

# CALEDONIA AREA PUBLIC SCHOOLS

## SCHOOL AGE CARE

### (SAC)

## HANDBOOK

### Contact Information

School Age Care Site: 507-725-5205 opt. #2

Website: [www.cps.k12.mn.us](http://www.cps.k12.mn.us) → Community Education → SAC

#### **SAC Director**

Meghan VonArx

507-725-5205 opt#2

[meghan\\_vonarx@cps.k12.mn.us](mailto:meghan_vonarx@cps.k12.mn.us)

#### **Community Ed Director**

Gretchen Juan

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## Program Standards

The Caledonia SAC Program is staffed with caring people with experience in various fields. Background checks, first aid and CPR training, and continued staff development through workshops and in-services are required of all staff.

The Caledonia Community Education Director oversees the entire program. The SAC Supervisor directs and guides the Program Assistants/Aides/Volunteers in general program operation, including communication, challenging behavior, teamwork, scheduling, etc. The Program Assistants/Aides spend most of their time directly with participants, along with various preparation and cleanup activities. Staff to child ratio recommended is 1:10 for grades Preschool-5. Adjustments may be made according to individual needs.

## Registration

School-Age Care registration must be completed and turned in for approval before a child may attend SAC. An enrolled child's parent or legal guardian must be allowed access to the parent's or legal guardian's child at any time while the child is in care. Registration is required to be completed for both the school year and summer programs. Registration materials are available in Elementary Office, SAC Room, or online @ [www.cps.k12.mn.us](http://www.cps.k12.mn.us) → Community Education → SAC.

## Enrollment Requirements

- Child(ren) going into PreK through fifth grade enrolled in the Caledonia school district.
  - If we need to limit enrollment due to lack of staff, priority is given to current families enrolled in the Caledonia public school district
- An account with reliable and conscientious payment history, if currently registered in the program.
- Completed Registration Agreements and required forms
- Non-refundable registration fee (\$38/child)
- Children age 4 and older must be potty trained before entering our program.
- Behavior / Discipline Policy in good standing if currently registered
- **Changes to Registration Forms:** For safety reasons, it is imperative that children's files include current data at all times. Should a change occur to address, work or home telephone numbers, employer, emergency contact information, or other data, please contact a staff member immediately so the file can be updated.

## Special Needs

If your child has special needs (including disabilities, medicinal requirements, behavioral conditions, or child custody concerns etc.), you must indicate these on the registration form and/or discuss with the school age care coordinator at the time of enrollment.

One-on-one paraprofessionals are not available within the SAC program. If a child receives para support in the classroom and/or has a behavior plan developed, families must have a meeting with the school age care coordinator prior to enrollment in order to determine if the appropriate level of support needed can be made and/or if the SAC program is the best fit for the child. A copy of the child's IEP is also requested to be provided by the parents to the school age child care coordinator to better serve your child and must be disclosed at the time of enrollment. The IEP will only be shared with the appropriate staff members.

No child will be denied acceptance unless they do not meet enrollment requirements in a group setting and his or her presence would pose a significant risk to himself or herself, or to the general population or cause an overall disruption to the program's ability to operate safely, as determined by the staff.

If SAC cannot meet the child's needs safely and effectively within our student to staff ratio, the placement cannot be accepted. Decisions are made on a per case basis. Please contact the school age care coordinator prior to submitting the enrollment form to discuss your child's childcare needs in depth if you have questions or concerns.

## **2023-2024 Calendar**

### **2023-2024 School Program:**

Monday, August 21st, 2023 - Thursday May 23rd, 2024

### **2023 Summer Program:**

Thursday, June 1st, 2023 - Friday, August 11th, 2023

### **Dates Closed:**

**Labor Day-** Sept 4th

**Thanksgiving Day and the Friday after-** Nov 23rd & 24th

**Christmas Break-** Dec 26th - January 1st

**Memorial Day-** May 27th

**Juneteenth-** June 19th

**4th of July-** July 4th

**\*Non School Days - we will be open if enough students are signed up (at least 8)**

**\*\*We will be closed at least two days after school is out for staff training**

### **Hours**

#### **School-Age Care School Year Program:**

Monday-Friday 6:00a.m. until school begins & after school till 6:00p.m.

#### **Non-School Days & Summer:**

Monday-Friday 6:00a.m. to 6:00p.m.

**\*\*We are open on non-school days & snow days\*\***

### **Fees**

**Registration Fee per Child:** \$38.00 (includes school year & summer) \$20 Summer Only

#### **School Year & Summer Rates:**

AM: \$7/day BOTH AM&PM: \$12/day

PM: \$10/day Non-School Days: \$30/day

Summer: \$30/day

### **Payment Procedures**

Bills will be emailed from Mrs. Von Arx @ [meghan\\_vonarx@cps.k12.mn.us](mailto:meghan_vonarx@cps.k12.mn.us) Payments may be in the form of cash or check. Payments should be placed in the collection box in the SAC Room. **No cash is kept on site for staff to make change.** Parents/guardians will receive bi-weekly balance statements of account information by

email and they will be placed in their bill files on the parent table. **Families who have an outstanding balance over \$300 may be suspended until the balance is paid in full.**

## **Meals**

**Breakfast:** Children are encouraged to eat a well-balanced breakfast. Students who attend SAC in the morning, before school, may participate in the school breakfast program by using their school meal account. SAC will provide breakfast on non-school days. During the summer, free breakfast and free lunch is offered to students in the community through a grant that the school district has received.

**Lunch:** During non-school days parents/guardians must provide lunch and beverage. During the summer program, students will participate in the free lunch program offered to the community at no additional charge.

**Snack:** SAC offers children the option of an afternoon snack and beverage. Staff must be made aware of allergies by the parent/guardian.

## **Safety and Security**

**Absences:** If a child will be absent from SAC, please telephone or email Mr. Von Arx as soon as possible and leave a message so staff know not to expect him/her for the day. A 24-hour voicemail line is available.

**Fobs:** Each parent will be given a fob to be used at the SAC pick up area, which is labeled door P. The school building is locked for the safety of our students and staff.

**Sign In/Sign Out:** For the safety of the children, parents/guardians and other authorized adults must enter the building with child(ren) in the morning to sign them in. Once the students have been signed in, the staff assumes responsibility for the children

**Release of Children:** Children will be released only to persons who are listed on the Registration Agreement as an emergency contact or pick-up person. In an emergency situation, a parent/guardian must call to inform the staff that an adult other than the authorized person(s) will pick up the child.

**Emergency Drills:** Our center has an emergency plan that is written that is available for review upon request by the child's parent or legal guardian. The certification holder must train a staff person at orientation and at least once each calendar year on the emergency plan and document training in each personnel file. Our center must conduct at least quarterly: one evacuation drill; and one shelter-in-place drill.

**Reporting:** Any person may voluntarily report abuse or neglect. If you work with children in a certified center, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your center.

If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency. The telephone number of the Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600, for reporting suspected maltreatment of a child occurring in a certified child care program.

The telephone number of the local county child protection agency for reporting suspected maltreatment of a child occurring within a family or in the community. The telephone number of the Department of Human Services, Division of Licensing at (651) 431-6500, for reporting possible certification violations.

Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services. The certification holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The certification holder must document the provision of this training in individual personnel records, monitor implementation by staff. The certification holder must inform the commissioner within 24 hours of the death of a child in the program, and any injury to a child in the program that required treatment by a physician.

### **Personal Property**

**Lockers:** Children will be assigned lockers outside the SAC Room for their personal items. Extra clothing may be left in the locker during the summer and winter months. All personal property including coats, bags, lunch bags/boxes, clothing, shoes, etc. must be taken home at the end of each day.

**Lost and Found:** All lost and found items left at the SAC will be in our designated area. After a few weeks, unclaimed items will be moved to the all school lost and found in the cafeteria.

**Items from Home:** Children may only bring toys or special items to SAC to share with friends for a specific activity or designated day. It is best to leave valuable items at home. No electronics are allowed at SAC. iPads can be used at homework time. Any toys or replicas found that promote violence in any way (guns, knives, swords, weapon look-alikes, magazines, books, etc.) will be taken away and must be picked up by a parent/guardian.

**\*\*SAC will not assume responsibility for loss or damage to personal property\*\***

### **Inclement Weather Days**

**School Closing:** SAC will be open if school is canceled before the start of the day.

**Early Releases:** If School is dismissed early because of inclement weather, or other reason, SAC will remain open until 6:00 P.M.

**Late Starts:** In the event that inclement weather would cause school to start late, SAC would then open at normal time of 6:00 A.M. until school starts.

### **Health**

**Allergies:** The certified center must maintain current allergy information in each child's record. The allergy information must include: a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. The certified center must inform staff of each child's current allergy information. At least annually and when a change is made to allergy-related information in a child's record, the certified center must inform staff of any changes. Documentation that staff were informed of the child's current allergy information must be kept on site. A child's allergy information must be available at all times

including on site, when on field trips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

**Sick Child:** Children can not attend the SAC program if they have a fever, nausea/vomiting/diarrhea, any contagious disease or have indicated any other type of illness at home. Children who show these symptoms at SAC will be isolated and supervised from the other children in the program, and we will immediately notify the sick child's parent or guardian. Children should be free of symptoms for 24 hours before returning to the Caledonia School Age Care program. If a parent/guardian cannot be reached, persons listed as adult emergency contacts on the Registration Agreement will be contacted and requested to pick up the child as quickly as possible.

**Health-Related Exclusion:** Children may not remain in SAC program if they are found to be contagious with illness or infestation. Some of the most common include the following:

- Impetigo, Strep Throat, Conjunctivitis (pink eye), Ringworm – Children may return 24 hours after treatment has begun.
- Chicken pox, Shingles – Children may return after all blisters are dried to scabs.
- Head lice, Scabies – Children may return 24 hours after treatment.

We will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox. At the direction of the School Nurse, head checks for lice may be performed should an infestation occur at the SAC Program.

**Infectious Disease Policy:** When a child becomes sick, the certified center will immediately notify the sick child's parent or legal guardian and arrange for pick up. The child needs to be isolated in order to prevent the spread of illness. Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up. We will notify the parents by phone immediately, and if not available we will contact someone from their emergency contact list.

**Immunizations:** By a child's date of attendance, our certified center must maintain or have access to a record detailing the child's current immunizations or applicable exemption.

Students who have a conscientious objection must complete the required form and have it on file in the School Nurse's office. All immunization records are kept in the student's record file.

**Medication:** Written permission must be obtained from the child's parent or legal guardian before administering prescription medicine, diapering product, sunscreen lotion, and insect repellent. Nonprescription medicine, diapering product, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently.

The certified center must ensure all medicine is: kept in the medicine's original container with a legible label stating the child's first and last name, given only to the child whose name is on the label not given after an expiration date on the label, and returned to the child's parent or legal guardian or destroyed, if unused. The

certified center must document in the child's record the administration of medication, including: child's first and last name; name of the medication or prescription number; date, time, and dosage; and name and signature of the person who administered the medicine. The certified center must store medicines, insect repellents, and diapering products according to directions on the original container. If your child must take medication during SAC times, formal arrangements must be made with the SAC Supervisor. Staff does not have access to medication stored in the Caledonia Elementary school office early in the morning, or after the office closes in the afternoon. If an inhaler, Epipen, or medication would be needed during this time, proper steps need to be taken to have medications available at the SAC Program.

## **Emergency Care/Accidents**

**Free of Hazards:** The areas used by a child are clean and in good repair; and the furniture and equipment is structurally sound and is appropriate to the age and size of a child who uses the area. Hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child. We safely handle and dispose of bodily fluids and other potentially infectious fluids by: using gloves; disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluid in a securely sealed plastic bag. Parents/guardians will be informed by telephone or in person of any accident involving their child at SAC. If a child incurs a minor injury, staff will administer basic first aid wearing gloves to (clean injury, apply an ice pack, secure bandage) and inform parent/guardian of the incident when they pick up the child. If a child receives an injury, which may require medical attention, staff will contact the parent/ guardian immediately so that the child may receive necessary medical treatment. This would include a head injury unless it would be classified as an emergency.

In an emergency when immediate medical attention is needed, or an incident is perceived by staff to be life threatening, still call 911 and then immediately contact parent/guardian. When the ambulance arrives, emergency medical personnel will determine the appropriate course of action. The parent/guardian will be responsible for all medical charges. At **NO TIME** will SAC transport an injured child to a medical facility.

## **Behaviors**

SAC believes that children learn positive behavior through reinforcement and redirection. We encourage verbalization of needs and feelings. We encourage the children to develop self-control to solve minor conflicts in a peaceful way. However, at times, children may behave inappropriately. Some of their behaviors may even be injurious to themselves or others. In order to keep all staff and children safe, these behaviors must be controlled. We will implement the guidance and direction necessary for healthy growth and development. Parents will be notified if negative behavior becomes a concern.

### **Minor Violations:**

- Disrespectful towards staff
- Disrespectful towards other students
- Disruptive behavior
- Repeatedly not following directions
- Repeatedly not following program/game rules
- Excessive horseplay

## Major Violations

- Pushing
- Tripping
- Hitting
- Kicking
- Spitting
- Threatening comments or gestures
- Uncontrollable behavior
- Aggressive behavior towards other children or staff
- Inappropriate language
- Teasing or embarrassing others
- Will destruction of SAC or school property

## Critical Violations

- Fighting
- Leaving assigned area without permission
- Biting
- Aggressive behavior that causes serious harm to another child
- Harassment, Intimidation, Bullying

## Administration of Discipline

	First Violation	Second Violation	Third Violation	Fourth Violation	Fifth Violation
Minor Violation	Verbal notice to parent/guardian describing the behavioral concern	Written notice to parent describing the behavioral problem	Written notice to parent describing the behavioral problem and parent conference	1-3 days out of program suspension	Expulsion from the program without reimbursement. Parent will be given two weeks to make alternate child care arrangements
Major Violation	Written notice to parent/guardian describing the behavioral concern	Written notice to parent describing the behavioral problem and parent conference	1-3 days out of program suspension	Expulsion from the program without reimbursement. Parent will be given two weeks to make alternate child care arrangements	

Critical Violation	1-3 days out of program suspension OR Immediate expulsion from the program without reimbursement.	Immediate expulsion from the program without reimbursement.			
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**Transportation**

When SAC takes a field trip, transportation will be provided by Schmitz Bus Service or by school vans. All drivers will hold a valid driver’s license, appropriate to the vehicle driven, comply with all requirements with seat belts and child passenger restraint systems. All drivers are required to complete the Type III bus training provided through the school district. Parents need to sign their child up at the parent table, if transportation is needed each day. Parents must provide transportation to and from the SAC site.

**Additional Program Information**

**Outdoor Play:** Children go outside often. Staff may take children outside if the wind-chill is above zero degrees in the winter. It is important that children have appropriate outdoor clothing during all seasons so they may participate in going outside ex: snow pants, gloves, boots, scarves. In the summer, it is important that children have sunblock available in their lockers. We apply sunscreen to children before going to the pool or out to play. Please put your names on your sunscreen.

**Parent/Guardian Concerns/Feedback**

If you have a concern regarding the Caledonia SAC Program or a staff person:

1. Immediately set up a time to discuss the problem with the staff person involved.
2. If not resolved, contact the SAC Supervisor as indicated in the telephone directory at the front of this handbook.
3. If still not resolved, contact the Caledonia Community Education Director (507-725-5139).