

SCHOOL-AGE CHILD CARE POLICIES AND PROCEDURES 2023-2024

Absences: IT IS THE PARENT'S/GUARDIAN'S RESPONSIBILITY TO CONTACT SACC WHENEVER THEIR CHILD WILL NOT BE IN ATTENDANCE ON A SCHEDULED DAY (prior to the start of the day or session). SACC does not have access to the automated attendance line. When school is in person, the school offices will assist you in notifying us only if asked. They will not do this automatically, as they are not aware of each child's after-school arrangement. **FAILURE TO BRING AN ABSENCE TO THE ATTENTION OF SACC PERSONNEL WILL RESULT IN A 1st occurrence of a \$25.00 CHARGE, and a 2nd occurrence of a \$ 30.00 CHARGE. Five dollars will be added to each additional no-call fee.**

Withdrawal from the program may be requested for subsequent occurrences. The phone number and email of your SACC location can be found on our program webpage. Refer to the LPS website, under "Parents", then to School-Age Child Care (SACC).

Attendance: Children must be accompanied to/from the SACC building location by those adults listed on the child emergency card. The program will inform families of the current sign-in/out procedure, based on health and safety conditions at the time. If adults (other than building staff) are not allowed in the building, parents will call the number posted on the outside door and a SACC staff member will meet the family outside to screen/sign the child in for care. If adults other than just building staff are allowed to enter, they will sign the child in/out in the designated SACC room. On the first day of care, we ask that you allow for additional time at sign-in. We expect that parents/guardians will be respectful and follow social distancing guidelines by remaining 6 ft apart from others and wearing a mask. We also ask that families avoid touching unnecessary surfaces and not go into areas of the building unrelated to childcare services.

The Center will not provide tuition refunds for days that your child is absent. In the case of an extended illness (more than two weeks), special arrangements may be made to hold your child's place for one month (with written medical verification). When school is in person, should a child be scheduled in the afternoon and not show up for the session, or if a child shows up to SACC and then decides to leave on their own, staff will follow the program's "Steps to Locate a Missing Child", authored by the Livonia Public Schools Administration.

Allergies: Parents/guardians must provide a sack lunch on days that SACC operates during the traditional lunch period. Parents/guardians are expected to make the program aware of any special dietary needs.

The parent/guardian is responsible to inform the program of any Health Care/504 Plans that are in place for their child. These plans, written by the school, are for students with severe allergies or medical conditions and will be followed during child care hours.

Cell Phones/Technology: Cell phones, apple watches, and other personal technological toy devices are not allowed at SACC.

Days of Operation: Programs follow a schedule based on the LPS school year calendar or as dictated by the Board of Education. **Please note: SACC sites and locations are subject to change based on enrollment.** Parents will be notified of any changes.

Discipline: Discipline is viewed as a learning experience. Staff uses positive guidance techniques in helping children move toward self-control and cooperation. Limits and expectations are stated clearly and appropriately for each child's developmental level. Whenever possible, the child is offered a choice of appropriate behavior in order to involve the child in the decision-making process. Children may be removed from situations in which they might hurt themselves, others, or property. Children are never left alone.

Verbal, physical, or emotional punishment is prohibited. This includes, but is not limited to, spanking, bribery, shaming, shaking, threats, or deprivation of food. It is expected that parents will refrain from using physical punishment or threats while on the premises. In cases of **severe discipline problems**, you (or a designee) will be notified and expected to sign the child out within 30 minutes of contact. Discipline may include suspension, and ultimately expulsion when participation in the program is deemed as not in the best interest of the child or other children in the program.

Emergency: In the event of an emergency, SACC will follow the guidance and direction given by Livonia Public Schools. Parents/Guardians must provide accurate emergency contact numbers and follow all regulations as specified by Livonia Public Schools.

Building/Program Closure - Please refer to the website. www.livoniapublicschools.org or listen to local news radio for closing information.

Food/Snacks: Breakfast may be brought from home on a day-to-day basis. Parents/guardians must provide a disposable sack lunch on days that SACC operates during the traditional lunch period. After-school snacks may also be brought from home on a day-to-day basis. Please do not bring more than one snack per day, as storage is limited. Families should not bring food/snacks for any child other than their own. We are not able to cook or heat food.

Homework/Online Learning: SACC provides the opportunity for all children to do their homework and online learning. If program staff are made aware of an online learning schedule, they will do their best to see that it is followed. They cannot, however, be held responsible for a child's formal educational instruction in a group childcare setting.

Health/Illness: **SACC families are expected to follow LPS health and safety guidelines reflecting conditions currently impacting the community.** When a child is ill, families are expected to keep him/her at home -- not only for the child's sake but for the health of the other children in the program. Children should not be at SACC if they have any of the following symptoms:

- > Oral temperature of 100.4 degrees or above
- > Intestinal problems with diarrhea or vomiting
- > Any type of undiagnosed rash
- > Any type of communicable illness (chickenpox, strep throat, pink eye, Covid-19, etc..)
- > Severe head or chest congestion

If illness should occur while a child is in attendance, the parent (or a designee) will be notified and expected to sign the child out within 30 minutes of contact. A child may not return until they have been free of the symptoms for 24 hours or as directed by a doctor. We cannot honor requests to keep a child indoors when outdoor activities are planned, as available staff for supervision is limited.

Should a serious accident/injury occur, you (or a designee) will be notified via phone.

COVID-19. All families are required to follow the Livonia Public Schools directives on Covid-19 screening and protocols, as indicated in district communications. SACC will follow Childcare Licensing guidelines and LPS directives, however, participation in the program involves people outside of the home setting which could result in client exposure to current health concerns.

Medical/Special Needs: The parent/guardian is responsible to inform the program staff of any medical needs pertaining to their child and any Health Care/504 Plans that are in place. The program will follow these plans and only administer physician-prescribed medication under the supervision of two adults. The parent/guardian will provide a completed Livonia Public Schools Medication Form signed by the physician and the prescribed medication in the original container.

Outdoor Play: SACC will follow the district's policy for outside play. When the wind chill temperature is 15 degrees or higher and other inclement conditions do not exist, all the children go outside. Please make sure your child comes to school with the appropriate attire each day. Students are expected to follow staff directions regarding which of their on-hand outdoor attire is needed on any given day.

Payments: It is my understanding that the financial responsibility of the LPS childcare account will reside with the primary account holder of the child(ren). **Invoices are not emailed each month.** Parents must log onto their EZChildtrack account on the 1st of each month to view their invoice. Payments are due by the 10th of each month and paid online at <https://www.ezchildtrack.com/lps/parent>. To avoid late fees, the payment must be paid in full.

- ◆ The program registration fee of \$95/1st child, \$60 for each additional child, is due at registration and is non-refundable.
Deposit: At the time of registration a \$100 deposit will be required per child and will be applied your last payment.
- ◆ Tuition is paid monthly, based on the contracted days of service and additional charges incurred.
- ◆ **The monthly payments are due by the 10th of each month from September through June.**
- ◆ The minimum weekly use is 5 consecutive AM's OR 5 consecutive PM's per week.
- ◆ Emergency/Additional Care (IRREGULAR non-contracted service, **as space, allows**) its calculated at \$15 00/per child/each AM OR PM session. Your program must be contacted prior to use.
- ◆ A 10 percent discount is given to the second child when children attend five days (consecutive AMs or five consecutive PMs) per week on a regular basis. The discount is applied to the schedule of equal or lesser value on normal school days. **Discounts are not applicable to half days of school.**
- ◆ A \$30 late fee will be charged for outstanding balances after the 10th of the month.
- ◆ Lack of or inconsistent payment records may be the reason for withdrawal.
- ◆ When applicable, an early or late arrival (before and after center hours) charge will be added to the next billing period at the rate of
\$20/per child for every fifteen (15) minutes or a fraction thereof.
\$10/per child for each subsequent fifteen (15) minutes or fraction thereof
**WITHDRAWAL FROM THE PROGRAM MAY BE REQUESTED
AFTER TWO OCCURRENCES.**

PROGRAM RATES:

Enrollment Fee: (non-refundable and due at registration):

\$95 00/1st child, \$60.00/each additional child

A \$100 holding fee per child is required and applied to your last payment

- **SACC (K • 4):**

\$11 00/am session (7 00 am - School start time)

\$13 00/pm session (School dismissal - 6:00 pm)

\$21.00/regular half-day session

***Half day care are subject to cancellation due to low enrollment. Families will be notified in a tim**

- **SACC (5 - 6 & PM Webster):**

\$10 00/am session (7.00 am - School start time)

\$14.00/pm session (School dismissal - 6.00 pm)

\$21 00/regular half-day session

***Half day care are subject to cancellation due to low enrollment. Families will be notified in a timely manner.**

Schedules: Each parent/guardian will be required to contract for (reserve space in) specific sessions SACC requires a weekly minimum of 5 AM sessions OR 5 PM sessions. Days must remain consistent from week to week. Additional sessions/days may be added, if space allows, and with advance notice at the "Additional Care" rate (*see payment section*) Parents/guardians are responsible for notifying the child's teacher/school of the student's child care schedule.

Flex Schedules: No longer offering.

Schedule Changes: Schedule changes cannot be processed until September 11, 2023 All changes must cover a time period lasting over one month All other changes are considered "additional care" and billed accordingly. Credits are not given for days absent. Each change is charged a \$20.00 processing fee Payment amounts are due in full once an invoice is distributed. Payment adjustments, as a result of a change, will be reflected in the next billing cycle. Should siblings change to full-time, the sibling discount will appear at the beginning of the next billing cycle. Parents/guardians are responsible for notifying the child's teacher/school of any changes to the student's child care schedule.

School Closings-Inclement Weather Days/Snow Days/Emergency Closings: All SACC Centers will be closed on inclement weather/snow days in accordance with Livonia Public Schools' policy. The program will not provide tuition refunds for the first six inclement weather/snow days. In the case of a water main break or other circumstances in which the school building must close, SACC will also be closed. Tuition refunds will not be given on these days.

Toys/Equipment from Home: SACC has many toys available for children to play with daily Unless a toy is a written requirement in an Individual Education Plan, we ask that they stay at home, as SACC cannot be responsible for toys that do not belong to the program. Online learning equipment that is brought from home to complete schoolwork will be the child's responsibility.

Vacations: The school calendar indicates several vacation days; therefore, personal vacation days will not be credited.

Withdrawal: If you choose to withdraw your child(ren) from the program A two-week withdrawal notice is required for all withdrawals, regardless of when they occur, once a child is registered for SACC. Written notification or email is needed **two weeks** prior to the date that you want your account to close There is a \$20.00 processing fee for all withdrawals.

Questions: Questions or concerns may be addressed to the SACC Office by calling (734) 744-2966 between the hours of 9 00 am and 4 00 pm or by emailing mcapener@livoniapublicschools.org