

# Welcome to

# **NRHEG School Age Care**

A program of NRHEG Community Education



**ELLENDALE site** :(507)416-2137 (room B116), [sac@nrheg.k12.mn.us](mailto:sac@nrheg.k12.mn.us)  
**NEW RICHLAND site** : (507)417-2626 (room C106), [sac@nrheg.k12.mn.us](mailto:sac@nrheg.k12.mn.us)

**\*Children ages 3-4 years(as of Sept. 1, 2024 and enrolled in Panther Preschool) through 5<sup>th</sup> grade**

**\*Before and after school, non-school days & early dismissal/late start weather days**

**\*Engaging year-round programming** (hands-on learning, activities & field trips)

**\*On site at NRHEG Secondary Building &/or Ellendale Elementary if minimum enrollment is reached**

## **Programming Includes...**

\*6:45 am to 5:45 pm, year-round

\*Age appropriate organized activities and games

\*Learning is playful and exploratory

\*Reading/homework help in the afternoons

\*Hands on activities, free play, crafts, and gym time games

\*Arts, crafts, group social activities and team building

\*Fun activities throughout the summer to keep children engaged and reduce the effects of summer slide.

\*Physical games and activities to get the kids' heart rate going!

\*Breakfast and afternoon snacks provided each day, school time lunches provided through Food Service.

# Table of Contents

<b>Abuse &amp; Neglect.....</b>	<b>7</b>	<b>Behavior management policies</b>	<b>6</b>
<b>Daily Procedure.....</b>	<b>5</b>	<b>Definition of Components</b>	<b>4</b>
<b>Discipline plan.....</b>	<b>6</b>	<b>Emergency information</b>	<b>7</b>
<b>Enrollment.....</b>	<b>3</b>	<b>Field trips</b>	<b>4</b>
<b>Financial information.....</b>	<b>4-5</b>	<b>General information</b>	<b>2-3</b>
<b>Grievance procedures.....</b>	<b>7</b>	<b>Insurance</b>	<b>9</b>
<b>Late fees.....</b>	<b>5</b>	<b>Late pick-up</b>	<b>7</b>
<b>Medical emergency or illness.....</b>	<b>8</b>	<b>Medication</b>	<b>9</b>
<b>Movies.....</b>	<b>9</b>	<b>Bill paying</b>	<b>9</b>
<b>Orientation.....</b>	<b>2</b>	<b>Policy for release of children</b>	<b>6</b>
<b>Rates.....</b>	<b>3-4</b>	<b>Responsibilities</b>	<b>6</b>
<b>Staff.....</b>	<b>2</b>	<b>Health/Safety</b>	<b>8</b>

In operating the school age child care program, NRHEG Community Education's goal is to provide a safe, fun, enriching, **quality** program for children that is convenient for parents. Our center has trained and experienced staff. We believe that a quality school age care program can provide a positive environment, caring relationships and enriching age-appropriate experiences that contribute to a child's social, physical, and emotional development. We appreciate your enthusiasm and ask for your suggestions as we continue to make this program the best it can be for you, your children, and our school & community. Please feel free to come to us with any questions, ideas, or concerns!

## CONTACT INFORMATION:

ELLENDALE:(507)416-2137 (room B116), sac@nrheg.k12.mn.us NEW  
 RICHLAND: (507)417-2626 (room C106), sac@nrheg.k12.mn.us SAC  
 attendance email = sac@nrheg.k12.mn.us

COMMUNITY EDUCATION: (507) 417-2667 (office located in Secondary School, C113), mwhiteside@nrheg.k12.mn.us

## ORIENTATION:

Parents are urged to contact the CE Director (Macy Whiteside at 507-417-2667) to set up a time for a phone orientation before the start of the school year or summer if we are not able to provide an individual or group orientation.

## STAFF:

NRHEG SAC staff are skilled professionals who respect and enjoy working with children. Along with professional training and job experiences SAC staff are able to schedule a wide variety of well planned, carefully supervised activities which complement school experiences.

## GENERAL INFORMATION:

**DATES:** Preschool - 5<sup>th</sup> Grade SAC runs all year round. We are closed on New Year's Day, Good Friday, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the Friday after, and also on Christmas Eve and Day. Depending on which days holidays fall on, SAC may be closed the day before or after, also closed for the District Wide Closure Days.

**HOURS:** Are from 6:45am until 7:45 or 8:15 (for New Richland care - children will be escorted outside to the Shuttle Bus for Ellendale at 7:45 in the morning. For Ellendale care - children will be dismissed to school at approximately 8:10am) and 3:05pm (children arriving from Ellendale Elementary will arrive approximately 3:25pm in New Richland, children remaining in Ellendale after school will arrive once school is released, at 3:05pm) until 5:45pm on school days for our Bridges-5<sup>th</sup> grade program. During non-school days and summer vacation days SAC hours are from 6:45am to 5:45pm located at the Ellendale Elementary or Secondary Building (pending enrollment numbers at each site). For Preschoolers - SAC hours are 6:45-am to 5:45pm at both sites dependent upon enrollment numbers (preschool children are brought back and forth to school by staff at each site). *Hours are subject to change based on changing community needs.*

**LOCATION:** SAC will be held at the New Richland Secondary Building &/or Ellendale Elementary Building.

\*Morning Care may be held in both locations (in New Richland = Bridges - 5<sup>th</sup> grade students will ride the shuttle bus at 7:45am to Ellendale in the mornings for school each day) if the minimum enrollment numbers have been reached.

\*After School Care may be held in both buildings (with shuttle transportation from Ellendale to New Richland after school at

3:05pm for those enrolled at the New Richland site) if the minimum enrollment numbers have been reached.

\*Summer Care may be held in New Richland and/or Ellendale dependent upon minimum enrollment numbers being reached and staffing availability.

**A minimum number of children are needed per site (minimum is 6 children per day in the morning, after school & 17 children signed up for non-school days) for that site to be open before and/or after school or all day. This is why it is extremely important to register early and be as consistent as possible with your child's schedule.**

## **SUPPLIES:**

**Preschoolers:** It is **MANDATORY that you bring an extra set of clothes** (pants, shirt, socks, shoes, under wear), a water bottle, and a rest blanket/towel for your child. Please **also send a backpack or cloth bag** to hold supplies if we leave the building. If an extra set of clothing is not brought, you will be called in to bring clothes for your child if they are needed. Please bring a no-spill water bottle year-round.

**Bridges - 5th grade:** During the summer, please bring your personal needed supplies such as your water bottles(no spill water-bottle), swimsuits & towels, sun screen (a necessity), etc. **Also an extra set of clothing needs to be brought and kept at SAC along with a bag to carry the items in if we leave the building.** We will provide a place to store these items for your child/ren. If an extra set of clothes is not brought, you will be called in to bring clothes for your child if they are needed.

## **MEALS & SNACKS:**

**Bridges - 5th grade:** During the school year your child will be served a cold pre-packaged breakfast if they request and given a snack every day after school. On **Non-school days**, SAC will provide a cold pre-packaged breakfast and afternoon snack, but children must bring their own sack lunches from home (do not send energy drinks or pop as a drink).

**Preschool:** During the school year your child will be served a cold pre-packaged breakfast and given a snack every day in the afternoon. You may send a cold lunch with your child to SAC or you may choose to open up a school lunch account for your child to eat each day that they attend wrap-around care. Parents must set up a lunch account with the main office.

**Summer Preschool - 5th grade:** Summer Food Service Program (SFSP) -free summer meals depend on a successful application. Families will be notified during Summer SAC enrollment if the program was approved for the summer months. Your child will need to bring a sack lunch from home on all days if the SFSP is not operating, please try to not send frozen dinners or meals that need to be made in a microwave. (do not send energy drinks or pop as a drink).

**ENROLLMENT:** NRHEG SAC serves children in Preschool through Grade 5 year-round. SAC may be closed due to low enrollment on non-school or summer days. In this event, parents will be given at least 2-5 days' notice to find alternative daycare. Sign-up sheets for non-school days are included in your registration packet/paperwork and will be posted at least 2 weeks in advance at the Elementary & Secondary Building. **It is the parent's responsibility to sign their child up by the posted deadline date for these non-school days.**

You can sign your child up by adding them to the sign-up sheet in your child's SAC classroom, by adding the non-school days to your attendance contract, or calling the SAC office. If you fail to cancel enrollment of your child within 72 hours before a non-school day you will be charged for the hours you signed up for. If you fail to sign up by the deadline you will be charged a late registration fee.

**To register for SAC please complete the registration packet given to you and hand it in to the School Age Care office or a school office, and pay the registration fee and at least the first 2 weeks tuition must be submitted prior to the child's starting date. A separate attendance schedule will be given to you for the summer months and for the school year to fill out and return. SAC is switching to an online childcare management system during the 2024-2025 school year, you may be required to fill out additional information online and will be able to view your invoices/statements and make payments online as well soon!**

If you plan to have your child attend SAC all year round (Summers & School Years) you will be required to register them twice per year. The registration packet covers the months of September through May and June through August each year. Upon each yearly registration your account balance must be at \$0.00, have a credit on your account, or receive permission from the CE Director or SAC Coordinator. If the above criteria is not met your registration will not be accepted until any previous money owed to SAC is paid in full.

# RATES FOR SAC

- The basic rate for care varies. This price is based upon an hourly package that is selected by you for each summer and each school year. The package selected by you is per child per week. (i.e. the minimum package is 0-4 hours, which is \$21.00 per week per child, you are charged this price regardless of the amount of hours your child was actually in care. A higher package will be picked if you go over hours you have selected). The Coordinator will assign you a weekly package rate based on your pre-selected attendance scheduled for the amount of time your child will attend SAC each week.
- **You must sign a contract stating which days per week (mornings and/or after school) and number of hours per week you need care for.**
  - Registration Fee: Due upon registration
    - New Families: A \$25 non-refundable registration fee is charged per child or \$45 per family for those families that have never used Sac before or have not used SAC in 2 or more year.
    - Returning Families: A \$15 non-refundable registration fee is charged per child or \$25 per family (that have been with SAC within the last 2 years during the summer or school year)

## DEFINITION OF COMPONENTS:

**Preschool Wrap-Around Daycare Program:** SAC is open before school at 6:45a.m. at the Elementary and/or Secondary building (breakfast is provided – ‘cold’ breakfast) if the minimum amount of enrolled children has been met. You (or a responsible family member or friend) will need to escort your child to the SAC classroom (Ellendale Elementary - B116. New Richland Secondary – C106) each morning and pick your child up at the end of their day. Staff will escort your child to/from preschool each day your child is enrolled in Panther Preschool. This daycare program runs from 6:45am to 5:45pm Monday through Friday and can be utilized whenever your child is not attending Panther Preschool (there are no charges administered for SAC when your child is attending Preschool).

**Before School: B-5<sup>th</sup> grade program** - SAC is open before school at 6:45a.m. at the Elementary and Secondary building (breakfast is provided – ‘cold’ breakfast) if the minimum amount of enrolled children has been met. You (or a responsible family member or friend) will need to escort your child to the SAC classroom (Ellendale Elementary - B116. New Richland Secondary – C106). Staff will escort your child to the shuttle buses at the New Richland School at 7:45 to be transported to the Ellendale Elementary School. SAC is open before school at 6:45am at Ellendale Elementary school (a cold breakfast is provided). Staff will dismiss your child to school at 8:00am.

**After School: B-5<sup>th</sup> grade program** - Children attending SAC at the Elementary school are to arrive independently at the SAC classroom (B116) after school is dismissed at 3:05pm. Children attending SAC at the Secondary building are to ride the shuttle bus at Ellendale Elementary at 3:05pm to arrive in New Richland at 3:25pm – SAC staff will meet your child outside by the shuttle busses and walk them to the SAC classroom (C113) to be checked in. There is no SAC staff checking children onto the bus in Ellendale after school, so please make sure your child knows which bus they are to ride in order to get to the Secondary School. We will call a parent/guardian if your child is not accounted for (or shows up for care but was not scheduled to be with us that day) for after school - so please call us to notify of an absence or schedule change. *A minimum number of children are required in order to be open at each site – so please register your children early so that determination can be made as soon as possible.*

**Drop in: Unscheduled Childcare Days** - 24 hour notice is required unless emergency childcare is needed.

**Non-School Days:** Attendance for these days is optional. Parents must sign up their children for these days. If you wish to sign up ahead of time you can indicate which days your child will need care on your registration contract. A sign-up sheet will also be posted about 2 weeks before a non-school day. If you sign up for a non-school day and decide your child will not attend (even if sick), you must cancel the child’s registration for this day 72 hours ahead of time otherwise you will be charged for the hours you signed up for. A minimum of 17 children must be met per site or care for that site will be canceled for that non-school day. If you do not cancel within 72 hours of a non-school day you will be charged for the amount of time you registered your child for (either half-day or full-day care).

**Summer Days:** Attendance for days/weeks is optional and you must fill out an attendance contract. Contracts are flexible and you must give at least a one week notification for an adjustment to your contract regarding days/hours for that week to allow for appropriate staffing by the center. Care may be located in New Richland and/or Ellendale based on the minimum amount of enrollment reached and availability of staff.

**Termination of SAC contract:** A two-week written notice must be submitted to the coordinator for cancellation of services from the program. If two weeks advance notice is not given, the full fee is due until the two-week period is satisfied. If your account has a credit of \$15.00 or less upon termination a refund will not be given.

**Holidays and Non-Service Days:** Fees are not charged when SAC is closed for holidays, low attendance days, or weather related closures. SAC is closed the following days: Labor Day, Thanksgiving Day and the Friday following, Christmas Eve Day and Christmas Day, New Year's Eve Day and New Year's Day, Good Friday, Memorial Day, Juneteenth, and July 4<sup>th</sup>. Depending on which days holidays fall on, SAC may be closed the day before or after, also closed for the District Wide Closure Days or low attendance days.

**Snow Days:** SAC is closed on snow days (school completely canceled due to poor travel) SAC will remain open if school closes due to frigid air temperatures.

- School closed due to snow – SAC will be closed.
- School late start- If school opens 2 hours late, SAC opens 2 hours late. (Breakfast is not provided)
- School early out- If school closes early, SAC will remain open for 2 hours past school closing time.
- School closed all day due to extreme cold - SAC will be open regular hours in New Richland only. (Ellendale Closed)
- School late start due to extreme cold – SAC will be open regular hours in New Richland and Ellendale.

\*\*\* If school is originally postponed and later cancelled for the day after you drop your child off in the morning:

- You will be responsible for picking your child up within 2 hours if the cancellation is a result of snow.
- If school is postponed and later cancelled due to extreme cold - you will be responsible for picking your child up within 1 hour to transport them to the Secondary School in New Richland if care is needed for the rest of the day.

**Please – if the weather is getting bad, periodically call the Community Education Office and look on Facebook “NRHEG Community Education” for updates.**

**FIELD TRIPS:** You must sign your child up for a field trip. Most field trips are optional. By signing your child up for a field trip it is assumed you are giving them permission to attend the field trip. If you fail to sign your child up for a field trip they will NOT be allowed to attend the field trip or SAC that day due to all children being required to attend field trips.

Information on upcoming field trips will be posted 2-3 weeks in advance on the parent information board. All field trip costs will be included on a bi-weekly bill. We try to staff field trips at an 8:1 ratio for Bridges-5<sup>th</sup> and 4:1 ratio for preschool.

## **FINANCIAL INFORMATION:**

1. **Sliding Fee Scales:** are available upon request. These scales are based on family size, income, and need. Please see the SAC Coordinator for information.
2. **Registration Fee:** Due upon registration (also due upon registration is two weeks prepaid tuition). The fee reserves your child's space in the program, and helps to provide for administration fees, crafts and supplies.
  - New Families: A \$25 non-refundable registration fee is charged per child or \$45 per family for those families that have never used Sac before or have not used SAC in 2 or more year.
  - Returning Families: A \$15 non-refundable registration fee is charged per child or \$25 per family (that have been with SAC within the last 2 years during the summer or school year)
3. **Absences:** You MUST CALL the SAC office or email [sac@nrheg.k12.mn.us](mailto:sac@nrheg.k12.mn.us) to report an absence or additional attendance day. You will be billed according to your contracted hours and days per week. You will not be billed (your account will show a credit for vacation days) for any vacation days you indicated at the beginning of the summer or school year when your contract was turned in. You will be billed for the amount of pre-contracted hours per week (e.g.- *You normally attend 10.0 hours per week from 3:05-5:00 Monday-Friday in Ellendale. Your child is sick on Monday and does not attend, you will be billed for Monday because a 72 hour notice for an absence was not given.*
4. **Additional Days:** Sign-up sheets will be posted approximately 2-3 weeks before a non-school day. If you sign your child up for care but no longer need it, you must cancel care 72 hours before the non-school day or you will be charged for the amount of time you needed care.
5. **Contract:** You must notify SAC 2 weeks in advance if you are terminating your contract. You will be responsible to pay for these 2 weeks regardless if your child is in our care or not.
6. **Payment Policy:** includes completing a contractual agreement upon registration. All charges for SAC will be billed according to your contract and attendance schedule. The weekly amount of days & fees will be set & recurring, with additional charges being posted to your account if your child is at SAC for more hours per week than contract for or if your child is here past 5:45pm. **The registration fee and first 2 weeks of care is due at the time of registration.** Paper invoices will be distributed every other week until the online billing and payment portion of Procure has begun, then you can view your invoices and pay online if you wish. Payment is due by Friday of that same week or you will be charged a one-time late payment fee of \$15.00 for that invoicing period.

7. **Late Payment Fee** – You will be invoiced every other week. Your invoice must be paid in full by the 5:45pm Friday of that same week. A one-time \$15.00 late payment fee will be charged to your account (i.e. I forgot to pay on Friday! My child does not attend care on Monday and Tuesday the following week so I will not be in to pay it until Wednesday. SAC policy - Because your payment is late you will now owe your normal attendance fee plus a \$15.00 late payment fee if you pay by 5:45pm on Wednesday).
  - a. You are able to prepay your invoices or keep enough money in your account to cover every invoice when it is due. Because statements are not available for you to view on-line yet, your account statements will be stapled to the top page of your bi-weekly invoice. You must contact the SAC supervisor or CE Director if you have any questions about your invoices / statements.
8. **Legal Actions:** Upon ending your contract with NRHEG SAC, any negative balances, will be turned over to the District Office for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

NRHEG Community Education will make reasonable efforts to collect past due SAC fees classified as delinquent debt. Unpaid SAC fees are designated as delinquent debt when payment is past due, the debt is considered collectable, and efforts are being made to collect it. Past due invoices will be mailed to the last listed address for 3 consecutive months with a final mailing notification of collections turnover if payment arrangements have not been made with the program coordinator or if the debt has not been paid in full.

**LATE / Non-compliant FEES:** All children must be picked up by 5:45 pm. You will be charged \$1.00 per child for every minute you are late picking up your child/ren (e.g. If you pick up your child at 5:52pm you will be charged an additional \$7.00 for the day). SAC reserves the right to terminate a contract that is repeatedly in violation of our policies (e.g. continual late pick-ups). After the 3rd incident - \$5.00 per minute will be charged per child.

**If a child is left in SAC's care later than 6:00pm and SAC has not been contacted by the child's parents/guardians or family relatives/friends, human services will be called and the child will be taken into their custody.**

#### **Drop off/Late pick up policy**

A fee of \$1.00 per minute will be charged per child if dropped off before 6:45 am and if picked up after 5:45 pm - after the 3rd incident - it is \$5.00/minute per child and services may be discontinued. Community Ed and SAC reserves the right to cancel this contract at any time due to continued early drop in's and late pickups. Sac hours are from 6:45 am to 5:45pm.

#### **DAILY PROCEDURES:**

1. A staff person will be waiting in the SAC room in New Richland (the south east door by the playground) and in Ellendale (east main entrance). Parents are to walk their child into the building and to the classroom. Please make sure to screen your child at home for illnesses such as, Flu/cold and COVID-19 symptoms, know that we may also screen your child and take their temperature if it is suspected they are not feeling well or if you do not have access to a thermometer at home.
2. A staff person will sign your child in and out when you drop him/her off in the mornings and/or pick him/her up in the afternoon. **It is CRITICAL that you drop your child off and pick your child up at the time you indicated on your attendance contract – as a staff person will NOT be stationed at the door, but will be waiting for you to arrive in the SAC room to drop your child off or with your child when you pick them up.** If your time changes for that day (if you are running late) please call your child's SAC classroom and let the staff person know what time you will be there so they can meet you at the door.
3. Any invoices/information/messages will be handed to you upon drop off or pick up. Contact coordinator if you have any questions.
4. Check with a staff member immediately if you have any questions or concerns.

## **RESPONSIBILITIES:**

### **NRHEG SAC Responsibilities:**

1. Treating everyone with respect
2. Providing a safe, warm, welcoming environment
3. Providing a variety of engaging activities
4. Informing parents of events, schedules, activities, etc.
5. Keeping accurate records
6. Being a good role model for all
7. Taking the best possible care of your child

### **Child's Responsibilities:**

1. Treating everyone/everything with respect
2. All children must be toilet trained.
3. Cleaning up after themselves (including bathroom hygiene)
4. Sharing/taking care of supplies, equipment, SAC and school property
5. Being responsible for all personal belongings
  - \* No toys from home (unless with special permission)
  - \* Weapons of ANY kind are not allowed (including toys)

### **Parent/Guardian Responsibilities:**

1. Treating everyone with respect
2. Notifying SAC when your child will be absent
3. Notifying SAC when your child is sick
4. Notifying SAC when you will be early or late dropping your child off.
5. Giving SAC pertinent court documents if necessary for authorization of pick-up.
6. Paying all fees according to the financial policies
7. Supporting the SAC program, policies and staff
8. Being available immediately to clean up after your child if they have a bathroom accident – SAC staff CANNOT clean up after your child.

**BEHAVIOR MANAGEMENT POLICIES:** We at SAC want you to know that our main concern is that ALL children have a quality experience. The quality of the experience is lessened for all when someone refuses to cooperate for the good of all. SAC will not accept behavior that includes vandalism, profanity, hitting, kicking, slapping, or showing lack of respect for any individual or property. If a serious incident such as those just described occurs, it could be grounds for an immediate suspension or expulsion from the program for up to one year from the date of incident. It is possible that you, as a parent, may be called to come and pick up your child within one hour and pay for any damages above and beyond normal wear and tear to SAC property that your child may cause.

**DISCIPLINE PLAN:** NRHEG SAC's discipline program is aligned with Ellendale Elementary Panther Pride Behavioral Expectations. All SAC staff (leads, aides, volunteers, and the coordinator!!) support and teach Panther Pride. We expect all students and staff to demonstrate "Panther Pride" behaviors. The behavior system at SAC is consistent and fair; so if your child has earned a consequence please support that decision. Do all you can to have your child accept the consequences. Your child will be told the reason for the consequence and he/she should be able to tell you exactly what occurred. If you have a question regarding the situation, please discuss it with one of the staff or call the Community Education Office at 507-417-2667. We suggest you have a discussion with your child on how to improve his/her behavior in the future if need be. Please offer your child extra praise and reinforcement for positive behaviors. Non-desirable behaviors (Example: name-calling, cheating, arguing, etc.) may result in "Fix It" (plans to improve) which are sent home when received. "Bottom Line" behaviors (Example: fighting, bullying, hitting/slapping/pinching, kicking, running from staff, etc.) are written out on incident reports and suspension immediately results for that day. Parents will be contacted by phone and given one hour to pick up their child if the incident is severe enough to warrant sending the child home otherwise they will be charged a fee of \$15.00 per hour for one-on-one care until your child is picked up regardless if behavior has discontinued before pickup.

**POLICY FOR RELEASE OF CHILDREN:** If a person other than the parent or a pre-designated person is picking up the child, School Age Care staff must be notified and a name and description of that person must be given. That person will be asked to show proof of identification when they pick your child up - please remind them to bring their ID with them.

SAC will not release a child to any person or persons without prior consent by any parent/guardian. If an unauthorized person arrives to pick up a child, any parent/guardian will be contacted by phone for permission.

SAC cannot legally keep any parents (including step-parents) from picking up a child from SAC on any day/time without having a copy of the restraining order or custody agreement from the courts. If there is a restraining order or custody agreement, a copy must be on file with the program. If a parent does break the restraining order and takes his or her child, the authorized parent will be notified and the police will be called.

## **PARENT GRIEVANCE PROCEDURE:**

Everyone is encouraged to give input regarding the operation of our program. If a parent has a concern (or suggestion) about our program, the following process has been established to ensure the concern is addressed:

- Discuss the concern (or suggestion) with a staff member or School Age Care Supervisor.
- If the concern is not resolved within one week, contact the Community Education Director (Macy Whiteside) and submit a written description of the concern. Every effort will be made to resolve the issue within five working days.

Abusive behavior and/or verbal threats by parents toward program staff, children or other parents will be cause for immediate termination.

**CHILD ABUSE AND NEGLECT:** State law requires SAC staff to report suspected cases of child abuse or neglect to the proper authorities.

**UPDATE OF EMERGENCY INFORMATION:** All information on the registration papers must be kept current. It is the responsibility of the parents to inform SAC of changes in the following information:

- Parent(s)/guardian home address; home, work and cell phone numbers.
- Child's physician, address, phone number, medical information, etc.
- Persons authorized or not authorized to pick up the child at our location
- Persons to contact in a medical emergency if a parent cannot be reached.

If an accident occurs and SAC is unable to contact parents/emergency contacts, SAC will call an ambulance to pick up your child and a staff person will go to the hospital if it does not compromise our 15 – 1 ratio (Bridges-5th) or 10 - 1 ratio for Preschool (3 -5 yr). **Additional staffing charges for this situation will apply.**

**MEDICAL EMERGENCY OR ILLNESS:** If you are going to be away from your place of work or home for the day, be sure to leave a phone number where you can be reached in the event that your child is involved in a medical emergency.

A child cannot be admitted to SAC with any of the following symptoms:

- |               |   |                  |                    |
|---------------|---|------------------|--------------------|
| *Severe Cold  | * Fever of 100.4 degrees or more  | *Lice            | *Severe Coughing   |
| * Sore Throat | * Vomiting  | *Severe Pink Eye | * Undiagnosed Rash |
| * Diarrhea    | * If a student is observed by staff to be unable to participate in activities due to illness related symptoms, they will be sent home from SAC. |                  |                    |

Parents need to notify SAC staff of any contagious diseases (e.g. strep throat, head lice, chicken pox, pink eye, COVID-19 symptoms, etc). A child should be free of fever/vomiting (vomiting for any reason) for 24 hours and not on fever-reducing Medication (ex. Tylenol, acetaminophen, Ibuprofen) before returning to the program. **If a child is too sick to go outside or participate in activities, the child is too sick to attend SAC. If a child is dropped off with any of these conditions it may be grounds for immediate suspension or removal from our program for not following SAC's written policies.**

If a child becomes ill, whenever possible, the child will be isolated from other children. Parents or emergency contacts will be notified to pick up the child as soon as possible.

**There is NO NURSE on staff monitoring any situation that may arise.** In the event of a medical emergency or accident, SAC staff will administer first aid. When necessary, 911 will be called and the child will be transferred by ambulance to the nearest medical facility. Staff will immediately make every effort to notify the parent or persons on the registration papers. The parent or guardian is responsible for all medical charges.

## **Health and Safety**

If your child is not feeling well and unable to participate in the majority of SAC activities/games, please keep them home.

- Some guidelines for keeping children at home:

- |                                       |                              |                       |
|---------------------------------------|------------------------------|-----------------------|
| *Oral temperature above 100.4 degrees | *Intestinal disturbances     | *Any undiagnosed rash |
| *Discharge from eyes or ears          | *Profuse nasal drainage      | *Difficulty breathing |
| *Unproductive, dry cough              | * Chills                     | * Sore throat         |
| * Shortness of breath                 | * new loss of taste or smell |                       |

- Children taking antibiotics must be on medication for at least 24 hours before returning to SAC or School.

- Children who have vomited during the night should not attend SAC or School the next day.
- If you discover head lice in your child, please notify the SAC Coordinator. Your child can return to SAC as soon as their heads have been treated with a lice killing remedy and they no longer have live lice in their hair. Please know that this is confidential information and we will not disclose your child's name to non-school personnel.
- You must report to SAC Coordinator and School Nurse within 24 hours, exclusive of weekends and holidays, if your child is diagnosed as having a contagious, reportable disease, head lice, scabies, impetigo, ringworm, pinkeye, or chicken pox.
- If a child becomes sick during the day, we will call the parent to come pick up the child. The child will be separated from others and must be picked up as soon as possible. If the parent cannot be reached, we will call the persons (in the order listed) on the Child Information Form. Please keep the SAC Coordinator informed of any phone number changes.
- In case of an emergency or injury at school which requires professional medical attention, parents will be notified immediately. If a child cannot be reached we will call the persons in the order listed on the Child Information Form. If necessary, we will immediately dial 9-1-1 and proceed with medical/dental help. Every effort will be made to contact the parents as soon as possible.

**INSURANCE:** Medical insurance coverage for children is the responsibility of the family. NRHEG SAC assumes no responsibilities for injuries or illnesses which children may sustain as a result of participation in activities (e.g. jumping, climbing, running, swimming, social contact or other activities that involve inherent risk).

### **BILL PAYING:**

Bills/Invoices are handed out every other week and placed in your file folder (or will soon be available online through Procure – new childcare management program we are switching over to this school year) located inside the SAC classroom. Currently SAC only allows payment by check or cash. As soon as Procure is up and running we will be able to accept online ACH payments, debit cards, and credit cards. Please hand check/cash payments to one of the SAC staff upon drop off or pick up of your child – if paying with cash, please remember to request a receipt.

**MEDICATION:** There is absolutely no dispensing of prescription or over-the-counter medications at SAC without a completed medication form filled out and handed in to the SAC office. Medication dispensing during the school year should be scheduled with the nurses office prior to coming to SAC after school.

**MOVIES:** SAC may watch movies. We will not show any movies rated PG-13 or above. The ratings of movies we will show are G and PG. Please let the Coordinator know if your child is not allowed to watch G or PG movies. We will find alternative entertainment for your child/ren during this time.













