

PURPOSE

The purpose of Southland Summer School Age Care (SAC) is to create a safe, caring, and educational environment for Pre-schoolers (age 4) through 6th graders enrolled in our school district, as well as provide affordable and reliable childcare for their families.

HOURS OF OPERATION

Monday, June 5th – Thursday, Sept. 6th, 2023
(first day of school for the Elementary 2023-24 school year is Thursday, Sept. 6th)

Monday – Friday
6:00 a.m. – 6:00 p.m.

All dates and times are on an “as needed” basis. Families must be scheduled to attend, which includes filling in the “requested care” portion of the enrollment form.

DATE(S) CLOSED

Tuesday, July 4th
Monday, Sept. 4th

LOCATION

Southland Elementary School, Kindergarten Classroom, Flex room &/or cafeteria. SAC will do some moving around the building in the summer due to cleaning and waxing of floors. SAC staff will do best to keep parents informed of any changes.

If the group is out of the room/building, a sign with location and contact phone numbers will be posted.

RATES

Whole-day participation: families will be billed a flat rate of \$20.00 for the first child and \$10.00 for each additional sibling, if he/she attends more than 4 hours per day.

Half-day participation: families will be charged a flat rate of \$10.00 per child (regardless of siblings) if he/she attends between 0-4 hours per day.

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.

Families will be charged for any days/times their child(ren) are scheduled, but do not show up. These will be listed as “no shows” on the billing statement.

ENROLLMENT

Families must fill out 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. All forms must be received on or before the first day of care.

Enrollment fee: sign up by Friday, April 14th (by 7:30 a.m.) for a fee of \$10.00 per child or \$25.00 per family; after April 14th this fee will be \$20.00 per child or \$35.00 per family. This fee goes towards the purchase of classroom supplies, as well as the functioning and success of the program. All fees must be paid upon enrollment.

Families who have previously participated in the SAC program must re-enroll each of their children for summer program, as well as pay the new enrollment fee.

BILLING/PAYMENTS

Billing will be done bimonthly and will be e-mailed to responsible parties upon completion. Our billing periods are: the 1st - 15th, and 16th - end of each month.

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. 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, or unless payment arrangements are made. If special arrangements and/or a payment is not made, the family's account will be turned over to the school superintendent and our collection agency. If families have questions or concerns about the billing statement, 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: Southland SAC) or with the correct change. There will be a \$30.00 fee for all returned checks.

CALENDAR

The on-site calendar is needed so the program can stay informed on your child's attendance and is to be written on by supervisors only. This ensures that supervisors will be present when care is needed, are fully aware of all in attendance, and that the proper fees are charged to each family. Child(ren) are expected to arrive on the given days/times communicated to SAC supervisors. Please let us know of all days off, vacations, or a change in schedule.

COMMUNICATION

SAC supervisors, and all children in their care, depend on open lines of communication. Verbal and/or written notices 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.

Please contact supervisors by 7:00 p.m. if change to 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.

Supervisors will speak with designated adults as each child is dropped off and picked up. Notes, activities, and bulletin boards will also be displayed in the SAC area.

CONTACT/PICK-UP PERSONS

These 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 listed on their enrollment form. If anyone else 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/numbers are encouraged and can be added at any time, but children will not be released to anyone left unlisted.

ARRIVAL/DEPARTURE

Each child should be brought into the room by a designated adult. Child(ren) are to be signed in and out of the daily log with the exact time of arrival/departure before the adult leaves. Remind others who may drop off your child to do the same. Each adult is required to initial in the space provided to ensure that no child enters or leaves the room alone.

SAC supervisors will only release children to designated adults listed on the enrollment form. Each adult is responsible for initialing the daily log, as well as the time of departure. Remind others who may pick up your child to do the same.

TRANSPORTATION

SAC does not provide transportation to or from the care site upon arrival or departure; however, transportation will be provided for field trips, activities, or Summer Rec. In that case, permission slips will be provided and there may be an additional fee.

MEALS/SNACKS

Parents/guardians must supply their child(ren) with a bag lunch/beverage each day they attend the summer SAC program. A refrigeration unit and microwave are available. Lunch is held at approximately 12:00 p.m.

Milk/juice/snacks may be available for participants at the cost of 50 cents per serving, though families are encouraged to provide their own. Snack is held at approximately 9:00 a.m. and 3:00 p.m. each day.

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

LOCKERS

Each child will have a locker assigned to them. Children will be encouraged to clean out their locker daily.

Children enrolled in the SAC program are expected to respect the property of others. Unless given permission, we ask that children only open/search their own lockers.

FOLDER/MAILBOX

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

All families also have a mailbox. Artwork, belongings, etc. will be placed here. Please check the mailbox daily and take all items home.

SUPPLIES

Each family should provide the following supplies for their child(ren):

- ☺ sunscreen
- ☺ water bottle
- ☺ extra change of clothes
- ☺ sack lunch/snack (daily)

Please bring these items on the first day of care. All will be kept in child's locker.

CLOTHING

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

Children should bring an extra change of clothes to keep in their locker.

THEMES/ACTIVITIES

Each week will feature a different theme, involving activities, information, foods, and possibly a field trip. Participants and their families may interact or bring items/activities corresponding to each theme.

Every Wednesday (weather-permitting) will be "Wheel Wednesday"! This allows children to bring one item with wheels (bike, scooter, rollerblades, remote control car, etc.) to play with/ride on the playground. Permission slip required.

SUMMER REC

In the past, a bus takes community children and SAC participants involved in the Summer Rec. program on Monday and Wednesday mornings. Children will load the bus at the East entrance (door #21). Participants will be released from SAC in order to meet their scheduled practice and/or game time and are to return to the designated area when finished. Families will still be charged for this time.

If SAC families will be dropping off or picking up at the ball field, instead of at the Elementary school, please let a supervisor know.

Though still a part of Community Ed., sign up and waivers for the Summer Rec. program are not affiliated with SAC and must be completed prior to the first practice/game.

Depending on availability, SAC staff may or may not be attending.

SWIMMING BUS

In the past, a bus will take participants/supervisors on Tuesday and Thursday afternoons, as well as anyone from the community, to the Adams Town & Country Swimming Pool. A permission slip will be sent home when these dates become available. Families will still be charged for this time.

SAC staff will attend all swim days.

The above Community Ed. programs are subject to change. Families will be made aware of these changes if they occur.

PERSONAL BELONGINGS

SAC participants are allowed to bring two toys/books at a time. Sharing and manners are encouraged. When not in use, all belongings will be kept in lockers.

SAC supervisors strongly encourage parents/guardians to label all personal belongings brought from home. The SAC program is not responsible for lost or damaged items. Items resembling weapons, are sharp, and/or potentially harmful are not allowed in the building or SAC area.

Electronic devices and homemade slime are not allowed.

BEHAVIOR

Behavior expectations will be shared with children during the first week of care and again when new participants join the program.

Good 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.

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 physical means of punishment be allowed.

Incident reports will be completed if a problematic situation or unacceptable behavior occurs 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.

- Warning: the inappropriate behavior was addressed to the child by supervisor
- First Notice: behavior continued and was documented; supervisor will discuss the behavior issue(s) with parents/guardians
- Second Notice: 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 Notice: 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 notice, the child will be discontinued from the SAC program by the Community Education Coordinator and is not allowed to re-enroll.

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.

In order for SAC supervisors to administer medication to enrolled children, parents/guardians must complete the *medication order and authorization form* (attached to enrollment form). We ask that medication be given directly to SAC supervisors 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, etc.).

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 accidents/injuries that received attention, primarily head injuries.

VIDEO/ELECTRONIC GUIDELINES

There will be given days (poor weather, special occasions, etc.) when children will be allowed to watch movies. Only G-Rated and PG videos will be shown. Supervisors will attempt to follow weekly themes with these videos. Children are welcome to bring their favorite movies from home, as long as they follow the above criteria.

Electronics are not allowed in the classroom, but may be kept in lockers/backpacks.

VISITORS

There are instances when families or other children (not enrolled in the program) may be playing on or around the playground area. Though we are not responsible or held liable for these children, SAC participants are welcome to include them in games or activities, providing appropriate behavior. No one from the outside community will be allowed in the building at any time.

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 one-day notice and are required to wear a sticker denoting their visitation, which will be provided.

WEAPON POLICY

The SAC program adheres to the weapon policy of ISD #500. A copy of this policy is available upon request. Toys/objects resembling weapons are not allowed at SAC.

TORNADO/SEVERE WEATHER

In case of a tornado or severe thunderstorm warning, children and supervisors will follow each area's posted procedure/exit route, staying away from all doors and windows. No one will return to the classroom until it is safe.

FIRE

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

Procedures and exit routes are posted in the designated classroom.

All items listed in this handbook are subject to change at the discretion of the Community Ed. Director and SAC coordinator

Thank you!

TENTATIVE DAILY SCHEDULE

6:00 – 9:00 a.m.	Arrival/Parent Sign-In/Free Time
9:00 – 9:30	Bathroom / Wash Hands Snack
9:30 – 10:30	Gym / Outside (weather permitting)
10:30 – 11:00	Teacher Planned Activity
11:00 – 11:45	Free Time
11:45 – 12:00 p.m.	Bathroom / Wash Hands
12:00 – 12:30	Lunch
12:30 – 1:00	Quiet Reading
1:00 – 1:30	Writing / Journal
1:30 – 2:30	Teacher Planned Activity
3:00 – 3:30	Bathroom / Wash Hands Snack
3:30 – 6:00	Gym / Outside (weather permitting) Room Clean Up, Free Time

