

SAC Parent Handbook

Revised February 1, 2021

DIRECTORY

Hayfield Superintendent: Gregg Slaathaug
507-671-1557

Hayfield SACC
Room 507-671-1517
Rachel Dublin Cell 507-951-6033
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Our site has a voicemail system; please leave a message for us on there. Questions or concerns regarding SACC should be directed to the School Age Coordinator:

PROGRAM SERVICES

DATES OF OPERATION

SACC will run a program during the school year as well as a full time summer program.

Student Days – SACC will be open 6:00 a.m. until school begins and then again after school until 6:15 p.m.

Non-pupil days – SACC will operate on participant need. Need to have at least 10 kids signed up to open.

SACC reserves the right to change hours based on participant need.

SNOW DAYS

If Hayfield Community Schools declare a snow day SACC will make the decision if staying open at this same time. If school was called 2 hours late and then closes, we will remain open unless the weather forecast declares no travel. If school is closing early, SACC will be open until 6:15. If conditions look to worsen after school is released, the call will be made if we will be open or not. We will send out a notice on school messenger system.

DAYS CLOSED

Labor Day

Thanksgiving and the day after

Christmas Eve

Christmas Day

New Year's Day

Good Friday

Memorial Day

Independence Day

**SACC reserves the right to close for lack of registrations or staffing concerns.

ENROLLMENT/REGISTRATION

ENROLLMENT:

Enrollment is considered complete when all enrollment forms in the registration packet are completed and returned:

- School Year or Summer Service Contract
- Emergency Form (including two local references other than parents)
- Medication Request & Authorization Form (completed & signed by both the parent and the physician if child takes any medication during SACC hours)
- Registration Fee: \$25 for School Year (per child with a maximum of \$50 per family) and \$40 for summer (per child with a maximum of \$80 per family)

Field Trips

Programming will be provided on some non-student days at Hayfield SACC. Families will receive information on events for these days as they come up. Families must pre-register for each scheduled field trip. If children are not registered for the trip by the set deadline, a late fee may apply. The approximate cost of each fieldtrip must be paid for prior to the trip date. Most field trips have required attendance, meaning all children and staff will go. However, if the field trip is not required staff will stay on site.

Transportation

The school will provide us with a bus and driver for all fieldtrips. In the case we need more seats we will provide school vans to transport kids. We ensure that all drivers of the vans are certified hold a valid drivers license. The school vans comply with all seatbelt and child passenger restraint system requirements under sections 169.685 and 169.686.

Lunch

We offer lunch on non-school days and during the summer hours. The cost per lunch is \$2.50 and this will be billed to your account bi-weekly. They are welcome to bring a sack lunch at anytime.

TO WITHDRAW OR CHANGE SERVICE CONTRACT

To withdraw/change service contract, we request a written notice two weeks prior to the last day of attendance.

TUITION AND FEES

Registration Fee: \$25 per child, maximum of \$50 per family (*Billed the first day of school each year*)
\$40 per child, maximum of \$80 per family (*Billed first day of summer*)

24 – HOUR NOTICE FEE

Pre-registration is mandatory for non-pupil days. Once pre-registered, parents must notify SACC 24 hours in advance if their child/children will not be attending. Without 24-hour notice, parents will be charged for an 8-hour day.

CURRENT FEES

* **Current fees are \$3.25 per hour for each child in the family.**



PAYMENT

Family accounts will be billed every Monday morning, for the care received the previous Monday through Friday. Every Monday a statement is printed of your family account, only if you have a negative balance. However, you may ask to see what your account balance is, at any time. If you receive a statement of account that is due to be paid, this serves as an official notice that childcare will need to be regrettably discontinued if the bill is not paid in full by the following Monday.

Make payments by CHECK OR MONEY ORDER payable to Hayfield SACC.



Mail payments to: Hayfield SACC

9 6th Ave SE
Hayfield, MN 55940

Or drop payments off at the SACC site

* SACC will keep a running total of childcare for tax purposes. A copy will be mailed out at the end of each year and always available upon request.

LATE PAYMENTS

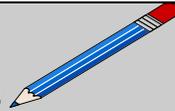
Late payments are not accepted, as all families will need to pay their childcare in full, upon receipt of a statement, showing a negative balance. If you are more than 2 weeks late on your bill a \$10 late fee will be billed for each billing period you are late on. If you have a negative balance for a substantial amount of time your bill will be sent to collections.

SACC is a non-profit, self-supporting organization and needs your prompt payments to meet expenses.

NSF CHECKS

Checks returned for non-sufficient funds, plus all applicable bank processing fees will be collected through the Hayfield Community School Business Office.

ATTENDANCE PROCEDURES



SIGN IN/OUT

Each child is given a 4-letter security code to sign in and out from SACC each day. A copy of attendance hours is available upon request. This is to keep track of how many children we have at different hours of the day. Staff will make every effort to greet parents as they come on site. In the event staff is involved in an activity with the children, please alert staff to your presence.

All children must be accompanied by an adult or sibling, age 13 & over to morning SACC and from afternoon SACC.



ABSENCE

If your child will be absent from SACC, **please call SACC.**

If a child does not show up at site as expected, staff will follow up by calling home, work, and contact numbers on file.

PLEASE NOTE: The school office DOES NOT notify the SACC site when a child will be absent for the day or goes home from school early. If this occurs please email or call SACC.

AUTHORIZATIONS

When registering your child for SACC, please name all persons authorized to pick-up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a custodial parent from taking a child, a copy of the **court order** must be on file.

Please inform the staff in advance, in writing, or by email if someone other than a parent or guardian is to pick up your child.

A picture ID will be requested when someone other than a parent or guardian pick up a child.

EMERGENCY FORM

In addition to parents, please list at least two people with *local* phone numbers on the emergency form who can pick your child up from SACC in case of an emergency. Unfortunately people with out-of-town phone numbers are too far away to help in emergency situations.

It is very important to keep the staff and SACC informed about changes on the Emergency Form.



LATE PICK-UP FEE

SACC ends promptly at 6:15 p.m. A late fee of **\$1.00** per minute will be assessed beginning at 6:16 p.m. If you are unable to pick up your child by 6:15 p.m., you must notify the site as soon as possible and make arrangements for someone else to pick up your child. Three late pick-ups will result in termination of the service contract.

ILLNESS/MEDICATION PROCEDURES

ILLNESS/HEALTH PRACTICES

Hayfield Public Schools (including SACC) have the following practice regarding ill children:

1. Children who are ill must not be brought to SACC. This includes children with the following symptoms: fever, diarrhea, an undiagnosed rash, inflamed eyes, severe cold or sore throat.
2. A child is sent home if displaying signs of physical illness and/or has a temperature of 100 degrees or higher.
3. A child should be “**fever-free**” without medication for at least **24 hours before** returning to school (SACC).
4. When taking antibiotics, a child must be on the medication for at least 24 hours before returning to school (SACC).
5. If a child has been vomiting during the night, he/she should not attend school (SACC) the following day.

If a child becomes ill at SACC, staff will have the child rest apart from the other children, and contact you to pick up your child. If you cannot be reached, the staff will contact the emergency back-up people listed on your child's emergency form.

If your child comes down with a communicable disease specified in MN Rules, Part 4605.7040, such as chicken pox, ring worm, scabies, impetigo, head lice, pink eye or strep throat, **CONTACT SACC IMMEDIATELY**. When a communicable disease is reported, a note will be posted to inform other parents of exposure. A child with a communicable disease will not be allowed back into the program for 24 hours after treatment has begun.

IMMUNIZATIONS

You are required to have the proper updated immunizations with your school nurse. We will access the document if needed from the school.

ACCIDENTS

If your child has a minor injury (e.g. scrapes, minor bumps & bruises), you will be notified when you pick up your child.

If a serious injury should occur which might need medical attention (e.g. deep cut, sprains, chipped tooth), the staff will call you immediately so that you can take your child to a doctor or 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 what actions will be taken. You will be responsible for medical charges.

ALLERGIES

Please inform SACC Supervisor of any allergies your child has. You will need to provide proper documentation if child needs medication for allergies. Be sure to fill out the documentation on the registration packet so Staff is aware of all procedures needed if allergic reaction was to happen. You will need to inform staff of any changes and bring new

documentation if needed. We will notify all staff of child's allergy once we have proper documentation. If medication is a SACC staff will carry it with on all fieldtrips or outings. We will carry documentation of all allergies with us at all times in our emergency folder. We will post allergies for all staff to see.

MEDICATION

In order for SACC staff to dispense medication for your child on a daily basis become familiar with the following guidelines. All Medications administered by SACC Staff will be documented and kept with our records.

1. **Prescription medications** require a "*Medication Request and Authorization*" form that is completed and signed by both the parent *and* physician. Staff cannot dispense medication without the *Medication Request and Authorization* form on file and without a doctor's signature.
2. Prescription medication must come to school or SACC in the **original prescription container** appropriately labeled for the student by pharmacy or physician. Mixed dosage in a single container or dosage that needs to be altered will not be accepted. Medication in envelopes, baggies, etc. will not be administered. Prescriptions that are expired will not be administered.
3. **Non-prescription / over the counter medications** follow the same requirements as prescription medications if the parents want them administered in school or SACC. A "*Medication Request and Authorization*" form needs to be completed by the parents and physician. Medication must be in the original container which clearly identifies the medication.
4. **Medication are generally not to be carried by students.** If an exception is to be made (e.g. bronchial inhalers, bee stings kits), there must be a "*Medication Request and Authorization*" for on File with the school district and SACC site. Medication should be brought to school or SACC by the parent or guardian and left with the appropriate school representative or SACC Supervisor
5. **The School and SACC Staff must be notified immediately of change** in the students medication or if the medication is no longer required. For medication dosage changes, the school district must receive notification from the physician. All medications will be returned to the child's parent or legal guardian if unused. All medications will be stored according to directions on container.
6. Planning for students who require medication **Field trips** must be done prior to the day of the field trip. It is the parents responsibility to inform the staff of medication needs in advance of the field trip.
7. SACC Staff with document when giving medication, with child's name, medication given, dosage, time, date and staff member who gave it to them. You can see this documentation upon request.

CHILD GUIDANCE PROCEDURES

PROCESS FOR PROMOTING SUCCESS IN ALL CHILDREN

SACC views *discipline* as an opportunity to teach children social skills needed to function successfully in daily life. SACC staff encourage appropriate behavior through clear guidelines, consistent consequences and positive staff interaction. When working with children, SACC staff remain proactive, guiding children in making appropriate choices and redirecting them as needed.

MANDATED REPORTERS

Any SACC employee may report abuse or neglect and are legally required or mandated to report the situation in question. It is each staff members responsibility to report it. If there is a reason to believe that a child is being or has been neglected or physically or sexually abused within the proceeding three years staff will immediately (within 24 hours) make a report to an outside agency. A report be made by calling the department of human services division of licensing maltreatment intake line at 651-431-6600 or by calling the local county child protection agency for reporting. Each SACC Staff member is trained in mandated reporting responsibilities and is documented. Each injury, maltreatment, or death of a child in the program will be reported to the commissioner within 24 hours. SACC is required to report the death of a child in the program and any injury to a child in the program that required treatment by a physician.

*The telephone number of the Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.

*The telephone number of the local county child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community is MN Prairie 507-431-5725

*The telephone number of the Department of Human Services, Division of Licensing at (651) 431-6500, for reporting possible certification violations.

*Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.

PARENTS AS PARTNERS

To be more effective in working with children, SACC staff team up with parents to work on issues together. Ongoing communication between home, school and SACC promotes success for children. When staff understand children's needs, they can respond appropriately to those needs.

PROMOTING SAFETY AND SELF-ESTEEM FOR ALL STUDENTS:

In order to maintain a safe and nurturing environment for all children, SACC will not tolerate any form of behavior that hurts or intends to hurt others: physically, verbally, or emotionally. Children deserve a positive environment that helps them feel secure, fosters their self-esteem, and provides opportunity to develop new skills.

INCIDENT NOTICES AND PLANS FOR SAC SUCCESS

When a child demonstrates consistent inappropriate behavior or needs that go beyond program expectations, staff will make every effort to remediate the problem. If their efforts don't bring success, a behavior notice will be issued and signed by the staff and parent/guardian.

An "**Incident Notice**" is issued when behavior is:

1. *Unwanted/offensive* -- intended to hurt others physically, emotionally, or intended to damage property
2. *Repeated* -- intervention doesn't work, and ...
3. *Disrupts the site* -- impacting the well-being of other children and/or staff.

First Notice -- Warning to alert parents about behavior issues in SACC

Second Notice -- A meeting with parent, child, and SAC Director will be scheduled to discuss the behavior issues. An action plan will be developed at the meeting to promote the child's success in SACC.

Third Notice -- Three-day "behavior leave of absence" from SACC

The child may return to SAC as long as he/she follows appropriate program guidelines, and an action plan is set into place.

Fourth Notice -- Childcare services are discontinued until the end of school year. If during the summer services will be discontinued until the end of summer.

IMMEDIATE SUSPENSION

For the safety and benefit of all children in the program, SACC reserves the right to *immediately suspend for five program days any child who:*

- Causes or attempts to cause physical injury to self or others;
- Causes or attempts to cause destruction of property; or
- Leaves the designated SACC area with the intent to runaway or hide from staff.

Parent(s) will be notified IMMEDIATELY to come pick up their child. A meeting will be scheduled between parent(s), child, and SACC staff to discuss the child's behavior and the consequence of the behavior. The child may return to SACC after a five day leave of absence providing the child continues to follow SACC guidelines.

UNABLE TO CONTINUE SERVICE

SACC strives to meet the needs of all children enrolled, however:

- Occasionally our program is not in the best interest of a child. Children are required to function in an active environment with several options. We are not able to care for a child who is unable or unwilling to follow SACC guidelines (i.e. wandering/running out of designated SACC areas, consistently acting out against staff, destruction of property, hurting others physically, verbally, or emotionally).
- Occasionally SACC must weigh the welfare of the group against the interest of the individual. We are unable to care for a child who demonstrates behavior that can do harm to students, staff, or self (i.e. throwing objects at others, striking out with the intent to harm, exploding temper that has potential of causing physical injury).

These behavior procedures are intended to maintain a positive environment where children and staff can feel safe, respected and accepted.

To promote success for your child in SACC, please review these procedures with your child before your child joins the program. Thanks!

GENERAL INFORMATION

SNACKS

SACC will provide a snack each afternoon. *(Families may participate in supplying a snack if they wish – it must be commercially prepared and in its original package.)*

ACTIVE WEAR

Children should dress casually and appropriately for the activities of the day. Children will be taken outside often, except when it rains or wind-chill is below 0 degrees F. Please send your child with appropriate shoes, hats, mittens, scarves, boots, snowpants and coats. If not able to go outside, we will do what we can to have time in the gym.

ITEMS FROM HOME

Donations of items from home that may be used for art projects or creative play would be appreciated. Some of the items that could be used at SACC are: Yarn or string - (art projects)

Paper towel rolls - (art projects)

Buttons - (puppets, collages)

Thread spools - (sculptures, animals, etc.)

Small plastic bowls or cups - (painting containers)

Children's books - (appropriate age level)

Children's CD's

Children's movies

Board games

Gently used clothes

Kleenex

If you would like to donate other usable items, contact the staff.

VISITORS, VOLUNTEERS AND OBSERVATIONS

Parents and community members who are screened by the program supervisor in advance are welcome to observe or volunteer at the program. For liability and supervision purposes, it is not possible for children who visit the program to take part in activities. All parents and legal guardians are able to access their child anytime throughout their time at SACC.

INSURANCE

The program carries school district liability insurance. Families are encouraged to provide their own insurance coverage. Families may sign up for accidental insurance in the fall of each year. Families who wish to enroll should check with their respective school office.

SAFETY

We insure that the area where your child will be is clean and safe for them to play. All sharp objects, medicines, cleaning supplies, and chemicals are stored and kept out of reach from your child. All bodily fluids and other potential fluids will be handled safely and disposed by using gloves, disinfecting surfaces and securely disposing of the bodily fluids. All furniture and equipment is structurally sound and is appropriate to the age and size of child who used area.

EMERGENCY PLAN

SACC has an emergency plan in place and all staff are trained yearly on what to do in the case of emergencies such as, severe weather, fire, flooding, intruders, or any other life threatening situations. Upon request you can review the plan in place. We will perform drills quarterly to ensure plan is effective.

IF YOU HAVE ANY QUESTIONS ABOUT THIS HANDBOOK OR THE SACC PROGRAM, PLEASE DIRECT THEM TO A SACC STAFF MEMBER OR CALL 507-671-1517.

*******This form must be signed and dated; it will be kept in your child's SACC file.**

I have read and understand all policies in the Hayfield SACC parent handbook. I understand SACC has the right to discontinue care for my child because of account delinquency or uncontrollable behavior problems with my child. I will raise any questions or concerns with SACC staff as I feel necessary.

Signature_____

Date_____

I give SACC Teachers permission to administer Sunscreen on my child / children

Signature_____

Date_____