

School Age Child Care (SACC) Handbook



TABLE OF CONTENTS

Introduction/Schools/SACC Sites	2
Admission Policy	3
Registration	3
Payment	3-4
Pre-Determined Schedule	4
Late Pickup/School Closings	4
Withdrawal Policy	4
Sign In/Sign Out Procedures	4-5
Snacks	5
Daily Routines	5
Medication	5-6
Parent Notification Regarding Illness, Injury and Incidents	6
First Aid	7
Communicable Diseases	7
Restraining Orders and Court Papers	7
Hand Washing Procedures	7
Handling Bodily Fluids	8
Cleaning and Sanitizing	8
Sanitizing Solutions	8
Controlling Infections	8
Training	8
Guidance & Discipline Policy	9
Staff Screening Policy	10
Emergency Cards	10
Parents and Visitors	10
Volunteers	10
Emergency Dismissal	10
Severe Weather Closing	11
Fire & Disaster Drills	11
Playground Equipment	11
Tornado Warning & Lockdown Procedures	11
Bus Safety	11
Pest Management	11
Parent Notification of Licensing Notebook Requirements	12
Contact Information	13

INTRODUCTION

The purpose of this handbook is to provide you with a ready source of information regarding general SACC procedures, policies, rules and services. We hope that this handbook helps you become more knowledgeable about the SACC program and its programs and policies.

*The mission of the Roseville Community Schools,
in a cooperative partnership with students, the home,
and the community, is to develop lifelong learners
prepared to meet the challenges of the future.*

Please feel free to call your child's school for clarification of anything contained in this handbook. The elementary school rules and guidelines are based on the Roseville Code of Conduct.

ROSEVILLE'S ELEMENTARY SCHOOLS

FOUNTAIN (SACC held at Steenland)
16850 Wellington
(586) 445-5765

PATTON (SACC held at Kment)
18851 McKinnon
(586) 445-5795

DORT (SACC site)
16225 Dort
(586) 445-5750

KAISER (SACC held at Dort)
16700 Wildwood
(586) 445-5785

STEENLAND (SACC site)
16335 Chestnut
(586) 445-5745

KMENT (SACC site)
20033 Washington
(586) 445-5756

GREEN (SACC site)
18530 Marquette
(586) 445-5780

SACC Site Contact Numbers

Dort: (586) 445-5686
Steenland: (586) 445-4531
Kment: (586) 445-5782
Green: (586) 445-4149

ADMISSION POLICY

The following are required in order to enroll a child in Roseville Community School's School Age Child Care (SACC) program:

- Child must be attending a Roseville Community Schools' elementary school (K-5)
- Register prior to attending (see "Registration" below)
- Pay all registration fees
- Settle all outstanding debts
- Sign the student in and out each day on the provided device
- Present ID when taking your child out, when asked
- Include names of individuals on the emergency card who are allowed to take your child out of the program

REGISTRATION

Online or in-person registration **must** be completed and approved prior to attending any SACC program; there is also a \$40 registration fee that must be paid at time of registration. Registration is required each school year.

Registration will include:

- Child Information Record (**must** be filled out completely; no blank spaces and/or "N/A" allowed on form)
- Pay Agreement
- SACC General Guidelines and Information Agreement
- Handbook Acknowledgement
- Parent Notification of the Licensing Notebook Requirement

PAYMENT

All outstanding debts must be paid prior to registering in the SACC program. You will be billed weekly, and payment is due within seven days. Statements will be released on Monday and are due the following Monday. Children will not be able to attend the program if the balance is not paid by the due date.

- ❖ SACC Before School: You will be billed from the time you drop your child off until the time school begins.
- ❖ SACC After School: You will be billed from the time school ends until the time you pick your child up.

Latchkey rates are as follows:

- \$4.00 per hour per child

Time will be calculated by 30-minute increments.

Payments can be made:

- Online (preferred method)
- By check or money order at any childcare site.
- By check, money order, cash (in the exact amount) or credit card at the Administration Building at 18975 Church Street, Roseville, MI 48066.

Returned checks will result in a \$35.00 charge. Any child picked up after 6:00 pm will be charged \$1.00 per minute beginning at 6:01 pm.

Any billing questions should be directed to the Business Office at (586) 445- 5530 between the hours of 8:00 am and 4:00 pm

PRE-DETERMINED SCHEDULE

It is helpful for children who ride the bus to a SACC site to have a set attendance schedule. Children who ride the bus will not be allowed to attend until 3 days after the registration packet is processed.

You must call the childcare center directly to report any absences; we do not get this information from your child's school. This will help us ensure your child's safety.

No student will be placed at a different site if SACC is available in their home school.

Before and after school SACC is only provided on days school is in session. A school calendar is located on the district website: www.rosevillepride.org

LATE PICKUP/SCHOOL CLOSINGS

SACC will be closed with the rest of the District due to inclement weather or specific emergency school closings.

Any child picked up after 6:00 pm will be charged \$1.00 per minute beginning at 6:01 pm. SACC staff will begin calling people on your child's emergency card to pick up your child if they do not hear from you. The Roseville Police Department will be called to pick up a child if we are not able to reach someone within a half hour of closing time.

WITHDRAWAL POLICY

Children will not be dropped from the program except for the following reasons:

- Voluntary withdrawal by the parent/guardian
- No longer attending a Roseville Community School's elementary school (K-5)
- Failure to pay latchkey bills
 - Child will not be allowed to attend the program if there is an outstanding balance
- Repeated failure to pick child up on time
 - Excessive late pick-ups will result in dismissal from SACC
- Repeated disciplinary issues
- Failure to follow the Student Code of Conduct
- The student has individual needs that cannot be accommodated by the SACC program, potentially impacting their health and safety, or the health and safety of other latchkey students or staff.

SIGN IN/SIGN OUT PROCEDURES

It is your responsibility to come into the building and sign your child in and/or out each day on the provided device. If you fail to sign your child in when you drop him/her off before school, you will be billed for the entire AM session. If you fail to sign your child out when you pick him/her up after school, you will be billed for the entire PM session.

For safety reasons we insist that you not send children into the building alone or leave them if the caregiver is not present. Leaving or sending a child in alone will be considered an act of neglect and will be reported to the proper authorities.

- **Anyone who is picking up a child from the center must be listed on the emergency card, present a picture ID and be at least 16 years of age.**

SNACKS

The before and after school SACC program provides snacks for your child, however you may send one in if you wish. Keep in mind that refrigerators and microwaves are not available.

DAILY ROUTINES

AM:

Arrival – Student Arrival at Staggered Times

6:30-8:30 am – Free Choice Activities (separated depending on grade level)

Examples include: crafts, board games, gym time, playground time

8:20 – Breakfast available for students who choose to partake

Dismissal from Latchkey for Start of School Day

PM:

Arrival – Student Arrival to Latchkey from School

3:30-4:00 pm – Group Gathers for Snack Time

4:00-6:00 pm – Free Choice Activities (separated depending on grade level)

Examples include: crafts, board games, gym time, playground time

Dismissal – Student Dismissal at Staggered Times

PM (half days):

Arrival – Student Arrival to Latchkey from School

11:55 am-12:30 pm – Group Gathers for Lunch Time

12:30-3:30 pm – Free Choice Activities (separated depending on grade level)

Examples include: crafts, board games, gym time, playground time

3:30-4:00 pm – Group Gathers for Snack Time

4:00-6:00 pm – Free Choice Activities (separated depending on grade level)

Examples include: crafts, board games, gym time, playground time

Dismissal – Student Dismissal at Staggered Times

MEDICATION

When it is medically necessary that a child receive medication at school, and written instructions from the physician are on file, school personnel may administer the medication in strict compliance with the District policy and procedures.

The Student Medication Request Form **must** be completely filled out by the parent or legal guardian and signed by the physician. **The form is good for the current school year only.** All medications, inhalers, and kits for asthma and diabetes will be kept in the office. (Students with asthma inhalers and epi-pens may carry them in school if specific criteria are met.)

All prescription medication should be brought to school by the parent, legal guardian, or other reliable adult in an original pharmacy container with a label identifying student's name, name of medication, dosage, and physician's name.

Over the counter medication must be in original manufacturer's container with a label identifying student's name and dosage. The District has very strict guidelines and procedures for dispensing medication. Please contact your school office for complete information. Before and after school staff must have access to the medication and keep medication in a secure location.

PARENT NOTIFICATION REGARDING ILLNESS, INJURY AND INCIDENTS

Students, staff members and volunteers should not show up to school if they have an elevated temperature above 99 degrees Fahrenheit or show signs of not feeling well. Just like adults, students do not do well in activities when they don't feel well.

School and health department regulations require children, staff and volunteers with certain communicable diseases be excluded from school until such time that a physician deems them not contagious. These diseases include chicken pox, measles, mumps, pinworm, ringworm, impetigo (contagious skin sores), scabies, pink eye, lice or any unidentified rash. Infections or communicable diseases need to be checked by a doctor. Roseville Community Schools follows the Macomb County Health Department requirements for students, staff, and volunteers to return to school. The school office has a chart available to answer any questions you might have. We request that you report any confirmed communicable disease to the school office or your child's teacher immediately so other parents from your child's class can be informed of signs and symptoms to watch for.

Parents, please let the latchkey staff know if your child has had any accidents and is coming to school with a cut, bump or bruise that may need attention so we can keep an extra eye on them.

If a child becomes ill during latchkey, the parent will be contacted to pick the child up early. A parent will also be contacted if there are injuries where blood is present or if there have been any injuries to the head. If the staff is unable to contact the parent or a person on the emergency card, the child will be kept in a supervised, but isolated, area and kept as comfortable as possible until they are picked up.

Children, staff, and volunteers must be **fever free for 24 hours** before returning to school.

PLEASE KEEP EMERGENCY NUMBERS UP TO DATE (EX: CURRENT BABYSITTER, CHANGE OF HOME or WORK NUMBER, PAGER or CELL PHONE NUMBERS, ETC.)

FIRST AID

First aid given at school is limited to cleaning and bandaging. Parents can assess the child's injury at home and apply further attention as needed. If an injury appears to need more than first aid, parents will be called to make a determination as to how it should be handled.

COMMUNICABLE DISEASES

Please telephone your school office if your child is diagnosed as having a contagious disease. For the protection of all, school materials may not be sent home to children with contagious diseases unless such materials are of a disposable nature.

RESTRAINING ORDERS AND COURT PAPERS

We cannot legally prohibit a parent from picking up a child unless we have current court papers on file indicating restrictions. It is the parent's responsibility to provide these papers and make the staff aware of any potential conflict. Staff is directed not to become involved in parental disputes over the children. Please do not ask the staff to take sides, give their opinions in regards to the other parent or to write letters on your behalf. We remain neutral and act only in the best interest of the child. We can only report on attendance and the child's behavior while in our care.

Licensing Rule: R400.5102(6)(a) – "The licensee shall assure that a child is released only to persons authorized by the parent. The following shall apply: (a) a child shall be released to either parent unless a court order prohibits release to a particular parent. (b) A copy of the order specified in sub-rule (6)(a) is to be kept on file at the center."

HAND WASHING PROCEDURES

The following procedures will be used for hand washing:

1. Have disposable towels available
2. Turn on the water to a comfortable temperature between 60 and 120 degrees
3. Moisten hands with water and apply soap
4. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds
5. Rub areas between fingers, around nail beds, under fingernails and jewelry, and backs of hands
6. Rinse hands with a clean, disposable paper or single use cloth
7. Turn off tap with disposable paper

Hands shall be washed with soap under running water. The following are not approved substitutes for soap and running water:

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

HANDLING BODILY FLUIDS

The center will use precautions when handling bodily fluids as instructed in the blood-borne pathogen training. Steps will include:

1. Staff will put on gloves
2. Clean up bodily fluids
3. Wash area with soap and water
4. Rinse and sanitize area
5. Wash hands of child
6. Take gloves off and dispose of with other bodily fluid waste
7. Wash hands using the instructions above

CLEANING AND SANITIZING

The following steps are to be followed for cleaning and sanitizing:

1. Wash area/surface with warm water and soap/detergent
2. Rinse area/surface with clean water
3. Submerge, wipe or spray the article or surface with a sanitizing solution
4. Let area air dry

SANITIZING SOLUTION

- Water and non-scented chlorine bleach solution with a concentrate of one tablespoon of bleach to one gallon of water
- Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions

CONTROLLING INFECTIONS

- See universal precautions above
- Toys that are mouthed will be removed, washed, rinsed and sanitized
- Other toys and equipment will be washed immediately if dirty or on a daily basis
- Cots/mats will be washed daily.
- Children who have any type of communicable disease will be removed from care and may return to care only with a doctor's note
- Children who become ill will be removed from the room until an approved emergency contact can pick them up

TRAINING

All staff will be trained on the proper procedures according to this health plan. This plan will be reviewed each year prior to the beginning of the school year.

Training will include:

Emergency Procedures	Hand Washing	Hygiene
Illness Identification	Cleaning	Universal Precautions
Medication Handling	Health Records	Allergies
Identification of Abuse/Neglect	Food Preparation	Building Safety

GUIDANCE & DISCIPLINE POLICY

SACC staff is responsible for the supervision and guidance/discipline of the children at all times. Examples are as follows:

- Established guidelines and limits are stated and used positively (minimizing the use of negatives).
- Guidance/discipline must be consistent, developmentally appropriated, and realistic. When it becomes necessary to discipline a child, the following steps will be taken:
 - Re-direct child to a new activity or more appropriate situation.
 - Talking to the child in a one-on-one conversation about the behaviors he/she should be using and the behaviors that are inappropriate.
 - Support other children's expression of their feelings about the child's actions or words that have an effect on the activity.
 - Remove child to a quiet area under direct adult supervision for a short period of time where he/she can express and bring under control his/her emotions or behavior.
- Non-severe guidance/discipline or restraint, which is reasonably necessary based on the child's development to prevent a child from harming him/herself, other persons, or property, may be used when absolutely necessary. This excludes those forms of discipline or punishment prohibited by law.
- Staff are prohibited from using any of the following as a means of discipline or punishment:
 - Hitting, shaking, biting, pinching, spanking, or inflicting any forms of corporal punishment.
 - Restricting a child's movement by binding or tying him/her.
 - Mental or emotional cruelty such as humiliation, shaming or frightening.
 - Depriving a child of snacks, rest, or necessary toilet use.
 - Confining a child to an enclosed area such as a closet, locked room, or box.
- Roseville Community Schools SACC aims to build strong characters through positive reinforcement. Parents are asked to follow the lead of the Supervisor and staff in encouraging children in their activities and providing choices as well as avoiding humiliating or belittling situations or spanking a child. We are not here to tell you how to raise or discipline your child. However, we feel strongly in protecting children from being embarrassed in front of their peers by harsh or inappropriate discipline.
- Students are expected to follow all rules and regulations set forth in the Roseville Community School's Student Code of Conduct.

STAFF SCREENING POLICY

All employees/volunteers will have a comprehensive background check completed prior to an offer of employment. There shall be no history of child abuse/neglect or felony criminal convictions regarding harm or threatened harm to an individual within the past ten years.

All staff must submit to a comprehensive background check with FBI fingerprinting that verifies that the prospective staff member has no history of child abuse/neglect.

EMERGENCY CARDS

Every student in our schools **must** have an emergency card on file. If a child is injured or becomes ill, a parent is called. If the parent cannot be reached, the emergency number furnished by the parent is called.

IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO SEE THAT THE SCHOOL HAS A CURRENT AND VALID EMERGENCY NUMBER TO CONTACT.

PARENTS AND VISITORS

ALL visitors to the school must report to a SACC staff member to sign in and/or pick up a child. For your child's safety and security, all contact with students must be made through the SACC staff.

Prior arrangements must be made with the SACC staff to release a child to anyone other than the parent or legal guardian. Students are released only to persons listed on the emergency card. Parents bringing students to school or picking them up should wait outside the school or in the designated area.

VOLUNTEERS

As part of our ongoing effort to maintain a safe school environment for students, Roseville Community Schools will conduct an annual criminal history check on prospective school volunteers and chaperones. Our purpose is to verify the background of individuals who will be responsible for supervising students during field trips or other school activities.

If you are interested in serving as a volunteer or chaperone during the current school year, please complete the Volunteer Application Form and return it to the building Principal. A new application form must be filled out each year. Questions should be directed to the building Principal or to the Personnel Office.

EMERGENCY DISMISSAL

In emergency situations such as utility failure or severe weather, it may be necessary to send students home immediately. Children must have valid emergency contacts on file in case of an emergency.

SEVERE WEATHER CLOSING

School closings will be first announced on the following radio stations: WJR 760 and WWJ 950. **The SACC programs will be closed on days that the regular school day is canceled or closed.**

FIRE & DISASTER DRILLS

Fire and disaster drill rules and procedures are reviewed with students each year. Each school is required to practice fire drills, tornado drills and lockdowns quarterly.

PLAYGROUND EQUIPMENT

Roseville Community Schools provides playground equipment to be used by the SACC program. Playground equipment is not required by licensing to be inspected; however, the district will continue to monitor the playground equipment and maintain the equipment. The original installation was inspected and installed to the necessary specifications.

TORNADO WARNING & LOCKDOWN PROCEDURES

In case of a tornado warning, students will be kept at school in designated safety areas until there is an all-clear signal. During this warning, students will be released **ONLY** to parents or guardians, but for the safety of all, we strongly recommend that students remain in school in tornado safe areas until the all-clear signal. Parents are requested not to call the office during tornado warnings, so the school telephone lines are open to receive Civil Defense messages.

In the event of a crisis or intruder in the building, a lockdown will be in effect. Students will be moved to a secure area. Students will remain in this area until the situation has been resolved. Lockdown drills will be practiced quarterly.

BUS SAFETY

The Roseville Community School District has a separate bus conduct contract that each student riding the bus needs to sign, along with his or her parents/guardians. This form is available from the Transportation Department and your school office. The home school will collect these forms.

PEST MANAGEMENT

Roseville Community Schools contracts with a pest management company who routinely treats the school for pests. This will typically take place in September. The company posts a notification on the door at any time they treat the building. Parents will also be notified either by newsletter, e-mail, or a handout. For more information regarding our Pest Management Program, contact Buildings and Grounds at (586) 445-5697.

SECTION 504 OF THE REHABILITATION ACT OF 1973

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act (ADA), the School District will ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. The School District does not discriminate in admission or access to, participation in, or treatment of students with disabilities in its programs and activities. Similarly, the School District does not discriminate against any job applicant or employee with a disability in any term or condition of employment or in the recruitment process.

The District has developed guidelines for providing a free appropriate public education (FAPE) to students under Section 504 and the ADA, which may be accessed by clicking on the following link: rosevillepride.org.

The Superintendent appoints: the School District's Assistant Superintendent for Human Resources to serve as the School District's Compliance Officer for employment issues arising under Section 504 and the ADA; and, the School District's Director of Special Education to serve as the School District's Compliance Officer for FAPE and other accessibility issues arising under Section 504 and the ADA. The Superintendent will develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

Service Animals are allowed on School District property to the extent required or permitted by law. For any requests to have non-service animals on school grounds, the Superintendent shall develop administrative regulations for the review and approval of such requests. Emotional support animals are not considered Service Animals for purposes of this policy. This policy applies to employees, students, volunteers, and visitors.

PARENT NOTIFICATION OF LICENSING NOTEBOOK REQUIREMENTS

All childcare homes and centers must maintain a licensing notebook which includes all Licensing Inspection Reports, Special Investigation Reports, and all related Corrective Action Plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAPs contained in the notebook. The Licensing Notebook Summary Sheet (BCAL-5052) may be used as the required summary sheet in the licensing notebook.

These notebooks are available during our hours of operation during the school year.

Licensing impaction and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at:

www.michigan.gov/michildcare

CONTACT INFORMATION

Curriculum Department

Contact: 586-445-5688

Monday – Friday

8:00 a.m. – 4:30 p.m.

(Closed 12:00 p.m. – 1:00 p.m. daily)

Summer Hours

8:00 a.m. – 4:00 p.m.

(Closed 11:30 a.m. – 12:30 p.m. daily)

Administration Building

18975 Church Street

Roseville, MI 48066

Mark Blaszkowski, Superintendent

David Rice, Assistant Superintendent

Peter Hedemark, Assistant Superintendent

Roseville Community Schools

Board of Education

Theresa Genest, President

Kevin Switanowski, Vice President

Joseph DeFelice, Secretary

Matthew McCartney, Treasurer

Gina Aiuto, Trustee

Michael Anderson, Trustee

Michelle Williams-Ward, Trustee