



St. Paul's Lutheran Church and Schools

*St. Paul's
School-Age-Care
Handbook*

901 E. Heim Ave
Orange Ca. 92865
714 637-1130

Dear SAC Families,

It is my pleasure to welcome you to the new school year. I would like to take this opportunity to express that you and your family are valued and important to us at St. Paul's. I am excited to partner with you and your children this school year. In this partnership we will work together for the success of your children and the SAC program. Please read through your SAC handbook as it contains vital information that will assist you. Should you have any questions please contact me at (714) 637-1130 or misskim@splsorange.org.

Sincerely,

Kim de Montmorency

SAC Director

misskim@splsorange.org

SAC Billing Information

- St. Paul's SAC offers an annual one-time payment or a monthly payment plan. The 9-month payment plan is paid by automatic debit F.A.C.T.S **August billing is not included in the 9 month payment plan but is billed separately, and prorated.** Registration and monthly fees are billed and paid through F.A.C.T.S
- Months containing days off of school i.e. Holidays are billed at the same monthly contracted rate.
- A NSF fee of \$30.00 will be applied accounts.
- Occasional use fees are charged by the hour, for the full hour. Occasional rates are not prorated. Occasional use is billed through FACTS
- Emergency use fees are charged by the hour, for the full hour. Emergency rates are not prorated. Emergency use is billed through FACTS

Hours of Operation

SAC is open from 7:00 a.m. to 6:00 p.m.

Late Fees

Late fees apply beginning at 6:01 p.m.. Late fees are \$1.00 per minute per child after 6:00 p.m. with no cap. Time is assessed by cell time. Parents picking up children after 6:00 p.m. closing will be charged a late fee of \$1.00 per minute, per child with no cap. Late fees will be billed to your SAC account. Unpaid late fees will result in discontinued use of the SAC program. While calling to express that you will be late is considerate and appreciated, it will not waive your late fees.

1/2 Days and Holidays

SAC is open on all 1/2 days excluding the last day of school where SAC will open from 7am-8am only. SAC is closed all federal holidays and holiday breaks from school. SAC is closed over Thanksgiving break, Christmas Break, Spring break and Easter break. A full description of open and closed dates are available on the School Age Care section of the St. Paul's website.

Identification and Child Pick Up

We take the matter of identification very seriously. Asking for identification is for your child's safety. Please be considerate and cooperative in this matter. It is required that all parents and persons picking up must check in at the SAC sign in/out table upon entry.

- Please bring your I.D. upon pick up
- Please have your I.D. out and ready for identification
- Make sure all other persons picking up also have proper I.D.
- It is required that you code in/out your child every day. 5th grade and above may sign themselves in with written permission from a parent or guardian, but must be signed out by a parent or guardian. Please watch your child enter SAC if they are signing themselves in. SAC does not assume responsibility until the child enters the SAC building and signs in.
- It is required that persons picking up make contact with the SAC staff member at the sign in/out. Please have your I.D. in hand. We will I.D. you until we know you. Once we know you we will no longer require I.D.
- Please inform SAC whenever someone other than yourself or your spouse is picking up.
- If someone other than yourself is picking up please add them to your Renweb account as a EC/PU person. You may also write it on the dry erase board in SAC or call SAC to notify. If persons are not listed on Renweb we will call you.
- Indicate all persons who ***are not*** allowed to pick up.
- In custody cases, restraining orders are required to prevent pick up.
- All play date pick ups must be pre-arranged prior to attending the SAC center. SAC does not allow children or other parents to place calls for end of the school day last minute arrangements. If something should come up at the end of the school day that you have approved, please contact us immediately to inform us.
- If you are a monthly contracted family and at times will be picking up your child directly after school please notify the teacher and SAC that your child will not be in attendance. *On occasion it has been our experience that parents have miss communicated to each other or other parties as to which person is picking up, and or have decided to pick the child up early and have not communicated with each other. This miss communication has created undue stress for all parties involved. Please communicate to all necessary persons that you have picked up your child. Also please make contact with SAC to inform us you have picked up your child from school.*
- Please notify SAC if your child is ill and will not be attendance

SAC Information and Notification

All SAC school year information is posted on line at www.stpaulsorange.org SAC Information will also be posted on the SAC door and or parent board. ***SAC is not responsible for missed information or missed deadlines.***

Student Behavior

Every child's success is very important to us. SAC works with children on conflict resolution, accountability, and ownership of ones behavior. Should your child exhibit behaviors not in compliance with St. Paul's core values while in SAC you may be contacted. **Should your child exhibit these behaviors while in SAC i.e. hitting, kicking, fighting, biting, bothering of others, inappropriate language, you will be called to pick up your child.** Continued issues regarding said behavior can and will result in discontinued use of SAC until the matter is resolved.

Homework

Students are allowed to do homework at any time while in SAC. A designated homework time is also available after school. Homework is each child's individual responsibility. A teacher will assist as needed. Kindergarten does not attend homework in SAC. Kindergarten homework must be completed at home.

Nutrition

Snacks are to be brought from home daily. St. Paul's school ***IS NOT*** a peanut free environment or school. A peanut free table is provided by St. Paul's. Please send a snack from home if your child has any food allergy. Snacks are not to be shared among students.

Peanut Allergy

St. Paul's is not a peanut-free environment. There is the possibility for contact with peanuts and/or peanut related products. A peanut free table and hand sanitizer are available on campus. Please reference page 6 and 7 of the SAC Handbook for the St. Paul's policy regarding Peanut/Anaphylaxis allergy. Food or other allergy's. Parents must indicate directly on the emergency form all food and/or other allergies. Children with food allergies must bring their own snack items from home daily.

Medication/ Allergies

In order to administer medication, parents must fill out and sign a medication form and bring all medicines in a labeled prescription bottle. Parent must indicate directly on the emergency any medication allergies or special needs.

St. Paul's Campus

St. Paul's is blessed with a very large campus which can be overwhelming to our new parents. Our staff utilize walkie talkies to communicate while observing and assisting the children. Our children will move around in many areas of the campus. These areas are the SAC rooms, playground, field and black top. All children are supervised within the SAC areas.

Boo Boos

Boo boos do happen at St. Paul's school and in SAC. During the course of the day children at play may get hurt. Should your child become injured, SAC will assess all injuries and call you. SAC encourages all children to inform the SAC staff of all Boo Boos. Unfortunately some children wait until they get home to express a boo boo. Please discuss with your children the importance of telling an SAC staff member immediately about all boo boos. Parents and 911 will be called for all serious injuries.

Illness

Ill children are not permitted at St. Paul's school or in the SAC program. All children must be fever free for a 24 hour period before returning to school or SAC. Should your child become ill while in SAC we will call you and you will be expected to pick up your child.

iPads

iPads are allowed daily in SAC for grades 6-8.

With permission from the parent/guardian, 4th and 5th grade may bring their I pads or electronics to SAC on Fridays and 1/2 days. All iPads and electronics for 4th and 5th grade must remain in their backpacks during the school day. 4th and 5th grade are not permitted to have or be in the vicinity of any I pad or electronic Monday-Thursday. This is an earned privilege for 4th and 5th grade, failure to comply with the rules will result in loss of this privilege.

Parking

When parking for pick up, please park in a stall and come into SAC. Please ***DO NOT*** park in or block the handicapped parking in front of the SAC building. Parking and blocking this area causes much duress for the handicapped and SAC.

Toys from Home

Toys from home are not permitted in SAC during the school year on 1/2 days.

Snack Bar is available for SAC students 4th-8th grade when open.

Allergies/Anaphylaxis (Page 1 of 2)

Dear Parents,

One or more of the student's enrolled at St. Paul's School, St. Paul's ECDC, and/or St. Paul's SAC center has a life threatening allergy to peanuts, nuts, and tree nuts. Strict avoidance is the only way to prevent a potentially fatal allergic reaction. This allergy is so severe that the children are even contact sensitive to all peanut, nut, and tree nut products.

While some children may experience a stuffy nose and watery eyes, other children develop hives. In the most severe cases, anaphylactic shock can occur within seconds of coming into contact with a nut product. The heart rate increases, blood pressure drops, and the soft tissues of the throat swell and block the airway. Death can occur, and this can take only seconds.

We do everything we can to provide all children with a safe learning environment while taking into account the total school population. We are not a peanut free campus and we do not provide peanut free classrooms; however, in an effort to allow children the opportunity to participate in class activities, we ask that parents of children in classes which have one or more students with life threatening allergies enclose any foods which contain, or may contain, peanut butter, peanuts, peanut oil, nuts, or tree nuts in sealed plastic bags (with their child's name marked clearly on the bag). If you are not sure if something you are sending to school is safe and "nut free," please enclose it in a sealed plastic bag. A policy of not sharing foods in class will be followed in classrooms which have one or more students with life threatening allergies since it is one of the ways to lessen the chances of exposing a student to a life threatening allergen.

Please see the back of this page for more information on how we are handling severe allergies here at St. Paul's. Should you have any questions, please discuss these with your child's teacher. School administrators are also available to answer any questions you may have. Your cooperation in this matter is greatly appreciated and assists in ensuring the safety of all students.

In Regard,
St. Paul's Administration

Allergies/Anaphylaxis (Page 2 of 2)

Allergies: Management of Severe Peanut Allergy/Anaphylaxis

Our goal is to provide a safe school environment for all children, including those with severe allergic reactions, while taking into consideration the total school population.

What do we require of parents of students who have severe peanut allergies?

- Parents must notify the preschool/school/school age care staff, administration, and teachers of medical conditions.
- Parents must provide emergency medications with written physician orders and parental consent.
- Parents must inform preschool/school/school age care staff, administration, and teachers of any change.
- Parents must obtain a medical alert bracelet for their child.
- Parents must provide protective barriers (i.e. extra-large placemat) to use between food and eating surfaces.
- Parents must educate their child to prevent exposure to allergens:
 - Eat only food sent from home.
 - Wash hands before eating.
 - Keep hands away from mouth to prevent inadvertent exposure to allergens.
 - Use protective barrier between food and eating surfaces.
 - Immediately report symptoms to teacher or an adult.
- Parents must provide all food for lunch and snacks.
- Parents must maintain snacks at school for parties.
- Parents must provide the school, ECDC, and SAC sites with a licensed trainer whose task is to train teachers and designated staff regarding the student's allergy, signs and symptoms of allergic/anaphylactic reactions, emergency care and treatment techniques, and the use of EpiPens®.
- Prior to off-campus trips, parents will meet with teachers and designated staff to discuss what is needed for the trip off campus (i.e. physician orders, EpiPens®, etc.)

What do we require of students who have severe peanut allergies?

- Students must eat only food sent from home.
- Students must wash hands before and after eating.
- Students must keep hands away from mouth to prevent inadvertent exposure to allergens.
- Students must use a protective barrier between food and eating surfaces.
- Students must immediately report any symptoms to a teacher or staff member.
- Students must wear a medical alert bracelet.
- Students must always carry their EpiPen® on field trips.

What are the school's responsibilities in the case of students with severe peanut allergies?

- Once informed of an allergy situation, teachers and designated staff will be trained (as outlined in item 9 under the section titled "Parent Responsibilities").
- We will call 911 in the event that an EpiPen® is administered to a student.
- When it comes to projects and class activities, teachers will maintain a classroom free of peanuts and peanut products to the extent possible. We cannot and do not guarantee a peanut free campus or peanut free classrooms.
- Teachers will allow children to keep peanut and peanut products in class as long as they are sealed in clearly identified (with name) containers in their lunch box or bag in class.
- When possible, teachers will not allow peanuts and peanut products to be exposed or eaten in the classroom. On days when students eat lunch in classrooms (i.e. Rainy Day Schedule, etc.), the school will provide an alternate lunch location for students with severe allergies. At the conclusion of classroom eating, the teacher will ensure that all surfaces are wiped down with soap and water.
- St. Paul's Leadership Team members and the child's homeroom teacher will request parent support by providing a letter to all families in affected classrooms.
- A policy of not sharing foods in class will be instituted in the child's homeroom classroom.
- Teachers will ensure that tables are washed with soapy water after use by each class.
- Teachers and staff members will work to ensure that each student washes his/her hands with soap and/or hand sanitizer when arriving at school, after eating snacks, and after eating lunch.
- Teachers and/or staff members will administer medications as directed by physician orders.
- Teachers will notify parents of allergic reactions occurring at school.
- On the day of an off campus trip, the teacher will confirm with the parent that all necessary medication and physician orders are present.
- The principal, or an appointed designee, may designate a table(s) as peanut free and any students without peanut products may sit at this table. (e.g. fruit, tuna, lunchmeats, and vegetables can be eaten.)