

# School Age Care (SAC) Parent Handbook

## Welcome!!



Fitzgerald Early Childhood Center

At Westview Elementary School

24077 Warner, Warren MI 48091

**All SAC Held at Westview**

Creative Child: 586-558-0177 for billing, policy questions,  
report absences and schedule changes

Westview SAC: 586-758-0993 to leave a message

Email: [creativechildofmichigan@gmail.com](mailto:creativechildofmichigan@gmail.com)

Fitzgerald Early Childhood Center

Hosted by Creative Child Daycare

# School Age Care (SAC)

## Policy and Procedure Handbook

### Welcome To School Age Care!

#### **District Mission Statement**

Fitzgerald Public Schools...continually creating educational opportunities to grow and meet the challenges of a changing global society.

#### **Philosophy**

Our SAC program offers opportunities for the development and growth of each child in the following areas: Physical, social, emotional, and intellectual. To foster this growth, various enrichment activities will be played in a safe, comfortable, healthy, and nurturing environment. Our goal is to create a home/school partnership where parents and school age leaders work together to support the child's well - being.

Our Program does not discriminate on the basis of race, color, religion, national or ethnic origin in any way, including admissions and educational policies, assistance and other school-related activities or programs. Diversity is valued and encouraged.

Fitzgerald SAC program is licensed by the Department of Human Services to provide child care supervision for children whose parents are working or who are not home immediately before or after the regular school day hours. All children must be enrolled in a Fitzgerald Public School grade K-5.

## **Days and hours of operation**

Monday-Friday, 6:45 until the start of the school day and after school until 6pm. SAC will also be available, based on need, for ½ days of school, early release days and day's school is closed at Westview or Creative Child.

## **Attendance**

A weekly schedule with payment must be turned in by Friday for the child to attend SAC the following week. To receive credit for the day, parent/guardian must give 24 hours' notice of cancellation by calling Creative Child: 586-558-0177.

\*Failure to notify SAC staff in a timely manner about your child's attendance could result in your child being excluded from the program.

Creative Child: 586-558-0177

VOICEMAIL: 586-758-0993 24 hours a day, 7 days a week.

## **Withdrawal Policy**

Children are excluded from the program for the following reasons:

- Request from parent.
- Failure to comply with the rules of the program.
- Failure to make payments according to the policies.
- Failure to provide "IN ADVANCE" weekly schedule of attendance with payment attached.
- SAC staff is unable to meet the needs of the child in our setting, although every reasonable effort will be made to accommodate those with special needs.
- Lack of parental support dealing with challenging situations.
- Tardiness in picking up your child on more than 3 occasions.
- No fees will be refunded.

## **Enrollment**

All Paperwork must be submitted at least 48 hours prior to the student attending SAC.

\*We need 24 hours' notice to add a day onto your schedule for a regular school day.

\*We need 48 hours' notice to add a day onto your schedule for half days.

## **Arrival and Departure Policy**

All children must be escorted by an adult into and out of the program using the designated entrance. At enrollment a PIN number is assigned to be used for check in and out purposes. It is the responsibility of the designated adult to clock in on the computer upon arrival and clock out upon departure.

**Failure to do so will result in payment for clocked hours over and above the hours attended.**

## **Dismissal**

### **MOUND PARK STUDENTS**

**MORNING DISMISSAL FROM WESTVIEW:** Students will be escorted to the bus by SAC staff. The bus will drop off students at the gym entrance. A Mound Park staff member is present to supervise.

**AFTERNOON DISMISSAL FROM MOUND PARK:** Students will be escorted to the gym by their teacher and will line up according to bus number. A SAC staff member will greet students at the bus at Westview and escort them into the SAC room.

### **WESTVIEW STUDENTS:**

**MORNING DISMISSAL:** Students will be dismissed to their classrooms when the first bell rings. The first two weeks of school a SAC staff member will escort the students in Kindergarten, First and second grade area.

**AFTERNOON DISMISSAL:** Students will meet in the hallway near the Early Childhood Center and Gym.

## **Child Information Cards**

Licensing requires we have current addresses, phone numbers, and place of employment on file. PLEASE INFORM THE SAC STAFF OF ANY CHANGES IMMEDIATELY!

Your child will ONLY be released to the authorized people you list on the child information form (in the registration packet). This person must be 18 years or older with photo ID. If the person coming to pick up your child is NOT an authorized person, we CAN NOT release the child.

## **SAC Staff**

The Fitzgerald Public School District and Creative Child screens every staff member according to the Human Service Department's criteria including background checks through the Michigan State Police, fingerprint background clearance by both Michigan State and FBI, and abuse and neglect clearance. All staff attends twelve hours of school age training a year and is under the direct supervision of the Early Childhood Supervisor and Director of Creative Child.

### Rules

Be safe ~ Walk in the halls, keep hands and feet to self, listen to and follow directions

Be Kind ~ Use appropriate language; take turns with materials, respect other students and adults

Be responsible ~ Clean up materials and centers, play cooperatively with others, and play in designated areas



## **Child Management**

Child management is very specific and does not allow for any form of corporal punishment to be used. Rules are established to insure safety as well as provide for appropriate social development, self - control, positive self - concept and cooperation. The staff shall use positive methods of child management which encourages self – regulation, self – direction, self – esteem and cooperation.

Non – severe discipline or restraint, excluding those forms of corporal punishment, may be used when reasonably necessary based on a child's development to prevent a child from harming other persons or property.

## Discipline Policy

Our goal is to nurture self-control and positive behavior in our students. To take ownership in the program, students will help develop rules that will be followed. Positive reinforcement is given when making appropriate choices. Redirection and discussion will be used when inappropriate choices are made. If inappropriate behavior continues, the child will receive a time out or cooling off period to rethink appropriate behavior choices. Behaviors that result in harming other students or ongoing refusal to follow the rules will result in:

1<sup>st</sup> offense: A caution card that parent and child must sign.

2<sup>nd</sup> offense: A caution card and discussion with parent and child.

3<sup>rd</sup> offense: A third caution card will result in the child's removal from the program.

For students with the 3<sup>rd</sup> offense, the student, parent, caregiver and program supervisor must have a conference before the child can be considered for re-entry into the program.

Parents will be provided with the SAC handbook upon the start of the program and will provide Fitzgerald Public Schools SAC with a signed form agreeing to abide by the policies of the program.

## Fee Policies

Registration fee: \$35.00 for the first child and \$15.00 for each additional child (non - refundable).

**Cost: \$4.25 per hour/ full hour only**

**\$3.75 per hour for each additional child**

**\*charges are taken to the full hour**

**\$35.00 for a full day**

**Payment schedule: *Weekly in advance***

Parents must complete and submit 'Expected SAC Schedule' ***along with payment***, prior to your child attending the SAC program. Methods of payments include cash, check or credit card over the phone at 586-558-0177. Submit completed form and payment by Friday, before the next week to a SAC staff member or the ECC office for care to be guaranteed.

**Late Pick up:** \$20.00 for each 10 minutes after 6 pm. If for some reason you are unable to make it by 6:00pm please make arrangements for another adult, 18 years or older with a valid ID and who is listed on the child emergency card, to pick up your child.

**NSF checks:** \$50.00 fee and the original amount is to be paid in cash before child can continue in the program. Cash/money order only accepted after 2 NSF checks.

**FIA Supplements:** Parent/guardian is responsible for bills until FIA payments are received and must follow DHS requirement of submission of hours.

**Cancelation of day:** To receive credit, a phone call by 7:00 am that day is required.

**No Schedule submitted:** If a child shows up on a day NOT SCHEDULED, the parent will be called to pick up the child.

**Receipts:** are given when payment is submitted.

**Delinquent Accounts:** Fitz ECC AND Creative Child reserves the right to, at its discretion, terminate care until full payment is made or to permanently terminate care.

## Swipe card Agreement

Swipe cards are necessary to enter/exit the Westview Elementary school cafeteria door when dropping off/picking up your children. Each card is \$10.00 which is refundable when the card is returned to the ECC/SAC office by the end of the school year. Additional/ replacement cards are \$10.00 each – refundable when returned to the ECC/SAC office by the end of the school year. If the cards are not returned, your account will be charged \$10.00 per card. You may request additional/replacement cards by calling 586-757-3343 or in writing to a SAC staff. Westview cafeteria door is the only door that the swipe card opens – school days only between 7-8:15 am and 3:15-6:00pm.

## Identification Tag

Each child will receive a SAC identification tag at time of enrollment. Parents are responsible for SAC identification tag to be placed on their backpack on sac days only. If the tag is lost/ stolen, a \$5.00 replacement fee applies.

Your child will ONLY be released to the authorized people you list on the child information form (in the registration packet). This person must be 18 years or older with photo ID. If the person coming to pick up your child is NOT an authorized person, we CAN NOT release the child.



## School Closings

SAC will not be open when the district or building is closed. Listen for school district closings on your local radio or television stations. If you need care on these days please call Creative Child at 586-558-0177 to make accommodations.

## Emergency procedures

In case of a child's illness or serious injury, parents are notified immediately, 911 is called for an emergency vehicle and the caregiver will accompany the child to the hospital. The child's emergency card and health form will be shared with the hospital who will continue to try to reach the parents. In the event that the school must be evacuated, children are bused to an alternate site and a message will be left for parents as to the location.

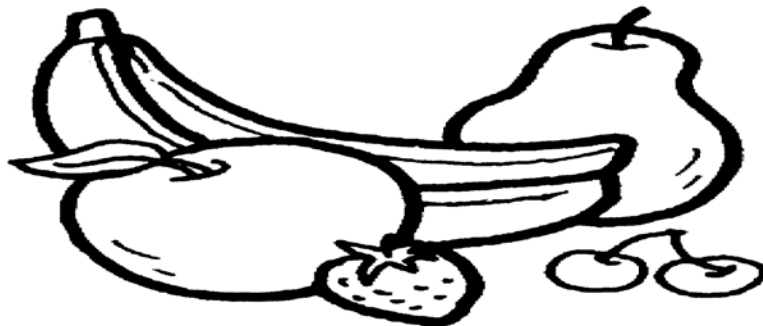
## Clothing and Possessions

- Your child is to be dressed appropriately for physical activity and the weather.
- LABEL all of your child's belongings with first and last name.
- SAC is NOT responsible for lost clothing or personal items.
- NO FLIP FLOPS for safety reasons.

## Food Policy

A food agreement regarding the food consumed by your child at SAC is to be filled out at the time of registration. IF YOUR CHILD HAS **FOOD ALLERGIES**, please note in writing in the health statement.

- Breakfast: students are to eat breakfast at home. Universal breakfast is served in all classrooms once the school day is in session.
- Lunch: On Half days, the parent MUST provide bag lunch unless otherwise specified.
- Snack: The school provides all snacks.
- All menus will be posted and follow state requirements.





## Outdoor play

All children will use outdoor playground equipment when weather permits. The playgrounds are in compliance with the handbook for public Playground Safety – R.5117. The playground is checked for safety issues regularly by staff. Closed toed shoes (athletic shoes recommended) must be worn to climb on the play scape.

## Accident Reporting

Accidents do happen. We will call you to let you know about any accidents we feel is serious. Minor cuts and abrasions will be washed and bandaged. If your child is injured during SAC hours, a form is filled in by the staff member and discussed with you at pick up. It is imperative we have **UPDATED PHONE NUMBERS** in case of an emergency.

## Illness

If your child becomes ill before or after school, we will call you to come for him/her. If the parent is unavailable to come, someone listed on the emergency card must be called. We will isolate the child and provide the best care we can but the center is not the place for a sick child.

## Health Care Service Plans

The following health care services plan is recommended by the bureau of Adult and Child Care Licensing:

### Handwashing

- Have single towels available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rinse hands under running water until free of soap and dirt.
- Dry hands with a clean, disposable paper or a single use cloth.

Hand sanitizers, water basins, and pre-moistened cleaning wipes are not appropriate substitutes for soap and water.

### Handling bodily fluids:

The center will use precautions when handling bodily fluids as instructed in the blood born pathogens training.

- Staff will put on latex or vinyl or other medical glove to create a barrier between their skin and the substance.
- Bodily fluid that is on a surface will be cleaned by the custodian.
- The victim and will wash hands according to the hand washing policy.
- The staff will remove gloves and wash hands according to the handwashing policy.

### Cleaning and sanitizing

- Wash area/surface with warm water and soap.
- Rinse area with clean water.
- Submerge, wipe, or spray the article or surface with a sanitizing solution that consists of 1 tablespoon of bleach to one gallon of water.
- Let the area air dry.

## **Notice of Nondiscrimination**

The Fitzgerald Public Schools does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, marital status, or other protected classes in its programs, services, activities or in employment including admissions and educational policies, assistance and other school-related activities or programs. Diversity is valued and encouraged.

Inquires related to discrimination on the basis of disability should be directed to:

<b>Dawn Bruley</b>	<b>Direct all inquiries to:</b>
Section 504 Coordinator	Civil Rights Coordinator
Special Services Office	Fitzgerald Public Schools
Fitzgerald Public Schools	23200 Ryan Road, Warren MI
23200 Ryan Road	<b>586-757-1751</b>
<b>586-757-1751</b>	

## **Pest management Program Notification**

As part of the Fitzgerald Public School District's Pest Management Program, pesticides are periodically applied to school property. Planned applications will be posted at building entrances at least 24 hours prior to application. In certain emergencies, pesticides may be applied without prior notice, but if requested, you will be provided notice following any such application.

If you wish to be notified prior to pesticide application, please mail your name, students name, address, city, zip code, phone number and the school your student attends to:

**Fitzgerald Public Schools**  
**Operations Department**  
**23200 Ryan Rd, Warren, MI**  
**48091**

Or you may contact **Melanie Rainwater, Assistant Director of Operations at 586-757-5502.**