

# School-Age Child Care Program (SACC)

## 2024 – 2025

The Tenafly Board of Education sponsors a self-supporting before- and after-school School-Age Child Care Program (SACC) for district K - 5 students at all four elementary schools. The programs take place in the school gymnasium, library, or a classroom.

The tuition fee-based program is administered from the Board of Education building, 500 Tenafly Road, Tenafly, NJ 07670. The program also operates under Board of Education policies and procedures. SACC begins on the first day of school.

### Program Information:

#### **Eligibility:**

Children in grades k – 5. Parents/guardians must work or be enrolled in classes themselves.

#### **Hours:**

7:30 am – 8:30 am and 3:10 pm - 6:00 pm daily on school days; 12:45 pm – 6:00 pm on most early dismissal days according to the Tenafly Public School calendar.

Information on School Closings, Delayed School Openings, and Early Dismissal Pick-ups for inclement weather can be found via: Tenafly Public Schools Website and/or Blackboard Alert Notifications.

#### **Registration:**

New registration forms must be completed each school year.

Completion of the SACC registration form emailed to: [jlehman@tenafly.k12.nj.us](mailto:jlehman@tenafly.k12.nj.us) or mailed to: SACC, 500 Tenafly Road. **And**, program registration through Community Pass: <https://register.capturepoint.com/TenaflyBoardofEducation>

Program name: **2024 - 2025 SACC Programs**

#### **Fees & Payment:**

There is a yearly non-refundable registration fee of **\$35/1<sup>st</sup> child; \$30/ 2<sup>nd</sup> child; \$25/ 3<sup>rd</sup> child**. There is a sibling discount on monthly tuition. **June 2025 tuition and registration fees** will be required at the time of registration in Community Pass. Please call the office with payment questions.



## Program Participation Information:

Both the morning and afternoon SACC Programs start Tuesday, September 3, 2024.

For a student to attend the SACC program on the first day of school, *Tuesday, September 3rd, 2024*, completed registration forms must be **received by August 19th**.

Completed registration forms **received after August 19th**, those students may attend the program starting the second week of school, *Monday, September 9, 2024*.

The SACC program accepts students throughout the school year. The SACC office requires **at least two full business days** to process the registration form received before a student can participate in the program. There is no same day registration.

Student schedule changes will need to be made through the SACC office. Major schedule changes will need to be requested *by the 24th of the current month* for the change to take effect for the upcoming month. Tuition for the current month will remain the same if the schedule request is made after the 24th.

The SACC program also offers registration on a "per diem" basis. Additional information on per diem procedures and fees are found on the SACC web page.

Additional forms and information will be emailed to you upon receipt of the completed registration form and must be returned to SACC to finalize your child's enrollment.

The monthly-based tuition fees will not be prorated for absences, holidays, planned vacations, or emergency closings.

Withdrawal from the SACC program requires written notice in order to receive a refund. It is the parents'/ guardians' responsibility to notify the SACC office with changes to the child's participation. Please refer to the *SACC Emergency Procedure Parent Information Sheet* for additional information.

Parents must inform the SACC office if their child has allergies or special needs, as specified on the emergency form. SACC supervisors and SACC assistants do not administer non-emergency medication.

Children will be released only to an adult named on the registration form. Exceptions will be made only with prior written or verbal requests. The parent, guardian, sitter, or designated pick-up individual must come to the building to pick-up the child.

Additional program information can be found on the SACC web page-  
<https://www.tenaflyschools.org/parents2/sacc> or by contacting the SACC office:

SACC Office: (201) 816-4526  
SACC Coordinator: [jlehman@tenafly.k12.nj.us](mailto:jlehman@tenafly.k12.nj.us)



## 2024 - 2025 SACC Program Registration

(Complete all the required information below)

School: \_\_\_MK \_\_\_MG \_\_\_SM \_\_\_ST **Community Pass #:** \_\_\_\_\_

Entering Grade/Grade\_\_\_\_\_ Birthdate\_\_\_\_\_

Student's Name\_\_\_\_\_

(Last) (First)

Address \_\_\_\_\_

Parent/Caregiver (1) \_\_\_\_\_ Relationship to student\_\_\_\_\_

Email \_\_\_\_\_ Occupation\_\_\_\_\_

Employer/Business Address\_\_\_\_\_

Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Parent/Caregiver (2) \_\_\_\_\_ Relationship to student\_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_

Employer/Business Address\_\_\_\_\_

Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Program start date: \_\_\_\_\_

**June 2025 Monthly Tuition & \$35.00 Registration Fee are required with registration.**

**Morning Program options:** circle **morning days** per week: **M T W Th F**

- \_\_\_\_\_ 2 days per week = \$ 110/Month
- \_\_\_\_\_ 3 days per week = \$ 120/Month
- \_\_\_\_\_ 4 days per week = \$ 130/Month
- \_\_\_\_\_ 5 days per week = \$ 140/Month

**Per diem morning** \_\_\_\_\_ \$ 20/daily

**Afternoon Program options:** circle **afternoon days** per week: **M T W Th F**

- \_\_\_\_\_ 1 day per week = \$ 150/Month
- \_\_\_\_\_ 2 days per week = \$ 195/Month
- \_\_\_\_\_ 3 days per week = \$ 230/Month
- \_\_\_\_\_ 4 days per week = \$ 255/Month
- \_\_\_\_\_ 5 days per week = \$ 270/Month

**Per diem afternoon** \_\_\_\_\_ \$ 30/daily

**Combined AM & PM** \_\_\_\_\_ 5 days per week = \$ 355/Month