipline: The goal of the School Age Child Care Program is to teach children self-discipline. The guidance techniques used are on the developmental level of the child and include: positive reinforcement, redirection and helping the children solve their own problems. Children are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Physical discipline is not permitted by staff or parents on the center's property. Should continual behavior problems occur, a termination of service will be issued.

The School Age Child Care Program is managed centrally and all sites adhere to the same rules and regulations. The objective of the School Age Child Care Program is to ensure the safety and well-being of all children.

The guidelines for the School Age Child Care Program are:

- To maintain acceptable conduct at all times
- To display consideration for the rights of other children
- To show respect for others by avoiding defiance at all times
- To represent the truth in all matters
- To refrain from physically attacking other children or teachers
- To exhibit respect for others opinion by refraining from rudeness or inappropriate language
- To practice self-control in the terms of voice and limbs

If the guidelines of the School Age Child Care Program are not properly followed, the following procedures will be enforced:

When the School Age Child Care Program rules have been broken and the site leader deems the action serious enough that documentation is necessary, an incident report will be completed and placed in the child's file at the site as well as the School Age Child Care Program office. Each incident report will require a parent signature. Under some circumstances it may be necessary for the Program's Coordinator or the Site Leader to call for immediate pick up. Upon receiving three Incident Reports, the Program's Coordinator will review the child's file and determine whether to dismiss the child from the School Age Child Care Program or schedule a conference with the parent/guardian. When safety of other children is in jeopardy, the Program Director can dismiss a child immediately.

Communication: School Age Child Care Program considers it essential for the home and center to work as partners to encourage the maximum growth in all areas of your child's development. It is vital for parents to check with staff regularly to stay informed. We would prefer not to discuss behavioral problems in front of the children. In the event private conversations are needed, we will be glad to meet with you.

Parent involvement activities will be scheduled throughout the school year. You will be notified in advance of the time and place.

Staff cannot accept verbal messages from students. Please send a note or update in person if there are any changes in your childcare needs.

Parent surveys are sent out periodically throughout the year to gain feedback about the program via Survey Monkey and Remind Me App. Printed copies will be available at the sites. We appreciate your input and utilize the feedback provided to make program implementations as needed.

Arrival & Departure: The children may arrive as early as 2:15 PM and stay as late as 5:30 PM. **A fee of \$1.00 for every minute past 5:30 PM will be imposed and due immediately. Continued tardiness in picking up children could result in dismissal from the School Age Child Care Program.**

All children must be signed in and out on a daily basis.

A parent or authorized adult must sign the child out in person each day. No child should be removed from the building without staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. A person who is not known at the center will be required to show a driver's license for identification and must be listed on the child's information sheet as being an authorized alternative. No child will be released to an unauthorized adult.

Policy for Custody Dispute: Children will only be released to adults listed on the registration form. In case of a custody dispute, the center will not undertake the decision of the legal and physical custody of a child, but will rely on the information provided by the enrolling parent. Copies of legal documents regarding custody will be maintained in the child's file. It is the responsibility of the parent to keep custody documentation current.

Fire, tornado and earthquake: Each month the program will have a fire drill to familiarize children and staff with the proper exit procedure. Quarterly tornado and earthquake drill will be held as well. In the event of severe weather, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such emergencies.

Health and attendance policies: Your child's safety and well-being is very important to everyone. In order to keep illness to a minimum, please take note of the following information. Children should remain at home if they have any of the following symptoms:

- ❖ A fever
- ❖ Acute cold, coughing, sneezing, and/or runny nose
- ❖ Sore throat
- ❖ Skin eruptions or rashes
- ❖ Nausea/vomiting/diarrhea
- ❖ Eye irritation/pinkeye

Please notify the center if your child or family member contracts any communicable diseases.

Disease	Incubation Period	Return to Program
Chicken Pox	7-21 Days	When all pox marks are scabbed over
German Measles	14-28 Days	One Day after rash has completely disappears
Pink Eye		When eyes are free from discharge
Impetigo	2-5 Days	When Child is under a doctor's care
Head Lice		School Aged Child Care Program has no nit policy

Accident and Emergencies: In case of an accident, your child will be given first aid and you will be notified. If it is a life threatening incident, proper emergency procedure will be followed. Your child's registration form should be up to date at all times including the physician's name, phone number, and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child's form. Up to date contact information for both parents as well as an alternative contact person are vital.

Illness: Children with any form of illness should remain at home. If a child arrives with a temperature at or above 100 * or becomes ill while at the center, the parent will be called to pick the child up within an hour of being notified. The center is not allowed to dispense over the counter medication.

Medication: The program will dispense medications prescribed by a physician if the medication is in the original container and has clear instructions. Medication is given only when the medication permission form has been completed and signed by the parent. Parents must sign off daily for continuous medication use Medication permission forms may be obtained from the site director. The center is not allowed to dispense over the counter medication.

School Age Child Care

The program is strictly operated as a service to HCS families with a nonprofit motive. The following funds will be utilized to meet the current expense of the program.

* \$25.00 Annual Registration Fee per family /this fee will secure student(s) enrollment for the school year

SCHOOL AGE STUDENTS

***Full-Time After-School Care: \$208.00 per month per child due the 1st of each month no later than the 10th to avoid interruption in service and late payment fee.** **Part-time offers are not available at this time.*

PRE-SCHOOL STUDENTS

***Full-time Preschool: \$208.00 per month.** Pre-School Child Care is offered at the following sites: Cecilia Valley, Creekside, Lakewood Elementary and Meadowview Elementary. ** special rates are offered for full day preschool childcare where available.*

ALL CHILD CARE PARTICIPANTS

***For all accounts that are past due there will be a \$25.00 penalty fee each week that the balance is not paid. Unpaid balances will result in termination of service until the balance is paid in full.**

***Fee's must be paid by check, money order or cashier's check. We have a no cash policy effective November 2017.** Debit/Credit Card payments are NOT accepted at this time. (Currently, all returned checks are managed at Central Office, Board of Education. Any account that has up to TWO returned checks will be converted to money order only basis.) **There will be a \$25.00 returned check fee for any returned checks to the District Child Care Program.**

There is a \$1 per minute late fee assessed for any child picked up after 5:30pm and due immediately. Continued tardiness in picking up children will result in dismissal from the program.

DISTRICT CHILD CARE NUMBERS

District Coordinator: 270-769-7926
SACC Secretary: 270-769-8863
Cecilia Valley - 270-832-7822
Creekside -270-832-8169
G.C Burkhead - 270-832-8495
Heartland -270-832-8565
Lakewood -270-832-8605
Lincoln Trail -270-832-8673

Meadow View 270-832-8752
New Highland 270-832-8799
Radcliff 270-832-8865
Rineyville 270-832-8890
Vine Grove 270-832-8972
Woodland 270-832-8982



SACC Program
65 W. A. Jenkins Road
Elizabethtown, KY 42701
(270)769-7926
(270)769-8863
(270)769-8800

- ☐ Registration Fee
Check # _____
☐ Immunization Record
☐ Copy to Site Leader
☐ Added to Roster

School _____
Date Received _____
Enroll _____
Withdraw _____
Sibling _____

School Age Child Care Program

Child's Name: _____ Grade: _____ Teacher: _____
Age: _____ Date of Birth: ____/____/20____ Gender: _____ Email: _____
Address: _____ City: _____ Zip: _____
With whom does the child reside? _____ Phone: (____) ____ - ____
Mother's name _____ Phone: (____) ____ - ____
Mother's Place of Employment: _____ Phone: (____) ____ - ____
Father's name _____ Phone: (____) ____ - ____
Father's Place of Employment: _____ Phone: (____) ____ - ____
Are there any custody restrictions? _____
Child's Doctor: _____ Phone: (____) ____ - ____
Preferred Hospital _____
Medical Insurance Company and Number _____
Does your child take medication(s) on a regular basis? _____

Does your child have any chronic illness or medical problems (diabetes, epilepsy, etc.) _____

Does your child have any special circumstances that you wish the SACC staff to know about? _____

Does your child have any behavior issues that we should be aware of? If so, please explain: _____

Does your child have any allergies? If so, please explain. _____

PICK-UP/EMERGENCY CONTACT LIST (other than persons listed above) ID required when picking up a child

Name: _____ Relationship: _____
Phone: (____) ____ - ____ Cell: (____) ____ - ____
Name: _____ Relationship: _____
Phone: (____) ____ - ____ Cell: (____) ____ - ____
Name: _____ Relationship: _____
Phone: (____) ____ - ____ Cell: (____) ____ - ____
Name: _____ Relationship: _____
Phone: (____) ____ - ____ Cell: (____) ____ - ____
Name: _____ Relationship: _____
Phone: (____) ____ - ____ Cell: (____) ____ - ____

A Deposit of \$25.00 must accompany this application **NO REFUNDS**: Please make check or money order to SACC Program and return to Hardin County Board of Education, 65 W.A. Jenkins Road, Elizabethtown, KY 42701

Policies & Procedures Parent Agreement

1. Agree to adhere to the SACC Program Policies and give my child permission to participate fully in this program.
2. Understand that I cannot hold the program, its staff, and/or volunteers responsible for any illness or injury to my child while he/she is participating in any activities at the program.
3. Agree to call the school by 1:00pm if my child will not be attending the program that day. This is imperative in order to account for each child. We cannot be responsible until he/she arrives at our program.
4. Agree to pay monthly fees and late charges if applicable. If my child is ill or does not attend the program for any reason, I understand that the full monthly amount remains due. It is an enrollment fee not an attendance fee.
5. Agree to give two weeks' notice of withdrawal from program. If notice is not given, fees will be charged.
6. Agree to keep my child's file updated as changes occur (Phone numbers, emergency pick-up).
7. Agree to pick up my child at the site by closing time 5:30 pm. A late fee of \$1.00 per minute per child will accumulate each minute past 5:30.

Emergency Consent☐ CONSENT

In the event reasonable attempts to contact me have been unsuccessful, **I hereby give consent** for the administration or treatment deemed necessary by my child's doctor, or in the event the preferred practitioner is available, by another licensed physician, and the transfer of my child to any reasonably assessable hospital. This authorization does not cover major surgery unless the medical opinions of two licensed physicians conclude the necessity for such surgery.

☐ REFUSAL TO CONSENT

I **DO NOT** give consent for emergency medical treatment of my child in the event of illness or injury. I wish the caregiver to take only the action I have given on the attached letter.

Media Release of Information

☐ I give permission to have my child's picture taken for publicity purposes such as: school news, newsletters or the local paper. (We are not permitted to post pictures on personal Facebook accounts)

☐ I **DO NOT** give permission for my child's picture to be used for publicity purposes.

Permission to View Videos

☐ I give permission for my child to view movies rated PG.

☐ I **DO NOT** give my permission for my child to view movies rated PG; he/she may view only movies rated G.

Release of Immunization Records

☐ I authorize the employees of the SACC Program to obtain a copy of my child's immunization records for their files, Immunization Records are mandatory for acceptance into the program).

SACC Parent Handbook Disclosure

☐ I have read and understand the Policies and Procedures. I agree to the tuition and policies indicated in the SACC Program descriptive procedures; I acknowledge that I have advised to give a two week notice to withdrawal my child(ren) from the SACC Program. If I am uncertain about Policies & Procedures, I will ask the program coordinator for clarification before signing.

Signature of parent/guardian: _____ Date: _____

SACC PROGRAM

Child/Parent Behavior Contract

Child's Name _____

- ✓ I will listen to SACC staff and follow directions.
- ✓ I will respect other people's belongings by not touching/using their belongings without permission.
- ✓ I will respect SACC property and help clean up personal messes and assist in leaving an area better than I found it.
- ✓ I will be responsible for all my actions.
- ✓ I will respect others personal space by keeping my hands and feet to myself.
- ✓ I will not have any physical contact with other people.
- ✓ I will not raise my voice while inside the building and will use my inside voice when speaking.
- ✓ I will use appropriate language and not use negative remarks.
- ✓ I will ask SACC Staff for permission to leave the room/area.
- ✓ I will respect others feelings by having a positive attitude when talking to them.

Not abiding by these rules may result in suspension and /or termination from the HCS School Age Child Care Program. If physical contact occurs it will be an immediate pick-up.

All other incidents will be handled as follows:

- 3 Redirections will be given before a write-up is issued
- After a child has received 3 write-ups, a termination letter will be issued
- Violence or physical contact will not be tolerated and is cause for immediate termination

Student Signature_____

Date_____

Parent Signature_____

Date_____