

PURPOSE

The purpose of Southland School Age Care (SAC) program is to create a safe, caring, and educational environment for Pre-school (age 4) through 6th grade students, as well as provide affordable and reliable childcare for their families.

LOCATION

Southland Early childhood building (312 W Main St Adams, MN 55909)

HOURS OF OPERATION

Thursday, Sept. 7th, 2023 – Thursday, May 30th, 2024

Monday – Friday

6:00 – 7:45 a.m. (if scheduled)

3:00 – 6:00 p.m. (as needed)

On days school is scheduled as an *early dismissal*, SAC will operate from 12 - 6:00 p.m.

When school is *not* in session SAC will be available as needed; sign-up required.

SAC will not be available on the following dates:

- November 23rd (Thanksgiving)
- December 26th (Christmas)

The above dates and upcoming calendar are subject to change; if so, families will be notified.

LATE START/EARLY OUT

If school is two hours late due to weather, SAC will also be two hours late. ~ ie School starts at 10am for two-hour delay SAC will start at 8am.

In the event school has been cancelled or dismissed early due to inclement weather, there will be no SAC.

If evening activities are cancelled due to unforeseen events, SAC is still held.

All families are required to have a back-up plan. Please talk with SAC supervisors about what your child should do if school is called off or dismissed early.

RATES

Drop-in participation: each child will attend as notified by parent/guardian. Families will be charged a rate of \$3.50/hour per child.

Weekly participation: each child will attend at least 5 hours/week or 1 hour per school day/week. Families will be charged a rate of \$3.00/hour for the first child and \$2.50/hour for each additional sibling.

Minimum: there is a 30-minute minimum charge per child per session, despite rate status.

Late fee: an additional late fee will be charged to families who have not picked up their child(ren) by 6:00 p.m. A rate of \$1.00/minute starting at 6:05 p.m. will be added to the family's bill.

If you have more than one child and times vary, the child attending the longest will be charged at the higher rate. All times are rounded to the nearest 5-minute increment.

ENROLLMENT

Families must complete an enrollment form for all participating children. Please fill out this form as thoroughly as possible. Notify a SAC supervisor immediately if there are questions or if contact information has changed.

Enrollment fee: If signed up by August 23rd, the fee is only \$10.00 per child, or \$25.00 per family; after August 23rd, this fee will be \$20.00 per child, or \$35.00 per family. This fee is put toward the purchase of supplies, and the maintenance, functioning, and success of the program. All fees must be paid on or before the participant's first day of care.

Families already having participated in past summer or school year SAC programs must submit a new enrollment form for their children, as well as pay the new enrollment fee.

BILLING/PAYMENTS

Billing is done bimonthly by the SAC coordinator and then e-mailed to the parent/guardian responsible for payment.

Prompt payment is necessary for the SAC program to continue. If a payment has not been received within 20 days from the billing date, the family will be notified by letter and reminded of our payment policy. If the payment has not been received after 40 days, child(ren) will not be allowed to attend the program until payment is received in full, unless payment arrangements are made with the Coordinator. If the payment is not made or arrangements set up, the family's account will be turned over to the school superintendent and our collection agency.

If families have questions or concerns, please contact the SAC Coordinator. **Please remember that you are responsible to pay for these services.**

Payments are to be made by check (payable to: SAC) with the correct change. All payments can be sent to school with your child, given to SAC supervisors, or mailed to: Southland SAC, 200 Water St. NW, Adams MN 55909.

There will be a \$30.00 fee for all returned checks.

ASSISTANCE PROGRAM

We no longer accept the Mower County Child Care Assistance Program (CCAP).

FOLDER/MAILBOX

Each family involved in the SAC program will have their own file folder. A copy of each child's enrollment form, medication information, incident or accident reports, etc. will be found within the family's folder and are only accessible by supervisors and that child's parents.

All families will also have their own mailbox in which children can keep their water bottle, artwork, worksheets, etc. We ask that families check or clear their mailbox daily.

COMMUNICATION

SAC supervisors and the children in their care depend on open lines of communication. Verbal and written means of communication are encouraged from families. It is the responsibility of each parent/guardian to contact supervisors if their child(ren) will be late or absent on their scheduled day(s) of attendance. If communication is not made, families will still be charged. Our program also encourages communication with the child's teacher *and* elementary school secretary but should not rely solely on them to pass on any messages.

Supervisors will speak with designated adults as each child is dropped off and picked up. Notes, schedule, activities, etc. are posted on the SAC boards.

Please contact supervisors by 7:00 p.m. if care is needed the following day (a.m. or p.m.) to ensure that someone is available to care for your child. If no direct contact is made, care is not guaranteed.

CONTACT/PICK-UP PERSONS

These contacts have been listed on your child(ren)'s enrollment form. We ask that all phone numbers be kept up-to-date in case of emergencies.

Children are only allowed to be picked up by designated adults (age 18+) listed on the enrollment form. If there is anyone else that plans to pick up the child(ren), please contact a SAC supervisor.

We must have a list of responsible adults for each child; please provide at least two names and phone numbers on the enrollment form. More names and numbers can be added at any time, but children will not be released to anyone left unlisted.

ARRIVAL

Each child should be brought into the classroom by a designated adult who is required to initial in the space provided—no child should enter the room alone. The correct time of arrival should also be recorded in our daily log before the adult leaves the classroom. Remind others who may drop off your child to do the same.

If participants attend directly after school, their teacher will release them into the care of a SAC supervisor and will be signed in by a supervisor.

DEPARTURE

SAC supervisors will only release children to designated adults listed on the enrollment form. Each adult is responsible for signing out the child(ren) in the daily log by writing the correct time of departure and providing their initials. Remind others who may pick up your child to do the same.

TRANSPORTATION

Participants will not be released/are not allowed to board any busses/vans, including the late shuttle bus. This bus is designated for those in extracurricular activities.

MEALS/SNACKS

Families may provide a snack/beverage or allow their child(ren) to select from a variety of snack options and/or a milk at the cost of 50 cents *each*, which will be added to family's bill. Snack time is held daily at

approximately 3:15 p.m., and at approximately 9:00 a.m. and 3:00 p.m. on whole and/or half days.

Parents/guardians must supply their child(ren) with a bag lunch for each no school day/whole SAC day they attend. A refrigerator and microwave are available. Lunch is held at approximately 12:00 p.m.

Parent/guardians should inform supervisors of any food allergies and list them on the enrollment form.

CLOTHING

We ask that parents/guardians ensure their child(ren) dress appropriately for the day's weather.

Participants are encouraged to keep an extra set of clothes and a paint shirt/smock in their school locker.

PERSONAL BELONGINGS

Participants are welcome to bring items from home. Sharing these items is encouraged if given permission by owner.

SAC supervisors strongly encourage parents/guardians to label all personal belongings that children may bring from home. The SAC program is not responsible for lost or damaged items. Items resembling weapons or are sharp/potentially harmful are not allowed in the building or classroom, as stated per school district policy.

BEHAVIOR

Appropriate behavior is expected. Such behavior will be recognized with praise and appreciation; whereas, poor behavior will result in a loss of privileges. If such poor behavior continues, disciplinary action will follow.

Incident reports will be completed for negative behaviors that are exceptionally inappropriate or violent.

DISCIPLINE

The SAC program will follow disciplinary guidelines and policies used in ISD #500. A copy of this policy is available upon request. Inappropriate behavior will be handled on an individual basis and supervisors will make all attempts to solve the situation. At no time will shaming, spanking, or any physical means of punishment be allowed.

Incident reports will be completed if a problematic situation occurs several times and behavior is significant (violent/unsafe) enough in which a supervisor must intervene. Behavior issues left unresolved by our discipline policy will be addressed in the form of these reports by SAC supervisors. All aspects of the situation will be documented and a copy of the report will be placed in each family's folder after addressing this with parents/guardians.

- Warning: the inappropriate behavior was addressed to the child by the supervisor
- First report: behavior was documented and supervisor will discuss the behavior issue(s) with parents/guardians

- Second report: behavior was documented and will be discussed in a meeting with parents/guardians, supervisor, and Community Education Coordinator; all will help to develop an action plan
- Third report: behavior was documented, and based on the action plan not resolving the inappropriate behavior, a five-day leave of absence will be issued by the Community Education Coordinator; the child may return to SAC after five days if he/she agrees to follow behavior expectations

If the problematic behavior continues after the third incident report, the child will be discontinued from the SAC program by the Community Education Coordinator and is not allowed to re-enroll until the next term (summer program or school year program).

RIGHTS/RESPONSIBILITIES

Listed below are the rights and responsibilities of the children, parents/guardians, and supervisors involved with the SAC program:

Children's Rights:

- 😊 respect by supervisors/other children
- 😊 caring supervisors who enjoy their presence
- 😊 a safe, caring environment
- 😊 expressing their creativity
- 😊 expressing their emotions
- 😊 a variety of activities

Children's Responsibilities:

- 😊 treating supervisors/other children with respect
- 😊 following SAC rules
- 😊 cleaning up after themselves
- 😊 respecting others' personal space
- 😊 using appropriate language
- 😊 being responsible for their actions and all personal belongings

Parent's/Guardian's Rights:

- 😊 respect by supervisors
- 😊 visiting the site
- 😊 knowing their child(ren) is safe
- 😊 knowing if their child(ren) acts inappropriately
- 😊 being informed of field trips
- 😊 being informed of communicable illness
- 😊 asking questions, expressing concerns, and providing input for the program

Parent's/Guardian's Responsibilities:

- 😊 treating supervisors with respect
- 😊 picking up their child(ren) on time
- 😊 signing their child(ren) in/out
- 😊 paying fees on time
- 😊 keeping all contact numbers and forms updated
- 😊 keeping open communication

Supervisor's/Coordinator's Rights:

- 😊 respect by children, parents/guardians, and fellow supervisors/coordinators
- 😊 a safe, comfortable work environment
- 😊 expressing their creativity
- 😊 asking questions, expressing concerns, and providing input for the program

Supervisor's/Coordinator's Responsibilities:

- 😊 treating children and parents/guardians with respect
- 😊 providing a safe, caring environment
- 😊 providing a variety of activities
- 😊 keeping open communication
- 😊 keeping accurate records

😊 being a good role model for children

ILLNESS

Children with a fever (temperature of 100° or more), persistent pain, sore throat, skin rash, vomiting, diarrhea, open sores, pink eye, enlarged glands, etc. are asked to please stay home. If a child is too sick to play outside/in the gym or participate in other activities, they are too sick to attend SAC.

SAC supervisors will notify parents/guardians if their child becomes ill during care. Families are responsible for picking up their sick child immediately or contacting one of the designated adults to do so.

MEDICATIONS

All current medications must be listed on the enrollment form, regardless of whether or not the child will be taking it during care.

For SAC supervisors to administer medication to enrolled children, parents/guardians must complete the *medication order and authorization form* with us or through the school office. We ask that medication be given directly to SAC supervisors, school nurse, or elementary school secretary, and not be left with the child or put in their locker.

Medication must be in its original container, labeled with the child's name, prescribed drug and dosage/duration, physician's name, pharmacy name and phone number. Supervisors will record the date, time, dosage given, and any necessary comments on the *medication record*.

A *self-administration of medication form* is also available for parents/guardians of children who are allowed to take any medication on their own (i.e. asthma inhaler).

Under no circumstances will supervisors supply aspirin or other over-the-counter medication to children. If a child has a communicable disease/illness they must be on medication or treatment for 24 hours before returning to SAC.

INJURIES

First Aid will be given for all simple injuries and will be reported to parents by supervisors. More serious injuries will result in contacting 911, as well as parents/guardians or emergency contacts.

Accident reports will be filled out for all head injuries and accidents/injuries that received attention. Parents will also be notified.

DEVICES

We advise that all electronic devices stay home or in the child's backpack/locker. Phones, iPads, etc. will not be allowed in the SAC area. Employees and participants are not responsible for any lost or damaged items.

VIDEO GUIDELINES

There will be given days (poor weather, special occasions, etc.) when the children will be allowed to watch a DVD or VHS. Only G and appropriate PG-Rated movies will be shown.

Children are welcome to bring their favorite movies from home, as long as they follow the above criteria.

VISITORS

Parents/guardians are encouraged to visit or attend activities with their child(ren) while at SAC. Family members who would like to visit are to give supervisors a 24-hour notice and are required to wear the provided "visitor" sticker/tag.

WEAPON POLICY

The SAC program adheres to the weapon policy of ISD #500. A copy of this policy is available upon request.

TORNADO/SEVERE WEATHER

Participants and staff will remain in the inner most hallway or nearest safety site.

FIRE

In case of fire, children and supervisors will quickly exit the building and go to the proper safety site.

Emergency procedures and exit routes are posted in designated areas and flashlights are available.

**Here's to a safe, happy (& healthy!) school year.
Thank you for helping to support this program and
entrusting us with your child(ren)!**

**Any questions before Aug. 31st, please contact:
Heidi, Coordinator 437-1413 (day) / 438-3697 (eve)**

New coordinator information will be updated ASAP ☺