

Children are this Community's Most Important Resource

Putnam County Board of Education

School Age Care

PARENT HANDBOOK

The Putnam County School Age Care Program (SAC) is a parent-tuition funded group childcare program licensed by the Tennessee Department of Education. The Putnam County Board of Education is the governing body for this program authorizing use of public school buildings for before and after school childcare, and full day programs during holidays, intersession, and summer vacation.

SAC is an equal access program for all children, ages four to thirteen as of August 15, enrolled in Putnam County Schools. The program includes numerous creative and cultural activities including crafts, sports, games, snacks, art, music and multimedia, including computers. A special time each day will be allotted for homework and homework assistance, if needed. The program is designed to meet the needs of children.

Parent input is vital to the success of the program. Any questions that you might have may be addressed to the SAC Program Coordinator at 931-528-1847.

POLICIES AND PROCEDURES

Tuition

At the time of enrollment, you may choose either a daily rate or a weekly rate. This is the rate at which you will be charged during the year unless you notify the Site Director and complete a change of enrollment form. Changes in enrollment and/or vacation weeks may be taken at the rate of four per year. A minimum 48 hour notice is required.

SAC operates on a Monday to Friday billing schedule. Three days or more constitutes full-time enrollment. Part-time enrollment is based on two days or less. Children may attend only for the time period enrolled. Drop-in care is not available.

	<u>First Child</u>	<u>Second Child</u>
Full Day Weekly Rates	85.00	63.75
Full Day (snow days, holidays, etc.)	20.00	15.00
Full Day with regular p.m. enrollment	10.00	7.50
A.M. Weekly	21.50	16.13
A.M. Daily	9.00	6.75
P.M. Weekly	40.00	30.00
P.M. Daily	12.00	9.00
A.M. & P.M. Weekly	45.00	33.75
A.M. & P.M. Daily	19.00	14.25

A sibling discount of 25% for the second child in the same household is reflected in the prices above. A 50% discount is also available for the third or fourth child. Ask your Site Director for a sibling verification form if you are interested in receiving a discount.

Putnam County Board of Education employees will receive a 20% discount after an employee verification has been completed.

Payments

- A non-refundable registration fee of \$10.00 per child is required each year and is due upon registration.
- Fees will be prepaid. Payment (check or money order) is made directly to the SAC Site Director on Friday before -- no later than Tuesday. Should accounts not be paid in full by the close of business on Tuesday, a late charge of \$5.00 will be added. All unpaid tuition will receive a late fee. Should payment not be made by the second Monday, the child (ren) will no longer be able to attend the program.
- There will be a \$20.00 service charge on all returned checks at which time only money order payments will be accepted for future services.

Delinquent Accounts

Accounts which are one week past due (maximum \$80.00) will be considered delinquent. Immediate payment is expected. If payment is not made within ten [10] business days, you will receive a certified letter from the Putnam County Board of Education. Should the account remain delinquent and payment is not received within ten days following receipt of the certified letter, legal counsel will pursue payment through a collection agency.

Hours of Operation

SAC is open Monday-Friday, from 6:00 AM-6:00 PM. SAC is available during two week and summer breaks upon completion of a special registration and prepayment, which are separate from before and after school registration.

SAC is closed:

- Labor Day
- Wednesday before Thanksgiving, Thanksgiving Day, and Friday following Thanksgiving
- Christmas Day and one day in addition
- New Year's Day and one day in addition
- Martin Luther King, Jr. Day
- President's Day
- Good Friday and Monday following Easter
- May 1, Election Day
- Memorial Day
- Independence Day and one day in addition
- All Teacher Work Days

Drop Off – Pick Up

SAC students must be “signed in” and “signed out” of the program by legal parent/guardian or designated person listed on the child's registration card. Child(ren) will be released only to those individuals listed on the registration card -- **no exceptions.**

Late Pick Up

- If a child is not picked up by 6:00 PM, an additional fee of \$5.00 / child for each 5 minutes, or portion thereof, will be added to the bill.
- Failure to comply with the 6:00 PM closing time on 3 occasions *will result in dismissal from the program.*
- In the event a child has not been picked up and all emergency phone contacts have been tried, the local authorities and/or Department of Children Services will be call for assistance.

Illness

We are concerned for the health and welfare of all children. It is our program's responsibility to maintain a healthy environment and prevent the spread of contagious diseases among our children. The SAC program is not designed to provide care for sick children

- You will be notified to pick your child up should he/she become ill.
- In the event a child is dropped off with an illness or symptoms of an illness without proper medical attention, the Department of Children Services will be called to provide assistance.
- The Putnam County Board of Education Head Lice policy applies to the SAC Program.

Medication

According to Putnam County School Board Policy (section 6.405), "All prescription medicine brought to school must be in the original labeled container from the pharmacy and must include the name of the student, name of medication, dosage, administration route and/or other directions, the date, pharmacy name, address and phone number."

- Medication can only be dispensed when the legal guardian completes a Medication Form. Completed Medication Forms will be kept on file at each site.
- Over-the-counter medicines [cough syrup, aspirin, or cold medication] **CANNOT** be administered by SAC personnel.

Discipline

- Good behavior is the key to providing quality programs. Please discuss the importance of cooperation and the importance of demonstrating acceptable behavior with your child.
- Children are expected to exhibit acceptable behavior and follow all directions given by the adult in charge.
- Acceptable behavior does not disrupt or interfere with the learning environment or the safety of children.
- Parents will be called and notified in writing when discipline problems occur.
- When a child receives three [3] written notifications for misconduct, the child will be withdrawn from the program for the remainder of the school year **with no tuition refund.**
- Should a “major incident” occur involving the safety and welfare of children and/or adults in the program, the child (ren) exhibiting inappropriate behaviors will immediately be suspended for the remainder of the program **with no tuition refund.**
- Childcare will not be terminated due to parent complaints regarding alleged violations, reports of abuse or neglect against the program, or questions regarding the program’s adherence to the department of education’s rules and regulations.
- Parents are requested to use appropriate behavior.
- Parents exhibiting abusive language and/or inappropriate behavior will be asked to leave the premises--should occurrences continue, the child will be withdrawn from program **with no tuition refund.**
- **The safety of all children is our #1 priority.**

Parent Involvement

Parents and families are very important to the success of a child care program. A successful program is the result of a trusting partnership between the home and the school. Please keep the Site Director informed of any changes in your child's emergency information or other factors concerning the welfare of your child. Also, you are requested to follow security procedures at each of the school locations to insure the safety and protection of your child and all children.

By working together, we are able to provide your child with quality care in a quality child care program.



PARENT RESPONSIBILITIES

- Share child concerns with the Site Director
- Listen to concerns voiced by the Site Director
- Notify staff of changes in schedules or procedures
- Sign children in & out of the center
- Pick up child(ren) on time
- Keep registration information and phone numbers current
- Keep account current
- Pay for any damages to equipment/materials/building
- Treat children and staff with respect

SAC RESPONSIBILITIES

- Share child concerns with parents
- Listen to concerns voiced by parents
- Work through problems toward agreeable solutions
- Notify parents of changes in schedules or procedures
- Keep registration & account information up-to-date
- Treat children and parents with respect
- Provide a quality childcare program

SAC Program Coordinator
931-528-1847