

SCHOOL AGE CHILD CARE HANDBOOK

2024-2025



School Year – September 4th- May 30th 2024

***Early Release Dates:**

November 1st, 2024, January 17th 2025, March 21st 2025

***All Day Care (No School Days):**

**Sept 30th, Nov. 27th, Jan 20th, Feb. 14th, Feb 17th, Feb.
24th, March 24th, March 31st, April 17th, April 25th**

***Please note there are some non-school days when child care is not provided.**

The terms of this handbook are subject to change

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.

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.

Telephone Directory:

School Age Child Care Lead: _____ 320-733-3474

School Age Child Care - Lindbergh Elementary: 320-616-3269

School Age Child Care- Lincoln Elementary: 320-616-6238

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

Fees

Registration Fee for AM(6-8am) and PM (3-5:30pm) sessions \$10 each

Daily rate is \$6 a day for morning care and \$8 a day for afternoon care.

Early Release Days are a flat fee of \$17 per afternoon (due on the day of registration)

Non-School Days \$35 per day

Drop In fee per session \$10 for AM and \$12 for PM (if your child shows up for care and is not on the schedule, the drop in fee will be applied to your weekly invoice)

Locations:

PreK-2nd grade at Lincoln: Room 208,, enter door 13 of the Lincoln

3-5th grade at Lindbergh: Flight Deck, enter door 12 of Lindbergh

Family Expectations

***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 texts, phone calls and email, so please be sure your information is up to date.

***Financial Status of the family account**

**Child care will be discontinued for any family if it is not paid on for over two weeks.

***Schedule updates**

*Parents are able and encouraged to change their child's schedule for attending or not attending care up to one day in advance of the care session.

***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 SACC lead and family will need to discuss appropriate schedules and payment plans to move forward with care.

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.

*Pay online. Visit littlefalls.arux.app

*Auto pay can be set up on your account. If you have questions, please contact Community Services directly for assistance.

*Checks or cash will NOT be accepted on site at the child care location. Payments can be made at our office at 14800 Riverwood Dr. Little Falls, MN.

**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 by email weekly. You are also able to access your account at any time to review your account status. If your email should change, please change it on your littlefalls.arux.app account.

**Late fees will be applied to your account if your payment is not received within 3 days of the due date of the invoice. Please make arrangements with the child care coordinator if your payment plan needs to change.

**Childcare services will not be provided when an account is delinquent for more than two weeks.

**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.

**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 could result in the termination of childcare services.

Year-End Tax Statements include the Federal Tax ID number (41-6002411) and total payments paid for the calendar year are available upon request.

Attendance/Schedules

Families will be required to register each child online and input a schedule online. This will be a Pick Your Days schedule. 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.

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.

*Children will only be released to authorized persons. All changes to the list of authorized pick up persons must be done online in your family account information. If a same day change occurs, give information directly to the School Age Child Care Coordinator to ensure the information gets into the system. Any person that is unfamiliar to the staff on site may be required to show proper identification before leaving with a child.

Community Services Events

During the school year, your child has the opportunity to attend other events put on by Community Services during child care hours (karate, art camp, etc..) Please confirm with the Community Services office or the instructor of your child's activity to determine what that will look like for your child to get to and from the event if they are attending child care. If they are not registered or scheduled for child care, it is your responsibility to get your child to the after school activity.

*Non-school days and/or Early Release Days may allow for open swim time, off site events or activities that you can choose to have your child participate in or not. This information will be communicated to you if your child is registered for those specific child care days.

Meals

*An afternoon snack will be provided daily. Your child will be offered one snack, they can bring their own additional snack if they prefer.

*Early Release days your child will eat lunch while still in school, we will provide an afternoon snack.

*Non- School Days, breakfast will be offered by SACC but lunch will not be provided. Your child will need to have lunch from home. If your child does not have lunch, you will be asked to go get them one.

What can your child expect at School Age Child Care

*Before school- your child will have the opportunity to relax and gear up for the school day. There will be quiet activities, a show or small group activities to participate in.

*After school- your child will have the opportunity to play outside, play with friends, relax after the school day, have a snack or all of the above.

*Early Release Days and Non-School Days- SACC will have a variety of activities to offer for your child. Please be sure they have appropriate clothing for a variety of activities (outside gear, water bottle, etc..)

Daily Opportunities:

Outdoor Activities and Gym Time

Small group activities (board games, table top activities)

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)

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 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: praises, special jobs, special treats, etc. Rules and consequences will be explained to the child.

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

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 Lead.

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 and be supervised by School Age Child Care staff.

*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) 431-6500, 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.

Supervision and Behavior Guidance

Subd. 9. Behavior guidance.

The certified center must ensure that staff and volunteers use positive behavior guidance and do not subject children to:

(1) corporal punishment, including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking;

- (2) humiliation;
- (3) abusive language;
- (4) the use of mechanical restraints, including tying;
- (5) the use of physical restraints other than to physically hold a child when containment is necessary to protect a child or others from harm;
- (6) prone restraints, as prohibited by section [245A.211](#); or
- (7) the withholding or forcing of food and other basic needs.

Subd. 10. Supervision.

Staff must supervise each child at all times. Staff are responsible for the ongoing activity of each child, appropriate visual or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. Staff must intervene when necessary to ensure a child's safety. In determining the appropriate level of supervision of a child, staff must consider: (1) the age of a child; (2) individual differences and abilities; (3) indoor and outdoor layout of the child care program; and (4) environmental circumstances, hazards, and risks.

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