

Important Procedures

Drop Off/Morning Arrival

- Morning SACC for GIS and GES is at GES only and is located in the multipurpose room as usual. Drop off is in the same place at the back of the building they 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 look for them to come into the room.
- 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 will need to message through our Hi Mama app when they arrive to pick up their child. Parents may come to the door and their student will be sent out. Afternoon SACC will take place in the Multipurpose room at GIS and GES. Both doors are located off the back parking lot. GES is the same as in the morning. GIS will leave from the doors to the right off the multipurpose room. Please do not enter the building. **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 message or look for you if you message a time of arrival. The wifi at the school, especially GIS, can be glitchy so we ask for your patience. If you have waited for more than 10 minutes, please come in as it may not be working.

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. Please make sure you download the app upon enrolling and that we have an updated email to put in the app.

- 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 phones (we do not have these 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 GIS 740-587-8179 (this phone seems to disappear frequently and the school has phone issues periodically) if you can't reach GIS try the GES # or Amy's cell and we will get ahold of the staff at GIS.
- 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.
- Playground equipment and other high touch surfaces will be cleaned and sanitized daily.
- Games and equipment used indoors will be sanitized after each use.
- Students will wash/sanitize their hands before going to and returning from recess.
- Our daily routines consist of art, games and gross motor (gym or outdoor playground)
- GIS students are given a half hour of homework time daily

- GES 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.