

S A C C

SCHOOL-AGE CHILD CARE

HANDBOOK



LAMPETER-STRASBURG SCHOOL DISTRICT

1600 Book Road, P.O. Box 428

Lampeter, Pennsylvania 17537

Lampeter/SACC Office

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Lampeter-Strasburg School District
School-Age Child Care Program

MISSION STATEMENT

To fulfill the need for child care in a geographic area, while providing quality day care for the children as a service to their parents and the community.

PHILOSOPHY

The philosophy of the Lampeter-Strasburg School-Age Child Care program is based upon the individual and developmental needs of the children it will serve, namely children in kindergarten through grade five. The program reflects the school district's belief in a strong sense of community that is dedicated to nurturing children, providing for individual differences among them, and understanding that the rate of change among children varies greatly during the early school years.

Lampeter-Strasburg's School-Age Child Care program provides a "Home-Away-From-Home" environment that allows children opportunities for self-selected activities, large and small muscle activities, and experiences that will foster positive independence and cooperation. The staff includes child-oriented adults who adhere to the same philosophy. Each staff member will provide a safe, secure, and happy environment for the children.

We believe that these young members of the Lampeter-Strasburg family are deserving of the very best opportunities to develop and grow in an enriching and non-threatening setting. The L-S School-Age Child Care program is built upon what is best for our fragile and precious children.

- C**hoices in a
- H**ome-away-from-home environment with
- I**nvolvement of parents where children
- L**earn social skills with the guidance of
- D**evelopmentally responsive staff

Admissions, the provisions of services, and referrals of clients are made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.

LICENSING

Lampeter-Strasburg School-Age Child Care is licensed by the Department of Human Services (DHS) in the state of Pennsylvania to provide childcare for children in kindergarten through 5th grade.

Licensing requires compliance with DHS regulations as set forth in DHS Chapter 2370 of the Pennsylvania Code.

An annual day-long inspection by a DHS representative insures the Lampeter-Strasburg SACC is compliant in all areas as required by law. DHS may at any time perform an unannounced site visit.

Current certificates of compliance and summary of inspections for the Lampeter-Strasburg SACC program are available to parents through postings at each of the SACC sites.

WHO IS ELIGIBLE?

The Lampeter-Strasburg School District has on-site school-age child care available for district children. This non-profit program is designed to accommodate students before and after school while their parents work. Elementary (K-5) students who live in the Lampeter-Strasburg School District and attend school at Hans Herr or Lampeter Elementary are eligible.

REGISTRATION

SACC placement is based on a first-come, first-served basis as openings become available. Upon receipt of registration forms, children are placed on a waiting list. If an opening becomes available, contact will be made to arrange an appointment where questions can be answered and agreements signed. The initial registration fee is \$30.00 per child. This non-refundable fee is due and payable at the time of initial registration.

The annual pre-registration fee is discounted for returning students (K-4) if forms are returned and paid by April 30th of the following year. After that date, new registrations are accepted from others in grades 1-5 requesting care, should openings be available.

Pre-registration for SACC Kindergarten students is first available during the L-S Kindergarten Round-up scheduled in February for the following year.



TUITION SUBSIDY

The Early Learning Resource Center (ELRC), formerly CCIS, in Lancaster provides subsidized child care for eligible families. Lampeter-Strasburg SACC has a contract agreement with this agency. Parents are responsible for fees not covered by ELRC. For more information about this program, please contact the director.



PAYMENTS AND FEES



Weekly payment is due the first day of each week. Parents may opt to pay for more than one week at a time. In order to ensure proper credit to your account, please write your child's name on your check and the week / weeks for which you are paying. Make checks payable to SACC. An **ELECTRONIC PAYMENT option** is available for credit cards with a link found on the L-S website. Under the Parent tab locate the SACC link and then choose make a payment. An additional percentage fee will be added.

Please use your contract information to calculate your cost. It is the responsibility of the parent to figure payment amount. Keep contract handy for reference. Staff does not have access to this information. Monthly statements are provided for confirmation and verification.

Lampeter-Strasburg SACC reserves the right to discontinue care for your child when tuition is in arrears for more than two weeks. Services will be discontinued until balance is paid. Families experiencing temporary financial difficulties should contact the director. **Termination of services will occur if payments continue to be delinquent.**



Varied schedules

Varied schedules will be accommodated only if the minimum \$7.00/day fee is paid to assure a care spot for your child. Varied schedules are due by Thursday for the following week. Please provide classroom teacher with a copy also.

Daily Tuition Schedule

Hourly Rate - \$3.50

2 hours or less \$7.00 (minimum daily fee)

On teacher in-service days, school vacation days, snow days and early dismissal days, the hourly rate is \$3.50 to a maximum of \$35.00 per day.

Minimum weekly fee is \$14.00 (minimum 2- 2hr. days or 4 hours/week).

SCHEDULE CHANGES

Purple varied schedule forms are available at the sites to request a schedule change or extended leave. Notice is required two weeks in advance to change your child's schedule and in order to be eligible for the vacation discount, one-half the contracted price, but not less than the \$7.00 daily minimum.

You may change your contract once in the school calendar year without charge. An administrative fee of \$20.00 per change will be charged thereafter.

YEAR END TOTALS

The prior year tuition expenditure for your family will be available for tax purposes by the second week of January.

ABSENCES

If your child misses an occasional day, no adjustment will be made in your weekly fee. However, if your child has a lengthy illness or goes on vacation, you will be responsible for paying only one-half of your contracted rate, **but no less than the daily minimum fee of \$7.00**. Please call the SACC office, if your child will not be attending SACC.

If your child is not coming to after-school SACC on the day he or she is expected, two notes are needed- one for the classroom teacher **AND** one for SACC. Additional time in SACC must be arranged with the Director in advance. In the event your child is coming to SACC on a day not contracted, please have a note for the teacher and SACC.



SICK CHILDREN

PLEASE BE SURE TO CALL THE SACC OFFICE IF YOUR CHILD IS SICK AND WILL NOT BE ATTENDING SACC.

Children cannot attend SACC if they have any of the following: fever, diarrhea, vomiting, contagious disease or contagious condition (lice, scabies, chicken pox, pink eye, impetigo, etc.). If your child is sick with any of the above symptoms or contagions, you or the emergency person listed on your child's application will be called to pick your child up immediately. Please call the site when your child will not be attending SACC and clarify his illness, particularly if contagious, so that the site may initiate appropriate measures.

A child should be free of fever for 24 hours before returning to Child Care.

MEDICAL RELEASE FORM

In the event of an accident or health problem during Child Care, information provided by the parent at the Child Care site will be utilized in handling the situation.



MEDICATIONS

All medication should be administered by the school nurse. If dosage must be given before or after school, arrangements will be made with the school nurse. A physician's current written instructions are required in order to administer any medication, **prescription or non-prescription**. Instructions for administration contained on a prescription label are acceptable.

No medication of any type, for example, cough drops, cough syrup, vitamins, aspirin, ear drops, suntan lotions or bee sting medications will be given to your child without your written consent to the school nurse. Medications must be sent to school in the **original container**.

HEALTH APPRAISALS



The Department of Human Services (DHS) requires a current health appraisal for each child in care. **Kindergarten children** and **school age** children need physical exams upon entering the SACC program. These exams need to be on file within 60 days after admission to the program.

Lack of a current health appraisal in your child's file places L-S SACC in non-compliance with DHS regulations. Therefore **when a current health appraisal is not on file a child is excluded from care until a current appraisal is completed**.

Child Care services will be terminated if regulations are not followed. State law also requires immunizations to be up to date according to state minimal requirements.



SACC SITE HOURS

The center opens at 6:15 a.m. and closes promptly at 6:00 p.m. A ten dollar (\$10.00) per child late fee will be charged if your child is picked up after 6:00 p.m. An additional \$10.00 will be assessed for each 10 minute period that your child remains in supervised care.

If running late, a phone call is appreciated.

ARRIVAL AND DEPARTURE

The adult responsible for drop off and pick up of your child must come to the Child Care room and sign in and out on the attendance sheet. Please initial and write in time. Children may not sign themselves in or out. **Please check your child's folder daily.**

Accompany your child to the site upon arrival and departure. *Do not leave your child unattended at any time!*

For safety and insurance purposes, DO NOT allow your car to remain running during arrival and departure.

- **Hans Herr** parents arriving before 7:00AM and after 5:00PM should drop off or pick up at the Hans Herr Cafeteria. After 7:00AM, the 4th and 5th graders should be dropped off at the HH Gym, with the 3rd graders remaining in the cafeteria.
- **Lampeter** parents should park in the parking area off Lampeter Lane or Rosier Way and enter the building through the SACC entrance at the side of the building. **Parking along the driveway at the Lampeter drop off is not permitted from 8:25-9:00AM.**

RELEASE OF CHILDREN

Children will be released from the center only to the person(s) designated on the Emergency Contact / Parental Consent Form. Staff must be notified when someone other than a designated person will be arriving for your child. For your child's safety, a description of this person must be supplied to a staff member.

Photo ID is required of everyone picking up a child.
NO identification, no release!



A parent of a child shall be permitted free access to a child unless a court of competent jurisdiction has limited parental right of access to the child and a copy of the order is on file at the facility.

BEHAVIOR POLICY

The safety and welfare of all children in the Child Care program is our first responsibility. L-S SACC encourages and expects appropriate behavior from the children in our care. Children should respect our staff and follow rules. When the behavior exhibited is not acceptable we explain to the children what is expected of them and give them another opportunity to comply. If the unacceptable behavior persists, the children are redirected or given time apart from their group to think about their actions. This time is generally one minute for each birth year. Parents are notified of persistent behavior problems or a behavior that causes a safety or health concern. We need to be sure that both home and the SACC program are in agreement about the manner in which a behavior problem is being handled. If the problem continues, a parent conference will be scheduled. We discourage aggressive behavior and ask that all weapon-type toys remain at home. **The Lampeter-Strasburg SACC program retains the right to dismiss a child for inappropriate behaviors.**

CHANGE OF INFORMATION AND / OR WITHDRAWAL

It is extremely important that the Director or site staff be notified promptly of any change of address, telephone number, place of employment or other pertinent changes occurring during the school year. For enrollment and tuition purposes, **the Director must be notified two weeks in advance of your child's withdrawal.** If notification is not given, parents will be billed for an additional two weeks.



BREAKFAST, SNACKS AND LUNCHES



A nutritious after-school snack will be served daily. For your convenience, snack menus are posted at each site

Breakfast is available to students and may be purchased in the school cafeteria from 8:40- 9:00am on days that school is in session.

Lunch in the cafeteria is available for kindergarten children on days that school is in session. A social atmosphere is provided during lunch with staff and children eating together. A menu will be sent home with your child each month. Your child will have the following options for lunch:

-purchase the school lunch
-bring a packed lunch and purchase milk
-bring a packed lunch and a drink



Money for breakfast/lunches or milk must be put in an envelope marked with the amount, child's name and handed to staff the first day of each week. Checks **must** be made payable to **Lampeter-Strasburg Cafeteria Fund.**

Please refrain from sending lunches that need heated. No soda permitted!!

Children using the center on days on which school is not in session will need to pack a lunch and drink, unless notified otherwise.

MISCELLANEOUS DAILY NEEDS

Outside play- Fresh air and sunshine are important for a child's health and well-being. It is important that your child be dressed appropriately for outside play. A jacket suitable for the weather and hat or mittens when needed should be provided. Please label all outerwear. Children need to wear shoes that will permit them to run and play without injury. Clogs and flip-flop type shoes are not appropriate play gear. If your child wears this type of shoe, please bring another pair of shoes for play.

Extra Clothing- Kindergarten children will need a minimum of one extra set of seasonal clothes, with underwear, and socks to be placed in a 2-gallon Ziploc bag. **Please label all clothing.**

Rest time- L-S SACC will supply your child with a mat and towel to use during rest time. Parents may provide a blanket or "lovey" for your child. Both must fit into a 2-gallon Ziploc bag for storage purposes. DHS regulations state that bedding must be washed at the end of each week. L-S SACC staff sanitizes rest mats once a week and launders the towels.

Please **do not** allow your child to bring toys, money, or expensive items to Child Care

SCHEDULE

Before-School Program

- 6:15 Arrival time
- 6:30 Choosing time
- 7:30 Daily activity / project
- 8:30 Cool-down & clean-up time
- 8:40 Departing time/Breakfast

Kindergarten Wrap-Around Program

MORNING

- 8:40 Greeting time
- 9:00 Choosing time
- 9:30 Active time
- 10:00 Together time
- 11:25 Clean-up time
- 11:35 Lunch time
- 12:10 Resting/Relaxation
- 12:35 Departing time

AFTERNOON

- 11:35 Greeting time
- 12:15 Lunch time
- 1:00 Active time
- 1:35 Resting /Relaxation
- 2:00 Choosing time
- 2:30 Together time
- 3:15 Clean-up time
- 3:20 Departing time



After-School Program

- 3:20 Arrival time
- 3:30 Active time
- 4:00 Snack time
- 4:15 Academic enrichment time / homework
- 4:35 Choosing time/ Clubs
- 5:15 Clean-up time
- 5:30 Departing time





EMERGENCY PROCEDURES

Your child's safety is of primary concern to the L-S SACC program. Fire Drills are practiced on a regular basis. In the event of an actual fire emergency, children follow the assigned procedure and meet at a designated area outside the buildings.

A yearly severe weather drill is practiced with the Lancaster County Emergency Management Agency. During a drill or actual severe weather alert, children go to assigned safe areas inside the building. You will find these safe areas posted at each of the sites.



Lampeter Pioneer Place: Red pod rest room
Lampeter Outpost: Cafeteria rest room
Hans Herr Double HH: Hallway behind Library
Hans Herr Frontier: Boys Locker Room

Practice includes explaining to the children what is happening and why the drill is taking place, all the while reassuring them that they are safe and loved.



WEATHER RELATED/SNOW POLICY- Extended Care Services

The Lampeter-Strasburg School-Age Child Care will be open on snow days, during delayed school openings, and early dismissals due to bad weather, except under extreme weather conditions.

In the event of inclement weather, the Lampeter-Strasburg School Age Child Care Program will adhere to the following policy:

- In the event of a 1-hour delay, SACC doors will open at 7:15 AM.
- With a 2-hour delay, the program will run on a modified schedule with SACC opening at 8:00 AM.
- If school is dismissed prior to the actual end of the day, SACC will remain open until the last child is picked up, but no later than 6:00 PM.

If Lampeter-Strasburg School District is closed, Child Care (SACC) will operate for the children contracted for extended care, if conditions warrant.

- If school is cancelled because of bad weather, **SACC Extended Snow Day Child Care** will open at **8:30 AM**. Children attending report to the **Hans Herr Elementary School Cafeteria Site ONLY!**
- On school snow days, only those children attending SACC will be charged and all others credited for that day.
- A packed lunch and drink are required.
- We encourage you to be alert to changing weather conditions and make appropriate allowances for time. You will be contacted if weather conditions deteriorate.

If Child Care is CLOSED due to extreme weather conditions (blizzard, ice storm, state of emergency), it will be announced as early as possible under the name Lampeter-Strasburg School District, School-Age Child Care (SACC) on most radio stations and on WGAL-TV.



EMERGENCY OPERATIONS PLAN

SACC staff's first concern is for the safety and welfare of children attending Lampeter-Strasburg School-Age Child Care. L-S SACC Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- *Immediate evacuation*- children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering*-sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation*-total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the following facilities:
 - **Hans Herr SACC** children will be taken to Lampeter United Methodist Church (1651 Book Road, Lancaster, PA 17602- the corner of Book and Village Road).
 - **Lampeter SACC** children will be taken to Lampeter United Methodist Church (1651 Book Road, Lancaster, PA 17602- the corner of Book and Village Road).
- *Modified Operation*-may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but could be necessary in a variety of situations.

Please listen to: WGAL TV 8, WDAC, WHP(The River), WIOV FM, WJTL, WLAN, WLP/WARM, Z107/105.7, for announcements relating to any of the emergencies listed above.

Please do not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it's safe for you to pick up your child.

The facility director may provide an alternate phone number to call in an emergency event.

The emergency contact form you signed upon registration and update every six months will be used to call you in the event of an emergency and to identify persons you have designated to pick up your child.

Lampeter-Strasburg School Age Child Care urges you *NOT* to attempt to make different arrangements during an emergency. This will only create confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Linda McCullough (SACC Director) at 464-3384.



SACC CLOSED X

Child Care services **will not** be provided on the following days throughout the school year.
(Days subject to change based on the school calendar.)

Labor Day
Thanksgiving Holidays
Christmas Vacation
Martin Luther King, Jr.
Presidents' Day*
Spring Vacation *
Memorial Day

Payment is not required for these days. (\$14 Minimum weekly fee required).

***If needed for snow make-up day, this date will be a regular school day.**

TEACHER IN-SERVICE / SCHOOL VACATION DAYS**



Extended Care services will be available on teacher in-service and school vacation days when school is not in session for the children contracted for services. Those parents may request services/opt out of that day by signing the in-house form found at each site. An hourly rate of \$3.50/hour will be charged up to a maximum of \$35.00 per day. **Payment is required only if services are requested (\$14 Minimum weekly fee required).** Please complete forms by the designated deadlines.

*If care is requested for an In-service day and plans change, **prior notification** is expected by 6:00PM the day before for no charge to your account.*

**Child Care is provided at the Hans Herr Elementary School cafeteria site only.
A packed lunch and drink is required.**

***If needed for snow make-up day, this date will be a regular school day and SACC day.**

EARLY DISMISSAL DAYS**



Extended Care services will be available on early dismissal days when school is not in session for the children contracted for services. Additional hours for Early Dismissal Days are not included in your weekly tuition. If your child will attend SACC after the 1:15 p.m. dismissal, parents are asked to sign or opt out of that day on the in-house form found at each site by the designated deadline. SACC attendance is expected unless a note is received to the contrary. The early dismissal fee (1:15-3:15) charge is \$7.00. (There is **no** reduction in your contracted rate.)

Elementary school students will be dismissed at 1:15 p.m. on early dismissal days.

****Should your child need care on extended days and we do not receive confirmation by the deadline, a \$10 late fee will be charged.**

ADVISORY COUNCIL

An Advisory Council serves SACC at the direction of the Board of School Directors. The Council is composed of the principals at Hans Herr and Lampeter Elementary Schools, the School-Age Child Care Director, elementary nurses, and teachers.

The Elementary Coordinator serves as the liaison between the program and the School Board.

Director	Linda McCullough linda_mccullough@l-spioneers.org
Assistant Director	Patty Winters patricia_winters@l-spioneers.org
SACC Liaison	Dr. William Bray, Principal/Elementary Coordinator



The telephone numbers for the centers are:

SACC Office

Please use this number for all Child Care business.

(717) 464-3384

sacc@l-spioneers.org
