



2019-2020 Parent Handbook



Welcome

Dear Families,

Welcome to School Age Child Care!

School Age Child Care (also referred to as SACC) is designed to meet the needs of working parents by offering planned supervised activities before and after school. Children are in a supervised environment filled with a variety of appropriate activities to promote development and self-esteem. We look forward to having your child with us during the school year.

The School Age Child Care 2019-2020 Parent Handbook outlines what parents can expect from our program along with our policies and procedures. I ask that you take time to review the important information and expectations contained in this handbook with your child. Please keep this handbook readily available as it provides answers to frequently asked questions.

I welcome your feedback. Please do not hesitate to contact me with any suggestions, questions or concerns

Sincerely,

Amy Allen
School Age Child Care Program Coordinator
Cheryl.Wajeesh@uticak12.org
586-797-6980

Table of Contents

Welcome.....	2
Curriculum Components.....	4
Registration Information.....	5
Enrollment Forms.....	5
Tuition Payment.....	6
Payment Options.....	6
Late Pick Up / Policy and Fees.....	7
Additional Fees.....	8
Customer Statements.....	8
DHS – State Assistance Payments.....	8
Arrival and Departure.....	8
Attendance Procedures.....	9
Communication.....	10
Clocking Child In/Out.....	10
Custody.....	10
Authorized / Unauthorized Individuals.....	10
Under the Influence.....	11
Half Days and School Breaks.....	11
Absences.....	11
Student’s Conduct.....	12
Items from Home.....	12
Homework Policy.....	12
Special Needs.....	12
Parent Responsibilities.....	13
Discipline.....	14
Disciplinary Actions.....	14
Dismissal from Program.....	15
Confidentiality Policy.....	15
Staff Screening and Qualifications.....	16
Volunteers.....	16
Health Policy/Communicable Diseases.....	17
Health Care Plans.....	17
Medication.....	17
Injury/Incident Procedures.....	18
Minor Injury/Incident.....	18
Serious Injury/Incident.....	18
Child Abuse / Mandated Reporters.....	18
Fire, Weather, Evacuation and Lockdown Drills.....	19
Emergency School Closing.....	19
Licensing and Regulations.....	20

Objectives

School Age Child Care is available Monday through Friday from 7:00 am until the start of your elementary school and after school until 6:00 pm. It provides the following:

- A nurturing environment for all children
- Planned and supervised activities before and after school, S.T.E.A.M. workshops and camps
- Themed projects that will provide opportunities for experimental learning, developing personal skills, interests and working together in groups
- Indoor and outdoor activities that provide children the opportunity to have fun, work together as a team and stay fit
- A safe and friendly place where children can feel comfortable and are able to socialize with their peers
- A well-equipped area with a competent and caring staff that are there to offer many choices for the needs of each child
- A family-friendly environment where parents are secure in the knowledge that the safety and well-being of their children is the main focus of the staff

Curriculum Components

The Creative Curriculum supports the idea that children are individuals and learn at their own pace and developmental levels. Children change greatly during the school age years and the rate and nature of change varies considerably, among children and across developmental areas within the same child. School Age Child Care approaches these developmental realities as opportunities rather than problems.

School Age Child Care promotes an extension of the child's continuing educational needs both before and after school.

Daily curriculum components include, but are not limited to, the following:

- literacy
- arts & crafts
- math/problem solving
- social competence and conflict resolution
- community service projects
- science & discovery
- health, wellness & fitness
- technology/coding

Through scheduled activities and instruction, School Age Child Care will be able to meet the needs of each child. The goal is to create a fun-filled learning environment before and after school where children acquire a positive self-image, self-awareness and social skills and also enhance imagination and build creativity through approved daily lesson plans.

School Age Child Care will also provide opportunities for off-site field trips and on-site presentations.

Registration Information

Registration Fee

\$60 per child / \$75 per family

Registration fee is non-refundable

The non-refundable registration fee will be charged each school year for returning and new families. This fee contributes to the cost of salaries, supplies and materials used in the School Age Child Care Program.

The parent listed on the registration form shall be the person responsible for full payment. If parents choose to have separate bills, each parent must register separately and pay a separate registration fee.

Enrollment Forms

The following forms are required in order for a child to be registered for School Age Child Care:

- registration form
- registration payment
- prepayment – (Prior to your child attending School Age Child Care, calculate ahead and pay a minimum of ONE week's tuition in advance or set up auto-deduct.)
- child information record (BCAL-3731)
- child information form
- certificate of good health
- child / parent behavior contract
- policy agreement
- payment agreement
- movie / media Release
- licensing notebook notification
- playground consent
- parent handbook acknowledgement form

It is mandatory that forms be kept current. If there are any changes during the school year, such as address, contact phone numbers or change of individuals authorized to pick up your child, please notify your Director immediately in writing.



Tuition Payment

The School Age Child Care rate is \$4.50 per hour/per child. There is a minimum charge of one hour per session (morning and / or afternoon.) After the one hour minimum, charges are in 15 minute increments. Care hours are determined by the amount of time the child spends in the program rounded up to the nearest 15 minutes.

The School Age Child Care Program is a PREPAY PROGRAM. This means tuition payment is due weekly on the Thursday BEFORE the week of care. If you estimate more hours than your child actually attends then you will have a credit on your account for the following week of care. However, if your child attended more hours than you expected the additional tuition will be due immediately upon receipt of your statement. Account statements will be prepared each Monday for the hours your child attended the previous week. Accounts need to be kept at a zero balance or in a credit status going into the new week. **If you have an outstanding balance your student will not be accepted into the SACC room and will be sent to the office.**

The tax ID Number is 386002552. For tax purposes, parents are asked to keep their own records: weekly emailed statements, cancelled checks or credit card receipts. **If a yearly statement is needed, other than the one sent in January, there will be a \$25 fee to have the request processed.** If divorced / separated parents choose to have separate bills, each parent must register separately and pay a separate registration fee.

Payment Options

For your convenience, and to ensure uninterrupted care, we strongly encourage families to sign up for the Automatic Payment Processing system **TUITION EXPRESS**. The forms are available at registration or from your Director. Please complete the required forms and return to your school's SACC Director or fax to 586-797-8367.

Option#1

Auto-deduct using your Visa/MasterCard/Discover card.

Complete and sign Section A of the Tuition Express form, Electronic Funds Transfer Authorization for Credit Card. This will authorize School Age Child Care to automatically deduct each Monday the exact amount billed to your child's account, using your MasterCard/Visa/Discover.

Auto-deduct using your checking account.

Complete and sign Section B of Tuition Express form, "Electronic Funds Transfer Authorization for Bank Account." This will authorize School Age Child Care to automatically deduct each Monday the exact amount billed to your child's account, using your checking account.

Option #2

Process on-line payments at your convenience.

Tuition Express is available 24 hours a day, 7 days a week, and 365 days a year. Complete and sign the **Tuitionexpress.com** registration form. This option will enable you to set up your own Tuition Express account and make payments using your MasterCard/Visa/Discover. Once the form is completed, the School Age Child Care Office will process it and issue a **Tuition Express ID Number** and a **Four-digit Registration Code** to you. Once you receive your code:

1. Go to www.tuitionexpress.com
2. Enter your Tuition Express ID Number and Four-digit Registration Code.
3. Choose your own username and password combination that will be easy for you to remember.
4. Begin making payments. **Please note: This payment takes two business days to process.**
5. If you have lost or forgotten your login information, you will need to be re-issued a new Tuition Express ID Number and four digit Registration code, and re-register with a new Username and Password.

Option #3

- **Credit Card** – Visa/MasterCard/Discover will be accepted by calling the School Age Child Care Office (586) 797-6980.
- **Check or Money Order** – Payments may be made by check or money order (make payable to UCS) and mail to: UCS – Community Education Center, 38901 Dodge Park Road, Sterling Heights, MI 48312. ATTN: School Age Child Care. Checks will not be accepted at the individual sites.
Please write your child's name and school in the "Memo Space" on your check.
- **Cash** – Cash payments can only be made at the School Age Child Care Office at the Community Education Center. The exact amount for payment is required as the staff does not have change. **Cash will not be accepted at individual sites.**

Late Pick Up / Policy and Fees

The late pick up fee of \$1 per minute, per child will be charged beginning at 6:01 pm.

The School Age Program closes at 6:00 pm. In the event that you will not be able to pick up your child by 6:00 pm, please contact an authorized person listed on your Child Information Card to pick up your child. A call notifying SACC that you will be late is appreciated, but will not eliminate any late fee charges.

Action steps taken when parents are late:

- After 5 minutes: The Director attempts to call the parents.
- After 10 minutes: The Director uses emergency card to contact others.
- After 60 minutes: The Director contacts law enforcement.

Any child left after 7:00 pm (without a staff member being contacted by a parent) and we are unsuccessful in reaching you or an emergency contact person, law enforcement will be called for further assistance. Families who are consistently late might be subject to exclusion from the program.

Additional Fees

- Unexpected Attendance - \$5 charge.
 - Accrued when your child attends SACC and was not scheduled for the day.
- No Call / No Show Fee - \$5 charge.
 - Accrued when a child is scheduled for SACC and does not show up and the Director was not notified.
- Declined Fee - \$5 charge.
 - Accrued when a credit card payment through Tuition Express is declined.
- Additional Fees – Field trip and/or activities fee during ½ day and breaks.
 - Your Director will have additional information regarding these fees, please refer to your SACC Calendar.
- NSF FEE - \$25
 - Once a NSF check has been received, personal checks will no longer be accepted from that account. Checks returned for insufficient funds will not be re-deposited.

All fees are non-refundable and non-transferable.

Customer Statements

- Customer statements are e-mailed every Monday to the e-mail address provided on your *Registration Form*; we do not mail statements. A customer statement can also be printed at your building. Please ask your Director
- Your account must be at a zero balance, in a credit status or have auto-deduct set up for your child to attend the School Age Child Care Program.
- Please note: when reviewing your statement in the Balance column, a negative number represents a **CREDIT** on your account, **NOT the amount due.**

User	Post Date	Description	Comment	Charge	Credit	Balance
wdav	9/21/2015	SACC Tuition Hourly	May: week of 9/14-9/18	19.00		-17.00
Total				19.00	0.00	-17.00

DHS – State Assistance Payments

- DHS does not pay for late fees, decline fees, or other additional charges; DHS only pays for the registration fee and a portion of the hourly rate fees.
- Once authorized, there is a parent portion NOT covered by DHS.
- The parent is responsible for payment of all/any amount not paid by DHS.
- Approved DHS payments will be added to your account.

Arrival and Departure

UCS District Security Policy mandates for the safety and security of the children that all entrances to elementary buildings are locked. The School Age Child Care Program entrance is equipped with an intercom system. When you arrive, please press the intercom button and identify yourself. Please show photo ID to the camera before entering the building. Staff will unlock the door and let you in. *Staff will only allow registered School Age Child Care families/children into the building.*

Attendance Procedures

- All attendance must be recorded in SACC records, just like school attendance.
- There are two binders on the parent desk to highlight your child's attendance for the current week and following week.
- Inside is a list with your child's name and a morning/afternoon box, marked AM and PM.
- Mark the appropriate boxes next to your child's name for the week.
- Highlighted boxes mean your child will attend.
- Blank boxes mean your child will not attend.
- Please call/e-mail SACC with any schedule changes by 3:00 pm
- Please ask a staff member if you have any questions.
- It is important for you to notify your SACC room of your child's attendance, even if you call/email it every day.

These procedures are in place for the security and safety of your child

See Example below:

Student Name	Monday	
	AM	PM
Smith, Suzie		
Taylor, John		
West, Caden		

NO Morning, YES Afternoon

YES Morning, Not scheduled for PM

Not scheduled to come in AM or PM

It makes for a very scary situation for building personnel and the child when the following scenario occurs:

John is highlighted to attend SACC on Monday morning, not highlighted for the afternoon. After school John takes the bus home. A parent comes to SACC to pick up John. SACC did not expect John to attend SACC that day because he was not highlighted (his attendance was not reported).

To avoid these situations, please notify SACC of your child's attendance.

Communication

During drop off and/or pick up time it is important that there is daily contact between the parent, Director and staff. By sharing information concerning your child's activities and welfare, we can work together to meet the needs of your child.

Clocking Child In/Out

For your child's safety, the School Age Child Care program require that children are clocked in and out of the program by the person or persons listed on the Child Information Record who are 18 years of age or older. **Parents must go to the SACC room to clock their child in before school and clock out at pick-up after school.** Parents must clock in and out in the presence of the School Age Program staff. Please do not allow children to clock in using the code.

Parents will be issued a code to clock their child in and out of the SACC Program using the Procure Software System. A staff member will be available if you need assistance.

If your child attends other functions, such as safety patrol, enrichment class, tutoring, etc., during SACC Program hours, they will be clocked out at the start of school and then clocked back in at the end of the school day. You will not be charged for the time your student is not in the SACC Program if the student is properly clocked in and out. Please see your Director to sign the appropriate form.

If a child is not clocked in or out by a parent or designated person, you will be charged for an entire day regardless of the amount of time your child attended that day. It is the responsibility of each child enrolled to go directly to the SACC room immediately after school is dismissed.

Custody

In the event of divorce, separation or joint custody ruling, every effort is made by School Age Child Care, to treat each parent with respect. Site Directors and staff do not become involved in custody disputes. Please do not ask staff to document and/or discuss any actions or behavior of another parent. Unless custody has been established by court action and a copy of the court order is on file, one parent may not limit the other from picking the child up from the program. Without a court order we cannot withhold a child from his/her parent. If parents choose to have separate bills, each parent must register separately and pay a separate registration fee.

Authorized / Unauthorized Individuals

At registration, the name of the person(s) authorized to pick up a child must be provided. No one other than the parents and those listed on the Child Information Record will be permitted to pick up your child. If someone other than the authorized person(s) will be picking up a child, the Site Director must be notified in writing and photo ID will also be required.

SACC Staff will only release a child to a person 18 years or older who is listed on the child information card. Any exceptions must be approved by the SACC Coordinator.

Under the Influence

If a person arrives to pick up a child and it appears to our staff that the person may not be able to safely transport the child, our staff will:

- Offer to keep the child in our care for an extended period of time.
- Ask the person if they would like to contact a friend or family member to pick them up.
- Offer to arrange for a taxi.
- Advise the person that it is not safe for the child to ride with him/her at the time and law enforcement will be notified that they are leaving our facility and planning to transport the child.

Half Days and School Breaks

School Age Child Care follows the school year calendar, unless otherwise announced. The program will remain open during UCS designated half days. Attendance is limited on these days due to staffing. You will be required to sign up at least two weeks in advance.

- Children not signed up in advance for each half day will not be able to attend SACC that afternoon.
- Off Site Field Trip/Activity - If a field trip has been planned, all children attending must be signed-up for the field trip by the posted day and time deadline. Transportation for the field trip is provided by UCS. Field trip charges will be added to your account.
- No refunds will be issued for field trips.

On half days, there are no school lunches or milk available. Parents are responsible for providing a lunch, unless noted as a special event.

School Age Child Care, at your elementary building, is not available during school calendar holidays, Midwinter Break or Spring Break. However, during those breaks, SACC will be available at Rose Kidd Elementary, which is located at 38397 Gladstone, Sterling Heights, MI 48313. Preregistration and prepayment is required. See your Site Director for further details.

Absences

Parents must report absences no later than 3:00 pm on the day of the absence to avoid the no call/no show fee. It is not the responsibility of the school office to notify SACC of your child's absence. All Site Directors have an email and voicemail.

Absences without prior notification may be mistaken for a missing child. This causes unnecessary concern and time spent searching for the child. If a child does not arrive at the program as intended, the Site Director will contact the parents. If the parents cannot be reached, the Site Director will contact the names listed on the *Child Information Record*.

Student's Conduct

Please review with your child/children the expectations of them to make sure their time in the program is a safe and pleasurable experience.

Each child should be aware of the following:

- They are to report immediately to the SACC room after school is dismissed
- Must listen to the Staff and follow directions
- Respect other people's belongings by not touching/using their belongings without permission
- Students are expected to clean up after themselves. Examples: after using games, doing crafts, and snacks
- Students will be responsible for their actions
- Students must respect others personal space by keeping hands and feet to themselves.
- Students will use appropriate indoor voice while in the SACC room
- Use appropriate language and positive remarks
- Permission is required to leave the room/area
- Students must respect other's feelings by having a positive attitude when talking to them
- Students shall not bully or be cruel to others

Items from Home

Children should not bring toys or any items from home. Children's items, such as jackets, backpacks, and lunch boxes should be clearly labeled with their name. Electronic devices are not allowed in SACC. Per UCS 5160 Policy - Electronic Communication Devices, elementary students are not permitted to have an ECD without administrative permission. **SACC is not responsible for lost, stolen, or damaged items brought from home.**

Homework Policy

Children are given the opportunity to do their homework and will be provided with a dedicated homework space. Students cannot return to their classroom once they have arrived at the SACC program. However, it is not the staff's responsibility to make sure a child does his/her homework.

Special Needs

The SACC program strives to meet the needs of every child enrolled in our program. In order to assist us in meeting your child's needs, it is vitally important that you complete the *Child Information Form* in as much detail as possible. This information will assist us in meeting your child's needs.

Furthermore:

- Share any information regarding your child's IEP, 504 plan, or any other specialized education plan they may have on file with the school.
- Please note: since our program utilizes a 1:18 employee to child ratio, students need to be able to function independently in such an environment. We do not provide 1 on 1 care.

Americans with Disabilities Act

Utica Community Schools will comply with the spirit and intent of the American Disabilities Act and will provide and make reasonable accommodations to assist people with disabilities to access a participation in our programs, facilities and services. It is the policy of the Utica Community Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program conducted by this educational agency.

Parent Responsibilities

The following list, while not exhaustive, outlines general parent responsibilities as they relate to School Age Child Care:

- Read Parent Handbook thoroughly, sign and return the *Parent Handbook Acknowledgement Form* to your Director. The form must be on file at your SACC location. The Acknowledgement Form states that you have read the handbook and discussed it with your child.
- Complete and submit all forms on the registration checklist. All information must be kept current.
- Tuition is due on or before Thursday of each week for the upcoming week of care. If payment is not received, care will be denied until the delinquent balance has been paid in full and the student will be sent to the office.
- Get to know your Director and staff.
- Notify the Director of your child's absence.
- Read all communications from the Director and the SACC office, i.e. newsletters, e-mails, posters and bulletin boards located close to the sign in area.
- On a daily basis, clock your child in and out of the program.
- Remind your child they are responsible for all personal property.
- You are responsible for any damage to a person or property caused by your child.
- Make alternate arrangements if your child is ill.
- Keep the Director informed of any changes or incidents at home that might result in a change in your child's behavior or attitude.
- Listen to concerns from the Director regarding your child and work out an agreeable solution.
- Label all of your child's clothes and property.
- Pick up your child by 6:00 pm to avoid a late pick up fee.

Addressing Parent Concerns

In order to address your concerns and/or suggestions at the most appropriate and effective level, we suggest the following steps:

1. Daily concerns can be brought to the attention of your Director. You can contact your Director by phone or e-mail and, if needed, you can schedule a meeting
2. If parent concerns persist, contact the School Age Child Care Coordinator, who is available for a meeting upon request. To schedule a meeting, call 586-797-6986.

Discipline

The School Age Child Care Program has clear rules for behavior and clear directions: compliance shall be established and positive reinforcement given. All staff will convey an attitude of firmness with kindness, stating expectations for the child's behavior. The staff members strive to help children learn life skills, build a sense of personal responsibility and develop appropriate resolutions for conflicts. The program operates with a **ZERO TOLERANCE** policy toward bullying, as defined by the state and district guidelines. Reoccurring behavior incidents may result in exclusion days and/or dismissal from the program.

Staff will:

- Emphasize positive behavior, while rewarding appropriate behavior that complies with the program rules and standards.
- Use redirection and diversion rather than negative reinforcement. The uncooperative child will be redirected to another activity.
- Change the environment when it interferes with positive behavior. Staff members are trained to foresee and anticipate any problems.
- Set clear, consistent, reasonable limits and establish procedures for following through on enforcing limits.
- Avoid negatives by stating rules and direction for guidance in a positive way.
- State the causes and effects of behavior and possible consequences.
- Remove a child from the scene when their negative behavior involves frequent hitting, pushing or harm to themselves, or equipment. Parents may be called immediately to pick up the child.
- Inform parents of inappropriate behavior and use appropriate disciplinary methods.
- Document and maintain a record of behavior.

Disciplinary Actions

First Incident - Verbal Communication

If a student is acting out in the School Age Child Care Program, it is important to give him/her the opportunity to correct their own behavior. If a child is being excessively rude or disruptive, a privilege is taken away or a "time out" from the activity is given. In this event, the staff will share concerns with the parent. The parent will be notified verbally about the behavior of the disruptive incident.

Disruptive behaviors may include but are not limited to:

- Intentionally hurting/endangering others or self
- Leaving the designated room (area), group or building without permission
- Running from staff
- Destroying property
- Repeatedly disrespecting staff or other children
- Repeatedly cursing or swearing
- Threatening violence
- Possessing illegal substances or weapons

Second Incident – Documentation

When concerns arise multiple times, the child has chronic behavior problems and is causing harm to self, fellow students, staff or school property, staff will document the behavior and the parent will be notified with a written disciplinary note. A parent conference will be scheduled. During the conference, parents are encouraged to work with the Staff and School Aged Child Care Program Coordinator in managing behavior. A Child Coaching plan will be put in place if necessary. We will discuss and welcome any suggestions and/or techniques as to how to deal effectively with your child.

Immediate exclusion from the School Age Program could take place if any of the following behaviors occur:

- Physical Violence
- Bullying
- Verbal harassment of peers or staff
- Threats of violence or harm to others including property
- Leaving the designated area/group or building without permission
- Running from staff

Dismissal from Program

The following circumstances may result in your child being dismissed from the program:

- Failure to prepay for services at least a week in advance (If the program account is not kept at a credit or a zero balance into the new week, we reserve the right to terminate care until full payment is made or to permanently terminate care.)
- Dropping off a child prior to 7:00 am / failure to pick up your child by 6:00 pm
- Failure to clock your child in/ out of the program
- Failure to complete all program registration checklist forms and to keep forms current and updated
- Any violent behavior that is directed toward another child or staff
- Any behavior that does not adjust to the behavioral recommendation of students in kindergarten through sixth grade
- Continued disruption to the program by the child or parent
- Any form of bullying
- Running away from staff out of the SACC room and/or the building

Conditions for reinstatement will be at the discretion of the SACC Coordinator.

Confidentiality Policy

It is important that the privacy of our children, families and staff is maintained. Staff members are instructed to keep information about children, families, and co-workers confidential. Parents are asked to refrain from commenting about children or families in the presence of other adults or children. This includes contacts that parents and staff may have outside of school time (personal contact). There are times when information regarding a home situation would help our staff take better care of your child. Please know that all information shared will be confidential.

Staff Screening and Qualifications

UCS believes the success of our School Age Child Care Program lies in the quality of our staff. Each location has a Director who is responsible for the day-to-day operations. The Director guides the staff in general site operation, including communication, challenging behavior, teamwork, scheduling, etc. The Director is available daily for parental communication.

The School Age Child Care Program staff meets or exceeds State of Michigan licensing guidelines. All employees have undergone criminal history and background checks, training in First Aid/CPR, AED, blood borne pathogens, and safe food handling.

All Staff is mandated to acquire at least 16 hours of training per year in the following areas:

- CPR/first aid
- child abuse prevention and reporting
- child development
- discipline
- games/activities
- age appropriate planning
- nutrition
- health and safety
- communication

Directors and assistants are selected based on their experience, education, character, talents and, of course, a love for working with children. The staff to child ratio is 1:18.

Annual Evaluation - Parents and staff will participate in completing annual evaluations that determine if the School Age Child Care program goals and objectives are being met.

Volunteers

Volunteers must complete proper documentation and a background check before volunteering in the program. Volunteers will work under the direction of SACC staff and will be supervised by staff at all times. Volunteers will not be allowed to escort children to the restroom.



Health Policy/Communicable Diseases

Children with signs of illness should be kept home to ensure the health and well-being of others. SACC Directors reserve the right to refuse admittance to any child that appears to be ill with contagious/infectious signs or symptoms, such as:

- A temperature of over 100 degrees (Children cannot return until they have been fever free for 24 hours without the aid of fever reducing medication.)
- Communicable / Contagious Diseases:
 - Chicken Pox
 - Pink Eye
 - Fifth Disease
 - Hepatitis A
 - Impetigo
 - Mononucleosis
 - Ring Worm
 - Scabies
 - Scarlet Fever
 - Coxsackie Virus Infection
 - Hand, Foot and Mouth Disease
 - Fever over 100 (without fever reducing medication)
 - Vomiting or diarrhea

A child cannot return to SACC until the period of contagion has passed and a written note from the child's physician is provided to SACC Director.

- Head Lice - If your child has head lice, the following steps must be taken
 - All family members must be checked for lice. The child may not be readmitted until treated, and checked by school staff/nurse.
 - A parent must immediately pick up the child and begin treatment.
 - Rid the home of the infestation.

Health Care Plans

If your child has allergies and / or a medical condition requiring medication, a meeting with the school nurse will be scheduled. Please inform your child's Director of any allergies. A Food Allergy & Anaphylaxis Emergency Care Plan, with your child's picture must be completed and given to the Director. Health Care Plans must also be completed for children with diabetes, seizure, asthma, and if necessary a General Health Care Plan. Please see your Director for these forms.

Medication

Medication will be administered by assigned SACC staff only under the following conditions:

- Per State of Michigan Guidelines and UCS Board of Education Policy #5325, a 5325 FORM 1 - Authorization for Medication form must be completed and signed by the parent & physician before medication can be administered. The authorization is for any prescription or over-the-counter medicine. See your SACC Director for the form.
- Prescribed medication or nonprescription drugs must be under a doctor's orders.
- The medication must be in its original container and the label must bear the child's name, directions for administering the medication, date, dosage and doctor's name.
- The child's physician must fill out the form for any injectable medication, aspirin or inhaler.

After each dosage, the staff will note the date, time and initial 5325 Form 2 - Medication Daily Log.

Injury/Incident Procedures

When SACC staff observes changes in the child's health, an accident, injury or other incidents, or when a child is too ill to remain in the group, parents will be notified in one or all of the following ways:

- Written injury report
- Phone call
- Email
- Text Message

All SACC directors are trained in first aid, CPR, and AED certification and shall be on duty at all times. A written record will be kept of all injuries and accidents requiring first aid.

Minor Injury/Incident

- Notification will occur at pick up time for minor injuries or incidents, such as a bump, cut, scratch, splinter or nose bleed. The child will be treated by staff certified in first aid.
- The Director will document the injury/incident by completing a UCS Student Injury Report Form #2681 with the child's name, time, location, type of injury and treatment given. The Director will review, sign and date the accident report.
- At pick up time, the Director will verbally inform the parent of the injury/incident and the parent will be given a copy of UCS Student Injury Report Form #2681.
- The original copy will be forwarded and reviewed by the UCS School Age Child Care Coordinator.

Serious Injury/Incident

In the event of a more serious injury, illness or incident, such as but not limited to head injuries of any kind, injuries requiring medical attention, allergic reactions, rashes, seizures, asthma attacks, unconsciousness, fever, vomiting, or incidents involving lost children, physical discipline of a child by a staff member or volunteer, alleged sexual contact between children or between a child and staff/volunteer, and so on:

- 911 will be called.
- Parents will be immediately notified by phone. If the staff is unable to reach the parent, the emergency contact person will be contacted.
- In the event that a child must be transported to a medical facility, a staff member will accompany the child until the parent arrives.
- The Director will complete a UCS Student Injury Report Form #2681, with the child's name, time, location, type of injury, treatment given, etc. It is the responsibility of the Director to inform the parent at pick up of the incident, and review, sign and date the accident report. Parents will be given a copy of Injury Report and the original copy will be forwarded and reviewed by the UCS School Age Child Care Coordinator.

Child Abuse / Mandated Reporters

In order to ensure the well-being of children in our care, the SACC staff is trained and mandated under Michigan state law to report incidents of possible neglect or abuse, including physical, sexual, and / or emotional abuse to the Child Protective Services Hotline. Staff members do not have discretion in this matter, but make such referrals whenever there is a reasonable case to believe a child may have been harmed in some way.

Fire, Weather, Evacuation and Lockdown Drills

In accordance with Michigan state law, the School Age Child Care Program holds seasonal scheduled fire, weather and lockdown drills. It is crucial for the safety of the children that they learn proper emergency evacuation procedures. Complete cooperation is expected during any drills and emergencies. Maps and directions for procedures are posted in each classroom.

Listed here are brief descriptions of the scheduled plan in case of particular emergencies and drills.

Fire – The SACC students and staff will exit the building through their designated route to a safe distance from the school.

Severe Weather / Storms – The SACC students will go to their designated area within the school.

Evacuation – In the unlikely event that a building is ever severely damaged or declared unsafe, the SACC Staff will evacuate all children to a designated emergency shelter to await the arrival of a parent.

Lockdown Drill - During lockdown drills, the SACC classroom / area doors will be locked and lights turned off. The SACC students and staff will proceed to the designated area, away from doors and windows.

In the case of a fire, an emergency or an evacuation, the child's emergency card is taken to the appropriate location. The SACC staff will attempt to contact you by phone and email.

Emergency School Closing

Inclement weather or building problems sometimes bring unexpected school closings. There are several ways parents can be informed about these unanticipated days. School closing information is broadcast on radio stations WJR, WWJ and WOMC. Television stations airing school closings information are Fox-2 News, WDIV-Channel 4 and WXYX-Channel 7.

Telephoning any school and selecting the school closing option from the calling menu gives parents access to the emergency school closing hotline. For parents connected to the web page, www.uticak12.org lists school closing page.

In case of early dismissal, SACC staff will contact a parent or emergency card designee.

- In the event of severe inclement weather, loss of electrical power, heat, water or other emergency, SACC may be closed.
- If a building closes mid-day due to severe weather, emergency or building problems, SACC staff will remain until the last child is picked up, subject to the regular SACC hours of operation.
- If severe weather occurs during school hours, but the schools do not send children home early, the SACC program will maintain regular hours.

Licensing and Regulations

The UCS SACC Program is registered with the State of Michigan Office of Children and Family Services. All programs meet the mandates required by the regulations set forth by the State of Michigan. All policies and procedures as well as the State of Michigan regulations are available for review at any time. Please see your SACC Director.

Per State of Michigan, Department of Human Services, Rule R400.8146 (1):

All Childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective plans (CAP). The notebook must include all reports issued and CAPS developed on and after May 27, 2010 until the license is closed.

SACC maintains a licensing notebook for all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to SACC parents for review during regular business hours.

Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.



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