

Ottawa Elementary School Age Child Care

2019/

2020

PARENT
HANDBOOK



ADMISSION POLICY

All children enrolled in the Ottawa Elementary S.A.C.C. Program must meet the following requirements:

- ✓ They must meet the immunization requirements established by Michigan State Law.
- ✓ Registration must be completed online and approved.
- ✓ For the protection of the child, all names, phone numbers, and addresses must be accurate and current. **You must go to your SchoolCare WORKS Connect account to make the changes. We cannot change information for you.**
- ✓ A \$20.00 non-refundable registration fee per child is required. Payment will be required during online registration. Any outstanding balances must be paid in full for continuation of service. **No exceptions.**

TUITION

- Yearly Registration Fee: \$20.00 (non-refundable) per child.
- Maximum \$60.00 per family

HOURLY RATE:

- 1st Child –* **\$4.75** per hour, **1-hour minimum charge**, time beyond 1 hour is charged in 15-minute intervals
- 2nd Child –* **\$4.25** per hour, **1-hour minimum charge**, time beyond 1 hour is charged in 15-minute intervals
- Billings are assessed independently on morning childcare and afternoon childcare as separate transactions.

***Rates are subject to change.**

- **IF YOU FAIL TO SIGN YOUR CHILD/CHILDREN IN AND OUT YOU WILL BE CHARGED FOR THE ENTIRE S.A.C.C. SESSION. IT IS MANDATORY THAT DOCUMENTATION OF EVERY CHILD IN ATTENDANCE BE ACCOUNTED FOR USING OUR SIGN IN/SIGN OUT.**

Hours of Operation:

Childcare will be open on days school is in session.

Morning	7:00 a.m. – 8:28 a.m.
Afternoon (full day)	3:18 p.m. – 6:00 p.m.
Partial Days	11:09 a.m. - 6:00 p.m.
½ Days	11:23 a.m. - 6:00 p.m.

- **FOR THOSE WHO DO NOT NOTIFY US WHEN THERE IS A CHANGE IN SCHEDULE FOR THE DAY WILL BE CHARGED \$4.75 (MINIMUM 1 HOUR CHARGE). NOTIFICATION CAN BE DONE BY PHONE, EMAIL, NOTE, OR STOPPING BY SACC AND LETTING US KNOW YOU ARE TAKING YOUR CHILD. WHEN WE ARE NOT AWARE OF A CHANGE IT TAKES AWAY FROM THE CHILDREN IN ATTENDANCE AND HOLDS UP THE BUSES WHILE WE SEARCH THE SCHOOL FOR THEM.**
- **If SACC is not notified of a change, we are to assume your child/children should be in SACC.**

- A new registration and registration fees are required for each school year and summer session. **REGISTRATION MUST BE COMPLETED AND PAID FOR ONLINE through SchoolCare WORKS Connect.** Can be accessed as follows:
www.chippewavalleyschools.org. –Click on **FOR PARENTS**, -Click on **SACC**, -Click on **SchoolCare WORKS Connect**.
- **It is the responsibility of the parent to update the student’s information to reflect changes in phone numbers, emergency numbers, etc. as changes occur. This will be done on SchoolCare WORKS Connect.**
- **We reserve the right to contact the police for failure to pick up your child at close (6:00p.m.)**

1/2 AND PARTIAL DAYS OF SCHOOL

- **On half days of school your child must be signed up ahead of time. A sign-up sheet is available about 2 weeks ahead of time. The list for the day will be taken from these sign-up sheets, not the regular schedules. There is no food service on these days, so lunches and snacks must be provided.**
- **Late Fees:** We strictly adhere to our hours of operation. **There is a late fee of \$1.00 per minute/per child for drop-offs before the 7:00 a.m. opening and after the 6:00 p.m. closing time. After 3 early drop-offs or pickups, the fee of \$5.00 per minute will be assessed. All late fees are non-refundable and payment is due by the next billing cycle.** A child that is dropped off early or signed out after closing time more than 3 times within a calendar month may be dismissed from the program at the Principal or Program Director's discretion.

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- **Invoices:** Invoices are prepared each Monday and are for the previous week of care. These are sent electronically to the email address on file. Please note that we do not pro-rate for children who attend the breakfast program during the school year. **If your email changes please change it in SchoolCare Works CONNECT. IT IS YOUR RESPONSIBILITY TO CHECK THE BALANCE AND TO INFORM US IF YOU HAVE NOT RECEIVED AN INVOICE.**
- **Full payment is due each Friday by closing time,** even if your child is not attending child care or is not in school. **If not enrolled in Auto-Pay, the payment must be made by close on Friday. If payment is not made it will be subject to a \$5.00 non-refundable late fee. Any over payment will result in a credit on your childcare account. Payment can be made online in SchoolCare WORKS Connect or by check.**

- To enroll in Auto-Pay in SchoolCare WORKS Connect: -Click on the **AUTO-PAY BOX**, -Enter information, -Click **SAVE**.
- **Those accounts that are not paid in full weekly are subject to a non-refundable late fee for each week the account is in arrears. If the childcare account goes two weeks without payment, services will be discontinued until the balance is paid in full. For payments that are in arrears after this time frame, we reserve the right to turn this account over to small claims court for collections. Any fees incurred: filing, certified mail fees, process servers, etc. in attempting to collect on the outstanding account are the parent's responsibility.**

RETURNED CHECK FEE:

All returned checks will be assessed a \$20.00 NSF fee on your SACC account.

ASSISTANCE: Ottawa Elementary School Childcare is an approved facility to accept State Assistance – also called Department of Human Services (DHS). It is the parent’s responsibility to file the paperwork with DHS and follow up for approval. Any paperwork that needs to be signed by our center will require a 24-hour notice. **Please note that until the child has been approved for assistance, the account must be kept current and the registering parent is responsible for all tuition charges and payments.** Approval may take as long as 45 days. If assistance is approved and there is a credit issued to the account, the credit must be used in childcare services and cannot be refunded. As the parent, it is your responsibility to make sure that the hours that the child is in care fall within the criteria set forth by the State of Michigan. ***The registering parent is responsible for any amount that the state will not pay.*** If you are experiencing a time of financial difficulty, need to make payment arrangements or if you have any billing concerns, please contact Lynn Baszczuk at 586.723.6600.

OTTAWA CHILDCARE DISCIPLINE POLICY

- The purpose of discipline is to help children learn acceptable behavior and develop self-control. We believe that all children strive to make good choices, but occasionally positive discipline is needed. Positive discipline does not mean using corporal punishment or humiliation. If inappropriate behavior does occur, our staff will use redirection and dialogue to assist the child in identifying the behavior in which he/she displayed. At this facility, we strive to develop a positive relationship between the childcare staff, the parent, and the child. We see the child as an individual person and we let them see that they are liked and accepted.
- There will be an adult present in the room with the children at all times. Children will respect the adults in charge and follow their directions at all times.

The following is considered unacceptable behavior

- ✓ Running in the classroom
- ✓ Abusive, disrespectful and/or inappropriate language, behavior, or actions
- ✓ Arguing with staff or others/Lack of cooperation
- ✓ Bully behavior toward others
- ✓ Leaving an area or the group without permission
- ✓ Being disruptive
- ✓ Weapon and explosive play (real/threatened or otherwise)
- ✓ Using toys and materials inappropriately, destruction of property
- ✓ Removing shoes or other articles of clothing (unless staff approved)
- ✓ Aggressive and/or threatening behavior

- ✓ Hurting (or threatening) to harm themselves, or others
- ✓ Hitting, biting, spitting, kicking, pulling hair or other aggressive behaviors toward self or others
- If an incident should occur, the child will receive a verbal warning from a staff member. If the behavior continues, the child will be removed from the area for Redirection Time. They will be asked to review and examine his or her actions. Redirection Time is defined as an area away from the group or activity. This redirection time will be determined by the child's age, 1 minute per year of age. This time will not exceed 10 minutes.
- The child will be allowed, as soon as possible, to return to the group. The staff member will decide if the child is ready to return and will encourage him/her to be ready to rejoin their peers.

- If redirection time is not sufficient in dealing with the inappropriate behavior, the staff person will do the following:
 - ✓ Intervene as soon as possible to prevent physical or emotional injury
 - ✓ Help the child identify his/her unacceptable behavior. They may be given further time away from the group. An alternative activity will be provided.
 - ✓ If necessary, call the parent
- If the behavior continues, a Misconduct Report will be written. A copy of this form will be given to the parent and one will stay in the child's file. This form must be signed and returned before the child can return to the program. If there are 3 Misconduct Reports issued within a 30-day period, one week of exclusion from care will occur. If another behavior report is written after exclusion, permanent termination may occur at the discretion of the building Principal and/or Director.

- Ottawa Elementary SACC expects parental involvement and cooperation in all aspects of discipline. Failure to comply can result in termination. Physical aggression, bully behavior, and threats toward self and others and/or continuous and deliberate destruction of property is also grounds for immediate dismissal. Ottawa Elementary SACC considers this to be a drastic measure and would not resort to this action unless the child's behavior significantly and directly threatens the physical or mental health, safety, and/or wellbeing of themselves, other students or staff members. Termination can also occur at the discretion of the Principal and/or Director at any time.
- The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We strive to provide the child with a warm, safe, and caring atmosphere in which to explore during their out-of-school childcare time.

ATTENDANCE POLICY

- **To attend SACC, your child must be present in school and come to SACC from school.** We cannot accept children who are dropped off at a later time or did not attend school that day. We are staffed according to the number of children we have at the end of the school day. Staff leave as the number of children goes down. SACC closes when the last child leaves. *This does not apply to a child who is attending an after school club such as Lego, Science, Art, Drum, or with a Teacher or Tutor that takes place in the school.*
- Please note that you are only billed for the times in which you use childcare services. The only exception to this policy is half days of school. **If you sign up your child to attend and fail to use childcare, you will be billed for the hours care was requested. When registering for these special event days, please be very sure that childcare is needed and you will be using services. We are staffed according to your child's schedule.**

- Children will not be dismissed to anyone other than the person(s) designated on the registration form unless prior arrangements have been made. No child will be released to anyone without the written or verbal consent of the parent. Phone or email notification is acceptable. The person authorized to pick up must have their PIN number.
- A staff person shall request identification of any person(s) which they do not recognize. Identification is defined as Driver's License, State ID, School ID and other picture documents which will identify the individual who is signing the child out of care. The identification will then be checked against the registration information. If the name is not on file, the registering parent will be notified by phone before we are able to release the child from care. The designated person must have their PIN number for sign-out.

One parent may not restrict another parent from signing the child out of childcare. If there are custody issues, we will need a copy of the court order to withhold the child from his/her parent or grandparent.

ILLNESS AND MEDICATION POLICY

- Ottawa Childcare follows the policies within the *Chippewa Valley Schools Student Code of Conduct*. Any medications that need to be dispensed will require a Student Medication Form to be filled out and signed by the registering parent. The medication must be in the original container and must be clearly marked with the child's name and dosage information. These forms, as well as the Student Code of Conduct, are available online at www.chippewavalleyschools.org under **PARENTS**.
- In the event that your child should become ill or injured while in childcare, we will call the registering parent first. Please make sure that your information listed on the emergency card is current. If we cannot reach the parent, we will begin to call the names and numbers as listed on the Child Release Information and/or emergency card. If you are called because your child is ill or injured, please make every effort to have your child picked up from care in a timely manner (within an hour of the phone call, please.)

If your child is sent home due to vomiting and/or fever, we are unable to offer care for 24 hours from the time he/she was sent home. The student must be fever-free and must not have vomited for 24 hours in order to be accepted into childcare

- **If your child is ill or unable to attend childcare, we will need a phone call or email to notify us of his/her absence.** If it is a “special event day” (i.e.: field trip or lunch day) we are unable to refund or credit the monies paid for the Special Event.
- My child has met the local and state health departments and Michigan Department of Education Health requirements for childcare entry as well as any additional health requirements of Chippewa Valley Schools.
 - My child is in good health at the time of entry to this program, and is free from any illness or communicable diseases. Immunization records are to date.
 - Legal guardian or we, the Parents will assume the responsibility for my child’s health while at our center and keep sick children home.
 - My child must be able to take care of own personal bathroom needs. We are not permitted to accompany or assist them in anyway.

FOOD AGREEMENT

- I agree to provide any breakfast, lunch, drink, or snack for my child while they are attending the Ottawa Elementary School Childcare Program. **Meals, snacks, and beverages are not provided during care. The parent is responsible for providing these while the child is in care. We do not have the ability to refrigerate or heat up food items. Please provide any utensils necessary.**

SNACK TIME

We go into the cafeteria for check in and snack directly after school. We do not provide snack, so please feel free to send one in with your child.

We only allow books or homework in the cafeteria at snack time. **No toys or electronics.**

HOMEWORK

All students will be given the opportunity to work on their homework during their before/after school hours. All children are expected to bring the appropriate supplies needed to complete their assignments.

PERSONAL ITEMS

Any personal item brought to S.A.C.C. should be clearly marked with the child's name. Ottawa S.A.C.C. and/or Ottawa Elementary is not responsible for any items that are lost, broken, or stolen.

However, it is advisable to leave toys at home.

SLIME AND PLAY-DOH are not allowed.

ELECTRONICS

An ELECTRONIC RELEASE FORM must be on file before your child may use in SACC.

While we prefer that electronics are left home, your child may bring them at his/her own risk. **Ottawa S.A.C.C. and/or Ottawa Elementary School will not be held liable for any lost, stolen, or damaged items.**

Ottawa S.A.C.C. will not store items at any time.

We do however, have the option to hold the item to give to a parent if it is being used for taking pictures or to go into inappropriate content. This will be done at a staff member's discretion.

Pictures are not allowed to be taken. If we see this happening, electronic privileges will be revoked.

Electronic items are not allowed in the cafeteria during snack or lunch time.

REASONS FOR DISMISSAL FROM THE PROGRAM

The following circumstances can result in dismissal from the Ottawa Childcare Program:

- Failure to pay for services weekly.
- Failure to pay cash for returned checks.
- Failure to sign your child out accurately.
- Dropping off your child prior to the program's designated starting time.
- Picking up your child after closing time (6:00 p.m.).
- **Chronic disregard for the 6:00 p.m. closing time.**
- Failure to inform the Ottawa Childcare Staff of your child's attendance schedule change.
- Any behavior that causes harm or injury to a child or caregiver.
- Any behavior that does not adjust to the behavioral recommendation of students in Kindergarten through 5th grade.

18601 Millar Road, Clinton
Township, MI 48036

586.723.6687

Mrs. Lynn Baszczuk

S.A.C.C. Director

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LINK FOR SchoolCare WORKS Connect

(Scheduling, Payments, Invoices, Auto-Pay)

www.chippewavalleyschools.org

- Click on FOR PARENTS
- Click on SACC
- Click on SchoolCare WORKS Connect

To set up Auto-Pay in SchoolCare WORKS Connect

- Click on the AUTO-PAY BOX
- Put information in
- Click Save