

# S A C C

## SCHOOL-AGE CHILDCARE

# HANDBOOK



LAMPETER-STRASBURG SCHOOL DISTRICT

1600 Book Road, P.O. Box 428

Lampeter, Pennsylvania 17537

**Lampeter/SACC Office**

**(717) 464-3384**

**sacc@l-spioneers.org**

2024-25

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# Lampeter-Strasburg School District

## School-Age Childcare Program

### VISION STATEMENT

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

### MISSION STATEMENT

The mission of the Lampeter-Strasburg School-Age Childcare 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 Childcare 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 absolute 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 Childcare is licensed by the Office of Child Development and Early Learning in the state of Pennsylvania to provide childcare for children in kindergarten through 5<sup>th</sup> grade.

Licensing requires compliance with OCDEL regulations as outlined 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 an OCDEL representative ensures 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 a 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 childcare available for district children. This nonprofit program is 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 a \$30 registration fee by April 30<sup>th</sup> 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 are first available during the L-S Kindergarten Registration scheduled in February/March of the following year.

If your child has an Individualized Education Program (IEP) for services that may need accommodation and support at our program, please provide a copy of the IEP for our review.

If your child needs additional support services, it is the parent's responsibility to provide information to the program director. Any parent meeting must be prearranged and occur during program hours.

If applicable, we require parents/guardians who have a current custody agreement of PFA to provide staff with all pertinent legal documents. This information must be received before your child's start date.

**Registration does not confirm a spot for a child. All portions of the enrollment forms must be completed before being submitted. Incomplete forms will delay enrollment and the start date. A spot is confirmed once all necessary paperwork is submitted, accepted by the director, the contract is signed by both parties, and a copy has been returned to you.**

## SCHEDULE CHANGES

Requests for schedule changes are subject to space and staffing availability and at the discretion of the program director. A two-week written notice is required to change your child's schedule. All contract changes can take up to 2 weeks to be effective. No contract changes in the last week before school starts.

***An administrative fee of \$10.00 per contract change.***

## CHANGE OF INFORMATION AND / OR WITHDRAWAL

It is essential that you remember to update your child's forms when you have a job change, new home, new phone number, and or new email address. Withdrawing from the program requires a two-week written notice to the director. Payment will be collected until the approved withdrawal date. Re-enrollment is subject to space availability and is not guaranteed.

## CONTRACTED FEES AND PAYMENTS

Tuition is contracted with an hourly rate of \$5.25 with a minimum of 2 hours a day and 2 days a week. The minimum daily fee is \$10.50, and the maximum daily fee is \$52.50. **The minimum weekly fee is \$21.00. Any part of an hour is rounded off to the next hour.**

On teacher in-service, school vacation, and severe weather days, the hourly rate is \$5.25 to a maximum of \$52.50 per day. Early dismissal days and severe weather delays/early dismissal fee is \$10.50 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. 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 contact information to calculate your cost. It is the responsibility of the parent to figure out the payment amount. Keep the contract handy for reference. Staff do not have access to this information. Monthly statements are provided for confirmation and verification. The prior year's tuition expenditure for your family will be available for tax purposes by the second week of January.

**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 the balance is paid in full. 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 (ERLC), formerly CCIS, in Lancaster provides subsidized childcare 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 \$21.00/day charge for kindergarten and \$10.50/day for first through fifth grade to hold your childcare spot. If there is no school on your contracted day, your child may attend another day for an additional fee. Varied schedules are due by Thursday for the following week. Please provide the classroom teacher with a copy also.

## ABSENCES

Your child will be expected at our program on the contracted days. 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.

We are holding the days and times your child is contracted to come. If your child misses an occasional day, **no** adjustment will be made to your weekly fee. Vacation or illness of **5 days** or more will be one-half of your contracted rate, **but no less than the daily minimum fee of \$10.50**. Please contact the SACC office, if your child will not be attending SACC.

## SICK CHILDREN

### PLEASE BE SURE TO NOTIFY 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, COVID-19, flu, rashes, strep, diarrhea, 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, diarrhea, and vomiting for 24 hours before returning to Childcare.

## MEDICAL RELEASE FORM

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

## MEDICATIONS

The school nurse should administer all medication. 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 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 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 require a signature by a physician and need to be on file within 60 days after admission to the program.

The 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 will be removed from care until a current appraisal is completed.**

**Childcare 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 twenty-dollar (\$20.00) per child late fee will be charged if your child is picked up after 6:00 p.m. An additional \$20.00 will be charged 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. Staff will sign them out to go to school and in at afternoon dismissal.

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 them up at the Hans Herr Cafeteria. **Parking along the driveway at the Hans Herr drop-off is not permitted from 8:25-9:00 AM and 3:15-3:45 PM.**
- **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 8:25-9:00 AM and 3:15-3:45 PM.**
- **Early Childhood Center** parents should enter from off Pioneer Rd and stay to the right. Please Park the car and enter the building through the SACC entrance.

## 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.

**A photo ID is required for 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 authority has limited parental right of access to the child and a copy of the order is on file at the facility.

## BEHAVIOR POLICY AND PROCEDURE

Our first responsibility is the safety and welfare of the children in the childcare program. The children will honor the rights and feelings of others and will avoid disruptive behavior that will interfere with the program activities. Children shall demonstrate self-control, follow the SACC staff's directions regarding safety procedures, and stay with the group for all scheduled activities.

We will follow the behavior policy outlined below when unacceptable behavior is exhibited. Depending upon the severity of the incident, parents may be required to meet with the Assistant Director and SACC staff to work together on a plan of action to improve the behavior.

Behavior Disruption	Extreme Behavior Disruption
<i>Multiple disruptions that impede the learning environment of teachers and/or peers.</i>	<i>Physical aggression towards staff and/or peers, running away from the building and grounds, and/or severe disruption of property.</i>
<p>1. A child who commits three offenses in a day will be removed from the activity for ten minutes and complete a behavior reflection form. This form is to be signed by the parent or guardian upon pick up the day of the incidents.</p> <p style="text-align: center;"><i>Please remember that each day is a fresh start for your child.</i></p> <p>2. If a student's file consists of three signed reflection forms, then a parent conference is required with the director or assistant director. (If needed, the child will be given a daily behavior checklist to help them with classroom expectations.)</p> <p>3. If behaviors continue despite implementation of a behavior checklist, then a one week suspension from SACC may be warranted: this will require another parent conference with the SACC director and possibly L-S administration.</p> <p>4. If a child faces a second one week suspension, termination may be considered.</p>	<p>1. If a behavior warrants immediate removal from the learning environment, the parent will be notified by one of the directors of SACC. A behavior reflection form will be completed and a signature will be required upon pick up.</p> <p>2. Depending upon the severity of the incident, a parent conference, behavior check-list, and/or one week suspension may occur at this time. This would be done through a parent conference with the SACC director and possibly with LE administration.</p> <p>3. If a child faces a second one week suspension, termination may be considered.</p> <p style="text-align: center;"><b><i>Please understand that suspension and termination are steps we hope to avoid; however, the safety of all children and staff is our first priority.</i></b></p>



## MANDATED REPORTING

All employees of the L-S School Age Child Care program are mandated reporters. Mandated reporters are defined as people who must report when they suspect child abuse. Any signs of suspected abuse, neglect, or maltreatment will be reported. The law also states that anything said to a mandated reporter, regardless of evidence involving maltreatment, abuse or neglect must be reported to the appropriate agency.

## BREAKFAST, LUNCH AND KINDERGARTEN SNACK

Breakfast is available to students and may be purchased in the school cafeteria from 8:15 - 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 the L-S website under the 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 afternoon snack will be served daily to **AM Kindergarteners** (our PM WRAP students). For your convenience, snack menus can be requested. **PM Kindergarten through Fifth graders** may bring a nutritious snack from home.

## MISCELLANEOUS DAILY NEEDS

**Outside play-** Fresh air and sunshine are important for a child's health and well-being. Your child must dress appropriately for outside play. A jacket suitable for the weather and a hat or mittens when needed. **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 in a 2-gallon Ziploc bag and kept in the backpack. **Please label all clothing.**

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

All personal toys, money, cell phones, iPads, handheld games, etc. will be kept in the child's backpacks during SACC time. School-assigned Chromebooks will only be used during homework time. The SACC program will not be responsible for any lost, stolen, or damaged personal items.

## SACC SCHEDULE

### **Before-School Program**

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

### **After-School Program**

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

### **Kindergarten WRAP-Around Program**

#### **Morning AM WRAP**

Activity time  
Greetings time  
Recess  
Lesson time  
Clean-up time  
Lunchtime  
Resting/Quiet time  
Departing time

#### **Afternoon PM WRAP**

Greeting time  
Lunchtime  
Recess  
Lesson time  
Centers  
Rest/Quiet time  
Snack  
Activity time

## EMERGENCY PROCEDURES

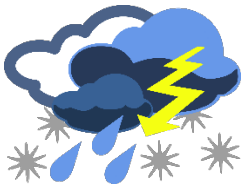
Your child's safety is of primary concern to the L-S SACC program. Fire Drills are practiced regularly. In the event of an actual fire emergency, children follow the assigned procedure and meet at a designated area outside the buildings.

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.



Pioneer Place: Restrooms/Closet  
Homestead: Restrooms/Closet  
Lampeter Outpost: Cafeteria restroom  
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 Childcare is generally open on snow days, during delayed school openings, and early dismissals due to severe weather, except under extreme weather conditions.

**In the event of inclement weather, the Lampeter-Strasburg School Age Childcare 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 before 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, Childcare (SACC) will operate, if conditions warrant.**

- If school is canceled because of severe weather, **SACC Snow Day Childcare** 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 alerted to changing weather conditions and make appropriate allowances for time. You will be contacted if weather conditions deteriorate.

**If Childcare is CLOSED due to extreme weather conditions (blizzard, ice storm, state of emergency), it will be announced as early as possible on the L-S website and through the emergency L-S phone system.**

**If you do not see or hear SACC is Closed- WE ARE OPEN.**

## EMERGENCY OPERATIONS PLAN

This letter is to assure you of our concern for the safety and welfare of children attending Lampeter-Strasburg School Age Childcare, including plans to meet the unique needs of children with disabilities and children with chronic medical conditions. Our Emergency Operations Plan provides for response to all types of emergencies and situations. All staff are trained on our emergency plan at hire/rehire and again annually. Emergency drills are conducted and recorded annually, fire drills are conducted every 60 days and testing alarms every 30 days.

- *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 Lampeter United Methodist Church (1651 Book Road, Lancaster, PA 17602-corner of Book and Village Rd.)
- *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.
- *Accommodation for children with special needs*- Children with special needs will be assisted as needed based on their individual instructions.

**Notification will be made through the Lampeter-Strasburg phone system, announced on local radio and television stations, and posted on the website.**

**We ask that you 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 have taken one of these protective actions. We will also call you when we have resolved the situation, and it is 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 updated every six months will be used to call you in the event of an emergency and to identify people you have designated to pick up your child. Do *NOT* attempt to make different arrangements during an emergency. This will only create confusion and divert staff from their assigned emergency duties.

Lampeter-Strasburg School Age Childcare contingency plan follows the school district's plan and is web-based. All staff, children, financial records, payroll, business documents, etc. can be accessed anywhere via the Internet.

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 Melanie Henry (SACC Director) at 464-3384.

## HOLIDAYS - SACC CLOSED

Childcare services **will not** be provided on the following days throughout the school year.  
(Days are 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. (\$21 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 an emailed Google form or by signing the in-house form found at each site. An hourly rate of \$5.25/hour will be charged up to a maximum of \$52.50 per day. **Payment is required only if services are requested (\$21 Minimum weekly fee required).** Please complete the forms by the designated deadlines.

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

**Childcare is provided at the Hans Herr Elementary School cafeteria site only.  
A packed lunch and drink are 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. 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. If your child will attend SACC after the 1:15 p.m. dismissal, an early dismissal fee of \$10.50 will be charged. (There is **no** reduction in your contracted rate.)

Elementary school students will be dismissed at 1:15 p.m. on early dismissal days, except for 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 Childcare Director, elementary nurses, and teachers.

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

Director .....	Melanie Henry melanie_henry@l-spioneers.org
Assistant Director .....	Doreen Gonzalez-Anderson Doreen_gonzalez@l-spioneers.org



### **SACC Office**

*Please use this number for all Childcare business.*

**(717) 464-3384**

**sacc@l-spioneers.org**

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