

# Riverside School Age Care Handbook

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## Welcome

Thank you for choosing SAC for your child care needs. School Age Care provides care for children in Kindergarten through 5th grade, before and after school and on non-school days. The program provides opportunities to create nurturing relationships, offer meaningful learning opportunities and create a safe atmosphere for school age children. Children attending SAC must be enrolled in the JCC School District.

Each child brings their own uniqueness to the program. We will consider the registration of any child enrolled in the JCC School District. If a child receives services through special education, parents should notify the coordinator when registering. SAC will make every effort to accommodate children with special needs.

Funding SAC is a fee-based program. It is funded by tuition, paid by the parents/guardians who choose to use our services.

## Program Hours

The program hours of operation on regular school days are from 6:30 am-7:30 am, and then from 3:00 pm - 6:00 pm. Monday-Friday based on enrollment needs.

Non-School Days: 6:30 am-6:00 pm

SAC will be closed in observance of the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day and Christmas Day. SAC will begin September 5<sup>th</sup> which is the first day of school for Riverside. (We are looking into being open on Tuesday, September 4<sup>th</sup> during entrance conferences). SAC reserves the right to close on a non-school day when enrollment is less than 10. Advance notice will be given to parents.

## Location

SAC is held in the Riverside Elementary School cafeteria. SAC students and staff use the gyms, playground, computer lab, other classrooms and outside spaces as well. Staff will make every effort to post where the students are located, on the bulletin board outside the cafeteria. Please use the North door (#3) when dropping your child off.

## **Registration**

Registrations are taken throughout the year, however, registration prior to the start of the school year is encouraged. The non-refundable registration fee is \$20.00 per school calendar year. To register for SAC, please submit the registration and emergency contact forms. Forms and information are available on the school website (Riverside Elementary SAC).

## **Calendars**

Every two weeks, parents will submit calendars indicating the number of days and times the child will be attending. Calendars must be submitted by the indicated due date, in order to allow adequate time for scheduling staff. If calendars are not returned by the due date, that child may not be able to attend for that two-week period, depending upon staff availability, and families will be charged \$3.50 per hour for the two-week period. If the parent cancels a time and/or a day, they will still be charged for the time indicated on the calendar. If additional time needs to be added to the calendar after it has been submitted, please contact the coordinator to see if staffing is available. All additional time will be charged.

If a child is NOT able to attend due to illness, schedule changes or other reasons, parents must notify SAC as soon as possible. If a child does not arrive on a day they are scheduled, staff will contact the parents, the child's emergency contacts and if necessary, the police and a \$5.00 "finder's fee" will be charged. Each child is accounted for at all times, based on the calendars submitted.

If a child arrives and they are not scheduled, it will result in a \$5.00 "finder's fee" per child and the parents will be notified. Children who arrive that are not scheduled are able to stay only if enough staff is available.

## **Tuition/Payment**

The cost per hour of care is \$3.00. (Enrolled families that do not turn in calendars by the due date, will be charged \$3.50 per hour for the two week period.) Parents will be billed every two weeks. There is no minimum during the school year.

A check that is returned for NSF (Not Sufficient Funds) will require immediate attention with a penalty fee of \$30 or the child's enrollment will be terminated by 7:00am the following day. Any payer requesting to re-enroll after previous bills have been sent to collections, will be required to pay on a pre-pay schedule. If a pre-payment is missed, the child's enrollment will be permanently terminated.

Receipts for payments are available upon request. An end-of-year tax statement will be sent out to all families in January.

Tuition rates will be reviewed on an annual basis with adjustments in rates being done by September 1st of each year. Parents will be given a 30 day notice if the rates are increased.

## **Messages**

Messages regarding absences, illnesses, emergencies, etc. can be called in at any time to the Riverside office at 507-847-5963. If you need to talk to someone and cannot reach SAC a cell phone for contact will be provided once positions have been filled.

## **Staff Credentials**

All SAC staff are required to have a background check and go through the district interview process. Our staff includes licensed teachers, paraprofessionals and individuals with experience working with children or in education. All staff will be encouraged to be CPR, AED and First Aid trained. Our staff strives to provide a safe and caring environment for your child. There may be instances when substitutes are called to fill in during a period of time (ie. Professional development days, snow days, etc.)

## **Behavior Policy**

SAC follows the Riverside Elementary School "Husky Pride program." Riverside expects all students to Be Safe, BE Positive, Be Respectful and Be Responsible. Children are expected to treat each other with respect and take responsibility for their choices. Together we are building a safe and positive school program for all. Expectations during SAC are as follows:

Respect: Quiet when asked, hands and feet to self, include everyone, listen to adults, share equipment and take turns, say "please" and "thank you", use good manners, wait your turn, follow rules, respect personal space, be kind, use inside voice when appropriate, stay in line and give others privacy

Responsible: Hands off the wall, take care of equipment, put toys and materials away properly, use computers properly, take care of books, take care of your possessions, be prepared, keep walls and floor clean and stay in straight line when asked

Safe: Walk in line on right side of hallway, use equipment properly, stay seated at table, walk, use materials properly, wash hands, and pay attention.

When students forget to follow Husky Pride, every staff member has the responsibility to remind the child. If a staff member observes problem behaviors, the first step to correcting the behavior is determining whether behavior is minor or major.

Examples of MINOR behaviors include: After being reminded, the child is not doing what he/she is told, the child still uses inappropriate words and actions, continues to disrupt self-learning, verbal arguments, lying/cheating (staff to determine severity), writing on tables, throwing books, writing in books, slamming desks intentionally, taking something that is not yours (staff to determine severity) and unsafe physical action (staff to determine severity).

Examples of MAJOR behaviors include: Complete refusal to follow instructions, swearing, inappropriate language, inappropriate nonverbal gestures, after being reminded the child still continues to disrupt others' learning, physical contact, lying/cheating (staff to determine severity), intimidation, purposeful behavior, anything that requires custodial assistance, taking something that is not yours (staff to determine severity) and unsafe physical action (staff to determine severity).

### **Procedures for correcting behaviors:**

When children do not follow Husky Pride and are disrupting frequently or overall creating a stressful environment, they will be given warnings. When necessary, a behavioral incident report will be filled out. One copy will be given to the parent and one copy will be kept on file. If the behavior continues to occur, the SAC Coordinator may call a conference with the parent or guardian immediately and a suspension may be necessary for a specified number of days. If the inappropriate behavior is still a problem after the child returns to SAC, parents will be asked to remove the child from the program.

## **Security and Safety**

### **Emergency Forms**

Parents are responsible for keeping emergency information up-to-date. Registration forms must be updated when family situations change.

### **Signing in and Out**

For the safety of each child, parents need to walk their child to the SAC room daily and are responsible for signing their child in and out. If a child arrives when there is an activity off the main site, the parent is responsible to escort the child to join the group. Students cannot meet parents in the parking lot, all children must be signed out by the adult.

### **Release of Children**

Children will be released only to the individuals listed on the emergency form unless staff has been notified in writing. A waiver may be signed if the child is to be dropped off or picked up by an older sibling. In an emergency situation, a parent must call to inform the staff if someone other than the authorized person(s) will pick up the child. A description and driver's license may be requested for verification.

Child Protection Services will be called if a child is not picked up by (6:15pm).

## **Activities**

Before and after school programming is focused on open play. On non-school days, we will make every effort to provide a variety of activities including arts, crafts, table games, sports, organized games, gym activities, technology-based activities, outdoor recreation, etc. Parents will be notified by a note or posting at the site, regarding field trip plans. Signed permission slips may be required to participate.

## **Transportation**

During the school year, parents are responsible for transportation to and from the child care site. An authorized adult must come and sign their child in and out each day.

## **Affirmative Action**

It is the practice of JCC Area Schools not to discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, age, status with regard to public assistance or disability in its education programs, activities or employment policies as required by Title IX.

## **Child Abuse/Neglect**

Minnesota State statute requires all staff working directly with children to report any evidence or suspicion of child abuse or neglect.

## **Illness/Injury**

Registration and emergency information is kept at the SAC site. Parents will be contacted to pick up a child who appears to be ill. Until the parent arrives, the child will be provided a quiet area, excluded from activities with other children. If a child has a fever of 100.5 or above, a parent will be called to come and pick them up (within one hour). If a child is vomiting they will not be allowed to attend SAC. Parents are encouraged to keep their children home for 24 hours after a contagious illness.

## **Use of Medication**

Please report all health conditions to the SAC Coordinator. Staff is only authorized to administer over-the-counter or prescription medication, if a Medication Authorization Form is filled out. For prescription medications, a signed note from the doctor is also required. The Medication Authorization Form also needs to be filled out by a parent/guardian in order for the child to use sunscreen or any other types of lotion while at SAC. Medications and sunscreens will be checked by a school or registered nurse.

## **Emergency Procedures**

In an emergency, if immediate attention is needed, 911 will be called. The staff will then contact the parents or others listed on the child's emergency information form.

## **Severe Weather**

SAC is available on school days that are open late, closed early or cancelled due to inclement weather. Please note the different situations below, indicating hours of operation and whether meals will be available or not when school is closed.

Closed All Day: SAC will be open regular hours (6:30 am-6:00 pm). Breakfast and lunch will not be provided on these days, so please send those meals with your child.

2-Hours Late: SAC will be open from 6:30 am until the start of school that morning. Breakfast will be served.

2-Hours Late, Then Cancelled: SAC will be open. On these days, SAC will provide a breakfast.

Early Dismissal: SAC will be open right after school is dismissed until 6:00pm.

SAC will provide sack lunch and afternoon snack if necessary.

Parents must indicate on the registration form whether they would like their child to attend SAC or not, on days when there is no school because of weather. If children are registered on non-school weather days and the child does not come, a \$5.00 fee will be issued. Children who are not pre-registered for the non-school weather days and just show up, will be required to pay the \$5 "finder's fee" as well as the parent will be called and may be required to come pick up their child if adequate staffing is not available.

## **Other Important Information**

### **Breakfast/Lunch/Snack**

*School days - During the school year, a light afternoon snack is the only meal provided. Please refer to severe weather information for breakfast and lunch information on snow days.*

SAC provides napkins, forks and spoons. Please do not send sharp utensils to school with the children.

### **Dress**

Children must be adequately dressed for indoor and outdoor play. SAC children should always bring a coat, tennis shoes and an extra set of clothing is recommended as well. If a child does not bring tennis shoes on a day we are using the gym, they may not be able to participate.