

School

Age

Care



2024-2025

Parent Handbook

Owatonna Community Education

Roosevelt Community School 444-7900

Lincoln SAC

747 Havana Road

507-444-8122

Washington SAC

423 14th ST NE

507-444-8322

McKinley SAC

1050 22nd St NE

507-444-8222

Wilson SAC

325 Meadow Lane

507-444-8422

WELCOME

Parents,

On behalf of Owatonna Public Schools and your Community Education team, we would like to thank you for choosing School Age Care. Your child(ren)'s care team takes pride in creating a loving, nurturing, and safe environment for your child(ren) while in our care.

School Age Care is designed to provide a safe and supervised environment for children Kindergarten through Grade 5 by the opening day of the school year.

This program is operated through Owatonna Community Education at the direction of the Director of Community Education, Youth Coordinator, and qualified staff at each of our care sites. The SAC program is solely funded by care fees paid by participating families.

SAC offers a variety of activities to channel children's energies into positive growing experiences. Research shows that quality school-age care programs keep kids safe, support working families, and improve overall child achievement and attendance during their school years.

Daily programming is based on the needs and interests of the children. Children have opportunities to provide input into what types of projects and activities are available and the physical make-up of their environment. Allowing children to participate this way follows best practice, helps to develop independence while fostering community, and keeps them engaged and interested in what is happening in their environment.

Caring and trained staff members provide fun, consistent, and nurturing environments. Access to caring adults who provide support to children is a key component to the child's ability to grow their skills successfully. Whether it is through conversation, shared learning experiences or resolving a behavior concern, our goal is to ensure the success of children in our program by establishing positive relationships, providing educational and recreational activities and offering opportunities for kids to share ideas and feel valued.

Your child care team asks that you take time to become familiar with these next pages of program procedures and district policies. Please do not hesitate to contact the **SAC office (507) 444-7900** with your questions. Together, we will ensure that your child is receiving the highest quality of care.

Our Mission: Inspiring excellence, every learner, every day

In accomplishing our mission, we encourage students to develop respect for themselves and others. To provide affectionate and approving care. To use consistent and positive discipline which encourages the students to learn constructive behaviors. To provide a learning environment in which the student can succeed in their developmental goals.

Our Core Values:

Build and Nurture Relationships
Develop and Maintain a Growth Mindset
Challenge the Status Quo

Philosophy: School Age Care provides a program based on individual needs and developmental levels to the extent possible in a large-group care environment. Children and family voices are important to the overall success of the program. School Age Care strictly follows all ISD #761 Policies as listed below and viewable at <https://www.isd761.org/our-district/school-board/policies>

- *Bullying Prohibition Policy 514
- *Mandated Reporting of Child neglect or Physical or Sexual Abuse Policy 414
- *Student Sex Nondiscrimination policy 522
- *Student Disability Non-Discrimination policy 521
- *504 Resource Guide
- *Hazing Prohibition Policy 526
- *Harassment and Violence Policy 413

Licensing: School Age Care is a program operated by ISD 761's Community Education program and currently operates a license-exempt public school program.

Helpful Information:

Who we serve: SAC is a fee-based care program available to children in the four elementary schools of Owatonna Public Schools. Students in Kindergarten to Grade Five are eligible to enroll.

SAC is available Monday through Friday, all days that school is in session. Additional services include non-school day care (with both minimum and maximum enrollment) inclusive of teacher work days, professional development days and Spring Break. SAC does not operate on School District, State or Federal Holidays.

Fee Schedule:

Non-Refundable Registration Fee: \$35/family

AM/Before School Care: \$30/week

PM/After School Care: \$60/week

Non School Day Care: \$35 /day + participant fee if special activity scheduled on/off site

Late Pick-up: \$1.00 for every minute beyond the 5:30 site closing time.

SAC is a full-time, contracted school-year program.

This means that families pay for all regular school day programming, regardless of attendance.

Hours of Operation:

Before school... 6:30 am to school start

After School ...2:40 pm to 5:30 pm

Program Locations:

Lincoln SAC

747 Havana Road

Owatonna, Minnesota 55060

507-444-8122

Please enter through the main entrance.

Located in the old gym/lunch room.

McKinley SAC

1050 22nd St NE

Owatonna, Minnesota 55060

507-444-8222

Enter through the main entrance.

Located in the Learning Studio.

Washington SAC

423 14th ST NE

Owatonna, Minnesota 55060

444-8322

Located in the old gym/lunch room.

Enter through the main entrance.

Wilson SAC

325 Meadow Lane

Owatonna, Minnesota 55060

507-444-8422

Located in the old gym/lunch room.

Enter through the main entrance.

Days Closed – No Care Service Provided

September 2	Labor Day
September 3 & 4	Student/Teacher School Conferences
November 28 & 29	Thanksgiving Break
December 23-Jan 1	Winter Break
April 18	District Closed
May 26	Memorial Day

Early Release – October 4th/Homecoming:

Homecoming is the only planned early release day for the 2024-2025 school year. An additional \$5 will be added for each student that attends PM SAC on this day. This is not reflected in the payment schedule.

All children in the care of SAC on October 4th will be transported to the Homecoming Parade. Children will be taken to the Owatonna Education Center (please use Broadway doors) following the parade for pick-up by parents. Care will be provided until 5:30 pm.

Please note: SAC sites will close at 5:00 pm for CE All-Staff meetings three times during the school year. Dates have not been scheduled they are held in November, January, and March. Please stay tuned to News and Notes and notices at your SAC site.

Non-School Fun Days:

Programming will be provided on non-student days at one of the four public school SAC sites. Families will receive information on events for these days when school starts. Families must pre-register 10 days before the event. Occasionally children may have the opportunity to participate in local and out-of-town trips on Fun Days. Students attending these trips will be accompanied by SAC Staff and follow SAC program procedures.

Fun Day Program Hours: 6:30 am - 5:30 pm

*Please watch SAC News & Notes and on-site announcements for location of each Fun Day.

October 17 & 18
October 21
November 4
November 15
January 20 & 21
February 14
February 17
March 28, 31 April 1, 2, 3, 4 Spring Break
April 21

The Fun Day fee is \$ 35/day/ child. If a special activity is scheduled, an activity fee will be charged based on transportation, admission/ fees related to the activity. Registration after the deadline will be accepted upon availability. Families will be billed for scheduled care if Fun Day cancellations are not received at the SAC office (507-444-7900) by the cancellation date and time, usually 7 days before the event. No refunds will be given after the cancellation date.

**School Age Care Office
(Roosevelt Community School)
122 East McKinley Street
Owatonna, MN 55060
507-444-7900**

General Information, registration, bill and customer service.

Absence/Attendance Line:

When your child is absent from school, that information is not automatically transferred to the SAC site. Please call in your child's absence from SAC to the following numbers:

Lincoln	444-8122
McKinley	444-8222
Washington	444-8322
Wilson	444-8422

Program Leadership:

Deb McDermott-Johnson, Director of Community Education (507) 444-7900
Becky Campion, Lincoln PM SAC Site Supervisor (507) 444-8122
Jessica Bunn, Lincoln AM Team Lead (507) 444-8122
Maureen Lyons, McKinley SAC Site Supervisor (507) 444-8222
Maureen Wencil, Washington SAC Site Supervisor (507) 444-8322
Lessett Caracoza, Washington AM Team Lead (507) 444-8322
Nancy Newman, Wilson PM SAC Site Supervisor (Interim) (507) 444-8422
John Moon, Wilson AM Site Supervisor (507) 444-8422

Enrollment in the program assumes understanding that families will abide by the guidelines listed:

Family Expectations of the Program

Children may expect:

- To have a safe, supportive and consistent environment.
- To use program equipment, materials and facilities on an equitable basis.
- To be treated respectfully
- To receive guidance that is appropriate.
- To receive nurturing care from staff members who are actively involved with them.

Parents may expect that:

- Their children are cared for in a safe, supportive, large group care environment.

- Visit with the program supervisor about concerns related to their child or program.
- They will be told about any daily incidents involving their child.
- They will be regularly informed by the staff about program activities.

Program Expectations of Families

The program expects that the children will:

- Have fun, be friendly, be safe, be honest and be respectful to staff and others.
- Be responsible for their actions.
- Participate fully in a large group care setting.
- Respect the school rules that guide them during the day and when at the program.
- Remain with the group and program staff at all times.
- Follow simple directions appropriate to the child's age.
- Take care of materials and equipment properly and return them to their proper place when done, or before taking out new ones.

The program expects that parents will:

- Read parent handbook
- Pay fees on time as explained in the fees and payment procedures.
- Keep the child's records up-to-date as explained in the enrollment form.
- Pick up children on time as explained in the Attendance Procedures section.
- Forward changes of address and phone numbers to the SAC Site and SAC office.
- Follow the health and medication policies as explained in the Illness/Medication procedures Section.
- Contact the site if their child will not be attending as scheduled.
- Pay attention to any communication from site staff regarding their child's behavior, and cooperate in efforts to bring about improvement to the situation.
- Inform staff about any special needs of their children, this includes allergies too.
- Communicate appropriately and respectfully to staff.
- Understand the function and schedule for our large group care environment and understand your child's ability to be successful in this environment

Enrollment Requirements:

- ✓ Children entering kindergarten -fifth grade in the Fall may enroll in the SAC Program
- ✓ All children need to be toilet trained and be able to perform bathroom functions on their own.
- ✓ Children need to be able to participate in a large group care setting.
- ✓ Families currently participating in the program may only register for the next session if their account is in good standing. (For a child to start on the first day of the new session, all fees for the previous session must be paid in full.)
- ✓ **SAC is not designed, or have the capacity to provide 1:1 care for students.**
- ✓ All children need to have the ability to function in a large-group care environment with reasonable assistance from staff that does not include one-on-one support.
- ✓ Activities include: arts and crafts, sports, creative and dramatic play, recreational skills, community exploration, reading, science, manipulative and construction toys, outdoor play, and special events.
- ✓ Weather permitting children will spend time outdoors each day and/or will be allowed to use

the gym for active play.

- ✓ “Free time” for the children to pursue their own interests in a safe, friendly environment will be provided.

Processing Enrollment:

- ✓ A minimum of three business days are needed to process enrollments. Processing may be delayed if enrollment is high and additional staff must first be added to sites to accommodate increased numbers.
- ✓ Submit completed enrollment form online
- ✓ Pay non-refundable registration fee \$35 (credit card is needed for online registering)

*******SAC no longer accepts Child Care Assistance*******

- ✓ A preliminary confirmation email will be sent out after the contract is initially accepted. Please follow the link in the email to answer a few additional questions. If questions are not answered by deadline provided in the contract confirmation, families will be unaccepted from SAC and moved to the bottom of the waitlist.
- ✓ When questions are complete, families will receive another email confirming their enrollment into our SAC program. This email will include a payment schedule and official Welcome.
- ✓ If your child or children have any allergies that require Benadryl, Epi-pen, inhaler or medication, the following forms need to be filled out, every year, and returned to Roosevelt Community School, before the child will be allowed to attend SAC.
 - ✧ Care plan (steps to take if episode occurs)
 - ✧ Medication Request and Physician Authorization signed by physician (one for Benadryl, one for Epi-Pen, etc)
 - ✧ Medication must be supplied to the SAC site.

These forms need to be turned in every year by September 1st or your child will be unable to start SAC. SAC reserves the right to delay enrollment to gather additional information about the student.

Enrollment is contingent on additional questions being answered. However, a child will still be unable to start SAC if medical forms or medication are needed and not supplied. We understand that this may be an inconvenience for some families but it is for the safety of the child.

- ✓ Space is limited. Families are enrolled on a first-come, first-serve basis.

Sign-In/Sign-Out from the SAC Site:

For your child’s safety, the parent/adult who brings the child to SAC must sign your child in & out every morning and every afternoon, and must be included as emergency contacts on your family profile. The child must be escorted to the SAC location, with the parent/adult physically providing a hand-off to the SAC staff and logging their child’s sign-in/sign/out on the provided I-Pad. **SAC students should not be using the iPad.** It is for adults to sign in and out. (Failure to comply may result in termination of contract).

Staff will make every effort to greet parents as they come on site. In the event staff is involved

in an activity with the children, please alert staff to your presence, please don't just walk out with your child.

SAC does not allow children to walk to or from site for liability reasons. All children must be accompanied and signed in/out by an adult or sibling, age 13 & over to and from the SAC site.

Authorizations

When registering your child for SAC, please name all persons authorized to pick-up your child and anyone who is not allowed to pick-up your child. In order for us to legally stop a non-custodial adult from taking a child, a copy of the court order must be on file.

Please inform the staff in advance, preferably in writing, if someone other than a parent, guardian or previously authorized individual is to pick up your child.

*A picture ID will be requested when someone other than a parent or guardian picks up a child.
Children will not be released to individuals not authorized to pick-up.

Emergency Contacts:

In addition to parents, please list at least three people with local phone numbers on the emergency form who can pick your child up from SAC in case of an emergency. Unfortunately, people who are out-of-town are too far away to help in emergency situations. It is important that families keep the staff and SAC office informed about changes for emergency contacts which can be updated in your online profile.

Parent Arriving Under the Influence:

SAC staff members, as school district employees, are mandated reporters of child endangerment concerns. If a parent arrives at SAC to pick up their child(ren) and a staff member has a reason to believe that the parent is under the influence of alcohol or drugs, additional security steps will be taken.

Participation in Activities Outside of SAC:

Occasionally children leave during their SAC Day to participate in various activities (i.e. swimming lessons, scouts, music lessons) families are responsible for transportation to and from their child's additional activities. Children are to be signed in/out of the SAC site by the parent or designee each time.

Procedure for Late Pick-Up:

SAC closes promptly at 5:30 p.m. according to the clock at the site. A late fee of \$1.00 per minute will be assessed beginning at 5:31 p.m. Three late pick-ups may result in termination of the contract. Should a child remain at SAC after the closing time, the staff will attempt to call parents and any persons listed on your authorized pick-up list. Should no one be available or able to come for the child, and if the parent has not arrived by 6:00 p.m., the Owatonna Police Department will be called. The child will then be turned over into their custody. Parents are strongly encouraged to call the SAC site to indicate their unavoidable delay.

Snacks:

Children will be provided one snack daily.

Please inform staff of any allergies or special dietary needs. A dietary statement must be on file with nutrition services in order to provide alternate meal/snack. Notification of any allergies is the parent's responsibility. Families may participate in supplying a snack if they wish – it must be commercially prepared and in its original package.

Any snacks brought by children or staff to share for special occasions must be purchased from a commercial supplier. No home baked goods are allowed as per district policy.

Payments and Financial Procedures:

Families contracting for School Age care will receive a payment schedule with their second and final confirmation email. All payments cover care for the upcoming two-week period. Families needing an accommodation in their fee payments are encouraged to reach out to the Program Director. Families who have not paid their care fee by the due date or arranged for a late payment will not be extended child care after the second missed payment. Children will not be expected at SAC until payment is satisfied. SAC reserves the right to discontinue or limit service due to non-payment.

Families leaving the program for lack of payment are still responsible for the unpaid balance for care received.

SAC does not accept Child Care Assistance

SAC will not issue refunds for those families who choose to pay ahead.

SAC will not issue refunds for student dismissal from the program, either through a leave of absence or contract termination resulting from unresolved student behaviors.

The SAC program understands that situations will occur in family budget plans that prevent prompt payment and staff is committed to working with families who are proactive in communicating their need for accommodation. Questions concerning payment schedules can be addressed to Deb McDermott-Johnson, Director of Community Education (507-444-7900).

How to Pay

- Families must have an auto debit set up on their account to register.
- After enrollment in the program, a family may opt to remove their auto debit; however, families are responsible for making payment with by the due date.

Payment by Check

When a check is provided as payment, the family authorizes Owatonna Public Schools either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. For inquiries, please call (507) 444-7900. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution.

Returned Check

Checks returned for non-sufficient funds, plus all applicable bank-processing fees will be collected through established Owatonna Public Schools, ISD #761 procedures. A service fee of \$30 or the amount allowable under state law will be imposed on all returned checks. Additional civil penalties may be imposed if the check is not paid within 30-days of dishonor. (M.S.A. 604.113) In the event that your draft or EFT is returned unpaid, your account may be debited electronically for the original amount of the draft or EFT and an item fee of thirty dollars (\$30.00).

Payments Submitted for Collection

In the event that any unpaid balance is placed for collections, with Advantage Collection Professionals, Inc. and/or placed with an attorney to obtain judgment or otherwise satisfy payment of this account, a fee of 40% of the unpaid balance will be added to the total amount due. This amount shall be in addition to any other costs incurred directly or indirectly by Owatonna Public Schools, ISD #761 to collect amounts owed under this agreement such as court costs, sheriff's fee, interest, and late fees, etc.

Withdrawing from SAC:

All requests for changes/cancellation of contracts must be in writing. A two-week notice for contract modifications or withdrawals is required.

Illness/Medication Procedures:

Although SAC may not dispense medication for your child daily, there may come a time when we need to dispense medication (i.e. field trips, summer, Fun Days). Please become familiar with the following guidelines.

1. Prescription medications require a "Medication Request and Authorization" form that is completed and signed by both the parent and a physician. Staff cannot dispense medication without the Medication Request and Authorization form on file or without a doctor's signature.
2. Medication forms are available at the SAC site, the main office at each school, and most local doctor's offices. If your child goes to the doctor, take this form with you in the event your child needs medication of any type.
3. Prescription medication must come to school in the original prescription container appropriately labeled for the student by pharmacy and physician. Mixed dosage in a single container or dosage that needs to be altered will not be accepted. Medication in envelopes, baggies, etc. will not be administered.
4. Non-prescription / over the counter medications follow the same requirements as prescription medications if the parents want them administered in school. A "Medication Request and Authorization" form needs to be completed by the parents and physician. Medication must be in the original container, which clearly identifies the medication.
5. Medications are generally not to be carried by the student. If an exception is to be made (i.e. bronchial inhalers, bee sting kits), there must be a "Medication Request and Authorization" form on file with the school district and SAC site. Medication should be brought to school by the

parent or guardian and left with the appropriate school representative, except as noted in a written agreement between the school district and the parent.

6. The SAC staff must be notified immediately of any change in the student's medication or if the medication is no longer required. For medication dosage changes, the school district must receive notification from the physician.

7. Planning for students who require medication on field trips must be done prior to the day of the field trip. It is the parent's responsibility to inform the staff of medication needs in advance of the field trip.

Illness/Health Practices:

Owatonna Public Schools (including SAC) have the following practice regarding ill children:

1. Children who are ill must not be brought to SAC. This includes children with the following symptoms: fever, diarrhea, an undiagnosed rash, inflamed eyes, severe cold or sore throat.
2. A child is sent home if displaying signs of physical illness and/or has a temperature of 100°F or higher.
3. A child should be "fever-free" for at least 24 hours before returning to school (SAC).
4. When taking antibiotics, a child must be on the medication for at least 24 hours before returning to school (SAC).
5. If a child has been vomiting during the night, he/she should not attend school (SAC) the following day. Return to SAC 24 hours after the last episode of vomiting.
6. If a child becomes ill at SAC, staff will have the child rest apart from the other children, and contact you to pick up your child. If you cannot be reached, the staff will contact the emergency back-up people listed on your child's emergency form.

If your child comes down with a communicable disease such as chicken pox, head lice, pink eye or strep throat, CONTACT SAC IMMEDIATELY. When a communicable disease is reported, a note will be posted to inform other parents of exposure.

Accidents

If your child has a minor injury (i.e., scrapes, minor bumps & bruises), you will be notified when you pick up your child. If a serious injury should occur which may need medical attention (e.g., deep cut, sprains, and chipped tooth), the staff will call you immediately so medical attention can be sought. In an emergency, the staff will call 911 and then contact you. After 911 has been called, it is up to the 911 team responding to the emergency to decide what actions will be taken. You will be responsible for medical charges.

COVID Information

SAC follows all CDC, MDH and Governor mandates. At this time no masks are needed. For those families still wanting to mask please do so. If the need should arise, notice will be sent out to all families on masking updates. Masking may be needed in order to return to SAC if recommended by medical providers.

Insurance

The SAC program is included in school district liability insurance. Families are encouraged to provide their own insurance coverage appropriate to their needs.

Child Guidance Procedures

Process for promoting success in all children:

SAC views *discipline* as an opportunity to teach children social skills needed to function successfully in daily life. SAC staff encourages appropriate behavior through clear guidelines, consistent, natural consequences and positive staff interaction. When working with children, SAC staff remains proactive, guiding children in making appropriate choices and redirecting them as needed.

Parents as partners

To be more effective in working with children, SAC staff team up with parents to work on issues together. Ongoing communication between home, school and SAC promotes success for children. When staff understand children's needs, they can respond appropriately to those needs.

Promoting Safety and self-esteem for all students

In order to maintain a safe and nurturing environment for all children, SAC will address any inappropriate behavior that hurts or intends to hurt others: physically, verbally, or emotionally. Children deserve a positive environment that helps them feel secure, fosters their self-esteem, and provides opportunities to develop new skills.

Incident Notice

When a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations, staff will make every effort to remediate the problem. If their efforts don't bring success, a behavior Incident Notice will be issued and signed by the staff and parent/guardian.

An "**Incident Notice**" is issued when behavior is:

Unwanted/offensive -- intended to hurt others physically, emotionally, or intended to damage property

Repeated -- intervention doesn't work, and ...

Disrupts the site -- impacting the well-being of other children and/or staff.

First Notice -- Warning to alert parents about behavior issues in SAC

Second Notice -- A meeting with parent, child, and SAC staff will be scheduled to discuss the behavior issues. An action plan will be developed at the meeting to promote the child's success in SAC.

Third Notice -- Five-day "behavior leave of absence" from SAC. The child may return to SAC as long as he/she follows appropriate program guidelines. ***No refunds of fees will be issued on days when children are on a "behavior leave of absence".**

Fourth Notice -- Child care services are discontinued until the end of the school year.

Refunds will not be given.

**The SAC Guidance procedures are intended to maintain a positive environment where children and staff can feel safe, respected and accepted.*

**To promote success for your child in SAC, please review Parent/Child/Program Expectations with your child before your child joins the program.*

**Children who choose illegal activities while at SAC, parents will be asked to be picked up from SAC immediately. Consequences will be discussed at pick up.*

Immediate Suspension

For the safety and benefit of all children in the program, SAC reserves the right to *immediately suspend* any child who:

- **Causes or attempts to cause physical injury to self or others**
- **Causes or attempts to cause destruction of property**
- **Leaves the designated SAC area with the intent to run away or hide from staff.**

Parent(s) will be notified IMMEDIATELY to come pick up their child. A meeting will be scheduled between parent(s), child, and SAC staff to discuss the child's behavior and the consequence of the behavior. The child may return to SAC after a five day leave of absence, providing the child continues to follow SAC guidelines.

***No refunds of fees will be issued on days when children are on a “behavior leave of absence**

Unable to Continue Service

SAC strives to meet the needs of all children enrolled; however, occasionally the SAC program is not in the best interest of a child. Reasons for SAC to discontinue service includes, but is not limited to:

- Abusive language and/or threatening behavior toward staff or other children by child or parent.
- Three or more late pick-ups during the school year
- Failure to pay for services or set up a payment plan within 14 days of receiving a billing statement. Notice of discontinuation of childcare services due to non-payment may be put into effect immediately.
- Child is unable or unwilling to follow staff direction or program behavior guidelines (i.e., wandering/running out of SAC area, destruction of property, physically, verbally, or emotionally hurting others, consistently acting out against staff).
- Child’s behavior that can do harm to students, staff, or self (i.e., throwing objects, striking out with intent to harm, exploding temper that has the potential of causing physical injury).

Outdoor Guidelines and Need for Outdoor Active Wear

Children should dress casually and appropriately for the activities of the day.

Children will be taken outside daily, except when it rains or wind chill is below 0.

Please send your child with appropriate shoes, hats, mittens, scarves, boots, snow pants and coats. If not able to go outside, children will have time in the gym if space is available to the SAC program.

Below is our SAC Weather Rule: Children should be coming with appropriate outdoor wear every day.

- 40 or below Students need to wear a coat, hat, gloves etc.
No shorts, if shorts on leggings need to be worn
- 40-49 degrees Students need to wear a coat (no shorts)
- 50-59 degrees Students need to wear long sleeves
- 60 degrees + Students can wear short sleeves

Local Field Trips:

Children may take advantage of local opportunities for fun and enrichment. Typical trips might include: the public library or walking to community parks. Shorter trips will be walking, other times transportation will be by bus. Typically, local trips are taken by the entire site. On occasion, trips may be specific to an age group. Families will be asked to give permission for their child to attend these local field trips by signing a blanket off-site permission included in the registration.

Items from Home:

Donations of items from home that may be used for art projects or creative play would be appreciated. Some of the items that could be used at SAC are: Yarn or string - (art projects), Paper-scratch paper, Board games - especially appreciated by children If you would like to donate other usable items, contact the staff.

Children's Personal Property

To protect your child's valuables; toys, collectibles, electronic devices, and other personal property are prohibited at the SAC site. SAC is not responsible for lost or damaged property. This includes smartwatches with text and calling features. If it is a distraction, students will be directed to remove the watch and leave it with staff. Items held by staff will be returned to parents at the time of pick-up.

Visitors and Observations

Parents and community members who are screened by the Director in advance may observe the program. For liability and supervision purposes, it is not possible for non-enrolled children who visit the program to take part in activities

Snow Days

Families will be notified through Owatonna Public Schools emergency calling service if a snow day has been declared. Local media, including the school district website, Community Education Facebook page will carry weather related announcements. A SAC Family Text will be routed out to all families who have their SAC account set up to receive a text.

Families may call their SAC site, or the General Community Education phone number (507) 444-7900 for a recorded weather announcement with specific direction for care services scheduled for the day. Pending an unusual weather event, families enrolled in Snow Day Care will have the following service available to them:

Location: Lincoln School (507-444-8122)

Hours: 7:00 a.m.-4:30 p.m.

Special Notes: If a full district closure is announced after SAC opens,
SAC will close 2 hours from the announced closure time.

If District 761 announces a late school start: **There will be no morning SAC**

If District 761 announces an early school closing: **There will be no afternoon SAC.**

If District 761 does not close early but cancels all after school and evening activities: **The SAC sites will open, but close early at 4:30 p.m.**

If District 761 announces a 2 hour late start, then before 6am calls school is canceled:

SAC may program a snow day at Lincoln Elementary. Call 444-7900 for plans for the day which will be entirely dependent on the severity of the weather event. If staff can safely report to work, snow day care will be provided. If staff can not safely report to work, all care services will be canceled for the day.

If District 761 announces “in person classes are canceled today for students”.

SAC may program snow day at Lincoln Elementary with same conditions and stipulations as above. Student and staff safety will be the primary determining factor.

Children will be expected on site and **families will be billed the extra \$15 SNOW DAY service fee unless a cancellation is received by 7:30 am to 507-444-8122. Please leave a voicemail message.**

**If ISD District 761 announces “the district is closed”
SAC does not open**

Helpful Information for Snow Days:

Children must bring a sack lunch-no canned or bottled pop, please.

If you answer “yes” to the snow day questions during online registration you have signed up for snow days.

Please call 507-444-8122 to cancel, to avoid snow day charges.

Voicemails left at sites or on staff emails, or personal cell phones will not be accepted.

Ways to stay informed: Once SAC finds out about any delays or closures SAC will send out a text through our software to make families aware and supervisors will put a message on the SAC site if you aren't sure if there is a snow day or not. Please make sure: Phone numbers are listed as “cell” not work, home, or other as these choices will not populate to receive text messages. Also make sure the box is checked “can receive SMS”. Also, only the persons who are attached to the account will get messages. If you are married, please make sure your spouse is also listed on the account.