

Important Procedures

Drop Off/Morning Arrival

- SACC for GIS and GES is at GES only and is located in the multipurpose room. Drop off and pick up are in the same place, at the back of the building students will proceed through the doors by the brick wall next to the dumpsters. Please wait until your child has entered the building before leaving. You may message us on the Hi Mama app to let us know your child has arrived, so we can open the door for them (doors are locked).
- If your child is not feeling well their temperature will be checked using a no touch thermometer. Any student with a fever of 100 or more will be isolated from the group and parents will be called to pick up.
- We will follow the guidelines from ODH and the school in regard to masking and safety precautions.

Pick Up

- Parents can push the Pick Up “button” beside their child’s name on the Hi Mama App when they arrive to pick up. Parents may come to the door and their student will be sent out. Afternoon SACC will take place in the Multipurpose room at GES. Both doors are located off the back parking lot. The wifi at the school is sometimes slow, if you have waited 10 minutes or more and your child has not come out please call 740-587-8177 to let us know you have arrived. **If you are going to be in a rush when picking up your child, please message the Hi Mama app prior to leaving work and let us know an estimated ETA.** Teachers will check it for messages of when you will arrive. The app sometimes has a delay in the messaging so please be patient. Staff will send your student out to you upon receiving the pickup message or the message you send through the compose message option on the app.

Best Forms of Communication

- The best form of communication is through the Hi Mama App. We receive notification when a message comes through. This is also the main form of communication we will use. This is where you can view our calendar of activities, see pictures of your child, see when your child is checked in and out. This is also where you can send us messages and find the pick up button to press when arriving to pick up your child. We also send out important information using this app. You will receive an invitation to download the app when you enroll.

- The second-best way is through email loveandlearningcc@yahoo.com. I check this daily but do not check during SACC hours as I am usually busy with the kiddos.
- The next form of communication is through our SACC phone (we do not have this with us when we are outside or in the gym but do have our tablets to receive the Hi Mama messages). GES 740-587-8177 (the school has phone issues periodically) if you can't reach the GES # try Amy's cell (740-975-8756 but please try the app and school phone first).
- If having trouble with any of these forms of communication, you may text or call Amy Klein directly at 740-975-8756.

Tuition

- We will only be accepting auto payments, or you can pay online through our Procure app with a credit card. For more information regarding payments please see the Procure letter and method of payments form. **No checks or cash will be accepted at the SACC program locations.**

Communicable Disease Notification

- If your child is diagnosed with a communicable disease, please let SACC know a.s.a.p. even if you have let the school know. We do not get the messages you call into the school. We are required to report any communicable diseases to families and the health department.

Daily Routines

- Students will be asked to wash their hands upon arrival to SACC.
- Students are welcome to bring in breakfast to the before school program if they do not have time or do not eat at home before arriving.
- Students will have a snack time after school. Parents are encouraged to send a large bag of snacks in for SACC (a gallon ziploc bag with their name and SACC snacks on it works best). When the bag is empty we will send it home with your child to be refilled. When snacks are packed with lunches or school snacks children tend to eat them during the day and then have nothing for after school.
- High touch surfaces will be cleaned and sanitized daily.
- Games and equipment used will be sanitized after each use.
- Students will wash/sanitize their hands before and after snack and upon returning from recess.
- Our daily routines consist of art, games and gross motor (gym or outdoor playground)

- K-2nd grade students are encouraged to complete homework during the center time they are given daily. These students typically have homework that teachers want parents to do with their students so they may not do homework at SACC.

*SACC has lots of games, toys, balls and art supplies for children to use. Toys from home are discouraged as this tends to cause issues when a toy is lost, traded, sold, given away or broken. Electronics are not permitted at SACC except for GIS students Chromebooks for homework purposes only. If Chromebooks are used for purposes other than homework parents will be notified if the issue persists the student will not be allowed to use their Chromebook at SACC.