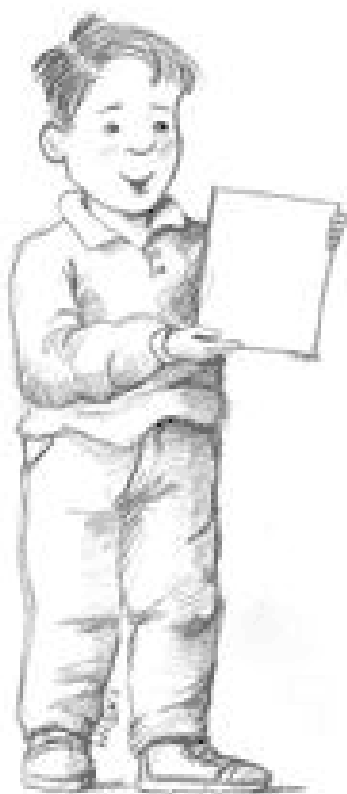


*Avenue City Elementary School
Age Childcare Handbook
2018 - 2019*





Mission

The mission of the Avenue City School District's School Aged Childcare (SAC) Program is to work with the community and families to provide out-of-school care in a safe, nurturing environment and to plan interesting, developmentally appropriate activities that challenge children to grow physically, socially, emotionally, and intellectually.

Philosophy

The SAC program is designed to meet the out-of-school developmental needs of children and youth in grades Preschool through Sixth Grade. It provides experiences that enrich and enhance each child's cognitive, social-emotional, physical, and language development. Within the SAC program's daily schedule each child will have the opportunity to create, explore the environment, investigate through problem solving and personal interaction skills, and learn through hands-on experiences. Opportunities for solitary activities, as well as group activities will be available. The SAC staff serves as positive role models and provides care that is personal, nurturing, warm, and responsive to all children. We respect children and families and will do our best to involve families in our program. The program is based on the following beliefs:

The children of the Avenue City School District need and deserve:

- A safe place to be when school is out and their families are at work.
- Access to a wide variety of activities and the opportunity to build relationships with their peers.
- Caring adults who are interested in them.
- The opportunity to pursue interests and learn new skills.
- The opportunity to participate in developmentally appropriate activities that do not replicate the regular school day.

Children Served

Children who are in grades Preschool-Sixth Grade at Avenue City School will have access to this program. Space is limited in this program. Staff / child ratio will be kept low so that adequate care will be provided. Students who do not take advantage of the program on a regular basis may be turned away if numbers become too large. Students who are not pre-enrolled for the program will not be able to stay unless arrangements are made in the school office in advance.

Days and Hours of Operation

The program runs from 3:10 P.M. to 5:45 P.M. each evening after school. If there is an early dismissal for any reason there will not be childcare. Childcare is not provided on days there is no school.

The district understands that sometimes diversions and unplanned circumstances delay parents or others from picking up students. Picking up children on time is very important and should be a priority. Any child who is picked up after 5:45 P.M. will be charged for \$5.00 for the first ten minutes and \$1.00 a minute for every minute after. Children who are picked up late more than three times will be removed from the program.



Enrollment

The parents or guardians must complete the proper paperwork before the child is allowed to stay for the SAC program. A list of forms to be filled out follows:

- SAC Registration Agreement
- SAC Enrollment Form
- Waiver Authorization
- Medical Treatment / Transportation Authorization

These forms are included in the back of this handbook.

Payment Schedule:

The program is at a small cost to the parents of the students who take part. During the 2018-2019 school year the cost will be \$7.00 per child per day (**subject to an increase**). If there are two or more children in the same family being served then the other children will be \$6.00 per child per day. The payment will be made every two weeks to the district. Any child who has not made payment for six weeks will not be allowed to take part in the SAC program until appropriate payment is made. Receipts will be issued after the payment.

Daily Schedule

An example of the schedule for the SAC program follows:

Time:	Activity:
3:10	Children arrive from regular school day
3:15	Centers / Homework / Quiet Play
3:40	Free play (outside or in gym)
4:10	Snack
4:25	Group activity
5:15	Clean up area & quiet play

The SAC program coordinator will develop an exact schedule.

Snacks

Snacks are provided each day. A list of snacks that will be offered follows:

- Applesauce
- Canned fruit in its own juice or light syrup
- Yogurt
- Cheese strips or cubes
- Fresh fruit
- Fruit juice with no sugar added
- Fruit juice Popsicles
- Peanut butter sandwiches
- Raw vegetables
- Seeds and nuts such as sunflower seeds and peanuts in the shell
- Unsweetened ready-to-eat cereal
- Crackers
- Dried fruit
- Cereal bars
- Granola bars
- Fruity snacks
- Milk



Behavior Plan

Every child is expected to behave according to the regulations set forth in the Avenue City School Student and Parent Handbook. The SAC program provider will provide positive guidance for children using the following strategies:

- Establish limits that are reasonable and fair
- Be consistent in responses to behaviors
- Redirect negative behavior into more constructive behavior
- Remove the child from the group for a short period and help the child rejoin the group when appropriate
- Help the child think of other ways the situation might have been handled

The children must follow the SAC provider's guidelines and rules. If the child does not, possible consequences will be:

- Verbal warning
- Removal from activity
- Notifying parents of inappropriate behavior and consequences orally
- Notifying parents of inappropriate behavior and consequences in written format (using discipline form in the Avenue City School Handbook)
- Conferencing with Administration
- Removal from the SAC program (for a limited time or for the rest of the year)
Reasons for removal from the program are: physical fighting or other dangerous behavior and referral to administration three times or more in one quarter from the SAC coordinator)

Avenue City School Childcare Payment Schedule

Payments for school aged childcare are due on the following dates for the 2018-2019 school year.

- ✓ September 4, 2018
- ✓ September 18, 2018
- ✓ October 2, 2018
- ✓ October 16, 2018
- ✓ October 30, 2018
- ✓ November 13, 2018
- ✓ November 27, 2018
- ✓ December 18, 2018
- ✓ January 15, 2019
- ✓ January 29, 2019
- ✓ February 12, 2019
- ✓ February 26, 2019
- ✓ March 12, 2019
- ✓ March 26, 2019
- ✓ April 9, 2019
- ✓ April 23, 2019
- ✓ May 7, 2019
- ✓ Last day of daycare – depending on snow days.



Avenue City Elementary School School Aged Childcare Agreement

1. I understand that I am committing myself and my child to participation in the SAC program for the entire school year, unless I inform the staff of an unforeseen event that makes withdrawal necessary.
2. I understand that I am responsible for payment every two weeks. Checks will be made out to the Avenue City School and given to the childcare provider or school office.
3. I understand that my child **WILL NOT BE RELEASED** to any person(s) not listed on the application form, unless written request is received from the parent or guardian prior to pick-up time.
4. I **WILL SIGN MY CHILD OUT OF THE SESSION EACH DAY**. I understand that my child is required to report directly to the SAC provider after school.
5. I understand that if bad weather forces the cancellation of regular school, my child will be sent to another destination. My child knows where to go.
6. I understand that if my child is having problems in the program, the coordinator will schedule a conference with me or with administration of the school to discuss it. I further understand that the SAC program reserves the right to terminate SAC care, if my child's placement is determined to be unsatisfactory.
7. I have read the SAC program handbook and the Avenue City School Parent & Student Handbook. I agree to abide by the policies and procedures contained in it.

Student's Name: _____

Parent / Guardian Signature: _____

Date: _____

Avenue City School Medical Emergency Treatment / Transportation Authorization

In the event that (child's name) _____, becomes ill, is injured, and/or needs medical attention for any reason, and we cannot be contacted, this authorization serves as our request and authority for SAC personnel to call an ambulance service for conveying our child to the doctor, hospital, or medical facility. We further authorize that any and all medical treatment needed be provided for our child.

We request that the SAC personnel use the medical / health information on the Avenue City School Health Inventory and Registration form for use in the SAC program, if needed.

We fully understand that we will be responsible for all costs of ambulance service, and any and all medical care and treatment provided.

Parent / Guardian Signature: _____

Date: _____



Avenue City School Aged Childcare Enrollment Form

Name of child: _____

Gender: _____ Age: _____ Grade: _____

Home Address: _____

Home Phone #: _____

Mother's Name: _____ Place of Employment: _____

Work Phone #: _____ Cell #: _____

Father's Name: _____ Place of Employment: _____

Work Phone #: _____ Cell #: _____

Other #'s where parents can be reached: _____

Child's Doctor's Name: _____

Address: _____

Phone #: _____

Please list any health concerns or allergies: _____

Please list at least two persons to be notified, in case of emergency, when parent or guardian cannot be reached:

Name and Relationship to Child	Phone#:
_____	_____
_____	_____

When will your child attend the SAC Program? Please check all that apply.

Monday Tuesday Wednesday Thursday Friday

Please list all persons and phone numbers of persons who are authorized to pick up your child. Remember that permission to take your child will be denied to anyone not on the list.

Please attach another sheet to share any information about your child's particular interests or any skills and resources that you, as a family, would like to share with the SAC program.