

School Age Childcare Program **COUGAR CUB CLUB**

Mabel-Canton School District



TELEPHONE DIRECTORY

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| • SAC Room | 507-493-5422 Ext. 8127 |
| • District Office | 507-493-5422 Ext. 8102 |

LOCATION

Room 126 (top floor), Elementary Building
Mabel-Canton School

PROGRAM

The School Age Child Care Program will provide a healthy and safe environment for children in grades PreK-6 that fosters his/her social, emotional, and academic growth.

FEES

- There is a one-time \$20.00 non-refundable registration fee per student per year.
- Daily rate: \$3.00/hour for the first child, \$2.75 for all additional children.
- Drop in Daycare: \$3.75/hour (subject to availability)
- Late Pick Up Rate: \$5.00 for every 15 minutes past 5:30 p.m.
- A late fee of \$10.00 will be assessed if biweekly payment is not made in full by the beginning of the next billing cycle.

BILLING

Your SAC bill will be available biweekly. Your bill will be delivered by e-mail or hand delivered by the SAC Supervisor. Payment is due upon receipt. No credit cards or electronic payment is accepted. You may be charged if a child is scheduled but does not attend if the SAC Supervisor was not informed of the schedule change.

A two week written notice of any schedule change including canceling of care is required, otherwise charges will be billed. Reductions in payment are not made due to an absence, such as illness, weather, or vacations. A late fee of \$10.00 will be assessed if payment is not made in full by the beginning of the next billing cycle. If you do not pay your bill within one week of receiving a Late Bill Notice, your child (ren) will no longer be in our program.

You may drop off payment with the SAC Supervisor or mail your payments to:

School Age Childcare
Mabel-Canton School District
316 W Fillmore. Ave
Mabel, MN 55954

- ❖ **Past Due Payments**: If payment is not received within 10 days, a \$10.00 late fee will be added to the next bill. After two notices to parent/guardians, delinquent fees will be turned over to a collection agency. Registrants must maintain accounts with a reliable payment history-a delinquent account is grounds for termination from the program. Once an account has been turned over to a collection agency, the parent/guardian will be notified to find alternate care immediately.
- ❖ **Non-Sufficient Fund Checks**: If a check is returned one time due to non-sufficient funds, the parent/guardian will be required to submit future

payments in cash or with a money order. There will be a \$20.00 fee for NSF checks.

HOURS OF SERVICE

SAC services are available on student contact days from 3:05-5:30 (*to be determined by need*).

SAC services will also be open if there is a committed minimum of 10 children for:

- scheduled early outs, early outs due to inclement weather and end of 1st semester teacher workshop day.
 - ❖ **Please note:** Food services will **NOT** be provided for full teacher workshop day.
 - ❖ Therefore it is the parents/guardians responsibility to send breakfast and lunch with their children on these days.

SAC will be open ONLY if there is a committed minimum of 10 children.

You MUST sign up for these days due to planning for staff availability.

Please know that by requesting these services for your family, you have made a commitment for that day/s and hours and will be billed as indicated on the registration schedule.

SAC closes at 5:30 pm. Please pick up your child on time. Anyone arriving after the closing time will be charged a late fee of \$5.00 for every 15 minutes past 5:30 pm (rounded to the closest 15 min). If a child cannot be picked up by 5:30 pm, the parent/guardian can notify the SAC site to authorize release of the child to another adult by 5:30 pm and prevent a late fee. Three (3) late pickups can result in dismissal from the School Age Care program.

ARRIVAL AND RELEASE OF CHILDREN

Children will be picked up using the Preschool entrance as SAC will be held in the Preschool room. Children will be released only to their parent/guardian, or an authorized person designated on the child's registration form. Please inform the SAC Supervisor if someone other than the parent/guardian is picking up your child.

When picking up your child, you **must** sign out the child before leaving. When dropping off your child, please sign him/her in. Please notify the SAC Supervisor or the school office of any changes in your child's schedule.

DROP INS

Drop ins will be accepted, however a 24 hour notice is required. You will need to fill out a Registration form and Emergency form to have on record. The fee for Drop Ins is \$3.75/hr. Drop ins would be defined as less than one day a week.

ABSENCES

Please notify the SAC Supervisor if your child will be absent by emailing Samantha Livingood at slivingood@mabelcanton.org

Messages should be specific (child full name, date and time that they will not be here for). If parents/guardians do not advise the SAC coordinator of absences, staff will spend valuable time looking for children and will call emergency contact numbers, if necessary, to verify whereabouts and safety. Continual disregard of notification may result in dismissal. Parents/guardians may be billed a \$3.00 finder fee on their next bill. If you fail to notify in advance (no later than 8:00am of the day of absence) that your child won't be there, you will be charged for your contract time. Exceptions will be made in emergencies or if your child becomes ill in school that day (when you pick up your child, please have the school office notify SAC).

ACTIVITIES

Students will be involved in a wide range of activities including dramatic play, art projects, story time, homework, computers and more. Students will go outside on a regular basis when the weather permits it.

DISCIPLINE

When a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations, the staff will make every effort to fix the problem. If their efforts are not successful, a notice will be sent home. Notices may be sent home when behavior is

- Unwanted/offensive-intended to hurt others physically, emotionally, or intended to damage property
- Repeater-intervention does not work
- Disrupts the site-impacting the well-being of other children and/or staff

1st Notice: Warning to alert parents about behavior issues in SAC

2nd Notice: A meeting with parent, child and SAC staff will be scheduled to discuss the behavior issues. An action plan will be developed at the meeting to promote the child's success in SAC

3rd Notice: A five-day suspension from SAC. The child may return to SAC as long as they follow appropriate program guidelines.

4th Notice: Childcare services are discontinued.

MEDICATIONS

Students must follow the district policy for administering medication during the school day. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel.

HEALTH AND ILLNESS

- Children who are ill should not be brought to SAC. This includes children with the following symptoms: fever, diarrhea, an undiagnosed rash, inflamed eyes, severe cold or sore throat.
- A child is sent home if displaying signs of physical illness and/or has a temp. of 100 degrees or higher.
- A child should be 'fever free' for at least 24 hours before returning to school or SAC.
- When taking antibiotics, a child must be on the medication for at least 24 hours before returning to school or SAC.
- If a child has been vomiting during the night, he/she should not attend school or SAC the following day.

If a child becomes ill at SAC, staff will have the child rest apart from the other children and contact you to pick up your child. If you can't be reached, the staff will contact the next person in line on your emergency list.

If your child comes down with a communicable disease such as chicken pox, head lice, pink eye or strep throat, please contact SAC IMMEDIATELY.

Parents/guardians are expected to indicate on the student information sheet if their child has allergies/special needs. It is important that the staff members are informed of the nature and severity of an allergy so that appropriate snacks are served or other precautions are put in place.

ACCIDENTS

If your child has a minor injury (scrape, minor bump or bruise) you will be notified when you pick up your child.

If a more serious injury should occur that might need medical attention, the staff will contact you immediately so that you can take your child to the doctor/dentist.

In an emergency situation, the staff will call 911 and then contact you. After 911 has been called, it is up to the 911 team responding to the emergency to decide with actions will be taken. You will be responsible for medical charges.

PARENT/GUARDIAN RESPONSIBILITIES

- ✓ Please read and understand the M-C SAC Handbook
- ✓ Inform the staff immediately of any changes to emergency contact information
- ✓ Provide at least 2 contact names in the case of an emergency if you cannot be reached
- ✓ Read notes sent home and respond accordingly to meet deadlines
- ✓ Call to inform the staff if your child will not be attending for the day
- ✓ Sign in and out each day, noting the time and your initials
- ✓ Be prompt in picking up your children

- ✓ Listen to concerns from the staff about your child's behavior and work toward an agreeable solution. Also make sure that you also communicate any concerns that you may have as well so that we can continue to improve our program and make it the best it can possibly be
- ✓ Treat staff with respect and use appropriate tone and language
- ✓ Dress children appropriately for indoor/outdoor activities. Warm clothing items for winter months; tennis shoes should be worn inside at all times for safety reasons
- ✓ Toys of a violent nature will be turned in to the school office and will need to be picked up by a parent/guardian. No weapons of any kind are allowed in the school building
- ✓ Inform the staff if a child has been exposed to a communicable disease/condition

CHILDREN'S RESPONSIBILITIES

- ✓ Be responsible for their actions
- ✓ Respect the school rules while attending the SAC program
- ✓ Respect the rights of others
- ✓ Respect the school property and property of others. Return materials appropriately before checking out something else
- ✓ Use acceptable language at all times
- ✓ Follow directions of the staff
- ✓ Help with clean up if they are present at the end of the day or before leaving the room

WITHDRAWAL

Parents/Guardians planning to withdraw their child from the School Age Care Program may do so at any time; however, a two week written notification must be submitted by the parent/guardian. Fees will be charged for two weeks from the date of notification.

DISCLAIMER

The Mabel-Canton SAC Program planning process begins many months prior to the registration period. Program changes or closings may be necessary to accommodate the lack of experienced staff or other constraints placed on the program, which are unknown at the time of registration. Examples of these constraints may include, but are not limited to: relocation/construction, utility failure/disaster, site availability, field trips, activities, low registration, etc.