

Chippewa Valley Schools



School Age Child Care (S.A.C.C.)

Parent Handbook/Agreement

DISCLAIMER: SACC PARENT HANDBOOK/AGREEMENT IS SUBJECT TO CHANGE WITHOUT NOTICE. ANY NEW CHANGES WILL BE HIGHLIGHTED IN BLUE.

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Welcome to Chippewa Valley Schools (CVS), School Age Child Care (S.A.C.C.) Program! Our mission is to provide a safe and friendly supervised environment, encouraging children to enhance their social/emotional, physical, and cognitive development through a wide range of age-appropriate activities. Children will be provided with the opportunity to participate in activities that are both self- and staff-directed or initiated.

Childcare Goals

The School Age Child Care Program strives to provide the following:

- A safe, healthy environment where staff strive to meet the emotional, social, and physical needs of the children.
- A nurturing environment for all children.
- Respect for self and others, while responsibilities and social skills are both enhanced and encouraged.
- A safe place for children to socialize with peers.
- Planned and supervised activities before and after school, including arts and crafts, science, and math activities.
- Indoor and outdoor physical activities provide children with the opportunity to play and work as a team, while getting exercise.

We are pleased to be part of your family's childcare experience and look forward to a wonderful school year.

Please contact the Program Director of your school with any questions you may have regarding the SACC program. **Specific items or sections may differ per site.**



Registration

SACC is available to students in Kindergarten through fifth grade, currently attending Chippewa Valley Schools. Per district policy, ALL past due accounts MUST be paid in full to register for SACC and kept current to remain in the program.

The Eleyo system allows for multiple owners on a single childcare account. Additional owners can only be added by the SACC director. When more than one owner is attached to a childcare account, each owner uses their unique email address and password to log in. Each owner would **not** have access to the other owner's payment methods. All account owners do see all invoices, contract/schedules, payments, and credits on the account. Owners can print annual tax statements online by payer.

Registration is online through Eleyo:

- 1) Go to <https://www.chippewavalleyschools.org/>
- 2) Click on "FOR PARENTS"
- 3) Click on "SACC - School Age Child Care" (Listing to the right of the screen)
- 4) Click on "Click Here to Register" (Registration link:
<https://chippewavalleyschools.ce.eleyo.com/child-care/5/school-age-child-care>)
- 5) Complete steps to fill out and submit your registration

*The email and password that you create will be needed to access **Eleyo** to adjust schedules and make payments. Once registration is submitted, you will receive an email advising you that your contract is pending. Once the contract is approved, you will receive another email with your confirmation.

The following information MUST be kept current in Eleyo for enrollment:

- Family Information
- Schedule of Attendance
- Health & Well-Being Form Information/Immunization
- Playground Consent
- Movie/Media Release
- Media Release Authorization
- Rate/Billing/Payment Agreement
- Licensing Notebook Notification
- Parent Handbook/**Agreement** Acknowledgement
- Parent Notification of Licensing Notebook Acknowledgment



Chippewa Valley Schools SACC Program Rate/Billing/Payment Agreement

This is an agreement between Chippewa Valley Schools SACC and the parent/legal guardian.
***Current rates are subject to change.**

IT IS THEREFORE AGREED:

- **At the time of enrollment there is a \$35.00 non-refundable registration fee per child payable through the Eleyo website via credit/debit card at time of enrollment with a maximum of \$70.00 per family. Account must be in good standing at ZERO balance from summer or the prior school year to enroll.**

CVS School Age Child Care (SACC) 2024 / 2025 Rates, Schedules & Billing Structure

Elementary School Times and SACC Hours	
Regular Day – 8:55 AM – 3:39 PM School Time	Half Day – 8:55 AM - 11:50 AM School Time
First Bell (school entry for all students) 8:50 AM Class Starts: 8:55 AM	S.A.C.C. Times 6:45 AM - 8:50 AM 3:39 PM – 6:00 PM 11:50 AM – 6:00 PM (half day)

Tuition Rates		
Non-Refundable Registration Fee: \$35.00 per child Maximum of \$70.00 per family		
AM Session	6:45 AM – School Start	\$7.25 daily
PM Session	3:39 PM – 6:00 PM	\$7.75 daily
AM and PM Session: \$15.00 per day Half-Day Session: \$20.00 (11:50 AM – 6:00 PM)		Families are charged for the days they are signed up for regardless of utilization.

Weekly Schedules		
**Must have changes submitted into Eleyo by midnight on Wednesday prior to week of attendance. ** **No drop-in SACC services. **		
Schedule Submission Deadline:	Week of Attendance:	Billed/Invoice Due Date:
8/28/24, Wednesday	9/2/24 – 9/6/24	8/30/24, Friday
9/4/24, Wednesday	9/9/24 – 9/13/24	9/6/24, Friday

Late Pickup and Early Arrival Fee
Late Pick-up Fees: \$2.00 per minute
Early Arrival Fees: \$2.00 per minute

Mass Invoicing Dates (bill in advance of services being rendered)
Dates of Attendance: 9/2/2024 – 9/6/2024 Invoice Bill Date/Due Date: 8/30/2024
Dates of Attendance: 9/9/2024 – 9/13/2024 Invoice Bill Date/Due Date: 9/6/2024
Dates of Attendance: 9/16/2024 – 9/20/24 Invoice Bill Date/Due Date: 9/13/2024

- **Billing invoices run on Fridays for the upcoming week ahead for SACC services. The invoice is payable immediately upon receipt via AutoPay (credit/debit card). NO ACH (check) payments are allowed.** If payment is not received by the end of the day on Friday, due to a credit card issue, a \$5.00 late fee will be added to your balance. If the balance is not paid following the late fee assessment, your child will be unable to attend SACC **and their schedule may be removed** until the balance is paid. **The \$5.00 late fee will continue to accrue weekly until your bill is paid in full.** If you did not receive an e-mail/invoice, please contact the program director. It is your responsibility to know your balance and to keep your credit card/email up to date.
- **On-line payment is mandatory** through our [Eleyo](#) registration, which is an autopay for weekly credit/debit card payments. No ACH (check) payments are allowed.
- A fine of \$2.00 per minute will be assessed for each minute you are late picking up or dropping off early outside of normal SACC operating hours. **If you have more than 3 late pickups, your account will be charged \$5.00 per minute, and your child(ren) will be dismissed from the SACC program.**
- **Families will be charged for all pre-selected dates, regardless of whether or not the student attends. If your child(ren) is scheduled to attend and is absent, NO refunds or adjustments will be issued. We have staffed according to your selected schedule. NO drop-in SACC services allowed.**
- **If a child(ren) is not registered or scheduled to attend SACC, the child(ren) will not be allowed to attend SACC and will be brought back to the School office for pickup.**
- Our expectation is that your child(ren) will be attending on their scheduled days and if not, it is the parents' responsibility to inform the Program Director of any absences including changes in dismissal plans and before-school and after-school activities.

DHS-State Assisted Payments

Authorization from the State of Michigan Department of Human Services should be provided at the time of registration. Please note the following:

- **Parents are responsible for submitting the completed Child Development and Care (CDC) Provider Verification form (Form 4025) to DHS.**
- DHS may only pay a portion of SACC rates, registration, or activity fees. **DHS will not cover late fees.**
- Parent is responsible for payment of services through AutoPay (credit card). **NO ACH payments allowed.** DHS payments will be credited to SACC accounts as they are received.
- **Parent is responsible for knowing their approved coverage rate and is responsible for all/any amount not paid by DHS, including family co-pays and late fees.**

Days and Hours of Operation

SACC is available Monday-Friday, in accordance with the district calendar. Please see the [2024-2025 SACC Rates, Schedules & Billing Structure](#) (click on link) on the district SACC website.

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.

SACC is available on Half Days and may be available during school breaks at select schools. Please check with your Program Director for availability. **Advance scheduling is required for ALL care.**

Arrival and Departure

CVS District policy mandates for the safety and security of the children, all entrances to elementary buildings are locked.

The SACC entrance is equipped with an intercom system. When you arrive, please press the SACC intercom button located to the right of the door and identify yourself. Staff will unlock the door to let you in. *Please have a photo ID available when entering the building.* Children will **NOT** be released to persons that are not listed on the Child Information Form.

Checking In/Out of Childcare

For your child's safety, the SACC program and the State of Michigan require that an adult must accompany children into the building and check them into the program. SACC utilizes a computerized attendance program, in which authorized people listed on the *Emergency Information Record* are able to check child(ren) in/out of the program. Children will only be released to persons listed on the Child Information Record with a valid picture I.D.

Parent Responsibilities

- Read and abide by **Parent Handbook/Agreement** and Policy Agreement.
- Complete ALL registration information thoroughly and keep all information current.
- Make Director aware of **ALL allergies or other medical concerns**, provide medications and physician authorization to dispense said medication.
- Make the Director aware of **ALL changes in attendance schedule, including all before-school and after-school activities, as well as updating attendance in Eleyo by midnight on Wednesday prior to week of attendance. NO drop-in SACC services allowed.**
- Read all communications such as: e-mails, newsletters, calendars, bulletin board, and postings located in the room and on the sign in/out table.
- **Only** authorized adults can check child(ren) in/out of SACC on the provided iPad.
- **Pick child up by 6:00 p.m. If a parent is more than a half hour late picking up their child(ren) from SACC and has not contacted the SACC director, the Police or Child Protective Services may be called.**
- Notify the Director of any changes or occurrences that may affect your child's well-being.
- Work with the Director regarding any issues or concerns to reach a suitable resolution.
- Dress the child appropriately for outdoor play (weather permitting).

Personal Items/Electronic Devices

Toys/Personal Items-Please refrain from bringing any unnecessary items to school.

Cell Phones/Electronic Devices- Students are **NOT** allowed to use any electronic device, (including cell phones) without explicit staff authorization.

The SACC program WILL NOT assume any responsibility for lost, stolen or damaged personal property. Your child's name should be clearly labeled on each item.

Health Policy & Procedures

Children with signs of illness should be kept at home to ensure their health and well-being as well as that of the other children. If a child has any of the following conditions, the parent will be notified to pick the child up immediately:

- Fever over 100.4 degrees (Children must be fever free without fever reducing medication for 24 hours before returning to program)
- Vomiting or diarrhea
- Lice-Please reference <https://www.chippewavalleyschools.org/district-nurse/>
- Contagious diseases

Serious Injury - In the event of a serious injury, 911 will be called. A parent or emergency contact person listed on the Child Information Record will be contacted. If a child must be transported to a medical facility, a staff member will accompany the child until a parent is present.

Minor Injury - Staff will carry out necessary first aid; cuts will be washed and bandaged, and bumps will have ice applied.

*Staff members are CPR, First Aid & AED trained and certified.

A record is kept of all injuries and accidents requiring first aid.



Medications - A physician signed Medication Administration Authorization Form must be completed for prescription and non-prescription medications, including EpiPens and inhalers. Prescription and non-prescription medications must have the pharmacy label, including doctor and patient names, instructions on dispensing, name, and strength of medication. Rescue medication (self-carry) can **ONLY** be EpiPens and rescue inhalers, which require a physician signed Request for Self-Possession/Self Administration of Medication form. All medication must be labeled with the child's name. Medication Log Records will be maintained. Please refer to the District Nurse website <https://www.chippewavalleyschools.org/district-nurse/health-forms/> .

Allergies - Director must be informed of any allergies or medical conditions. If your child has allergies and/or a medical condition, a Health Action Plan must be in place. The SACC program must be provided with emergency medications to be kept in the room.

Health Action Plans must be completed for children with diabetes, seizure, asthma, and if necessary, a General Health Care Plan. All forms are available on the district website.

Please be aware we are a peanut/treenut safe/aware program.

Field Trips

Periodically we may offer field trips or have in-house presenters and activities.

- Transportation is provided by Chippewa Valley School bus.
- All students attending a field trip **MUST** have a signed permission slip.
- Field trip permission slip and payment are due by posted due date. Field trips are first come, first served. Childcare account must be current to attend.
- Please read all posted notes and newsletters.
- For safety, students **MUST** wear a school t-shirt when attending a field trip.
- Field trips are non-refundable.
- Refunds will not be issued for children excluded from a field trip/activity due to behavior issues.

- All field trips/activities must be paid on *PaySchools Central*. **No cash/checks will be accepted.**

Conduct Policy

Please review with your child the expectations of the SACC program:

- Respect staff and peers.
- Follow program rules, regulations, and directions from staff.
- Respect the rights and property of others.
- Act courteously and appropriately.
- Be responsible for their actions.
- Appropriate language is expected.
- Materials/equipment are to be treated properly and returned to their proper place when done.
- Children may not leave a supervised area without permission from a staff member.
- Children are expected to clean up after themselves when using games, doing crafts and after eating snack/lunch.
- Children are **not allowed** to have electronics without staff permission.
- Children experiencing a problem should speak to a staff member immediately.



Special Needs

The SACC programs and staff strive to meet the needs of every child enrolled and to make this a positive experience for all.

All efforts and reasonable program modifications will be made to meet the special needs of children enrolled in the SACC programs.

Before you register your child(ren) with special needs, please notify your SACC site director prior to attending so they can be prepared to give your child(ren) the best experience possible, and staff as needed.

To assist us in meeting your child's needs, it is vitally important that your registration includes as much detail as possible. Please share any information regarding your child's IEP, 504 Plan, one-on-one services, and/or other specialized education plan they may have on file with the school.

Americans with Disabilities Act

Chippewa Valley Schools will comply with the spirit and intent of the Americans with Disabilities Act and will provide and make reasonable accommodations to assist people with disabilities to access and participate in our programs, facilities, and services. It is the policy of the district that no person on the basis of race, color, religion, national origin or ancestry, age, sex, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program.

Custody Agreements

In the event of divorce, separation, or joint custody ruling, every effort is made to treat each parent with respect. Staff cannot become involved in custody disputes, or document, write letters, or discuss any actions or behavior of another parent. Unless custody has been established by a court action, one parent may not limit the other from picking a child(ren) up from SACC. Any court documents pertaining to custody, a copy of said court order **MUST** be on file with the Site Director. Without a court order we cannot withhold a child(ren) from his/her parent.

Discipline

The staff will use a positive method of discipline, which encourages self-control, self-direction, and cooperation. Staff will clearly define behavior expectations and consequences for negative behavior. Policies and procedures are outlined in the Elementary Student-Parent Code of Conduct Handbook.

- Most behaviors can be handled with redirection or a cooling off period for the child to reflect. Staff will then discuss the incident with the student.
- Disruptive behaviors may include, but not limited to, hurting or endangering others or self, disrespecting staff, or other children, leaving designated area without permission, destroying property, foul language, bullying, threatening violence.
- The disciplinary process will be as follows: 1) Verbal warning to child(ren) and parent(s), 2) Written warning to parent(s), 3) Meeting with parent(s), SACC director, and Building Administrator that could lead to dismissal from SACC program.

Cooperation and support from parents are essential. Parents who are uncooperative or disrespectful to staff, other parents, or children, will be asked to make other childcare arrangements. Reinstatement for the next season is at the discretion of the Program Director and Building Administrator.

Dismissal from Program

The following circumstances may result in your child's dismissal from the program and NO refunds will be given.

- Dismissal after discipline process.
- Failure to comply with payment agreement.
- Failure to sign child in/out of the program or writing the incorrect time.
- Failure to observe program operational hours; dropping off child prior to scheduled program start time or failure to pick up child by 6:00 pm.
- Any behavior that causes harm or injury to a child or staff member.
- Any behavior that does not adjust to the behavioral guidelines of the CVS District Code of Conduct.
- Ongoing disruption to the program by child or parent.
- Other reasons as determined by the Program Director.
- If you have more than 3 late pickups, your account will be charged \$5.00 per minute, and your child(ren) will be dismissed from the SACC program.

Snacks/Breakfast/Lunch



Meals, snacks, and beverages are **NOT** provided. Due to food sensitivities and allergies, children are not allowed to share snacks with other children who are not in the same family.

Snacks - Some sites offer a SACC snack cart with items available for purchase. Deposits are made through [PaySchools Events](#), **NO cash** is allowed per district policy. Please check with your school to see if this is offered.

School Breakfast - Many schools offer a breakfast program through the cafeteria. Please check with your school to see if this program is offered, and what time it starts each morning. Breakfast utilizes the same account as lunch.

Lunch - NO FOOD SERVICE AVAILABLE ON HALF DAYS.

Please refrain from sending in food containing peanuts/tree nuts, as this poses a health risk to children with allergies. Per State of Michigan licensing guidelines, we cannot heat/cook food. Please do not send glass containers. All lunches, containers and water bottles should be clearly labeled with your child's name.

Inclement Weather/School Closing

Childcare will be open all day's school is in session. In the event of severe or inclement weather, loss of electrical power, heat or water, or other emergencies, the SACC program may be closed in which refunds will be issued back to the credit/debit card used for AutoPay.

Building Closes Mid-Day If a building is closed mid-day due to severe weather, emergency or building problem, SACC staff will remain until last child is picked up, subject to regular program hours of operation and nature of emergency. Parents may be contacted to pick up children early.

NO drop-in SACC services allowed.

Severe Weather If severe weather occurs during school hours, but the schools do not send children home early, the SACC program will maintain regular hours.

In case of early dismissal, SACC staff will contact a parent or emergency card designee. The Robo-call phone alert and email system will be utilized to make parents aware of Emergency school closings.

Emergency Procedures

Fire, Weather, Evacuation and Lockdown Drills

In accordance with Michigan State Law, the School Age Program holds seasonal schedule fire, weather, and lockdown drills. **Maps and directions for procedures are posted in each classroom.**

In any fire, emergency, or evacuation, the child's emergency card is taken to the appropriate location. The SACC staff will contact parents either by phone, e-mail, or text. Parents are responsible for maintaining current contact information.

Children with special needs will have an individualized emergency plan (including who will help the child and any accommodations that may be needed for that child).

Licensing and Regulations

The SACC Program is registered with the State of Michigan Office of Children and Family Services. Our program meets the mandates required by the regulations set forth by the State of Michigan. Policies and procedures as well as the State of Michigan regulations are available for review on site and on the [LARA website](#).



Licensing Notebook

Per State of Michigan, Department of Human Services, Rule R400.8146 (1):

All childcare centers must maintain a licensing notebook which contains all licensing inspections reports, special investigation reports, and related corrective action plans (CAP). The notebook must include all reports issued and CAPS developed on and after May 28, 2010, until the license is closed.

- The School Age Program maintains a licensing notebook for all licensing inspections, special investigation reports and related corrective action plans since May 28, 2010.
- The licensing notebook is available to SACC parents for review during regular business hours.

Licensing inspection and special investigations reports from at least the past two years are available on the childcare licensing website at [LARA - Child Care](#).

Confidentiality

It is important that the privacy of our children, families and staff is maintained. Staff are asked to keep information about children, families, and co-workers confidential. Staff and parents are asked to refrain from discussing or making comments about children or families in the presence of other adults/children. This includes contacts that parents and staff may have outside of SACC (personal contact). There are times when information regarding a home situation would help the staff take better care of your child(ren). Please ask if you would like a private meeting with the director and know that all information shared will be kept confidential.

Tax Information

Tax statements will be available for parents to access through Eleyo after January 1st. Use the [Download Tax Information](#) button from the *Account Management Tools* to obtain a copy of the tax statement report. Payments on the tax statements are categorized by payer.



Sample Daily Routine

(Schedule will vary by site)

Morning

First hour	Free Choice-arts & crafts, games, puzzles, reading, construction area, dramatic play
Second hour	Gym, Outdoor play, Computer Lab
Last half hour	Clean up, announcements, group games
At Bell	Dismissal



Afternoon

At Bell	Check In/attendance, announcements
First half hour	Wash hands, snack, and homework club
Second hour	Gym, Outdoor play, Computer Lab, STEM activities
5:00-5:45	Free Choice-arts & crafts, games, puzzles, reading, Construction area, dramatic play
5:45-6:00	Clean up

Homework Policy

Children are encouraged to do their homework after school, before engaging in other activities. A dedicated homework space will be provided where students are expected to act responsibly and respectfully while working. Students cannot return to their classrooms to retrieve materials once they have arrived at SACC.