A NOTE FROM THE DIRECTOR

Woodstown-Pilesgrove School Age Child Care (SACC) has created a program that is safe and fun, but also stimulating, to meet the needs of parents and children during the before and after school hours. The program is not an extension of the school day. Instead the program provides the children with activities that help to develop their physical, mental, emotional, and social needs. Their day starts with a healthy snack. Our program offers a variety of activities which may include: recreation and games arts and crafts, reading, music, drama, time to work on homework, and quiet time where the children can pursue their own interests. The homework room is a quiet environment for the children who have homework. The instructor is there to give assistance to the children in there. Topics for the activities come from the suggestions of children, staff, and parents. Games are usually held outside or in the gym. The games are of a physical nature and help to develop motor skills. During arts and crafts, the children use their creativity to make a craft. In quiet time, the children do quiet activities (i.e., coloring, board games, drawing, kinex) that help in developing fine motor and social skills. Volunteer resource people are always encouraged to share a hobby, skill or career with the children. The program is set up so that it mirrors a family or neighborhood play situation.

Woodstown-Pilesgrove SACC is approved by the Board of Education and is supported only by parent tuition fees and donations. We are licensed through the State of New Jersey Department of Children and Families and follow their requirements and regulations.

Heather Zoppina
Woodstown-Pilesgrove SACC Director

2016-2017
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PHILOSOPHY

School-Age Child Care (SACC) is a tuition-based, before-and-after school program. Our program is dedicated to providing a safe, secure and wholesome atmosphere for children of working or student parents. We create a relaxed yet productive program; emphasizing the developmental needs of children in grades K-6, blending enrichment and learning activities that encourage each child to explore his/her own interests and skills.
REGISTRATION AND ENROLLMENT

Enrollment in the SACC program constitutes an understanding that you will abide by the policies listed in the following sections.

Eligibility:
• Based on program availability, all children enrolled in the Woodstown-Pilesgrove School District in grades K through 6 are eligible to participate.
• Children **MUST** be potty trained and self-sufficient.

Registration:
• The parent/guardian will submit to Woodstown-Pilesgrove SACC the registration form, signed receipt of parent handbook, parental consent form, program contract, and a non-refundable registration fee.
• Registered children who cannot be immediately enrolled due to space limitations will be placed on a waiting list.
• Children may be enrolled in the morning session, afternoon session or both sessions.
• This paperwork should be taken to the Director for review, and the Director will confirm a start date for your child.
• All forms must be kept current. The parent must provide any new information to the Director, i.e.: names, emergency contacts, employers, telephone numbers, etc.

Summer enrollment is a separate registration and based on program availability. The summer program is offered to all students grades K-6 in both Mary Shoemaker School and surrounding districts.

ENROLLMENT FORMS

The following documents are distributed to parents along with this handbook:
• Registration Form
• Application
• Parental Consent Form
• Receipt of Parent Handbook Form

TUITION, FEES AND PAYMENT POLICY

Salaries, supplies, snacks, projects and enrichment program expenses incurred by the Woodstown- Pilesgrove SACC Program are supported entirely by tuition and related fees.

Non-Refundable Registration Fee
• A non-refundable registration fee will be charged each year for returning and new families and is required at the time of registration.

Payment Procedures
• Tuition is paid monthly and is due by the date specified on the calendar.
• If the monthly payment is not received by the date specified on the monthly calendar, the child will not be able to attend the next scheduled day and thereafter until payment plus late fees have been paid in full.
• If your child arrives at SACC, the emergency contact will be called to pick up the child. Your child will not be permitted to return to the program until tuition is paid.

A monthly schedule of the SACC operating days will be given to parents by the third week of the preceding month. Please review this carefully and indicate which days your child will attend the program for the next month. Please return the calendars with payments by the date specified on the calendar.

Refunds

• Registration fees are non-refundable.
• Since our staffing and materials are arranged in advance based upon the number of children expected on a given day, we base your charges on the days that you enroll your child; not on the days that he or she actually attends. Therefore, no refunds will be made once the calendars are returned. Consideration will be given for doctor excused or extended illnesses of longer than one week.

Return Check Fees

• A fee will be charged for any checks returned to Woodstown-Pilesgrove SACC for any reason.
• After the 1st returned check, payments will only be accepted in the form of cash, money order, or cashier’s check made payable to W-P SACC.

2016-2017 FEES

REGISTRATION FEE $40.00 PER FAMILY

Morning Program . . . . . . . . . $5.00/day
Afternoon Program . . . . . . . $10.00/day
Half Day Program . . . . . . . . . $20.00/day
Full Day Program . . . . . . . . . $28.00/day
Drop In Rate* . . . . . . . . . . . $25.00/day
*Based upon program availability

LATE CALENDAR FEE

Calendars are due back by the date specified on the calendar to give the SACC staff ample time to compile attendance sheets for the staff and your child’s teacher for the next month. Failure to return them on time may result in your child being omitted from the attendance sheets until the calendar is returned. This causes confusion for your child, for the teachers and staff, and SACC staff. Calendars must be submitted for all SACC children, no exceptions. If a calendar is not returned by the date stated on the calendar a $20.00 fee will be charged. Failure to pay this fee will result in your child being suspended from the program until it is paid. Your child will then be allowed to enter the program only if space permits.
**DROP-IN POLICY**

Drop-in care is available to those parents who would like to have their child(ren) participate in the SACC Program on an occasional basis, early closing days, and/or school holidays during which the SACC Program is operating, based on program availability. A non-refundable registration fee of $40.00/family is required for drop-in care and all necessary registration and forms must be completed prior to having your child “drop-in.” The fee for drop-in care is $25.00/day. There is a maximum of five (5) drop-in days allowed per month. Any longer periods of care should be scheduled on our monthly calendars.

If you would like to drop-in your child, please call (856) 430-4921 and leave a message for the Director **24 hours in advance** AND email sacc@woodstown.org. You will be contacted if there’s any problem with that day. Also, it is very important that you notify your child’s teacher if you are sending your child to SACC on a day that was not originally scheduled on your monthly calendar. This is important to ensure that your child arrives safely to SACC.

**The drop-in fee is due at the time of pick-up, or Friday of that week if the child is attending all week. We reserve the right to refuse drop-in service if child care coverage for that day is not adequate.**

**ARRIVAL AND DEPARTURES**

**Morning Program:** Begins at 6:30 a.m. until children are dismissed to class. For safety of the children, parents must walk child/ren into the site every day and be certain the staff is on duty before leaving your child at school.

- Parents or designated adults over the age of 18 are required to sign their children in each morning with a staff member.
- There will be a bus that will transport the Kindergarten students to ECLC at 7:30.

**Afternoon Program:** Begins at school dismissal until 6:00 p.m. The program closes promptly at 6:00 p.m. Parents or a designated adult over the age of 18 are required to come to the SACC site and sign their children out each evening.

- Students in 1st and 2nd grade will check-in the cafeteria and 3rd, 4th, and 5th grade will check-in the gymnasium at the end of the day.
- A SACC staff member will assist the Kindergarten students onto a bus that will transport the students to Mary Shoemaker School. The staff member will not ride the bus over with the students.
- A SACC staff member will check-in and escort the Kindergarten students off of the bus at Mary Shoemaker School.

**To keep in regulation with the NJ Department of Child Care Licensing and our Insurance Policy we will only provide pick up service for ECLC and WMS at 2:35. If your child has detention, an after school activity or club, or tutoring and attends Woodstown Middle School or Early Childhood Learning Center, and they are scheduled to attend SACC, they will ONLY be allowed to attend SACC that day if prior arrangements were made with one of the teachers at your child’s school to provide transportation to Mary Shoemaker School. Please make note of this when filling out your monthly calendar.**

Pick up authorization: Your SACC registration forms provide space for you to list those people who are authorized to pick up your child after school. Your child will be released to no other person unless you have called the SACC office to notify the Program Director or Supervisor. The authorized person may be required to
provide some form of identification when picking up your child. These procedures are for the protection of your child and will be strictly enforced.

**RELEASE OF CHILDREN**

- Children will not be permitted to leave with persons other than the parent or designated person listed on the Registration form unless the Director is notified ahead of time. The designated person listed must be at least 18 years of age.
- Custody papers must be on file with the Director for students with court restrictions. Parents must give the Director new court orders anytime a change is made.
- If identifications are questionable, the Director or staff will require presentation of a driver’s license or other picture ID before a child can be released and that ID will be copied and placed in the child’s file.
- If your child attends extra-curricular activities within the period he/she is enrolled in SACC, parents will provide the director with permission in writing for their child to attend such activity.
- Please have your child report to SACC before attending the activity. SACC cannot be held responsible for the child while attending another program in the school during the child care time.
- Please report to the SACC staff when picking up your child from a school activity and sign them out of the SACC program.
- If your child has tutoring or is helping their teacher after school, their teacher must be on the authorized list to sign them out. The teacher will have to sign your child out for tutoring and sign them back in once they are finished.

**LATE PICK UP POLICY**

SACC closes at 6:00 p.m. promptly. Every effort should be made to contact the SACC office if a back-up person who is listed on the Registration form will be picking children up in the event of an emergency or delay.

If you find you will not be able to get to SACC by your designated pick up time, please call the person designated as the emergency pick up and notify the SACC office. If no one arrives by 6:15, SACC will call the emergency contact to come and pick up the child. **If the child has not been picked up by 6:00, the parent will automatically be charged a late pick up fee of $15.00 per leader, per child, payable in cash to the remaining staff in charge. For every minute thereafter, there will be a $2.00 charge per minute, per staff, per child, until the child is picked up. After the third lateness, you child will be dismissed from the program. You will receive a notice of dismissal and will be billed separately for this charge.**

**Note:** Whenever the custodial parents and/or authorized person fails to pick up a child by 6:15 PM the SACC staff members will contact the emergency pick-up person to make other arrangements for returning the child to his/her parents/guardians. If a child has not been picked up an hour or more after closing and if other arrangements cannot be made, the SACC Director shall call the Division of Youth and Family Services Office 24-hour Child Abuse Hotline at 1-800-792-8610 to seek assistance in caring for the child until his/her parents or other person authorized by the parents is available to care for the child.

**STAFF**

The on-site staff is the most important element in a successful school-age child care program, for these are the warm, caring people who work on a day-to-day basis to create the environment that we want for our children during these before and after school hours.

Revised 4/16 HRZ
When hiring, SACC looks for caring people who have a real desire to work with children. Therefore, we seek Leaders and Aides with work experience or schooling in the field of childcare. All SACC employees who work with children are sent to First Aid and CPR training. They also complete the state mandated 10 hours of professional development annually. Our staff members are paid employees. Criminal background and reference checks are done on all employees.

**TYPICAL SACC DAILY SCHEDULE**

2:30-2:40-Children arrive at SACC. 1st and 2nd grade will check-in the cafeteria and 3rd, 4th and 5th grade check-in the gymnasium.

2:45-3:15-Children wash hands and have snack.

3:30-4:45 - Children may choose between one of the four following activities. The choices may include the following:

**Outside** - Children may play on the playground, an organized game or watch a high school game.

**Homework** - Children are provided with a quiet place to do homework and are offered assistance when needed.

**Project** - Children may do an arts & crafts project, work on a science activity or listen to a guest speaker.

**Games** - Children may play a game.

**Quiet Time** - Children may play board games, color, read, talk with friends, build with Legos and Kinex or draw.

4:45-6:00 - Children regroup for organized group activities, extra homework time, or movie while waiting for parents to arrive.

**HOURS OF OPERATION**

SACC will begin on the first day of school for students and ends on the last day of school for students. The program generally operates according to the school calendar, including early closing days and in-service days.

**Morning:** 6:30am until school opens at 7:30 am

**Afternoon:** end of school day until 6:00 pm

The times above are total operational times. You are permitted to drop off or pick up your child any time during the times stated for which you are scheduled and have paid. Your child must have completed the school day in order to attend SACC that day. If your child is absent for any reason, they are not permitted to attend SACC that day. Please do not drop your child off prior to 6:30 am or pick up after 6:00 pm.

**Note:**
AM children may bring a brown bag breakfast to eat.
PM children are required to bring a lunch on half and full days since the school cafeteria will not be open and lunch will not be served on these days.

*SACC will generally follow the W-P School District calendar for closings, with the exception of teacher in-service days.

**In order for SACC to remain open on a full day, we must have at least ten children registered for that day. If we don’t have at least ten children, parents will be notified one week prior to the full day that we will close.

FIELD TRIPS

On the days we will be taking field trips it is extremely important that you have your child at the school before the time of departure. Field trip days are considered full days unless otherwise noted on the calendar. On these days there will be NO drop-ins. You will be made aware of the field trips with each month’s calendar. Please realize if you pay for the field trip and your child does not attend you will not be reimbursed. There will be NO STAFF at the building on field trip days as everyone goes on the trip. We will notify you in advance, so you can make other arrangements if necessary. If you sign your child up to attend a field trip and he/she does not attend, you are still responsible for the field trip fee.

WALKING FIELD TRIPS

On the days we have walking field trips we cannot guarantee there will be a staff member on the premises during the hours of the trip. If you need to drop off your child during the hours of the trip, a notice of the trip information will be at the sign in sheet table. This will include our current location. Please check the monthly schedule so you are aware of the events, times, and locations of special activities.

EMERGENCY MEDICAL PROCEDURES

In the event emergency medical attention is needed, other than basic first aid, the following steps will be taken:

1. Parents or the emergency contact listed will be called immediately.
2. The child will be taken by ambulance to the nearest hospital if the emergency service feels that it is required for lifesaving precautions.
3. For minor discomforts, the student will be kept comfortable in the SACC office until the parent arrives.

HEALTH AND SAFETY POLICY

- If your child has a medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Director knows what to do if a problem should occur during Program hours. Please make certain that all necessary medical information is stated on the Registration form.
- If a child has any one of the following conditions, the parent will be notified to pick up the child as soon as possible: contagious disease, elevated temperature, vomiting, diarrhea, head lice, or accident requiring medical attention.
- The Program staffs are required by law to report suspected cases of child abuse. (This includes the reporting of parents who appear to be impaired by drugs or alcohol; no child will be permitted to leave with an adult who appears to be under the influence.)

CHILD’S PERSONAL PROPERTY

Revised 4/16 HRZ
• Children’s personal property, coats, clothing, school bags, etc., must be cleared from the Program area after each session of the program.
• Any personal property which remains after the session will be taken to the school’s lost and found area.
• Although the staff attempts to help children stay organized, the program cannot be responsible for lost personal property.
• Children should not bring toys or other items not necessary for school activities to the program without the Director’s knowledge or permission.

VISITORS
For liability and supervision reasons, it is not possible for children who are not enrolled in the program to take part in activities. This includes the playground area when SACC children are present.

EMERGENCY/BAD WEATHER CLOSING

The School Board has changed the Emergency School Closing Policy. The School Board’s policy states that on days when school is closed due to inclement weather or other emergency, the SACC program is also closed. When the opening of school is delayed due to inclement weather or other emergency, the SACC program is also delayed the commensurate amount of time (i.e., one-hour delay, two-hour delay, etc.). If the school day has begun and a school closing is called due to weather conditions or other circumstances, the SACC program will close as well, but will continue to operate until all children have been released to their parents and/or parental designee. The school will do its best to contact you through the phone chain. It is very important for your child to know exactly what to do in case there is an early closing. An emergency closing can be very confusing for a child and you must be certain your child knows where to go. If SACC were to close, you would be contacted directly by the SACC office so that other arrangements can be made. If an emergency warrants the Mary Shoemaker School be evacuated, all SACC students will be relocated to the Woodstown High School/Middle School until their parents pick them up. Parents will be notified by SACC and a notice will be placed on the door of the Mary Shoemaker School.

BULLYING POLICY

At Woodstown-Pilesgrove SACC, we are committed to providing a bully-free environment. Bullying includes physical contact, verbal remarks and indirect bullying by spreading rumors or exclusion from social groups. Parents who suspect that “bullying” is taking place or are worried about “bullying” issues should contact the SACC office immediately. We promise to take the firmest of action against bullying, teasing, racial or sexual harassment and any other form of hurtful or negative behavior. Please visit the HIB Policy link on www.wooodstown.org for more information.

DISCIPLINE POLICY

SACC tries to create an environment in which our children are encouraged to develop an appreciation of their own rights and the rights of others, along with assuming the responsibilities that come with those rights. Each child is helped to understand the impact of behavior as it might infringe on the rights of others, the need to respect the rights of others, and the need to develop an age appropriate system of self-discipline.
The Woodstown-Pilesgrove SACC Program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to behaviors that require constant attention from staff, inflict physical or emotional harm on other children, abuse staff, and persistent disobedience of the rules which guide behavior during the school day and program time.

Below is a list of the Behavioral Expectations of the SACC Program:

1. Keep hands and feet to oneself.
2. Keep voices at a comfortable level.
3. Respect other peoples’ property and feelings.
4. Stay in designated SACC areas only.
5. Help clean up after finishing activities.

In the event that a child continuously displays inappropriate behavior, the following procedure will be followed:

1. Conference between child care provider and parent (and child if appropriate)
2. Conference with child care provider, parent or legal guardian, Director, and child (if appropriate)
3. Decision regarding child’s ability to remain within the structure of the program

**WOODSTOWN-PILESGROVE SACC SUSPENSION/EXPULSION POLICY**

The child will not be permitted to attend the SACC program unless the SACC parent handbook acknowledgment has been signed by the parent/guardian and returned to the SACC office.

Unfortunately, there are reasons we have to suspend and/or expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from SACC:

**CAUSE FOR IMMEDIATE SUSPENSION/EXPULSION:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent/Legal Guardian exhibits verbal abuse, and/or threatens or exhibits physical or intimidating actions toward any staff member or child.
- Other- at the discretion of the Director

**PARENTAL ACTIONS FOR CHILD’S SUSPENSION/EXPULSION**

- Failure to pay/habitual lateness in payments. Tuition for that month must be paid when the calendar is turned in.
- Failure to complete required forms before the child starts attending.
- Being tardy more than twice in one month when picking up your child
- Failure to sign the child/ren in and out with the correct time
- Other- at the discretion of the Director

**CHILD’S ACTIONS FOR SUSPENSION/EXPULSION**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Physical or verbal abuse to staff or other children
- Excessive biting

Revised 4/16 HRZ
• Bullying or hurting other children (i.e. pushing, kicking, punching, cursing, harassing/intimidating comments etc.)
• More than three discipline reports in one year (September through September).
• Physical or verbal abuse to staff
• Other - at the discretion of the Director

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT SUSPENSION/EXPULSION

• Staff will try to redirect child from negative behavior.
• Staff will always use positive methods and language while disciplining children.
• Staff will praise appropriate behaviors.
• Child will be given verbal warnings.
• A brief time-out and or loss of certain activities will be given so child can regain control.
• Parent/guardian will be notified verbally of child’s behavior.
• Child’s disruptive behavior will be documented in a discipline report, signed by the parent/ legal custodian, and maintained in confidentiality.
• Parent/guardian will be given written copies of the disruptive behavior report that may lead to expulsion.
• The director, staff member, parent/guardian, and child will have a conference to discuss how to promote positive behaviors.

SCHEDULE OF SUSPENSION/EXPULSION

If after the remedial actions above have not worked, the child’s parent/guardian will be advised verbally and in writing about the child’s or parent’s behavior warranting an expulsion or suspension. A suspension is meant to be a period of time so that the parent/guardian may work on the child’s behavior or to come to an agreement with SACC. An expulsion is permanent and the child will not be allowed back into the program.

• The parent/guardian will be informed regarding the length of the suspension period.
• The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to SACC.
• The parent/guardian will be given a specific suspension date that will allow the parent time to seek alternate child care.
• Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from SACC.
• An expulsion causes for immediate dismissal from the program.

Woodstown-Pilesgrove SACC does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities.