

# SAC SUMMER CAMP 2019

## PARENT HANDBOOK

### WELCOME

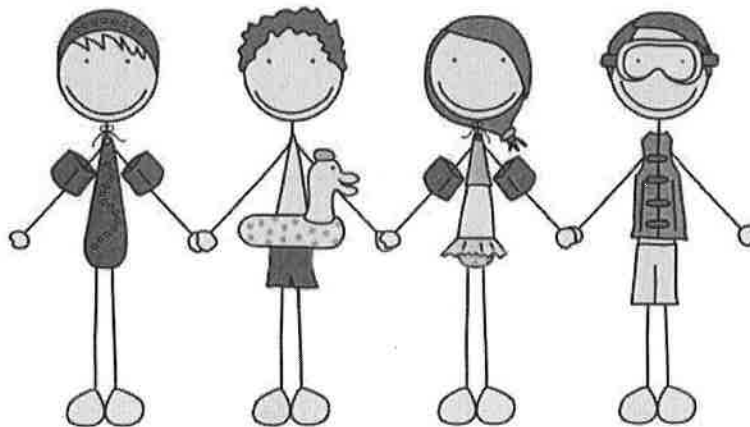
This summer, SAC will explore a different theme each week. Students will dress like pirates, support their favorite sports teams, and kick it old school as they experience the 80s, 90s, and 00s. SAC students will do experiments in STEM class and create masterpieces in Art Class. Guest speakers will teach students about animals, water safety, sports skills, and more.

SAC will travel to the Clyde York 4H Camp for swimming again this summer. We do provide floaties for Pre K and Kindergarten students, but feel free to send a lifejacket if you prefer. (Don't forget to write your child's name on it!) Please see the parent calendar for swim dates and other field trip information.

Breakfast and lunch will be provided by the Putnam County Child Nutrition Program at no additional cost to parents. An afternoon snack will also be provided each day. As always, your child may bring his/her own lunch, but we ask that you do not send carbonated soft drinks. Also, we **have no facilities to refrigerate or heat meals.**

We will continue to offer parents the option of weekly fee payments. Please pay close attention to the attached payment schedule. Payments are due **no later than the Thursday** preceding that week's care. Please note that summer deposits and tuition for week 1 are due no later than **Friday, May 10.**

Drop off and pick up of students will be through the main school entrance. Students will need to be signed in each morning and out each afternoon. Please remember to bring your photo identification at pickup.



## POLICIES AND PROCEDURES

### Tuition

At the time of enrollment, you will indicate the days/weeks your child will attend SAC Summer Camp. This is the rate at which you will be charged during the summer program, unless you notify the Site Director and complete a change of enrollment form. A minimum 48 hour notice is required for all changes.

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.**

### Payments

- A non-refundable registration fee of \$10.00 per child is required each year. Students that were not enrolled during the 2018-2019 school year will need to pay the registration fee along with the deposit.
- Tuition is 85.00 per week for one child (148.75 for two) and is due no later than Thursday of each week, unless otherwise noted. The sibling discount is reflected in the price. PCS Employees receive a 20% discount.
- Fees will be prepaid. Payment (check or money order) is made directly to the SAC Site Director on Thursday before unless otherwise noted. Should payment not be made by the second Thursday, 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.

<b>SAC SUMMER CAMP</b>	
<b>Payment Schedule</b>	
	<u>Deadline for Payment</u>
Summer Deposit* and	
May 27-31	Friday, May 11
June 3-7	Thursday, May 30
June 10-14	Thursday, June 6
June 17-21	Thursday, June 13
June 24-28	Thursday, June 20
July 1-5	Thursday, June 27
July 8-12	<b>Wednesday, July 3</b>
July 15-19	Thursday, July 11
	(your deposit will pay for this week)

\*The summer deposit is prepayment of tuition for the last week of camp your child will attend.

### **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 will be closed on Thursday, July 4 and Friday, July 5 for Independence Day

### **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 called 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.

