

SACC

SCHOOL-AGE CHILDCARE

HANDBOOK



LAMPETER-STRASBURG SCHOOL DISTRICT

1600 Book Road, P.O. Box 428

Lampeter, Pennsylvania 17537

Lampeter/SACC Office

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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 5th 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 accommodates 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 30th 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-registering SACC Kindergarten students are first available during the L-S Kindergarten Registration, which is scheduled for 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 for our review.

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

If applicable, we require parents/guardians with a current PFA custody agreement 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 and accepted by the director, both parties sign the contract, and a copy has been returned to you.

SCHEDULE CHANGES

Requests for schedule changes are subject to space and staffing availability and at the program director's discretion. 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, or new email address. Withdrawing from the program requires two weeks' written notice to the director. Payment will be collected until the withdrawal date is approved. 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 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 parent's responsibility 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. Your family's prior year's tuition expenditures 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 to attend 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. If 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 \$12**. 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, the information provided by the parent on the Emergency Contact/Parental Consent form will be utilized to manage 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 and school-age children need physical exams upon entering the SACC program. These exams require a physician's signature and must be on file within 60 days of admission.**

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 current 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 you are running late, a phone call is required.

ARRIVAL AND DEPARTURE

The adult responsible for dropping off and picking up 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 Hans Herr drop-off driveway is not permitted from 8:25 to 9:00 AM and 3:15 to 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 prohibited from 8:25 to 9:00 AM and 3:15 to 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 avoid disruptive behavior that will interfere with the program activities. The 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 develop a plan of action to improve the behavior.

Behavior Disruption	Extreme Behavior Disruption
<p><i>Multiple disruptions that impede the learning environment of teachers and/or peers.</i></p>	<p><i>Physical aggression towards staff and/or peers, running away from the building and grounds, and/or severe disruption of property.</i></p>
<ol style="list-style-type: none"> 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><i>Please remember that each day is a fresh start for your child.</i></p> <ol style="list-style-type: none"> 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.) 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. 4. If a child faces a second one week suspension, termination may be considered. 	<ol style="list-style-type: none"> 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. 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. 3. If a child faces a second one week suspension, termination may be considered. <p><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></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

Students may purchase breakfast in the school cafeteria from 8:15 to 8:45 a.m. 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, and staff and children eat 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 when school is not in session will need to pack a lunch, but drinks and snacks will be provided.

A nutritious afternoon snack will be served daily to **AM Kindergarteners** (our PM WRAP students). Snack menus can be requested for your convenience. **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, including a jacket suitable for the weather and a hat or mittens when needed. **Please label all outerwear.** Children must wear shoes that allow 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 for play.

Extra Clothing—Kindergarten children will need at least one extra set of seasonal clothes, underwear, and socks kept in a 2-gallon Ziploc bag in the backpack. ***Please label all clothing.***

Rest/Quiet time- L-S SACC will supply your child with a mat 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

The L-S SACC program prioritizes your child's safety, and fire drills are practiced regularly. In a 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 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 alert to changing weather conditions and make appropriate time allowances. If weather conditions deteriorate, you will be contacted.

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.

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 signing the in-house form found at each site. An hourly rate of \$5.25/hour will be charged up to a maximum of \$60 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 that says otherwise. 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.)

On early dismissal days, elementary school students will be dismissed at 1:15 p.m., except for AM Kindergarten, which 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 under the direction of the Board of School Directors. The Council comprises the principals and assistant principals at Hans Herr and Lampeter Elementary Schools, the Early Childhood Center, the School-Age Childcare Director, elementary nurses, and teachers.

The Lampeter Elementary Principal is 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.

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