

Ferndale SACC Handbook 2022-2023

Welcome to the SACC Family!

At Ferndale Public Schools, we are a school family of continual learners. We support each and every student to develop their purpose, plan, and passion. We encourage and honor dialogue about the histories, cultures, and goals of our communities. We actively and intentionally facilitate equitable access and representation, meaningful participation, and high expectations for ALL.

School Aged Child Care (SACC) is an extension of our school day and we want to ensure our students who are part of the SACC family have safe, inclusive play based opportunities before and/or after school. We focus on the whole child and want to provide dedicated quiet time, snack, active time, and activities that are engaging to our students. We are looking forward to a great school year and look forward to supporting families who utilized the SACC program.

We hope the information provided in our SACC Handbook is useful to you and your family. We ask that you keep it on hand and refer to it as needed.

Ferndale Elementary, Lower Campus, 2610 Pinecrest
School Office, 248-548-1950

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|---------------------------|-------------------------------|
| Morning Session: | 6:45 AM - Until School Begins |
| Afternoon Session: | Dismissal until 6:00 PM |
| Early Release Wednesdays: | Dismissal until 6:00 PM |
| Half Days: | Dismissal until 6:00 PM |

Ferndale Elementary, Upper Campus, 24220 Rosewood, Oak Park
School Office, 248-547-0880

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|---------------------------|-------------------------------|
| Morning Session: | 6:45 AM - Until School Begins |
| Afternoon Session: | Dismissal until 6:00 PM |
| Early Release Wednesdays: | Dismissal until 6:00 PM |
| Half Days: | Dismissal until 6:00 PM |

Contact Number

Each building has a cell phone designated to the SACC leader:

Lower Campus at 248-752-1902

Upper Campus at 248-752-1897

School Age Child Care Costs and Payments

Registration Fee: \$40 Per Family

Morning Session: \$8 per day or \$35 per week (6:45 AM to start of school)

Afternoon Session: \$15 per day or \$65 per week (End of school to 6:00 PM)

Half Day Session: \$32 per session (Dismissal to 6:00PM)

Child Care Payments must be scheduled and pre-paid through Day Care Works.

\$15 NSF fee will be added for returned payments.

\$5 Administrative fee will be added for each day attended but not scheduled in advance.

Please keep in contact with your child's school/SACC Lead Caregiver. **While we have your general schedule, you must also communicate your dismissal preference to your child's teacher. Put any changes in writing to your child's teacher.** He/she will help direct your child to the correct place at dismissal.

Accounts will not be credited or refunded for absences.

Up to 5 unused days can be credited to your account in emergency circumstances. Please reach out to Tiwanya Robinson if this is needed.

Admission & Program Withdrawal Policy:

Any school aged child that has completed all of the required forms and attends Ferndale Schools is eligible for admission into the Ferndale SACC program.

A two weeks written notice is required to withdraw from the SACC program. It shall be the policy of Ferndale Public Schools not to discriminate on the basis of race, creed, color, national origin, age, sex, sexual orientation, religion, marital status or handicapped status in educational programs, activities or services. **If a two week notice is not given you will be billed the daily rate for the two weeks after the child's last day.** If the program determines that it is unable to provide services to meet the needs of your child without jeopardizing the quality of care provided to other children, you may be asked to withdraw from the program. A two week notice may not be required with prior permission from the SACC Supervisor.

Drop off and Pick Up Procedures:

Anyone who is picking up a child from Ferndale School Age Child Care must come into the School Age Child Care room and sign the child in/out and be prepared to show a picture id. **No Child will be released to anyone who is not listed on the Child Information Record or Emergency Card.** Please share with any family members who are asked to pick up the child that asking for a Driver's License/Picture ID is a safety measure.

Food Policy:

SACC adheres to the Safe School Allergy guidelines that are in place in our elementary buildings. To ensure all snacks are on the approved Safe Food list we partner with Chartwells to provide daily snacks including fresh fruit.

Late Pick Up Policy:

1st time: 10 Minutes or less is a Warning

All other late pick ups will result in the following fees: \$30 for the first 15 minutes and \$1 per minute thereafter. Late fee will be added to Day Care Works billing.

Transportation:

Morning Session:

Families are responsible for dropping their children off and **signing them in** at the School Age Child Care room. Students need to be dropped off at the campus they attend for the school day. No SACC transportation arrangements can be made for the morning session.

Afternoon Session:

Students attend SACC within their own building unless other arrangements have been made with Tiwanya Robinson at 248-586-8795 or tiwanya.robinson@ferndaleschools.org . If a family has siblings at the lower and upper campus, we will arrange bus transportation for the younger sibling to attend SACC after school at the upper campus if there is space in that program. (This will be done at the parent's request, please contact Tiwanya Robinson if you are interested in this option.)

It is the parent's responsibility to pick up their child from child care and **sign them out** at the School Age Child Care room.

Child Information Records:

Although your school keeps an Emergency card on hand, it is vital that the School Age Child Care program has an updated **Child Information Record** on hand as required by Michigan State Licensing requirements. The Child Information Record is populated when each parent registers their child online at School/DayCare Works. It is very important that phone numbers and emergency contacts are kept current. If information changes during the school year please go online to make changes and let your child's provider know. Since the school front office is not available during Before and After Care, please let the SACC Leads know of any changes regarding your child and your child's information.

Student Health:

A **Good Health Statement** must be completed each year for each student who attends SACC to inform Ferndale Public Schools Child Care of any medical needs your child may have per SACC licensing regulations. Even if you inform your child's school it is the parent's responsibility to also inform School Age Child Care. Latchkey leaders are not authorized to give any medication to children without proper paperwork and prescription from the doctor including cough drops, Tylenol and/or Benadryl.

School Age Child Care is required to follow all student Medical Health Plans and/or 504 plans if a student has them. Please make sure to talk with the SACC Leader.

**Our early childhood and elementary buildings are all
Peanut, Tree nut and Sesame restricted including during SACC hours.**

Emergencies at School Age Child Care:

Students who receive minor injuries at school during SACC will be treated by the caregivers. Band-aids and ice are the most common form of treatment for small cuts and bruises. The lead caregiver will notify the parent upon pick up/dismissal.

In the event of a more serious injury occurs, the family will be notified immediately. In rare instances, severe injuries could result in a 911 call.

All staff members are CPR and First Aid Certified.

Hand Washing Policy:

Students and staff are required to wash their hands before and after handling food and using the restroom. This is in accordance with the guidelines recommended by the Oakland County Health Department.

Covid 19 Safety Changes:

We have many updated safety changes based on the recommendations and requirements from licensing in an effort to limit the spread of Covid 19 and keep students, staff, and families safe and healthy. Please review the Ferndale Schools SACC Response & Preparedness Handbook for further information and details.

Communicable Diseases:

An important part of student health is the control of communicable diseases. Students with communicable diseases are excluded from School Age Child Care in accordance with the guidelines recommended by the Oakland County Health Department.

Additionally, an important part of student health is to provide a clean and pest free environment for children. Each school has a pest management plan. You will be given at least 24 hours notice in the event pesticides are used in the building.

Daily Routine:

A weekly schedule of activities will be posted on our School Care Works site and outside each SACC setting. A nutritious snack will be provided to your child each afternoon. You are more than welcome to send a snack from home as well. Please be mindful if your child is in a peanut, tree nut or sesame free school area.

Children will participate in a variety of activities including but not limited to - team games, computer time, story time, outside play, gym time, arts/crafts. SACC will also offer special activities such as movie day or an outside vendor. We will keep you informed of any extra activity scheduled.

We make every effort to go outside each day and/or play in the gym. Please be sure your child is dressed appropriately for the weather and playground safety.

- Cold weather garments such as snow boots, gloves, hat and coat
- Students must wear closed toe shoes during physical activity time (Sneakers/Gym shoes)
- Flip flops are not permitted

Please **LABEL** all of your child's school items including **face mask, backpack, lunch box, jackets, coats, boots, gloves, hat, etc.** This helps all staff members find the owner if an item becomes lost or there is a question to who is the rightful owner.

Physical Activity:

It is important that children have physical activity as part of their daily routine. SACC will ensure that your child is physically active while participating in our program. We will spend some time outside, if the weather permits. Be sure to always dress your child appropriately for the weather.

Student Discipline:

Maintaining consistent and appropriate discipline is a key factor in providing a safe and secure environment for all our students in Ferndale Public Schools. The SACC program operates under the umbrella of the FPS Student Code of Conduct handbook. If you do not have a copy of the Student Code of Conduct, you may obtain one from the school office.

Ferndale Public Schools uses a positive behavioral approach to support students with learning rules, expectations and good character development. Our expectations spell SOAR:

S - Show Respect. This means understand that respect is listening to yourself, listening to others, and do what is right at all times.

O - Own Your Behavior. This means that students are honest and believe in themselves. If we make a mistake it is a learning opportunity and we own up to our behavior.

A - Act in Excellence. This means to be the best that you can be. Show others what it looks like and sounds like to excel in learning, relationships and school.

R - Ready to Learn. This means come to school ready to learn by getting a good night sleep, eating a healthy breakfast and being ready to focus on learning.

All SACC students will follow the school rules. If a student is having difficulty we will meet with the SACC Director, School Principal, SACC Leader and family to come up with a solution that best meets the needs of the student and program. Behavior concerns could result in removal from the SACC program.

School Age Child Care CAMPS:

Half Day Camp will be available on half days. You must sign-up in advance so that we have the appropriate amount of staff available as well as materials for all activities.

Child Protection Law:

Any person who works in a school and who suspects that a child may be abused or neglected must, by law, report the suspicions of abuse or neglect to the Child Protective Services Department of the Family Independence Agency.

Safety Drills:

Fire drills are held throughout the school year. When the alarm sounds, students must stop talking and exit the building with the provider in an orderly fashion. They must follow the directions of the Latchkey leader at all times and listen for instructions. They can re-enter the building once the all clear is sounded.

Tornado drills are also held each year. Students and staff are taught to take cover in approved areas of the school building. Students are required to sit on the floor quietly with their hands over their heads. They may leave the safe place after the all clear is sounded.

Lockdown drills are also held each year to practice what to do in case of an emergency situation. Schools have various lockdown procedures dependent on where or what the situation entails.

School Closing:

SACC will follow the district calendar. If the district is closed for any reason, SACC will be closed as well.

Student and Parent Phone Calls:

Students may use the phone with permission from the SACC Leader as necessary, but will be kept to a minimum.

If you are trying to reach the School Age Child Care Program during program hours, do not be alarmed if the phone goes unanswered. The program may be participating in activities outside of the School Age Child Care room, such as the playground or gym. Please leave a message. The Child Care employees check messages each time they return to the room. Each SACC leader has a cell phone for families who need to enter the building and have forgotten their door code or for other emergency situations. Each leader will provide the phone number at the beginning of the year.

Staff and Volunteer Screening Policy:

- Ferndale Public Schools requires a criminal history check on all employees.
- Ferndale Public Schools requires a fingerprint clearance on all employees.
- All Ferndale SACC programs employees have a child abuse and neglect clearance performed by the Michigan Department of Human Services.
- All staff members are familiar with the Child Protection Law as it relates to child abuse and neglect.
- A volunteer shall not have unsupervised contact with children.
- Ferndale Public Schools requires all volunteers to have a criminal history check, child abuse and neglect clearance performed annually through our Human Resource Department, in compliance with Michigan Department of Human Services.

Licensing Notebook:

Each center has a licensing notebook. The licensing notebook contains all licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.

The licensing notebook is available to parents during regular business hours.

Licensing inspection and special investigation reports from at least the past two years are available on the child care licensing website at www.michigan.gov/michildcare.

Contact Information:

For any questions regarding SACC please contact

Tiwanya Robinson, SACC Coordinator

248-586-8795

tiwanya.robinson@ferndaleschools.org

Each building has a cell phone designated to the SACC leader:

Lower Campus at 248-752-1902

Upper Campus at 248-752-1897