

Marysville Exempted Village Schools School Age Child Care Programs



SACC Parent Handbook

**Before and Afterschool Program
School Days Off Program
Emergency Weather Days Program
Summer Day Camp Program**

2026 - 2027

Marysville SACC: Outstanding programs for outstanding kids!

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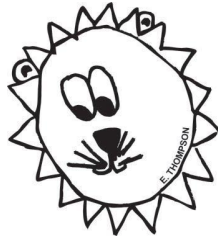
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SACC FAQ's

Shortcuts to the top ten most Frequently Asked Questions about SACC

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Marysville Exempted Village Schools SACC Programs



Dear Parents and Students,

Welcome and thank you for selecting SACC as your out-of-school program provider. Marysville SACC has over 30 years of experience in our community providing outstanding programs to the families in the Marysville School district.

All of our programs – Before and Afterschool, School Days Off, Emergency Weather Days and Summer Day Camp – provide age-appropriate youth development activities for school age students in a safe, structured, supervised environment.

Should you have any questions or concerns, please contact the Team Leader at your student's program site, the SACC office or me directly. And, as always, thank you for supporting Marysville Exempted Village Schools and this program.

Sincerely,

Kelly Walker
SACC Director
Marysville Exempted Village Schools SACC

Afterschool Program Absence Reporting Policy / Trace Charge

Please call your student's SACC program site cell phone (or the SACC Office) when your student will not be attending the Afterschool Program. If your student is registered for the SACC Afterschool Program and he or she does not check in immediately after school dismisses, a trace procedure will be performed by SACC staff. Staff will check the classroom, the school office and will then begin calling parents and emergency contacts until a student's whereabouts has been confirmed. If no contact can be made, the police will be enlisted to locate the missing student. **There will be a \$5.00 trace charge for each occurrence.**

SACC FAQ # 1 – What should I do if my student will not be attending the Afterschool program TODAY? Safety is our number one concern at SACC! We want to make sure that all students are accounted for and safe. This means parents should notify both the school office – so they can get a note to your student's classroom teacher – as well as the SACC program site, via the SACC site cell phone. If this is an emergency situation, you can also call the SACC Office for assistance. **Please do not leave messages or send emails last minute!** We may not be in the office to receive these messages, which means that we can't take action. Safety first!

Behavior Management Policy

The goal of the SACC Behavior Management Policy is for students to learn self-discipline so that they may function in a socially acceptable manner. SACC staff will receive in-service training on appropriate behavior modification techniques and will do their best to handle incidents professionally, impartially and with compassion.

Each SACC program site will determine its own behavior guidelines based on the design of the program, needs of the students and the rules of the school. These guidelines for behavior will be displayed at the SACC site and discussed with the students. Reasonable attempts will be made by SACC staff to remind the students what is appropriate and inappropriate behavior while at SACC.

As a participant of SACC, some basic student behavior expectations include the following...

- 1.) I will take care of myself: I will make good choices and speak up if I need help.
- 2.) I will take care of others: I will treat my friends and teachers kindly. I will listen to my teachers. I will not hurt others. I will not be a bully and will stand up for others that are being bullied.
- 3.) I will take care of the space: I will use the toys, games and equipment with respect, clean up after myself and take care of the school building and playground.
- 4.) I will have good sportsmanship: I will play by the rules and try not to argue. I will follow directions. I will encourage my teammates and ask everyone to play. I win without gloating – I don't rub it in. I lose without complaining – no hard feelings.
- 5.) No weapons: Weapons of any kind are not allowed at school or SACC. This includes violent toys and any object that is a facsimile of a real weapon. Any use of articles designed for other purposes (i.e. pencils, scissors, etc.) to inflict bodily harm and/or intimidate others will be treated as the possession and use of a weapon.

Conserve resources and recycle and reuse when possible. SACC staff will use appropriate behavior modification techniques including, but not limited to, time out, redirection, peace corner, logical consequences, praise or rewards for good behavior and behavior modification contracts.

Consequences for occasional inappropriate behavior can include discussion with SACC staff, removal from the activity, loss of privileges, parent notification via note or a parent phone call at home or work. Frequent disruptive behaviors will necessitate a meeting between parents and the SACC Team Leader. Working together, parents and staff will determine the best plan for behavior modification. A student who exhibits ongoing behaviors that are disruptive or dangerous to themselves, others or school or program equipment and for whom attempts at behavior modification have been unsuccessful will be evaluated by the SACC Staff, who will then determine a course of action, which may include dismissal from the program. The Director and Team Leader will make a determination as to whether the student can safely return to the program. The SACC program does reserve the right to discontinue service if the student has shown that he/she cannot participate in the program without risk of disruptive behavior and safety of program participants and staff.

Our behavior management policy does not include cruel, harsh, corporal punishment or unusual punishments such as punching, shaking, spanking, or biting. We do not delegate discipline to any other student. We do not use physical restraints to confine a student by any means other than holding a student for a short period of time, such as a protective hug, so that the student can regain control. We do not place students in a locked room or confine them in an enclosed area such as a closet, box or similar cubicle. We do not use profane language, threats, or derogatory remarks about either the student or the student's family or other verbal abuse. We do not discipline for failure to eat, failure to sleep or for toileting accidents. Our behavior modification policies do not include withholding food, rest or toilet use. We do not humiliate, shame or frighten a student. When separation is used as discipline, it shall be brief in duration and appropriate to the student's age and developmental ability. The student shall remain within sight and hearing of a staff person in a safe, lighted and well-ventilated space.

SACC staff will use SACC Incident Reports to document behavior management issues when an incident occurs. Parent signatures are requested on these forms and a copy is given to parents. A copy of this form is also sent to the SACC Director. SACC staff may communicate a behavior plan specific to your child with a 1 day suspension for an incident, a 3 day suspension for a second incident of similar behavior. If a similar behavior incident continues, expulsion of that student may occur. Upon expulsion a student may not enroll in any SACC Programs in the future including our B & A Programs, SDO's, EWD's and Summer Camp.

If a SACC student is suspended from school, that student may NOT attend SACC during the suspension period. This includes both out of school and in school suspensions.

Change in Enrollment Status

A \$10.00 fee per family per occurrence will be assessed to accounts that have a change in enrollment status. Students may change their enrollment status any time. This includes changing a student's Before and/or Afterschool status from Before and After to Before or After, Full Time to Part Time. This also includes withdrawing a student from the Emergency Weather Days program, from any individual Summer Day Camp program week or from any individual day of the School Days Off program.

Students completely withdrawing from the SACC program will not be assessed a change in enrollment fee. However, parents who withdraw their student from the program and then wish to re-enroll during the school year will have all enrollment fees applied; the \$30.00 non-refundable enrollment fee will be assessed to the family again. All changes in enrollment are done through the SACC Office. Please notify the office immediately if you are changing your enrollment status.

Confidentiality Policy

Under the Family Educational Rights and Privacy Act (FERPA), all SACC Records, including Registration Forms, are considered confidential, except that information which is considered public record. SACC staff will maintain confidentiality in matters regarding sensitive information relating to enrolled students and their families. No information will be released to third parties unless the appropriate written permission has been received from a parent or guardian.

Contacting SACC Staff at Program Sites

Parents can easily contact SACC staff via site cell phones (phone numbers listed on page 19 of this handbook). Messages will be returned as soon as possible. Our cell phones are a good way for parents to communicate with staff, but our first priority is to be involved in the program and to care for students. Phone calls will be answered only during program hours.

Alternatively, all SACC Staff have e-mail addresses. Site Team Leader e-mail addresses are listed on the SACC website, <https://www.marysville.k12.oh.us/support-services/school-aged-child-care-programs> SACC staff check their email, but may not check it during program hours and may not necessarily check it before each session. Emailing staff is a good way to ask questions about upcoming events or to ask about policies. Emailing is a good way to notify staff of a student's absence. **In the event of an absence, an emergency or a late pick up, please notify the staff via the SACC Site phone.**

Communicable Disease Policy (Including Head Lice)

Students will be greeted by a SACC staff member trained in Communicable Disease Recognition who will observe each student daily as he or she enters the group.

A student who is feeling "mildly ill", but shows no signs of communicable disease and can still participate in activities will be cared for and observed for worsening conditions.

Any student who cannot participate in the daily activities will be considered ill and will be sent home from the program. The student will be separated from the group and made as comfortable as possible. A student who is isolated will be supervised within sight and hearing of a SACC staff person at all times. The student will be observed for worsening conditions, including but not limited to unusual spots or rashes, sore throat, difficulty swallowing, elevated temperature or parasitic infections.

An Ohio Department of Health Communicable Disease chart is posted at each SACC program.

Any student or staff member who exhibits any of the following symptoms will be considered carrying a Communicable Disease and will not be permitted to attend SACC:

- 1) Diarrhea (one or more loose stools in a 24 hour period)
- 2) Severe coughing (face turns blue or red or makes a whooping sound)
- 3) Difficulty or rapid breathing
- 4) Yellowish skin or eyes
- 5) Conjunctivitis
- 6) Temperature of 100° F or above (auxiliary)
- 7) Untreated, infected skin patches
- 8) Unusually dark urine and/or grey or white stools
- 9) Stiff neck
- 10) Vomiting

The student will not be readmitted into the program until he or she has been symptom free for 24 hours or until a physician's written permission verifies that a student is no longer contagious. A student who is absent from school due to illness will not be permitted to attend SACC that day.

HEAD LICE: If a student has head lice, clearance **MUST** be obtained from the school office and/or nurse stating the student is free of lice and nits before returning to SACC. During the summer months the SACC Lead Camp Counselor, SACC Camp Office Assistant or SACC Director will determine re-admittance to the program.

Complaint Investigation

Parents with concerns about the SACC program can contact the SACC Director at 937-578-6135. Additional concerns can be directed to the Marysville Schools Business Services Director at 937-578-6100.

Delinquent Account Policy

Any parent or guardian (or account holder) who is having difficulties keeping their student's account current is encouraged to contact the SACC Office immediately.

For accounts that remain delinquent due to payment arrangements not being fulfilled on the part of the account holder(s) or neglect on the part of the account holder(s) to communicate with the SACC Office, the following action will be taken:

4 WEEKS – An account that is 4 weeks behind will be considered delinquent. A notice will be e-mailed to the account holder(s) that the account is delinquent and that payment is due immediately. A \$5.00 late fee will be assessed.

6 WEEKS – An account that is 6 weeks behind will be considered seriously delinquent. A notice will be e-mailed to the account holder(s) that the account is 6 weeks delinquent and that program privileges will be suspended if the account is not paid immediately. An additional \$5.00 (total of \$10.00) will be assessed.

8 WEEKS – An account that is 8 weeks behind will be considered critically delinquent. An email will be sent to all account holders that program privileges are suspended for non-payment of program fees and the effective date of that suspension. We reserved the right to pursue legal action if the account is not paid immediately.

Dress Code Policy

Students are required to follow the school dress code policy stated in the Marysville Exempted Village School student handbook on page 12. As stated in the district policy, the SACC Director will make the final decision as to what is inappropriate.

Additionally, students must wear – or bring to wear – appropriate closed-toe footwear for active games. Students must wear shoes at all times. Students must dress for cold weather, wearing coats, hats, gloves, etc. During the summer camp program students may wear bathing suits and sandals to the pool, but should wear clothes and tennis shoes to camp. **Flip flops will not be permitted.**

Drop Off and Pick Up Policies – All Students/All Programs

Parents may drop off students beginning at 6:30 a.m. and no earlier.

Please note that SACC staff may arrive early to set up for the program, but are not prepared to have students at this time.

Students must be accompanied by a parent and walked into the building to be signed in to the program. No student may be dropped off at the curb or the door and allowed to walk in by him or herself.

***For safety, no parent should leave a car running or keys in an ignition during the drop off or pick up of a student.**

Students will be released only to persons listed on the SACC registration paperwork. Photo identification is required. If a person not listed on the paperwork arrives to pick up the student, a phone call to the parent for verbal authorization will be required. Students will not be released until parental authorization has been received.

In cases of special custody arrangements, court documentation such as custodial paperwork or restraining orders, must be filed with the SACC office.

SACC staff are not permitted to prevent a parent from picking up or interacting with a child at SACC without clear, official legal documentation. Please inform the SACC staff of any such situations and mark **YES** in the court custody agreement section of your student's registration paperwork.

Parents must provide:

- 1) Legal court orders identifying custody arrangement (if applicable)
- 2) Legal protective/restraining orders (if applicable)
- 3) Which parent to contact first for general questions and in the event of an emergency
- 4) Whether duplicate program information should be sent to both parents
- 5) Which parent will pick up the child, and on which days

Any person who is suspected to be impaired by alcohol or drugs will be asked to call another designated person to pick up his/her student. SACC staff may call the police to assist in the determination of whether or not a student should be released.

Site Specific drop off and pick up locations are as follows:

Creekview: Front entrance into the commons, use doorbell in foyer, "Door A"

Edgewood: Front door entrance, use doorbell, "Door A"

Mill Valley: Side door that enters into the cafeteria, use doorbell, “Door 1”

Navin: Side door that enters into the cafeteria, use doorbell, “Door 1”

Northwood: Rear playground door that enters the cafeteria, knock on door, “Door 5”

Raymond: Side door entrance walkers/drop off/pick ups enter, use doorbell, “Door C”

NOTE: If the students and staff are using one of our alternate spaces and not answering the door, please call the site cell phone and a staff person will promptly arrive to let parents into the program.

SACC FAQ # 3 – Can my older teenager pick up my student? Any individual (including teenage brothers and sisters) can be designated by a parent to pick up a student from a SACC program. Please remember that individuals who pick up must be old enough to have a photo ID. This can be a driver’s license or student id.

Emergency Weather Days Notification, Registration and Cancellation Policies

Emergency Weather Days (EWD) programs occur when Marysville Schools are canceled for the day due to snow or other inclement weather. Once it is announced that school is closed, a SACC EWD will begin operation. EWD operation can be verified by calling the SACC Office, a SACC program site, or by following posts made by Marysville SACC on Facebook. **PLEASE NOTE: SACC will remain open as long as all buildings have heat, running water, electricity and sidewalks and parking lots can be cleared by Maintenance. The district’s Operations Director and Superintendent can make the decision and will inform SACC staff if they are required to close as well. SACC will inform parents/guardians if SACC does close in these circumstances.**

Registration for EWD will be taken through the SACC Office. Accounts are charged the EWD fee upon occurrence. Pre-registration is required – drop-ins are not accepted. Students who are registered for the EWD will be charged when an EWD occurs **regardless of his or her attendance.**

Hours of operation are 6:30 a.m. until 6:00 p.m. To reach the program you may call the SACC Site Phone (pg. 20). Every student will need a sack lunch and a drink. In keeping with the SACC Wellness Policies, please do not send soda or candy. Students should dress appropriately for playing outside (weather permitting) and wear tennis shoes. No toys, electronics or hand-held games of any kind will be allowed.

Information About Your EWD Enrollment Status

- ☐ **NO!** Your student(s) are NOT enrolled in the SACC Emergency Weather Days Program.

Students who are not enrolled in EWD will be required to be picked up by a responsible adult when the closure is announced. In the case of a delay to close, SACC staff will contact parents to open a line of communication to discuss pick up procedures for each student. Parents are expected to pick up their student(s) as soon as possible.

- ☐ **YES!** Your student(s) are enrolled in the SACC Emergency Weather Days Program.

Weather Closure Program Site: When school is first delayed and then later becomes canceled, you will report to your regular Before & Afterschool Program Site. When school is canceled either the night before or before SACC begins that day you will report to your regular Before & Afterschool Program Site.

- | | | |
|---|---|---|
| ☐ Creekview Intermediate | ☐ Edgewood Elementary | ☐ Mill Valley Elementary |
| ☐ Navin Elementary | ☐ Northwood Elementary | ☐ Raymond Elementary |

****Please be aware that from this point forward, your account will be charged for every EWD that SACC operates, regardless of your student's attendance.** If you wish to be removed from the EWD program, please contact the SACC Office. A Change in Enrollment Status fee may apply.

Enrollment Definitions

AM = Student attends the morning sessions only

PM = Student attends the afternoon sessions only

AM/PM = Student attends both the morning and the afternoon sessions

Full Time = Attends 3 or more days a week

Part Time = Attends 1 or 2 days per week, but may request to drop in to either the AM or PM program

Extra Charges

Parents will be assessed additional charges under the following conditions:

AM Delay - \$8.00 per student / per occurrence

- Assessed to accounts **ONLY** if your student is in attendance for a school delay regardless of their time of arrival.

Late Pick Up - \$5.00 every 5 minutes beginning at 6:01 PM

- Assessed to accounts for parents who are late to pick up their student at the end of the program day.

Trace - \$5.00 per occurrence

- Assessed to accounts when parents fail to notify SACC staff that their student will not be attending the PM SACC program, forcing staff to locate or "trace" the student.

Enrollment Status Change - \$10.00 per occurrence

- Assessed to accounts for change of program during the current school year. (See page 6)

Late Pick Up Policy

As a courtesy to SACC Staff, please phone the program site if you will be late (after 6:01 PM) picking up your student. Staff will remain at the program until all students are safely in the care of a responsible adult. Staff will attempt to reach parents and emergency contacts listed on student enrollment forms. In the event that no contact can be made, child protective services or the Sheriff will be contacted. \$5.00 will be assessed to accounts for every 1 minute beginning at 6:01 PM. After 3 occurrences in 3 months student(s) will be removed from the program.

Medical Needs Policy

To provide the best care for your student, SACC staff should be informed of all student medical needs. Please list these and any other appropriate medical conditions on your **SACC Student Needs** form when enrolling in SACC.

Medication Policy

Students are not allowed to carry medication (prescription or non-prescription) on their person at any time. Students are not allowed to self-medicate. All medications taken at SACC must be dispensed by a staff person. Any student who needs medication administered during SACC hours must have completed the Physician's Request of Administration of Medication form and have that form filed with the SACC office. It is the parent's responsibility to supply the SACC Program with their child's medication when they have registered their child for an individual **School Day Off**. This includes medication that is typically administered during SACC hours AND during the school day hours.

Non Discrimination Policy

The SACC program does not discriminate in our enrollment policies or procedures based on race, color, sex, religion, national origin or physical or mental handicap.

Outdoor Play Policy

Parents should dress students for the weather. SACC Staff will use their best judgment when taking students outdoors for play. Precautions will be taken to minimize exposure to the elements when conditions are rainy, windy, snowy, or unusually hot or cold. Students will not be taken outside when the temperature is less than 20 degrees.

Parent and SACC Staff Conflict of Interest

If a SACC parent employs a SACC staff member outside of the regular SACC hours to babysit their children, the Marysville Exempted Village School District has no liability or responsibility for any situations or circumstances that arise out of these types of arrangements.

Parent Involvement

Parents are encouraged to participate in their student's SACC program. Parents are welcome to visit the SACC site at any time during program hours. When visiting the program, parents are asked to follow the posted rules for safety. Suggestions from parents are welcome. Parent conferences with SACC staff or the SACC Director can be requested at any time. To schedule a conference, call the SACC office.

Fiscal Relationship to the District

The SACC program is fiscally self-sufficient, operating as a non-profit business within the public school setting. Operating funds for staffing, supplies, transportation, and other expenses are generated through tuition and fees paid by parents who use program services. Other program funding sources include third party payments from area service agencies, grants, community, and private donations. No Marysville Exempted Village Schools tax income is used to support the SACC program.

Payment Policies

Payment is required in advance of services. **Monthly payments are preferred**, however payments will be accepted weekly or bi-weekly and that preference will be part of the payment agreement that parents or guardians enter into when registering their student for SACC. Monthly payments are due on or before the first of the month. Bi-weekly payments (every 2 weeks) are due on or before Friday for the following two weeks. Weekly payments are due on or before Friday for the following week.

Students who regularly attend a Before & After School program and wish to register for an SDO can include payment with their regular weekly payment. Payments for SDO's will also be accepted at the SACC Office and the SDO program site on the day of the event.

Emergency Weather Days, delays, early dismissals and extra charges payments are the exception to the rule. Payment for these services is expected to be included in your next SACC payment, or within 14 days of occurrence, whichever comes first.

NOTE: \$5.00 per week late fee will be assessed to any account that is not current. Further, accounts that are not current by the last day of the school year will have their SACC registration for the next school year frozen until full payment is received.

Payments will be accepted in the following ways:

***PREFERRED* Online with Procure system** - Payments can be made with a credit card through Procure once you are enrolled in one of SACC's programs. A valid email address needs to be given to the Office staff so parents are able to create an account and view balances or make payments.

At the SACC Program Location – Please submit payment in check, money order or cash to the Team Leader at your student's SACC site. Make your check or money order payable to MEVS/SACC. SACC Staff will provide you with a receipt.

At the SACC Office - Payments will be accepted at the SACC Office at Marysville High School. Please make your check or money order payable to MEVS/SACC. **NOTE: Please call to confirm that someone will be in the office before arriving to drop off payment.*

Online through your private bank – Individuals who participate in online banking may also choose to have their private banking account set up to automatically pay SACC tuition with their other bills. Please consult your own financial institution about this service. Make your payment payable to MEVS/SACC and mail to 212 Chestnut Street, Marysville, Ohio 43040.

Billing statements for your account will be e-mailed monthly. Paper copy of statements are available upon request.

SACC FAQ # 6 – What is the SACC program's Tax ID number I need to include when filing my taxes?
Our tax ID number is 31-6400720.

Permission to View Movies Policy

On occasion, SACC staff may show a G or PG rated movie during program hours. Parents will not need to sign a permission slip for these movies unless students are transported to a movie theater.

Personal Belongings Policy

From time to time SACC staff may request that students bring items from home to participate in a special activity. All requests will be done in writing and come from the SACC staff. Otherwise, students are not permitted to bring stuffed animals, action figures, trading cards, hand held video games, electronics, cell phones or any other item from home.

Photograph Release Policy

The SACC program will follow the Marysville Exempted Village School District policies established regarding photo release. Parents who wish to have their student opt out of photographs will be required to complete the appropriate forms. These forms are available at the SACC Office.

The publication of a student's photo can be a sensitive matter. As professionals who want the best for your student, we will respect the decision that each parent makes in regard to this matter. However, please be aware that if permission is not granted, your student will be asked to step aside out of the camera frame and excluded from the activity. We encourage parents to discuss this matter with your student so that feelings are not hurt.

Program Closures

(Please note these scenarios are subject to change) The district's Operations Director and Superintendent can make the decision and will inform SACC staff if they are required to close as well. SACC will inform parents/guardians if SACC does close in these circumstances.

If school is delayed or dismissed early, SACC Before and After School Programs will be **OPEN**.

If an individual, several, or all schools in the Marysville Exempted Village School District are closed due to an interruption of environmental services (e.g., no power, water, heat) or due to a student safety issue (e.g. bomb threat, communicable disease epidemic) the SACC Before and Afterschool Programs at that school will be **CLOSED**.

If school is canceled due to a level 3 weather emergency, SACC Before and Afterschool Programs will be **CLOSED**.

If school is canceled due to a level 1 or level 2 weather emergency, SACC Before and Afterschool Programs will be **OPEN** and switched to operate as an Emergency Weather Days program under these conditions. Please call the SACC office to register for this program.

If school is closed due to a scheduled day off, SACC Before and Afterschool Programs will be **OPEN**. SACC will switch and operate a School Days Off program on selected days. Please consult the SACC Programs calendar on page 28. Call the SACC office to register.

Program “SACC-tastic”

The Marysville Schools SACC programs are beyond fantastic... they're “SACC-tastic”! Our outstanding, qualified, caring Marysville Schools staff lead quality programs that ensure that your student is in a safe, supervised environment that's both relaxing and fun! We meet in a designated space in a school building location and use that space for our “home base”. We keep our equipment and supplies in cabinets or closets located nearby. We also use some of the other school facilities, like the kitchen, library, gymnasium, playground and computer lab. Our programs are each designed to offer a variety of youth development activities that appeal to students in all grades. A healthy snack is available both morning and afternoon in the Before and Afterschool program. Thirty minutes or more of moderate to vigorous physical activity is offered every day. Field trips are offered during School Days Off and Summer Day Camp. Activities at each program are planned by the staff at that site but are “kid-driven” which make each site unique in the activities it offers. Check out the parent table at your student's SACC program for a newsletter and/or calendar of all the great things that go on! Even more fun can be seen at <https://www.facebook.com/MarysvilleSACC/> .

Program Locations and Phone Numbers

School Age Child Care Main Office

Marysville High School
800 Amrine Mill Road, Marysville, OH 43040
Office Phone : (937) 578 – 6134

SACC Program at Creekview Intermediate

Site Phone : (937) 243-0239, Entrance – door “A”
Address : 2000 Creekview Drive, Marysville, OH 43040

SACC Program at Edgewood Elementary

Site Phone : (937) 243-4273, Entrance – door “A”
Address: 203 Grove Street, Marysville, OH 43040

SACC Program at Mill Valley Elementary

Site Phone : (937) 243-1969, Entrance - door “1”
Address : 633 Mill Wood Boulevard, Marysville, OH 43040

SACC Program at Navin Elementary

Site Phone : (937) 243-0224, Entrance – door “1”
Address : 16265 County Home Road, Marysville, OH 43040

SACC Program at Northwood Elementary

Site Phone : (937) 243-0207, Entrance – door “5”
Address : 2100 Creekview Drive, Marysville, OH 43040

SACC Program at Raymond Elementary

Site Phone : (937) 243-3927, Entrance – door “C”
Address : 21511 Main Street, Raymond, OH 43067

SACC FAQ #8 – Do you still charge for weeks that my student is absent from the SACC program?

During the school year you will be charged the regular weekly fee every week to hold your student’s enrollment status. During the Summer Camp program, we do allow parents to take vacation weeks with a proper two week advance notice to our billing office. Change in Enrollment Status fee (see pg. 4) may apply. Please see the Vacation Weeks Policy on page 27 for more information.

Pro-rating Weekly Tuition

Effective beginning with the 2026–2027 school year, pro-rating of tuition and fees will no longer be offered. All charges will be assessed at the full published rate.

This change is intended to reduce administrative complexity, minimize the risk of calculation and bookkeeping errors, and eliminate confusion caused by varying invoice amounts.

SACC FAQ #9 – Can I come to only the Emergency Weather Days that I need? Once you have registered for the EWD program, **you will be charged for every EWD that we have regardless of your child’s attendance.** There are no drop-ins allowed at this program.

Registration Policies / Restrictions

SACC will accept new students throughout the year, provided there is available space in our program(s). During the school year the SACC program serves students in kindergarten through 6th grade. During the summer the SACC program serves students that have **completed** kindergarten through 6th grade.

Please note that families that have an account which holds a balance for the 2025-2026 school year will not be permitted to register any student for any SACC program for the 2026-2027 school year until the account is paid in full. Families with accounts that are not current for the 2025-2026 school year will not be permitted to register for the 2026 Summer Day Camp Program until that account is current.

School Year: A \$30.00 non-refundable enrollment fee will be assessed to each family enrolling in our SACC programs during the school year. If a family wishes to change their enrollment to a different program during the school year, a \$10.00 fee will be assessed to their account. If a family leaves the program during the school year and decides to return, a \$30.00 non-refundable enrollment fee will be assessed to the family again.

Summer Camp: A \$30.00 non-refundable summer enrollment fee will be assessed to each student enrolling in our SACC programs during the summer.

Payment of the first week's tuition for the school year and/or the first week's tuition for summer camp in addition to the enrollment fee is required at registration.

Registration forms are required to be filled out by the parent or legal guardian and submitted complete to the SACC office for processing before a student may attend our program.

New students who wish to enroll in SACC should...

- 1) Obtain SACC registration forms from the SACC Office, from a SACC site or from the School District's website.
- 2) Complete all necessary forms and return them to the SACC Office.
- 3) Pay the enrollment fee and tuition fees.
- 4) Receive the SACC Parent Handbook.
- 5) Confirm first date of attendance with the SACC Office.
- 6) Notify your student's school and teacher that your student will begin attending SACC.

Students currently attending a SACC program who wish to change enrollment, enroll in Summer Day Camp, School Days Off or Emergency Weather Days program should contact the SACC Office.

Our website has all the registration materials you will need to register your student for any SACC program. Simply log on to: <https://www.marysville.k12.oh.us/support-services/school-aged-child-care-programs>.

SACC Mission Statement

Providing Marysville School District families out-of-school programs in a safe and fun environment where innovation and lasting friendships are inspired.

To fulfill the mission statement, we will work to meet the needs of our students, our parents and our community in the following ways:

Students' needs will be met by creating an environment in which...

- 1) Students feel secure and accepted.
- 2) Students receive a nutritious snack before and after school and a nutritious lunch during summer camp.
- 3) Students receive opportunities for exercise, including group games, sports and large motor free play outside and in the gym.
- 4) Various educational activities and programs are offered for personal growth, skill development and enjoyment.
- 5) Students are encouraged to develop a sense of community through leadership and democratic decision making opportunities.
- 6) Students are free to make choices based on cooperation and self control.
- 7) Students have fun.

Parents' needs will be met by offering a service that...

- 1) Provides a safe, supervised and structured program for their school age students before and after regular school hours while they are at work.

- 2) Offers an affordable program.
- 3) Supports communication between SACC staff and parents.
- 4) Creates a bridge between home and school hours.

Community needs will be met by a program that...

- 1) Offers quality student care programming.
- 2) Provides supervised, constructive activities for students before and after school when parents are at work.
- 3) Builds upon and shares existing resources.
- 4) Recognizes the unique and important contributions of the SACC staff.

SACC Parent Code of Conduct

Any parent, family member, or affiliate who presents themselves in an unacceptable manner towards SACC staff or students will be asked to leave the premises immediately. It will be at the discretion of the MEVSD SACC Administration if the action warrants termination of the parent, family, and or affiliated student from the SACC Program. Unacceptable manners may include but are not limited to: threats to the health, safety, and welfare of students/staff, obscenities, harassment, disruption of a positive, safe, professional, or academic environment, etc.

School Days Off Registration Policy

Registration for the School Days Off (SDO) program will be taken through the SACC Office beginning approximately two weeks prior to the SDO date. Accounts are charged the SDO fee the day of the SDO. Spaces are limited. Registrations are accepted on a first come, first served basis.

SDOs are held at an Elementary School or Central Office. Program hours are 6:30AM until 6:00PM. Students will need a packed lunch and a drink. Snacks and a light breakfast are provided. Please consult the SDO flyer for each individual day for program details, including field trip location and other special activities.

School Days Off Program

For the 2026-2027 school year, the Marysville SACC program intends to offer the School Days Off program on certain district scheduled days off from school. This program will be filled with field trips, events and will be a day full of youth development for students who are registered in one of our programs for the school year 2026-2027. Spaces are limited. Registrations are accepted on a first come, first served basis and an email with a flyer from the SACC office will be sent 2 weeks prior to the SDO date.

SDOs are held at the Central Office. Program hours are 6:30AM until 6:00PM. Students will need a packed lunch and a drink. Snacks and light breakfast are provided. Please consult the email/SDO flyer for each individual day for program details, including field trip location and other special activities.

School Delay

The SACC program will open at 6:30 AM regardless of delays due to weather. If a school delay is announced after SACC begins on a regularly scheduled school day, SACC staff will remain on site and continue to provide student care services for the students attending the before school program. An additional fee of \$8.00 for each occurrence will be assessed to every student in attendance, regardless of their arrival time. Students who do not use SACC on delay days will not be charged this additional fee.

Shared Parenting Agreements

Families who have shared parenting agreements that affect account invoicing and/or student attendance schedules should mark the appropriate box on the SACC Registration form and file those agreements with the SACC Office. All communication regarding any changes (enrollment status, payments, attendance, or pick up / drop off schedules) should be communicated to the SACC Office. Please be aware that no changes will be made until all parties – the SACC Office, the SACC program site and both parents – have been notified. ***Please Note: that no matter who is responsible for payment, a child cannot continue to attend the program if an unpaid balance remains on the account beyond 6 weeks.***

Snack and Lunch Policy

The SACC program follows the nutritional standards established by the USDA. Parents should list any special dietary considerations that need to be addressed on their student's SACC Registration Forms.

SACC will provide a morning snack and an afternoon snack. A snack menu is available for parents and posted at the parent table at individual sites.

When SACC is in session for the full day during the school year (e.g. SDO or EWD), parents are asked to send a sack lunch. Food Services are not available on these days. If a parent is unable to provide a sack lunch, SACC will provide a lunch from available supplies (e.g., a sandwich, applesauce, milk, carrots, etc.). A morning and afternoon snack will be provided.

As part of our commitment to health and wellness, all SACC programs have a “no pop” policy, and a “no trans-fats” policy. We do not serve pop, or products with trans-fats as a snack. This is for staff and students alike! Students are not permitted to bring pop to SACC. Water and low fat milk are encouraged.

Special Needs Policy

The SACC program and staff welcome students with special needs and want their experience to be a positive one. It is important for parents of children with sensory processing difficulties to be aware of the SACC daily environment. The SACC Program has a “home base” and this is located in the cafeteria at each site. The cafeteria is large with very high ceilings, hard reflective surfaces and bright overhead fluorescent lights. If there are 50 children in the room, it can get very loud. Food is prepared on site which produces certain smells. The SACC program is not equipped for diapering of school age children. All

school age children in the program must be able to solve their own toileting needs. SACC is unable to provide service for children who require one-to-one supervision or assistance on a regular basis. Our program is financially self-supported which means we operate independently from the school district. During our hours of operation, the school district support staff such as school nurses, building aides/paraprofessionals, school psychologists, etc...are not available. It is very important that parents share relevant information about their student's special needs. We will examine each student's needs on a case by case basis and meet with the family prior to enrollment to determine how to make him or her successful in SACC.

Staff Qualifications

Each SACC employee is a highly qualified and trained youth development professional. Their position is based on their experiences working with school-agers and other contributions that they bring to the SACC program. Each staff member is required to have a BCI and FBI background check before hire. In addition, every staff person is certified in CPR, AED, First Aid, Child Abuse Recognition and Prevention and Communicable Disease Recognition. Each staff person is required to have between 5 and 15 hours of in-service training each year in the field of youth development and related topics. Our staff is dedicated to the SACC program and ours is one of the most respected, most highly trained, experienced and qualified school age child care staffs in Union County.

Student Needs Form

The SACC Student Needs Form gives parents an opportunity to communicate to our staff about their child, their child's medical needs and behavioral needs. This form is an important tool to assist staff to better understand each child so they may have a successful experience in our SACC Program. This form must be completed for each student that enrolls in our SACC Program.

Student Safety Policies

The safety of the students while attending the SACC program is the highest priority. These guidelines will be followed by all SACC staff:

- 1) Written reports will be filed on accidents and incidents and a copy will be given to the parent. Accidents will be filed with Marysville Exempted Village Schools and the SACC Office.
- 2) In the case of medical or dental emergencies, parents will be notified. EMS will be called if immediate medical services are needed. The Permission to Transport section of the SACC Registration Forms will allow EMS to transport a student in an emergency.
- 3) If at any time a student receives a head injury, that student shall be monitored and parents will be notified.
- 4) Quarterly fire and severe weather drills will be conducted for all staff and students.
- 5) A SACC staff member trained in First Aid, CPR, AED, Communicable Disease Recognition and Child Abuse and Neglect Recognition is on duty at all times.
- 6) A phone will always be on site for emergencies.
- 7) Students will not be abused or neglected and will be protected from abuse and neglect. Under section 2151.421 of the Ohio Revised Code SACC Staff are required by law to report any suspicion or threat of child abuse or neglect to Union County Children's Services.

- 8) Emergency Services or a parent (depending on the circumstances) will provide emergency transportation in a medical emergency situation.
- 9) The SACC Director and SACC staff will be responsible for each and every student.
- 10) No student will be left alone or unsupervised.

Student Supervision Policy

Every SACC site has an attendance roster that lists all students expected to be in attendance at that site. The maximum student to staff ratio is 18 students to 1 staff person. In situations where less than 18 students are in attendance at the site and only 1 staff person is present, another designated adult will be available in the building at all times during program operation. The maximum group size will be 36 students and two adults. There may be multiple groups at one site.

Students in the SACC program will be under the supervision of the staff at all times, including inside and outside play. Students are allowed to leave the designated SACC space to use the restroom or to get a drink of water, but must ask a staff person's permission to leave the room and notify the staff person of their return to the room. Students who are out of the room for more than 5 minutes will be checked on by staff.

Fourth graders and up, in groups of two or more, may be without direct adult supervision if they are within sight or hearing of a staff person in an adjacent space. The staff member will check on the group every fifteen minutes.

When one staff person is outside alone with a group of students, the staff member may send a student who is in fourth grade or older to summon another adult in an emergency situation.

Sunscreen and Insect Repellent

We are always concerned about the children's health and safety. Since many of our summer activities take place outdoors, we want to ensure that all children are protected from sunburn. Please help us to protect your child, and ensure that your child has a bottle of sunscreen at Summer SACC at all times. SACC staff will encourage your child to apply his/her sunscreen any time that they will be exposed for long periods of time to the sun.

- 1) All children enrolled in the Summer SACC Program must bring one bottle of sunscreen on the first day of the program. Students may choose to bring non-toxic insect repellents that will be managed the same as sunscreen.
- 2) The SACC staff will label each child's bottle with their name. This bottle will be kept at SACC for the remainder of the summer. We will let you know if the bottle runs out and we need another one.
- 3) SACC staff are not permitted to apply, or ask a child to apply, sunscreen that was not provided by the parent.
- 4) Children will not be allowed to apply their personal sunscreen to another child.
- 5) SACC will not be responsible if a child does not have any sunscreen and sunburns.
- 6) SACC staff will not provide sunscreen and apply it to any child.
- 7) There is no guarantee of an area at Marysville City Pool that offers shelter from the sun. Children are permitted to bring a swim shirt to wear in the pool as additional protection from the sun.

Termination of Services Policy

Please provide a **7 day notice** to the SACC Office for any termination of student care services. SACC staff will be notified and your student will be removed from the attendance roster. When a student's enrollment is terminated with an outstanding balance a statement requesting payment for the balance of tuition owed will be emailed to the address on the student's enrollment paperwork. If payment is not received in a timely manner, that debt could be reported to the County Prosecutor's Office for collection.

The SACC program may choose to terminate enrollment for reasons including, but not limited to...

- 1) Behaviors exhibited by a student that are severe and/or repetitive and/or the student has not responded to reasonable behavior modification techniques used by SACC staff. This includes behaviors that are dangerous to themselves, others or property.
- 2) Parental non-compliance with program policies and/or requests for cooperation with behavior modification.
- 3) Failure to fulfill financial obligations (see Delinquent Account Policy, page 6-7).
- 4) Determination by the SACC Director and/or other qualified Marysville Exempted Village Schools personnel that SACC is unable to meet the needs of the student.
- 5) If a family leaves the program during the school year and decides to return, a \$30.00 non-refundable enrollment fee will be assessed to the family again.

Date of dismissal from the program is at the discretion of the Director and can range from immediate to 2 weeks, depending on the urgency of the situation.

Transportation Policy

Students attending SACC will be dropped off and picked up by a responsible party. Staff will not transport students – other than their own – to or from the SACC program.

Occasionally, a SACC Before or After School program will attend off site activities for field trips. During the summer months, the SACC Summer Camp Program will attend off site activities for field trips. In these situations...

- 1) Parents will be notified of the trip and a permission form will be signed.
- 2) Students will either be transported in Marysville Exempted Village School busses or vans or walk to the field trip destination.
- 3) Students will wear identification which lists SACC's address and phone number.
- 4) Staff will bring medication, first aid kits, registration forms, etc. to ensure the safety of the students.
- 5) Proper notification will be given to students who do not wish to attend this trip so that parents can make other arrangements for student care.

Vacation Weeks Policy

During the school year, regardless of the program (Part-Time or Full-Time in Before, After, or Before and After School) there is no tuition adjustment, students will be charged their regular weekly tuition - regardless of attendance - to hold their enrollment status.

However, during the Summer Day Camp program, students may enroll for individual weeks and are permitted to change their weekly enrollment, provided the SACC Office is given a two week notice in writing (e-mail is preferred). With this notice, the full camp fee will be removed from your account and a Change in Status fee will be assessed. (\$10 / family / change). Without proper notice, the full weekly fee will be assessed. Additional camp weeks may be added at any time throughout the summer provided there is a space available in the program. **The deadline to make changes to Day Camp Week 1 is Monday, May 12, 2025.**

Volunteer Policy

Volunteers are occasionally used in the SACC program. Individuals who wish to volunteer in the SACC program should contact the Team Leader at the Program Site or the SACC Director. Once approved, each individual will be required to fill out appropriate paperwork which may include a BCI/FBI and/or Screenpointe background check and may be required to be approved by the Marysville Exempted Village School Board before starting their volunteer work. Volunteers who are underage or who do not go through the extensive background check procedures will never be left alone with students at any time.

PARENT COPY

Receipt of Parent Handbook

This School Age Child Care (SACC) Parent Handbook has been compiled by the SACC Office and lists all the policies, procedures and guidelines pertaining to the Marysville Exempted Village Schools SACC Programs.

In signing this form, I am agreeing that I have received this handbook, understand the content within and will abide by the policies, procedures and guidelines set forth by the Marysville Exempted Village Schools SACC Office.

Parent/Guardian Signature: _____

Date: _____

