

PARENT HANDBOOK

WEST MILFORD SCHOOL AGE CHILD CARE (SACC)

Michele Watson - Coordinator
973-697-1700 ext. 5054 After 4 p.m.
862-666-0000 Evenings

Michele.watson@wmtps.org (email preferred)

PURPOSE:

SACC strives to meet the needs of children and parents in our community. SACC is self-supporting, quality child care services. The program is designed to meet the many needs of the students. Activities include homework time, indoor and outdoor play, enrichment and crafts. Our program will establish rules and set guidelines. Discipline will be administered in a positive way to guide the behavior of the students.

TRANSPORTATION:

If you are utilizing SACC less than 5 days you must provide transportation on those days that your child does not attend. The safety of our children is first and foremost. Please be sure to notify transportation in this regard. Transportation forms can be accessed from our website.

SCHEDULE:

The schedule for the West Milford SACC program operates concurrently with the schedule of the West Milford Public Schools. All sites are open when the schools are open, closed when the schools are closed. All SACC sites are open at 7:00 a.m. and close at 6:30 p.m. In the case of scheduled half days, the program still operates as usual with the exception of the **Wednesday before the Thanksgiving holiday and the day before our winter recess. On these days, SACC closes at 4:00 p.m.**

ARRIVAL & DISMISSAL:

In the morning you must escort your child into the site. For the afternoon pick-up, you are asked to sign out your child. **IF THE STAFF IS NOT FAMILIAR WITH YOU OR ANY PERSON PICKING UP YOUR CHILD, THEY WILL ASK FOR IDENTIFICATION.**

EMERGENCY CLOSINGS/DELAYED OPENINGS:

In the event of a district Emergency School Closing, the **SACC PROGRAM WILL BE CLOSED AS WELL**. The Honeywell system will be utilized as well as the district website: www.wmtps.org for notification. **In the case of a delayed opening, SACC will open at 8:30 a.m.**

In the event of an emergency early dismissal during the school day, SACC will remain open until 5:00 p.m. Students will report to their afternoon placement as scheduled unless other arrangements have been made. The SACC staff will phone you advising of the early dismissal and request that your child be picked up as soon as possible.

There may be times when the superintendent determines that SACC will close due to unsafe weather conditions. In that case, the superintendent will inform SACC parents via Honeywell.

ABSENCES:

If your child is absent from SACC on his/her scheduled day, it is **required** that you call the SACC site that they attend. The SACC program cannot rely on the school's administration to relay messages. Please be responsible to ensure your child's safety. All SACC phone lines have 24 hour voice mail.

*****REPEATED FAILURE TO FOLLOW THIS PROCEDURE CAN LEAD TO DISMISSAL OF YOUR CHILD FROM THE PROGRAM*******

DISCIPLINE:

SACC operates with a **"ZERO TOLERANCE"** policy towards bullying (as defined by the state and district guidelines) and rude, disrespectful behavior towards fellow students and staff. Discipline will be administered in a positive way to guide the behavior of the students. When behavior problems occur appropriate action will be taken immediately. If the behavior continues, the parent will be notified. If the behavior still continues and/or is harmful to the students or others the child may be suspended or removed from the program at the discretion of the coordinator. Bullying incidents will be written up as per district and state requirements.

SCHEDULE CHANGES:

If there are any changes during the school year pertaining to your child's schedule, phone numbers, addresses or people authorized to pick up your child, please email/call the coordinator and advise the SACC staff at your site.

If your child is involved with any after school activities (i.e. scouts, yearbook club, ski club, etc.) you must provide a written schedule to the SACC staff and a note informing them if your child will be returning to the SACC when the activity is over for the day.

LATE PICK UPS:

LATE PICK UPS WILL NOT BE TOLERATED. Please be prompt in picking up your child. If you are going to be late due to unavoidable circumstances then you **MUST** call the site. There will be a \$15.00 charge for every 15 minutes past your scheduled pick up time. (This will be assessed at the direction of the coordinator). After the 3rd time your child may be removed from the program if you are not willing to arrange a later pick up time. If you have a 6:30 p.m. pick up time and by 6:45 we have not heard from you, we will call your emergency contact to pick up your child. If this happens, frequently, other child care arrangements will have to be made.

HOMEWORK:

Homework time will be provided at each site. This will be 45-60 minutes. If you elect not to have your child do his/her homework, they will be required to read, do puzzles or another quiet activity by themselves so they do not disturb the children who are doing their homework.

VACATION CARE:

During the school year, SACC may provide care for scheduled vacation periods. If sufficient numbers warrant it, the program will be held. SACC services provided during these periods will be at an additional cost and may be held at a central site, not necessarily your normal location.

SNACKS: Afternoon snacks will be provided at all sites. Children are permitted to bring their own snacks as well. Please be sure that the staff is aware of any food allergies your child may have. Candy, gum and soda are not permitted.

CLOTHING:

In order to reduce the risk of injury, children **must** wear sneakers or rubber soled shoes for playing on the playgrounds. If your child does not, they will not be allowed to play games or utilize the playground equipment. Please label clothing and backpacks.

ILLNESS & MEDICATIONS:

If your child becomes sick while at SACC (i.e. fever, virus, vomiting), we will contact you immediately to pick him/her up. We must have current parent's work phone numbers, cell numbers and/or emergency numbers to call.

When you give a note to the school nurse regarding limitations to your child's physical activities because of injury, medical tests etc. you **MUST** give a copy to SACC as well. Nurses cannot share this information with us because of privacy laws so we rely on you.

It is helpful for us to know if your child is currently taking any kind of medication, temporarily or long term. In case of allergic reactions or behavioral changes the staff will be better able to understand and react more effectively. This information is strictly confidential.

SACC staff cannot administer medications; prescription or over the counter. If your child is taking a prescription medication, it must be administered by the school nurse with a physician's note during schools hours.

If your child contracts a contagious illness (i.e. chicken pox, measles, pink eye, strep throat etc.) please inform the SACC staff.

PAYMENTS:

Your contracted amount is based on 181 days and is spread over 10 equal payments. **TUITION IS DUE THE 15TH OF THE PRECEDING MONTH.** **PLEASE KEEP YOUR PAYMENTS CURRENT.** **After 2 consecutive months of late or non-payments your child will be removed from the program and you will remain responsible for payment.** We are a self supporting program and do not issue refunds for days missed due to illness, vacations, plays dates, etc.

If a 6th grade student is taken out of the program anytime during April, May of June you are responsible for payment of those months. If payment is not received your child will not be able to participate in after school clubs at Macopin Middle School.

There is a fee of \$8.00 per hour for extra hours that have been arranged by the parent and coordinator.

There is a \$10.00 fee for late payments. There is a \$25.00 fee for returned checks.

MAKE ALL CHECKS PAYABLE TO :

WEST MILFORD PUBLIC SCHOOLS SACC

PLEASE MAIL TO:

46 HIGHLANDER DRIVE
WEST MILFORD, NEW JERSEY 07480

ATTENTION: MICHELE WATSON/COORDINATOR

Please note the school on your check so it is applied correctly

DO NOT SEND PAYMENT WITH YOUR CHILD

Parents, please keep these numbers handy (put them into you cell phone) to report:

ABSENCES
YOUR CHILD HAS BEEN PICKED UP EARLY
YOU ARE RUNNING LATE

DO NOT leave this information with the coordinator or school's offices. It may not get to the SACC staff in a timely manner.

SACC SITES & PHONE NUMBERS

APSHAWA:	ROOM 1	862-248-4018
MAPLE ROAD:	ROOM 3	862-248-4019
MARSHALL HILL:	ROOM 10	862-248-4020
PARADISE KNOLL:	MEDIA ROOM	862-248-4021
UPPER GREENWOOD LAKE:	ROOM 9	862-248-4022
WESTBROOK:	MUSIC ROOM	862-248-4023