



2023-24

# Parent Handbook

ROCHESTER COMMUNITY SCHOOLS



**school-age** care

"Nurturing the growth of the whole-child."

**School-Age Care Department**  
3838 N. Rochester Rd. • Oakland Twp., MI 48306  
(phone) 248-726-3023 • (fax) 248-726-4805  
(e-mail) [sac@rochester.k12.mi.us](mailto:sac@rochester.k12.mi.us)

version 06.28.23



# SAC/TEAMS Parent Handbook

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## SAC/TEAMS Parent Handbook

# Philosophy

The School-Age Care Program commits itself to providing enriching experiences for each child in an environment that is safe and conducive to the development of the whole-child.

We believe children should be able to engage in activities that are developmentally appropriate and enhance physical, social, emotional, and intellectual growth.

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## SAC/TEAMS Parent Handbook

# Non-Discrimination Policy

Rochester Community Schools does not discriminate on the basis of race, color, religion, national origin, creed, or ancestry, age, sex, marital status, height, weight, familial status, arrest record or physical and mental disabilities in accordance with the Elliot- Larson Civil Rights Act (ELCRA) MCL 37.2206, Persons with Disabilities Civil Rights Act (PWCERS), MCL 37.1206, Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment Act and the Immigration Reform and Control Act of 1986 (8U.S.C., Section 1324A Et.Seq.) and Section 504 of the Rehabilitation Act of 1973. In addition, individuals will not be excluded from, or be denied, the benefits of participation in any program or activity for which the Board is responsible. Rochester Community Schools has designated the following individuals as Compliance Coordinators: Title IX, Title II and Section 504 – Students: Assistant Superintendent for Instruction, 501 W. University, Rochester, MI 48307 (248) 726-3106; Equal Employment Opportunity/ Section 504 for non-students: Executive Director of Human Resources, 501 W. University, Rochester, MI 48307 (248) 726-3110.

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## SAC/TEAMS Emergency Numbers

School	Lead Caregiver	Mobile	Land Line	Location	Entry Door
Baldwin	Olivia Huey	248-606-5934	248-726-3208	Cafeteria	#18
Brewster	Marguerite Piercy	248-606-7152	248-726-3308	Cafeteria	#14
Brooklands	Julie Riess	248-606-7156	248-726-3408	Cafeteria	Main Entrance
Delta Kelly	Erika McRae	248-606-7159	248-726-3508	Cafeteria	#2
Hamlin	Paula Jackson	248-606-7273	248-726-3608	Cafeteria	#2
Hampton	Lindita Shyti	248-606-7412	248-726-3708	Cafeteria	#12
Hugger	Samantha Caldwell	248-606-7705	248-726-3808	Cafeteria	Main Entrance
Long Meadow	Rebecca Bunda	248-606-1393	248-726-3908	Cafeteria	#8
McGregor	Susie Schilling	248-606-1432	248-726-4008	Cafeteria	#5
Meadow Brook	Cathleen Collins	248-606-1703	248-726-4108	Cafeteria	#5
Musson	Shannon Morrison	248-606-1764	248-726-4208	Cafeteria	Main Entrance
North Hill	Kathy Kiwior	248-606-1751	248-726-4308	Cafeteria	#4
University Hills	Mary McRae	248-606-1740	248-726-4408	Cafeteria/Stage	Main Entrance

Remember our SAC rules...

**SAFETY**  
**KINDNESS**  
**RESPECT**



## SAC/TEAMS Parent Handbook

# Introduction



Welcome to the Rochester Community Schools School-Age Care (SAC) program. Our programs are designed to enrich and complement your child's school experience. SAC is located in each elementary school building and T.E.A.M.S. (Teens Empowered After Middle School) is located in each middle school building. These programs are designed for families who require child care during the hours before and/or after school. Any student enrolled in grades K-8 in the Rochester Community School District is eligible to register for SAC/TEAMS.

All SAC/TEAMS programs are licensed by the State of Michigan Department of Licensing and Regulatory Affairs (LARA). Our programs follow all licensing rules and regulations including a maximum staff to child ratio of 1:18 as well as safety and square footage requirements.

This handbook is provided to acquaint you with our SAC/TEAMS programs and our policies. Should you have any questions or concerns, please speak with your child's caregiver or call Children's Programs located in the Caring Steps Children's Center at 248-726-3023.

*Note: The SAC/TEAMS department is also responsible for 1/2 Day Specials during select Professional Development days for teachers as well as a Summer Day-Camp Program which provides daily childcare during the summer months. Information on these two programs is located at the end of this handbook.*

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## SAC/TEAMS Parent Handbook

# Program Goals



- To create a safe and inviting before and after school environment where everyone is safe, valued, and respected.
- To communicate openly with parents and children.
- To provide a variety of activities for the children.
- To recruit, hire, and train qualified professionals.

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## SAC/TEAMS Parent Handbook

# Admission & Registration

Your child will attend the SAC/TEAMS program at their home school.

Registrations are limited to the number of children in which the assigned room can accommodate and must stay within state established capacity and caregiver to child ratio rules. We will try to accommodate every family who needs care, but in the event that a site is full, a waiting list will be created and parents will be notified if/when space becomes available. Should your child require support beyond the 1:18 ratio due to a special circumstance, we ask that you reach out to our SAC main office prior to registration to coordinate a plan for accommodation, proper staffing (if possible), and planning for success.

A schedule showing a minimum of 2 days per week will be required for a student to be considered active in the program.

Registration information and availability can be obtained by contacting the School-Age Care office located in the Caring Steps Children's Center at 248-726-3023.

Registration procedure:

Go to [www.rochester.k12.mi.us](http://www.rochester.k12.mi.us), select Departments, click on "school age care"...

Follow the directions to request admission into the program or by linking directly to our online registration hub at <https://rochesteronline.ce.eleyo.com/>

- Pay the \$50 per family **non-refundable** registration fee for SAC & TEAMS
- Pay the \$50 per family **non-refundable** registration fee for Summer Day- Camp

It is extremely important that registration forms be kept current. If there are any changes during the year, such as addresses, phone numbers, pick up persons, etc., parents are requested to notify their child's caregiver and the School-Age Care office as soon as possible as well as update the online Eleyo software family profile.

**Re-Registration is required each year** for all children returning to the SAC/TEAMS programs and Summer Day-Camp. Registration for summer day-camp typically opens at the beginning of April. Registration for school-age care typically opens at the beginning of May

Anyone with an outstanding balance will not be able to register for any future SAC/TEAMS programs or Summer Day-Camp until their balance is paid in full. Families who repeatedly carry an overdue outstanding balance will not be able to return to the SAC/TEAMS program or Summer Day-Camp.

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## SAC/TEAMS Parent Handbook

# Hours of Operation



The SAC program operates in all elementary school buildings Monday through Friday from 6:45 AM until school starts and from the end of the school day until 6:00 PM.

*note: Morning SAC only will be offered on any half days of school when a SAC special is not planned.*

The TEAMS program operates in all middle schools Monday through Friday from the end of the school day until 6:00 PM, with the choice of participating in 1 or 2 blocks of time.

Parents and children are not allowed to enter the building before 6:45 AM; for your child(ren)'s safety, please do not leave them before a caregiver is present and verbally acknowledges your presence.

### LATE PICK-UP

We ask that you be prompt in picking-up your children by 6:00 PM. There is a late pick-up fee of \$5.00 per child per 5 minutes or fraction thereof when children are picked up after 6:00 PM. A call from parents indicating they are going to be late is greatly appreciated, but it will not eliminate the late fee. The clock in the SAC/TEAMS room will be used as the reference time for opening and closing. Late pick-up fees will be added to your SAC/TEAMS invoice. Dismissal from the program may occur if a late pick-up happens more than 4 times.

#### Procedure Used When Children Are Not Picked Up By 6:00 PM

- 6:05 pm Parents/guardians will be called. A message is left if there is no answer.
- 6:10 pm Emergency numbers from the child's emergency form will be called. Messages will be left if there is no answer.
- 6:20 pm School-Age Care Supervisor is notified.
- 6:30-7pm SAC/TEAMS caregivers will continue to call parents and emergency numbers.
- 7:00 pm If no contact is made with the child's parent/guardian or an emergency person then the Rochester Police Department will be notified. They will be told that a child has been left in care for an hour after closing without any contact.

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## SAC/TEAMS Parent Handbook

# Scheduling

The SAC/TEAMS programs require parents to enter a regular weekly schedule of attendance (1 month at a time) with a required two days per week.

Changes in your child's schedule will only be accepted monthly and must be entered into your Eleyo account no later than 12:00 PM on the Schedule Change Deadline of the month prior to the change.

### Schedule Change & Invoice Information

Schedule Change Deadline	Schedule Period	Invoice E-Mailed	Invoice Due	Weeks Billed
July 14, 2023	Aug 28-Sept 29, 2023	Sept 1, 2023	Sept 8, 2023	5
Sept 26, 2023	Oct 2-27, 2023	Oct 6, 2023	Oct 13, 2023	4
Oct 24, 2023	Oct 30-Dec 1, 2023	Nov 3, 2023	Nov 10, 2023	5
Nov 28, 2023	Dec 4-22, 2023	Dec 8, 2023	Dec 15, 2023	3
Dec 19, 2023	Jan 8-26, 2024	Jan 5, 2024	Jan 12, 2024	3
Jan 23, 2024	Jan 29-Feb 23, 2024	Feb 2, 2024	Feb 9, 2024	4
Feb 20, 2024	Feb 26-Mar 22, 2024	Mar 1, 2024	Mar 8, 2024	4
Mar 19, 2024	Apr 1-26, 2024	Apr 5, 2024	Apr 12, 2024	4
Apr 23, 2024	Apr 29-Jun 7, 2024	May 3, 2024	May 10, 2024	6

Additional days or blocks requested will be accommodated as availability allows. If a school has a waiting list, changes may not be granted. No additional days or blocks will be added after 12:00 PM Wednesday of the prior week. Children must be scheduled each week (minimum of 2 days) when school is in session to retain their active status. Spots will not be held without a schedule.

### PARENTAL WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their children from the SAC/TEAMS Programs must provide at least a two (2) week advance notice prior to the discontinuation of services. (You are required to pay tuition for this two (2) week time period.)



## SAC/TEAMS Parent Handbook

# Absences

If your child will not be attending SAC or TEAMS for any reason, please call your child's caregiver at the SAC/TEAMS phone number provided on Page 5 well prior to the end of the school day on which s(he) is scheduled to attend.

Absences without prior notification may be mistaken for a missing child and an unnecessary concern and time may be spent searching for the child's whereabouts. If a child does not arrive at the program as intended, the Caregiver will contact the parents. If the parents cannot be reached, the Caregiver will contact the child's emergency persons.

A **No Show, No Call fee** of \$25.00 will be assessed to your account for this service. Continued abuse of this policy may result in removal from the program.

All absences are charged at the regular rate for sessions a child is scheduled to attend. No fees are charged for an extended illness after three (3) consecutive days if SAC/TEAMS is notified in writing during the absence.

SAC/TEAMS cannot hold your place in the program due to vacations or other lengthy absences. To ensure your child's placement in the program, payment for your regular schedule is expected for the length of the absence. Failure to comply with this policy will result in the loss of your child's placement in the SAC/TEAMS or program.

### **EARLY DISMISSAL OR INCLEMENT WEATHER DAYS**

If Rochester Community Schools close early or are closed all day because of inclement weather or other emergencies, the SAC/TEAMS programs will also be closed.

Credit will be given on a regularly scheduled day for school-specific closures.

For a district-wide closure due to inclement weather or other emergencies, credit will not be given for the first two occurrences. A fee credit will be given on the third and any additional day the district is closed due to weather or other emergencies.



## SAC/TEAMS Parent Handbook

# Specials



Specials will be available on select 1/2 days that are set aside for teacher professional work days.

No programs will be offered during winter or spring recess.

Specials are only available for children registered in the SAC/TEAMS programs. Advanced registration is required. Registration information sheets will be available from your child's caregivers at your particular building. Registration is performed at the individual building site and is organized by the center Lead.

The fee for Specials is \$50.00 which includes the mid-day session as well as the pm session. If a special is planned for the entire day (morning included), the cost is \$60.00.

You may provide a sack lunch, including a drink, for your child on Specials days or you may check to see if your staff has alternate lunch plans. We do not have refrigeration or a microwave for your child's lunch, so please pack accordingly.

A comprehensive list of Specials and Closure days can be found on the **SAC Event Calendar** located at the end of this Parent Handbook.

1/2 Day Specials require a minimum number of participants to operate...if this minimum number is not met, then a cancellation notification will be sent to all registered families prior to the event day.

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## SAC/TEAMS Parent Handbook

# Payment Policies

Fees are assessed using the “per session” system with a set rate for each block of time used. You will be invoiced according to the schedule you submit (not the sessions you attend) to your online account.

We appreciate prompt payment of your SAC/TEAMS invoice. A billing statement will be available to parents on the first Friday of the month and is due typically on the second Friday of the month. If payment is not received by the third Friday, a late fee of 5% will be charged. If payment is not received by the fourth Friday, your child will automatically be dismissed from the program.

Returned check and EFT's will be assessed a \$25.00 fee and must be repaid within one week of notification.

All fees must be paid online or at our main office located in the Caring Steps Children's Center. Caregivers are not able to accept any payments on-site.

### **FINANCIAL ASSISTANCE**

Financial assistance may be available directly through the School-Age Care department. To find out if you qualify or to receive information regarding this service, please call the School-Age Care main office at 248-726-3023.

*Please note:* Parents are responsible for the cost of the registration fee (which is non-refundable and not covered by School-Age Care). Parents will also be responsible for the percentage of payment not covered by the School-Age Care assistance program.

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## SAC/TEAMS Parent Handbook

# Sign-In/Out Procedures

Per the State of Michigan Licensing Regulations, SAC/TEAMS require that children be signed in and out of the program by an authorized parent or person listed on the Child Information Form. Please be sure to make contact with the caregivers when you drop-off and/or pick-up your child.

If it is necessary to have someone other than those listed on the Child Information Form pick up your child, you must notify the caregivers with a written note, email, or phone call.

The safety of your child is of the utmost importance to us, so identification will be checked for people with whom the caregivers are not familiar. Parents and authorized pick-up persons should bring their ID's into the building every day. If you do not have your ID with you, please do not be offended if we ask you to go back out to the car to get it. We would never want to release a child to an unauthorized individual.

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## SAC/TEAMS Parent Handbook

# Personal Belongings

Unless a special arrangement has been agreed upon, please do not allow your child to bring toys or electronics from home. SAC/TEAMS programs will not be held responsible for lost, broken, or stolen items brought from home. Any toys or electronics that are considered inappropriate may be taken away from the child and held by the caregiver until the student is picked up.

All articles of clothing should be clearly identified with your child's name.

### USE OF CELLULAR DEVICES

Cell phone usage during SAC/TEAMS programs is limited to emergency use only, as approved by the SAC/TEAMS caregivers. SAC/TEAMS caregivers will notify parents if their child is ill or having any other difficulties during program hours. Cell phones are to be kept in the students' backpacks. Cell phones used without proper approval by the SAC/TEAMS caregivers may be taken away and held by the caregiver until the parent/guardian arrives for pick-up.

The taking of photographic images with cellular devices while at SAC/TEAMS is strictly prohibited.

Occasionally, the use of electronics or cellular devices will be permitted during "Electronics" days or "Bring Something from Home" days. The use of the devices will be monitored and the students are subject to the district guidelines for acceptable use of the device.



## SAC/TEAMS Parent Handbook

# Health Care Policies



If your child has a known medical condition (i.e. allergies, asthma, diabetes, etc.) please be sure the caregivers know what to do if a problem should occur during SAC/TEAMS hours. Please make sure that any medication necessary to be administered during SAC/TEAMS hours is labelled correctly and the proper forms for its use have been completed. It is your responsibility to provide the School-Age Care program with a copy of any health-related documentation concerning your child(ren)'s health and well-being. This should happen prior to the first day of participation in school-age care.

### **CAUSE FOR IMMEDIATE MEDICAL DISMISSAL/EXCLUSION**

If a child has any of the following conditions, the parent will be notified to pick up the child immediately: severe rash or irritation, contagious disease, vomiting or diarrhea, fever, bladder or bowel accidents, or accident requiring medical attention.

Children will also be excluded from child care if they exhibit any of the following:

- Fever of 100.4+ degrees F (axillary, under arm or forehead)
- Vomiting
- Diarrhea – 3 or more watery stools in a 24 hour period
- Draining rash
- Fatigue that prevents participation in regular activities

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## SAC/TEAMS Parent Handbook

# Health Care Policies

### MEDICATION

Whenever a child is to be given prescription or over-the-counter medicine, the parent must provide the caregivers with a completed, signed, medication authorization form. The medication must be provided in the original container accompanied by the doctor's directions. If your child has a **Medical Action Plan** on file at the school and (s)he is registered with School-Age Care department, the center must also be given a copy to keep on file. Medical forms as well as Medical Action Plans can be found on the RCS website (follow the Parent Info/Health link at the top of the main RCS web page (under Family/Communities). It is your responsibility to provide the School-Age Care program with a copy of any health-related documentation concerning your child(ren)'s health and well-being. This should happen prior to the first day of participation in school-age care.

### IN CASE OF ACCIDENT/INJURY

*Including, but not limited to...*

**Minor Injuries:** *i.e. slight cut, scrape, slight bump...* 1st aid + Ouch Report completed and sent home with family.

**Injuries Involving Head:** *i.e. hard bump, bruising, swelling, bloody nose, eye injury, mouth/tooth injury...* 1st Aid and immediate call to family.

**Severe Injury:** *i.e. suspected break/fracture, serious allergic reaction, serious cut/contusion...* 1st Aid, 911 call if necessary, and immediate call to family and supervisor.

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In the case of a suspected severe injury, a State of Michigan and RCS accident/injury report will be completed within 24 hours and the appropriate representatives will be contacted.



## SAC/TEAMS Parent Handbook

# Health Care Policies



### HAND WASHING PROCEDURES

- Staff will wash hands after coming in contact with bodily fluids (i.e. stool, urine, blood, drool, mucus), before and after food preparation, before and after eating.
- Children will be directed (or assisted) to wash hands after toileting and before eating.
- Soap, running water, and individual towels will be available for staff and children

### CLEANING AND DISINFECTING PROCEDURES

- Toys will be disinfected as needed by washing with soap and water, dipped in or sprayed with disinfectant (bleach water solution), and allowed to air dry. Or, they may be run through dishwasher for full wash and dry cycles or disinfected using the building Clorox 360 device.
- Play clothes & pillows will be washed in the washing machine and air or machine dried.
- General cleaning will be completed daily by school custodial staff.

### BODILY FLUID CONTACT PRECAUTIONS

- All staff receive Blood Borne Pathogen training.
- Custodians will be called to clean incidents involving excessive bodily fluids.

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## SAC/TEAMS Parent Handbook

# Code of Conduct



Parents, please review with your children our expectations of them to make their time with SAC/TEAMS a pleasurable and safe experience.

- Children must remain in the SAC/TEAMS designated area.
- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative and follow the instructions of the caregivers.
- Elementary/Middle school building rules also apply during SAC/TEAMS.
- Appropriate and acceptable language is expected.
- Parents have the right to expect that their child will have proper supervision. A child who constantly needs the attention of the staff is taking away the rights of the others and not allowing for the needs of all children to be met.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their place when done.
- Children are to arrive at SAC/TEAMS promptly from their classrooms. Caregivers or Building Safeties will be responsible for making sure the kindergarteners are collected from their classrooms and brought to SAC each afternoon.
- Students removed during the regular school-day for behavioral issues are not eligible for School-Age Care programs (during the entirety of the suspension).

### SAFETY

#### WE WORK TO KEEP OURSELVES AND OTHERS SAFE

This means...

- ◆ We ask permission before leaving an area.
- ◆ We listen to the directions of our caregivers.
- ◆ We keep hands and body parts to ourselves.
- ◆ We use walking feet inside and on stairs.
- ◆ We stay with the group when outside or on a field trip.
- ◆ We stay away from closed tables and other cafeteria property.
- ◆ We follow outside playground rules.  
(feet first down the slide, no jumping off swings, keep things that belong on the ground...on the ground)
- ◆ We wash our hands often.  
(before eating, after using the bathroom, and when we have a cold)



### KINDNESS

#### WE ARE KIND TO OURSELVES AND OTHERS

This means...

- ◆ We are honest.
- ◆ We play fair and are good sports.
- ◆ We are polite and use good manners.
- ◆ We treat others as we would like to be treated.
- ◆ We use kind words.  
(we do not curse, name-call, or use put-downs of any type)
- ◆ We show respect and kindness in all our talk and actions.
- ◆ We are respectful to caregivers and listen to them.
- ◆ We clean-up our mess from one project before starting another.



### RESPECT

#### WE RESPECT OURSELVES, OTHERS, AND PROPERTY

This means...

- ◆ We are accountable for our own actions.
- ◆ We find fair solutions for everyone.
- ◆ We are truthful.
- ◆ We ask permission before using another's possessions.
- ◆ We never go into another person's belongings.
- ◆ We are good sports and play fair.
- ◆ We take care of all School-Age Care property.
- ◆ If we break something on purpose, we will fix it or replace it.
- ◆ We keep track of our personal belongings and school supplies.



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## SAC/TEAMS Parent Handbook

# Discipline

Our caregivers promote good behavior of all children by planning many interesting games and activities. When a problem occurs, the staff uses positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. We use redirection and discussion of feelings regarding the specific problem that occurred.

- Inappropriate behavior will be brought to the attention of the parent who drops off or picks up the child. In some situations, the parents will be contacted by telephone, either at home or at work.
- On-going disruptive behavior will be dealt with in writing. A behavior notice will be given to the parent or guardian to sign; then, a meeting with the Caregiver will be arranged.
- If a child's actions are serious enough, or (s)he receives a third behavior notice, the child may be suspended from SAC/TEAMS for a minimum of one week. During that time the SAC/TEAMS Supervisor, the parents, and the lead caregiver must have direct communication in order to determine if the conditions for reinstatement can be met.
- If the child is reinstated and receives a fourth behavior notice, the SAC/TEAMS supervisor will dismiss the child from the program. Future reinstatement will be considered and subject to conditions specific to the child and situation.

It is our goal to provide a safe and pleasant environment for all children. The discipline policy above is implemented for children displaying on-going disruptive behavior.



## SAC/TEAMS Parent Handbook

# Parental Responsibilities



- Fill out all registration forms completely and keep the information current.
- Pay fees on time.
- Read all communications distributed to parents regarding SAC/TEAMS Programs.
- Make alternate arrangements if your child is ill as SAC/TEAMS do not have the facilities to care for sick children.
- Keep the staff informed of any changes or incidents in the home or at school which might result in a change in behavior or attitude.
- Parents must sign their children in and out of the program daily.
- Listen to concerns of the caregivers regarding their child and, with the caregivers, work out an agreeable solution.
- Parents should feel free to discuss any concerns with the caregiver and/or SAC Supervisor.
- Contact the caregivers (not just the school) if their child will be absent from the program.
- As we are not a drop-in program, all schedules must be confirmed through the main office, not at the center level. Unscheduled attendance is not permitted.
- Unless there is a pre-determined activity which encourages family participation, please keep your time on school grounds to only that which is necessary for signing in/out or communicating with staff.
- It is your responsibility to provide the School-Age Care program with a copy of any health-related documentation concerning your child(ren)'s health and well-being. This should happen prior to the first day of participation in school-age care.

ROCHESTER COMMUNITY SCHOOLS

**school-age care**  
 "Nurturing the growth of the whole-child."

### School-Age Care Department

3838 N. Rochester Rd. • Oakland Twp., MI 48306  
 (phone) 248-726-3023 • (fax) 248-726-4805  
 (e-mail) sac@rochester.k12.mi.us



## SAC/TEAMS Parent Handbook

# Dismissal from Program

The following circumstances may result in immediate dismissal of your child from our care:

- Failure to pay for services or not repaying returned payments.
- Dropping off a child before 6:45 AM and/or in an unsupervised situation.
- Late pick up (after 6:00 PM) of your children five (5) times.
- Any child who intentionally physically harms another child or staff member.
- A child who does not adjust to behavioral recommendations as found in our discipline policy.
- Adult/Parental behavior deemed inappropriate by the department/administration including harassment, threats, and/or aggressive or disrespectful communication.
- Unscheduled drop-ins (primarily in the afternoon session of the program) five (5) times.
- Not signing a child in or out of the program five (5) times.
- Having to search for a scheduled child five (5) times.

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## SAC/TEAMS Parent Handbook

# Additional Policies



### CHILD CUSTODY

Unless custody has been established by a court action, one parent may not limit the other from picking up the children from our care. A copy of the court order must be on file with the SAC/TEAMS caregivers in order for us to withhold a child from his/her parent.

Please keep caregivers informed and paperwork up-to-date. It is your responsibility to provide the School-Age Care program with a copy of any custody-related documentation concerning your child(ren). This should happen prior to the first day of participation in school-age care.

### ABUSE AND NEGLECT REPORTING

As required by law, suspected child abuse/neglect will be reported to Children's Protective Services, the program Supervisor, and the building Principal.

### OUTSIDE PLAY

Outside play is planned daily, weather permitting. Please dress your child according to the weather. This includes hats, gloves, coats, snow pants, and boots in winter.

Only tennis shoes or shoes with rubber soles may be used for activities in the gym.

School-age child care centers operating in school buildings licensed by the Michigan Department of Education must inform parents that SAC/TEAMS plan to use the public school's outdoor play area and equipment which may not comply with the child care center licensing rules.

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## SAC/TEAMS Parent Handbook

# Summer Day-Camp



The RCS School-Age Care department offers an 8-week day-camp (6:45am-6:00pm, M-F) during the beautiful Michigan summer months. The 8-week program is located at an RCS elementary school and includes activities, crafts, field trips, optional hot-lunch service, and wonderful enrichment opportunities. Please see the main SAC website for detailed information about locations and specific field trip/enrichment plans as well as daily/weekly information. Registration generally opens at the beginning of April each school-year. Space is very limited, spots are not guaranteed.

### **Cancellation Policy**

Should you need to cancel your enrollment (or any portion thereof) after the Summer Day-Camp schedule change deadline, you will be responsible for 50% (per child) of all charges assessed to your child care account for any enrolled weeks you will be dropping from the schedule.

All other policies contained within the Parent Handbook apply towards this program with the following exception...

Because of the brevity of the summer program, continued disruptive behavior will be subject to removal from camp at the Camp Coordinator's discretion.

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# SAC/TEAMS Parent Handbook

## School-Age Care/TEAMS Event Calendar

Mon	<b>August 28</b>	1st Day of School (K-5)	AM SAC only (no PM SAC)
Tues Wed	August 29 August 30	1/2 Day for TK & K_A thru M Only! 1/2 Day for TK & K_N thru Z Only!	SAC Open for grades 1-5 (TK & K_A thru M only) SAC Open for grades 1-5 (TK & K_N thru Z only)
Fri/Mon	<b>September 1-4</b>	No School, Grades K-12 <i>(Labor Day Break)</i>	All SAC programs <u>closed</u>
Fri	<b>October 6</b>	No School, Grades K-12 <i>(Professional Development Day)</i>	All SAC programs <u>closed</u>
Mon	<b>October 9</b>	No School, Grades K-12 <i>(Indigenous People's Day)</i>	All SAC programs <u>closed</u>
Tues	<b>November 7</b>	No School, Grades K-12 <i>(Election Day)</i>	All SAC programs <u>closed</u>
Fri	<b>November 17</b>	1/2 Day of School, Grades K-5 <i>(Professional Development Day)</i>	All SAC Programs OPEN (Pre-Reg. required) Extended SAC PM care (lunch NOT provided)
Wed/Thurs/Fri	<b>November 22-24</b>	No School, Grades K-12 <i>(Thanksgiving Recess)</i>	All SAC programs <u>closed</u>
Mon	<b>December 4</b>	No School, Grades K-12 <i>(Professional Development Day)</i>	All SAC programs <u>closed</u>
Mon - Fri (x2)	<b>Dec. 25 - Jan. 5</b>	No School, Grades K-12 <i>(Winter Recess)</i>	All SAC programs <u>closed</u>
Mon	<b>January 15</b>	No School, Grades K-12 <i>(Martin Luther King Jr. Day)</i>	All SAC programs <u>closed</u>
Mon	<b>February 5</b>	No School, Grades K-12 <i>(Professional Development Day)</i>	All SAC programs <u>closed</u>
Mon/Tues	<b>February 19-20</b>	No School, Grades K-12 <i>(Mid-Winter Break)</i>	All SAC programs <u>closed</u>
Fri	<b>March 1</b>	1/2 Day of School, Grades K-5 <i>(Professional Development Day)</i>	All SAC Programs OPEN (Pre-Reg. required) Extended SAC PM care (lunch NOT provided)
Fri	<b>March 22</b>	1/2 Day of School, Grades K-12 <i>(Professional Development Day)</i>	All SAC Programs OPEN (Pre-Reg. required) Extended SAC PM care (lunch NOT provided)
Mon- Fri	<b>March 25-29</b>	No School, Grades K-12 <i>(Spring Recess)</i>	All SAC programs <u>closed</u>
Fri	<b>April 19</b>	No School, Grades K-12 <i>(Professional Development Day)</i>	All SAC programs <u>closed</u>
Fri	<b>May 17</b>	No School, Grades K-12 <i>(Professional Development Day)</i>	All SAC programs <u>closed</u>
Mon	<b>May 27</b>	No School, Grades K-12 <i>(Memorial Day Holiday)</i>	All SAC programs <u>closed</u>
Fri	<b>June 7</b>	1/2 Day, Grades K-5 <i>(Last Day of School)</i>	AM SAC only