



PARENT HANDBOOK 2023/2024



SCHOOL AGE CHILD CARE – SACC

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The information contained within the L'Anse Creuse Public Schools – School Age Child Care Parent Handbook is subject to change based on current state and local health and safety guidelines.

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CONTACTING SACC

ATWOOD	LOBBESTAEL
Site Director: Kim Marcero-Lefief School Phone # 586-493-5250 Extension # 2001	Site Director: Alexandria Cain School Phone # 586-783-6450 Extension # 1060
CARKENORD	SOUTH RIVER
Site Director: Catherine Williams School Phone # 586-493-5230 Extension # 1041	Site Director: Emily Radcliff-Painter School Phone # 586-783-6480 Extension # 2108
GRAHAM	TENNISWOOD
Site Director: Bryer Asoklis School Phone # 586-783-6460 Extension # 2067	Site Director: Heather Gudenau School Phone # 586-493-5640 Extension # 2023
GREEN	YACKS
Site Director: Susan Shellabarger School Phone # 586-493-5280 Extension # 2038	Site Director: Melissa LoGrasso School Phone #586-493-5630 Extension # 2078
HIGGINS	
Site Director: Becky Williams School Phone # 586-493-5210 Extension # 2046	

WELCOME

Welcome to the L’Anse Creuse School-Age Child Care (SACC) program.

SACC is held in every elementary building in our school district when school is in session. The morning session begins at 6:30 a.m. for Atwood, Carkenord, Graham, Green, Higgins, Lobbestael, Tenniswood, South River and Yacks until the start of the school day. The afternoon session begins when school ends and closes at 6 p.m. SACC operates on half days and pre-registration is required. Each SACC Site has a limited number of available spots dictated by licensing and space.

SACC bracelets are given out the first day your child attends SACC. Please remind your child the importance of wearing the bracelet. The bracelet helps staff identify if your child is supposed to attend SACC and not go home on the bus.

The [online registration](#) process must be completed and a \$25 registration fee must be received in order to be considered fully registered in the L’Anse Creuse School Age Child Care (SACC) program.

PHILOSOPHY

Our SACC program is based on the belief that children learn by interacting with the people and materials in their environment.

The caregivers and children plan indoor and outdoor activities to match the interests of participating children in kindergarten through 5th grade.

We believe that parents and caregivers should be supportive role models and work together to foster each child’s self-worth and self-esteem.

Typical SACC Daily schedule:

Morning Session	Quiet activities: board games, crafts and conversation
	Active games and sports
	Clean up and get ready for school
Afternoon Session	Check in and snack
	Outdoor play, gym time
	Quiet Activities: homework, crafts, games and toys
	Clean up, all students picked up and on the way home

PROGRAM GOALS

1. To provide a safe, caring and relaxed atmosphere where social, emotional and physical needs are met.
2. To provide an opportunity for children to become independent and responsible through self-directed and individualized activities.
3. To provide an environment where children will enjoy learning, exploring and creating.

NOTICE OF AVAILABILITY – LICENSING NOTEBOOK

Each site maintains a licensing notebook on the premises which includes all licensing inspection and special investigation reports and related corrective action plans and a summary sheet outlining the documents contained in the notebook.

The notebook is available to parents and prospective parents at all times during the center’s normal hours of operation.

Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

Parents will receive written notification in September informing them that they will receive advance notice of all pesticide applications. Advance notification of all pesticide applications will be given in writing and through School Messenger or email message. The notification of application will include information about the pesticide, the purpose, location, date of the application, and contact information and phone number for a national pesticide information center.

ADMISSION POLICY

All children who attend the L’Anse Creuse Public Schools elementary schools are eligible to attend SACC at their home school. **Children must be pre-registered. This is required by our state licensing agency; Department of Human Services (DHS).**

A \$25 registration fee per family and an online registration must be submitted prior to using the program.

WITHDRAWAL POLICY

Parents may withdraw a child at any time.

Staff may request a temporary suspension of a child with an outstanding balance exceeding \$50 and if parents are not making regular payments. Staff may also request a child's withdrawal for behavior reasons or for 2nd late pickup of child after 6 pm.

ARRIVAL/DEPARTURE

Parents or authorized pickup contacts **are required to sign** their **children in and out** of the SACC program by coming in to the SACC room. Failure to sign children in or out of program can result in dismissal from the SACC program.

Sign-in/Sign-out procedure. To sign children in and out, an iPad will be available for authorized persons to sign children in and out of SACC.

Parents **must** pick their children up no later than 6:00 p.m. A late fee of \$20.00 per ¼ hour will be charged after 6 p.m. Two (2) late arrivals will result in suspension from SACC. If a third late arrival occurs your child **will not** be able to attend the SACC program.

Children will only be released to persons designated on the online registration form (child information section). Staff will ask to see the identification of persons they don't recognize who are picking up children. Please keep your child's information card up to date. Please review and update in January.

RESERVING SPACE

Each year you are required to register and on half days reserve space in advance for your child. Space must be reserved 24 hours in advance for half days to avoid additional charges. This helps us to plan for the number of staff required, materials, and snacks needed to provide a quality program for each child.

SACC RULES

Be Safe

Walk in the halls

Caregivers need to know where you are at all times

Keep hands and feet to self

Listen and follow caregiver directions

Be Respectful

Use appropriate language

Take turns with games and materials

Respect caregivers and other students

Be Responsible

Clean up your game, craft and snack

Agree on the rules before you play the game

Play in designated areas

HAVE FUN!

DISCIPLINE POLICY

The long-range goal for each child is the development of self-discipline. Our staff will encourage self-control and cooperation. Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation will be used. The basic SACC rules will be discussed with the children. Positive reinforcement will be given for appropriate behavior. Inappropriate behavior will be redirected. At no time will physical punishment be used or will a child be deprived of any privileges.

Minor transgressions will result in a time out with a chance to cool down and receive support in working out a situation.

Problems that cause physical or mental injury to self or others will result in:

A caution card that parents/guardians must sign.

1. Upon receipt of a **third** caution card the child will be suspended from the SACC program.
2. In order to re-enter the program the parents/guardians, SACC site director and Director of SACC programs must meet to discuss and devise an action plan for the child's behavior.

FIELD TRIPS

Some SACC programs may plan a field trip on a half day. All children signed up for SACC on the half day must go on the field trip and must have a signed permission slip. Field trips are an additional fee. **No alternate care is provided at the site.** Children who have discipline issues on site may not be able to participate in field trips without parent attending trip.

HOMEWORK

The SACC staff will provide a place for children to do their homework if they choose. It is not the responsibility of the SACC staff to make sure that children complete their homework assignments.

OUTDOOR PLAY

Students in the SACC program will play outdoors on the public schools outdoor play area and equipment every day for at least 20 minutes, weather permitting. Please dress your child for the weather on the days they attend SACC. The playground that is used by the school age children may or may not be in compliance with the 2010 edition of the Public Playground Safety Handbook.

INCIDENTS AND INJURY

In the event of a serious accident or injury, the staff will take the following steps:

- Administer basic first aid
- Call 911 for an ambulance if necessary
- Call the parent or guardian
- Call the SACC Program Director

In the event of a non-serious accident or injury the staff will take the following steps:

- Comfort the child
- Administer basic first aid and monitor child
- Call the parent or guardian
- Make contact with the child's classroom teacher

MEDICATION

If your child needs medication during SACC, please fill out the medication form available from the school office or your site director. *A copy must be on file with your SACC site director for any medication to be given.*

Prescription medication **must** be in the original pharmacy container. The label on the container **must** indicate the date, child's name, physician's name, dosage and instructions.

Staff will record and witness the administration of all medications. Your child's safety is our first concern, so we will only administer medicine that was used for at least 24 hours at home.

Non-prescription medication will be administered only if the medication is in the original container and the label clearly states the dosage. We will not give a dosage larger than that stated on the label.

HEALTH CARE PLAN

If a child becomes sick while at SACC, the staff will:

- Separate child from group but continue to supervise by staff.
- Make the child as comfortable as possible.
- Contact the parent and give them specific information about the sick child.
- Agree with the parent or guardian on a course of action for the child.
- Care for the child until the parent or their designee arrives to take the child home.
- Expect that parents will arrive to take their child home as soon as possible.

NUTRITION & FOOD SERVICE PLAN

SACC will provide an afternoon snack for students. Time is provided each afternoon for the children to eat their snack. Families may provide healthy snacks like fruit, protein, whole grains and vegetables if they wish for their student. SACC afternoon staff will provide one snack per student. Occasionally caregivers may plan cooking activities or special activities for the children. Please indicate **any food allergies** your child may have while completing the online registration process.

Lunches are provided by parents/guardians on half days. There will be no lunch service available. Families are encouraged to pack nutritious lunches with good healthy choices. Please do not send beverages in glass containers. Microwave ovens are sometimes available for heating up lunch – please check with your site director. Families who send children to SACC without a lunch will be charged **\$2.50** for a sandwich and milk. Occasionally caregivers may plan lunch for the children on half days. Notice of the menu and the price of the meal will be given to families in advance.

STAFF QUALIFICATIONS AND TRAINING

- Site Directors have an Associate’s Degree, Bachelor’s Degree or Child Development Associates Degree (CDA) credentials.
- All staff are screened for background checks and fingerprinted.
- All staff is CPR & First Aid Certified.
- Caregivers must be 18 and have a high school diploma.
- All staff is required annually to acquire 16 hours in school age child care training.
- All SACC staff is given the opportunity to participate in ongoing professional development activities offered through local district in-services and by Macomb County School-Age Child Care Council (MCSACC) held at the Macomb ISD.

RATES/FEE POLICY

Location: **Yacks**

Session	Times	Hourly Rate	Flat Rate
Before School	6:30 am – 8:00 am	\$4.50	\$6.50
After School	3:04 pm – 6:00 pm	\$4.50	\$13.00
*Early Dismissal (1/2 Day)	11:19 pm – 6:00 pm	\$4.50	\$29.00 (> 6 hours)

Locations: **Atwood, Carkenord, Green, Graham, Higgins, Lobbestael, South River, and Tenniswood**

Session	Times	Hourly Rate	Flat Rate
Before School	6:30 am – 8:51 am	\$4.50	\$11.00
After School	3:55 pm – 6:00 pm	\$4.50	\$11.00
*Early Dismissal (1/2 Day)	12:10 pm – 6:00 pm	\$4.50	\$25.00 (>5 hours)

REGISTRATION FEE

There is a one-time non-refundable registration fee of \$25 due at time of the online registration.

MINIMUM CHARGE

There is a minimum charge of 1 hour - \$4.50. **Charges for child care are taken to the hour if you use less than the full hour.** You are never charged more than the flat rate for a morning or afternoon session.

SIBLING DISCOUNT

A 10% discount is offered for each additional child (\$4.05 per add'l child/hr).

EARLY DISMISSAL (HALF DAY) RESERVATION

Space must be reserved 24 hours in advance for children attending half days. Program staff must plan in advance for staffing and supplies on these days. If you do not reserve space for half days and use the program you will be assessed an additional \$10.00 fee.

If you reserve space for your child on a half day and do not give notice 24 hours in advance that you will not use the SACC program, you will be charged a \$10.00 fee.

LATE PICK-UP FEE

There is a late fee of \$20.00 per child per 15 minutes you are late. This is due upon arrival if your child is picked up after 6 pm closing time. A 2nd late pick up will result in suspension from the SACC program.

TAX STATEMENTS

You will be able to access your Tax Statement the beginning of January through your Eleyo account.

PAYMENT METHODS

Payments are expected weekly to keep your account in good standing. Payments can be made online thru your Eleyo account or you may enroll in auto pay. Auto pay will occur every Friday. MasterCard, Visa, American Express, and Discover **debit/credit** cards are accepted. Cash will not be accepted at your SACC location.

ACCOUNT BALANCES

If your account exceeds \$50 and you are not making regular weekly payments or have not set up a payment plan with the site director or program director, your child cannot continue to use the SACC program. Payments are expected to be made weekly on your SACC account.

DHS

We process Department of Human Services (DHS) childcare payments for families approved by DHS. **You are responsible to acquire and follow up on DHS paperwork until authorization is received. It is your responsibility to pay your account balance weekly until we receive authorization papers** from DHS. You are expected to keep your account current by paying your portion weekly. (Late fees are not covered by DHS.)

DISTRICT CALENDAR

You can find the district calendar by visiting <https://www.lc-ps.org/our-district/calendar/>.