

Summer School Age Child Care



PARENT HANDBOOK

Location: Little Falls Middle School - entrance Door 19

Dates: June 3rd - August 23 2024

Hours: 6am-5:30pm

The terms of this handbook are subject to change

***Updated 3/1/2024**

Telephone Directory:

School Age Child Care Coordinator-Heidi Strong: 320-733-3474

Community Services Director-Kayla Gruber: 320-632-7901 or 320-360-0430

Program Philosophy

Community Services and the staff at School Age Child Care (SACC) believe that every child deserves a safe, warm, and caring environment in which to grow and develop. We are committed to fostering each child's self-esteem and believe that through the collaborative efforts of parents, professionals, and the community, opportunities for optimal growth are provided for every child.

Our program serves children that are 5 AND registered for Kindergarten through COMPLETED grade 5. Any student that is above 5th grade does not meet the age requirements for our child care program.

*We ask that all parents looking to send their preschooler highly consider their child's needs and maturity level. School Age Child Care is an academic, social and athletic activity program for school-age children. We provide structured and varied activities for the majority of the 11.5 hour day. The amount of structure is different from a traditional daycare program and may not be a good fit for all children. If you need help determining if our program will be a good fit for your child, please feel free to call Heidi, Childcare Coordinator 320-733-3474 or Kayla, Community Services Director 632-7901.

Communication is an essential part of successful enrollment in the program. Daily contact between parents and staff provides an opportunity to discuss schedule changes, ask questions and discuss your child's experience at our program.

Family Expectations

*Create an arux account- if you are a school year user of School Age Child Care, you will enroll in Summer SACC, if you do not have an arux account, please create one by using this link:

<https://littlefalls.arux.app>

***Review of family contact information**

**If there is a change to your phone, email, name change, address, etc to you or your family emergency contacts, please ensure that you update your family account. We communicate often through email, text and phone calls so to be sure you get the most up to date information, you must update.

***Financial Status of the family account**

**Please be sure that you know how you are paying for care. Weekly auto pay is preferred!

**Late fees will be applied

**Child care will be discontinued for any family 10 days past due until the account is up to date.

***Schedule updates**

**Please update your schedule changes in the arux system. If you need to add or take away days, it is the family responsibility to do so. We will not be changing attendance daily.

***Notification of last minute changes (sickness, emergencies, etc.)**

**We understand emergencies happen (sicknesses, family emergencies, work changes happen) but if it becomes a regular occurrence that emergencies are happening, the coordinator and family will need to discuss appropriate schedules and payment plans to move forward with care.

Summer School Age Child Care

June 3rd, 2024 - August 23rd, 2024

Monday - Friday 6am-5:30pm

Closed on Wednesday, June 19th, Thur, July 4 and Fri July 5 2024
Special Days/Field Trips/Large group events are still being planned and TBD.

Fees

*Registration Fee per child: \$25

*Daily rate for child care: \$35 per day, \$31.50 for 2nd child, \$28.35 for 3rd child

Financial Assistance

*We accept payments from the Child Care Assistance Program (CCAP).

*Community Services does not provide or handle any of the CCAP paperwork. For information and application procedures, call Morrison County Social Services (320) 632-2951. Partial or total tuition assistance may be available to qualifying families through state or county funds. Families receiving financial assistance must provide verification of eligibility before childcare can begin. Paperwork must be completed and turned in to Morrison County Social Services prior to your child attending, or child care services may be denied. If financial assistance is denied or partial payment is approved (co-pays), parents or guardians will be responsible for all expenses incurred.

*Extra costs incurred by field trips or special events are not covered by CCAP and will be the parents responsibility if your child participates.

Payments

*We accept checks, credit cards (Visa, MasterCard, Discover, American Express), or cash.

*Automatic funds transfer. Set up automatic payments.

*Pay online. Visit <https://littlefalls.arux.app/account>. Enter your username and PIN, then click the Payment History tab.

*If you need to make a payment by phone or in person, contact Community Services at (320) 632-7900 between the hours of 8:00 a.m.-4:00 p.m.

**You are responsible for all costs incurred for the days your child attends or is scheduled for School Age Child Care.

Payment in full is expected weekly. You will be invoiced on Friday and payments are due by 11:59pm Monday. You are also able to access your account at any time to review your account status. A late fee of \$5.00 will be added each week to all accounts not paid by 11:59pm Monday.

**Childcare services will not be provided when an account is 10 days delinquent .

**School Age Child Care charges a \$30 processing fee for all checks returned from the bank. If a check is returned, you must make a cash or credit card payment within three days of notice. Failure to make a payment on uncollected checks will result in the termination of childcare services.

**An outstanding balance over 10 business days (2 weeks) may result in the termination of care provided by the School Age Child Care program. Any outstanding balance over 60 days will be forwarded to a collection agency for recovery. If forwarded, collection fees may be added to the current outstanding balance.

Year-End Tax Statements include the Federal Tax ID number (41-6002411) and total payments paid for the calendar year are available through <https://littlefalls.arux.app/account>.

Attendance/Schedules

Families will be required to register each child online and input the child's schedule online. Please take time to review and update the schedule often. It is the parents responsibility to keep it up to date so School Age Child Care staff can prepare activities and be sure we have an appropriate amount of staff available to meet the requirements from the Dept. of Human Services.

*If your child is on the schedule and they do not attend without proper notice to the coordinator, you will be charged for the day.

*If your child attends and is not on the schedule, you will be charged for the day AND an additional drop in fee of \$10.

Student Pick up and Drop off

Parents or authorized persons are required to enter the SACC location and sign their child in and out using the Ipad. Please keep your authorized pick up people up to date.

***Children may only be picked up by authorized people.** If a same day/last minute change occurs, give information directly to the School Age Child Care Coordinator (320-733-3474) to ensure we have the proper information in time. You are also encouraged to update the authorized information in arux. Any person that is unfamiliar to the staff on site will be required to show proper identification before leaving with a child.

Community Services Events

While attending School Age Child Care, your child has the opportunity to attend other events put on by Community Services. We will transport to Community Services activities between the hours of 9am-2pm.

Transporting Children

School Age Child Care WILL provide transportation to and from Community Services events for your child. Please note - we only transport to Community Services events. We will not transport children to basketball/baseball/softball association practices, grandma's house or to pick up snacks at the gas station.

*Your child will walk with a staff member to activities and events that are located within the complex of district buildings.

*If the Community Services event is off site of the complex, your child will ride with a certified driver in a district vehicle.

*The driver of the vehicle holds a valid driver's license, appropriate to the vehicle driven; and

*The center complies with all seat belt and child passenger restraint system requirements under Minnesota Statutes sections 169.685 and 169.686.

Meals

Summer School Age Child Care will provide breakfast Monday through Friday free of charge.

*Lunch will be provided Monday through Thursday free of charge. You are welcome to have your child bring their own breakfast, lunch or snack.

*An afternoon snack will need to be brought from home, appropriate for your child.

*Lunch on Fridays, your child will need to bring their own lunch.

**Please note that lunch will be held at a scheduled time. If your child will be attending an

activity outside of SACC during that time, you must provide lunch for them, to be eaten at a time convenient for their schedule.

What can your child expect at Summer School Age Child Care:

*School Age Child Care is very active during the summer. We participate in various walking and bus field trips. Please send appropriate attire with your child. Our program suggests tennis shoes. They are easier and safer for children to play in and participate in program activities.

*We recommend a sweater or sweatshirt and a change of clothes at SACC. Label all items clearly with your child's name.

Daily Activities:

Outdoor Activities and Gym Time

Coordinated Activities (Arts & Crafts Projects, STEM Experiments, Cooking Activities, etc.)

Social Interaction/Social Skill Building Activities

Creative Thinking Activities (Building with Manipulatives and Giant Blocks)

Special Events:

Theme-Based Days and Weeks

Swimming days

Scavenger Hunts, Water-Balloon Toss Contest, Bingo, etc

Guest Appearances (Community Organizations, On-Site Presentations, etc.)

Service-Learning Activities and Leadership Games

*Please plan to provide the following for your child: appropriate walking shoes, water bottle (labeled with first and last name), sunscreen, sunglasses (if desired), insect repellent.

*If you provide your own sunscreen or insect repellent, School Age Child Care requires a medication permission form-please reach out directly to Heidi Strong to receive this form.

School Age Child Care Rules

*School Age Child Care staff will strive to establish and maintain a behavior system that reinforces positive behaviors. We will do this through positive staff interaction, consistent guidelines, and appropriate consequences.

Our goal is for children to have an enjoyable and safe time at Summer School Age Child Care . To help us achieve this goal, we will establish reasonable limits for behavior, which are consistently monitored by staff.. These limits are appropriate to the developmental level of the children, their health and safety, and the rights of the individual. Methods include redirection, logical and natural consequences, limit setting, modeling, providing choices, anticipating situations, and recognition for appropriate behavior. Positive behavior is acknowledged in many ways: praise, special jobs, special treats, etc. Rules and consequences will be explained to the child.

Toys/Electronic Devices

Please leave your toys and electronics at home unless a special day has been designated. We will let families know when these days occur. We are not responsible for any of these items. Only school appropriate games will be allowed. Children are not allowed to have cell phones or cameras. These items should be kept at home. If a child uses a cell phone or camera, it will be kept at the front desk and returned to parents/guardians at pick up.

At our School Age Child Care Program:

- *We are respectful and tell the truth
- *We use kind words and gestures
- *We encourage and include one another in all activities
- *We share and help each other
- *We follow directions the 1st time

Child Expectations

- *Keep hands, feet and objects to yourself
- *Follow directions and be respectful of everyone
- *Use appropriate language
- *Respect other people and property
- *Remain with a staff member always
- *Display appropriate social skills & FLYER PRIDE (Respect, Responsibility, Positive Attitude, and Safety.)
- *Be responsible for their own actions

Behaviors that are not acceptable at School Age Child Care :

- *Physical encounters that hurt self, another child or staff
- *Inappropriate language, songs or jokes including swearing, teasing, references to drugs, alcohol, abuse, racism, gender, bias, weapons, etc.
- *Any threatening language or behavior that is directed towards another child or staff member
- *Leaving the program area or group without permission
- *Interrupting others as they talk, work, or play
- *Stealing or vandalism to school or personal property
- *Invading, using, or taking other people's property without permission (Theft from the School Age Child Care Program or school property will be handled by district policies, which could lead to school suspension.)
- *Any behavior that interferes with other children's ability to take part in program activities and/or events

If a child demonstrates behavior that does not follow the rules stated above, after one warning, the child will:

1. Receive quiet time
2. Receive quiet time and call a parent
3. The parent will be asked to pick up the child

Continued misbehavior on a daily basis will be documented and involve a discussion with a parent about other options, which may include immediate pick-up, suspension, or dismissal.

Dismissal of a Child

School Age Child Care reserves the right to dismiss any child from the program if the staff determines that the program cannot meet the needs of the child.

Our School Age Child Care staff work closely with general education and special education teachers, administrators and other district staff and will strive to provide necessary interventions for students when needed. At times, it may be deemed that School Age Child Care is not an appropriate setting for a child.

REMINDER: Communication is an essential part of successful enrollment in the program. Daily contact between parents and staff provides an opportunity to discuss schedule changes, ask questions and discuss your child's experience at our program.

Health Services and Emergencies

Family Emergency Contacts

Each child is required to have at least 2 emergency contacts on file. Emergency contacts are very important. Please update information electronically or directly with the School Age Child Care Coordinator.

Immunizations

Access to records of your child's current immunizations or applicable exemption must be obtained by a child's first date of attendance. School Age Child Care is able to view immunization records on Skyward. If your child is exempt from immunizations, you are required to have a form completed and turned into the coordinator by the first day of attendance.

Accident / Incident Report

An accident or incident report will be completed if a child is injured or to communicate an incident to our program. Staff will share the report with the person picking up the child and have it signed by the adult. Staff will complete the report to include all information on the form describing the accident/incident, injury, care of injury, etc.. In the case of a head injury, staff will call to inform you of the accident. In this case, please watch your child for signs of concussion. Head injuries can be a very serious matter.

Exclusion of Sick Children (MN Statute, sec. 245H.13, subd. 1-6)

When a child becomes sick, School Age Child Care will immediately notify the sick child's parent or legal guardian and arrange for pick up. The child will wait for a parent/guardian in an isolated area of School Age Child Care.

*Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children.

GUIDELINES FOR KEEPING YOUR CHILD HOME FROM SCHOOL AGE CHILD CARE

Parents often wonder whether or not they should send their child to child care when they have a mild illness. Below you will find guidelines for keeping your child home due to illness. Please call to notify the child care coordinator of any emergency sicknesses or changes to a child's schedule.

- Fever of 100°F or greater
 - They should stay home until 24 hours after their temperature has returned to normal (without the use of fever-reducing medications).
- Vomiting or Diarrhea

- They should stay home until 24 hours after the last episode.
- Rash that might be disease related or unknown cause
 - Check with your primary care provider before sending your student to child care.
- On antibiotics for any reason
 - Keep them at home until they've had a full 24 hours of medication.
- Purulent (pus-like) eye drainage.
- Symptoms of severe illness such as: unusual fatigue, uncontrolled cough, difficulty breathing.
- Any illness in which your child is unable to participate and function properly in child care.

*Parents or Guardians will be notified if an infectious disease outbreak (ex. head lice) occurs at School Age Child Care. Contact will be made by phone calls, email and/or in person. (MN rules, part 4605.7040).

Administration of Medication Oral or Topical (MN Statute, sec. 245H.13, subd. 1-6)

Medication will be administered ONLY when parental written instructions and an authorization form are on file at School Age Child Care . Nonprescription drugs, such as aspirin or cough syrup, are administered according to the manufacturer's instructions unless provided written instructions and authorization from a physician. Self-administration of medication by a child is generally prohibited. If approval for self-medication is granted by program staff the preceding procedures must be followed as well.

All medicine must be kept in the medicine's original container with a legible label stating the child's first and last name. Medication will only be given to the child whose name is on the label. Medication will not be given after an expiration date on the label. Unused or expired medication will be returned to the child's parent or legal guardian.

School Age Child Care staff will document the administration of medication in the child's record. Information will include: child's first and last name; name of the medication or prescription number; date, time, and dosage; and name and signature of the person who administered the medicine.

Preventing and Responding to Allergies:

*School Age Child Care must obtain documentation of any known allergies from the child's parent or legal guardian before admitting a child for care.

*School Age Child Care must maintain current allergy information in each child's record. The allergy information must include: A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction. Also, procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information must be provided.

*School Age Child Care staff will be informed of each child's current allergy information. Training will occur annually or when a change is made to allergy-related information in a child's record. Documentation that staff were informed of the child's current allergy information must be kept on site.

** A child's allergy information must be available at all times including on site, when on fieldtrips, or during transportation.

**Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

Building and Physical Premises; Free of Hazards

*School Age Child Care staff will ensure: the areas used by a child are clean and in good repair; and the furniture and equipment is structurally sound and is appropriate to the age and size of a child who uses the

area. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child.

*School Age Child Care staff must safely handle and dispose of bodily fluids and other potentially infectious fluids by using gloves, disinfecting surfaces that come in contact with potentially infectious bodily fluids, and disposing of bodily fluid in a securely sealed plastic bag.

Emergency Preparedness (MN Statutes, sect. 245H.15, sub. 1-2)

*School Age Child Care has an emergency preparedness plan that is written using the Child Care Emergency Plan developed by the commissioner and must include:

*The emergency plan is available for review upon request by the child's parent or legal guardian.

*The certification holder must train a staff person at orientation and at least once each calendar year on the emergency plan and document training in each personnel file.

**School Age Child Care staff must conduct at least quarterly: One evacuation drill and one shelter-in-place drill.

Mandatory Reporting (MN Statutes, sect. 245H.11 and MN Statutes, sect. 626.556)

The certification holder must comply with the reporting requirements for abuse and neglect specified in section 626.556, including:

*** Who should report child abuse and neglect**

** Any person may voluntarily report abuse or neglect

** If you work with children in a certified center, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your center. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

***Where to report:**

**The telephone number of the Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.

**Morrison County child protection agency for reporting suspected maltreatment of a child occurring with a family or in the community is (320) 632-2951

**The telephone number of the Department of human Services, Division of Licensing at (651) 341-6500, for reporting possible certification violations. ○ Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.

Staff Training

*The certification holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The certification holder must document the provision of this training in individual personnel records, monitor implementation by staff.

*The certification holder must inform the commissioner within 24 hours of: the death of a child in the program, any injury to a child in the program that required treatment by a physician.

Parental Access MN Statutes, section 245H.18

*An enrolled child's parent or legal guardian must be allowed access to the parent's or legal guardian's child at any time while the child is in care.

Certified License Exempt Provider:

School Age Child Care programs are exempt from the Department of Human Services Licensing. This exemption falls under Minnesota Statute, section 245A.03, subd,2:

- (5) programs operated by a public school for children 33 months or older;
- (12) programs operated by a school as defined in section [120A.22, subdivision 4](#); whose primary purpose is to provide child care or services to school-age children

We are certified at each site as a Certified Child Care Center:

- Lindbergh Elementary-1089323
- Lincoln Elementary -1089326