

Love and Learning SACC Program Handbook



Love and Learning SACC Program Service Locations

**Granville Elementary School
310 North Granger Street
Granville, Ohio 43023**

SACC Elementary Phone # 740-587-8177 (or 740-975-8756)

And

**Granville Intermediate School
2025 Burg Street
Granville, Ohio 43023**

SACC Intermediate Phone # 740-587-8179 (or 740-975-8756)

Service Provided by Love and Learning Child Care Center LLC.

loveandlearningcc@yahoo.com

www.loveandlearningsaccprogram.com

The best way to contact us is through the Hi Mama App and email.

Philosophy:

Our Granville SACC programs are designed to offer your child a safe, secure place to be before and after school during the school year. Parents are free to work, study, or pursue other interests because they know their child is being cared for by a competent and caring staff.

Except for typical daily SACC routines, children are free to choose from a variety of age related, interesting and developmentally appropriate activities and equipment. After the structure of the school day, children need some time to relax, socialize and explore their own interests. The SACC program offers your child the opportunity to transition beyond the end of a school day, develop relationships with new people, devote time to supervised homework and get a jump on tomorrow, venture out into new areas, or to just curl up with a good book or favorite activity.

Enrollment: The SACC program accepts children in grades Kindergarten-6th. **Hourly service is not offered.** Care is offered before school at GES and after school at both GES and GIS. Full time is offered for 3-5 day blocks for before and after school. Part time is offered in 3-5 day blocks for just before or just after school. Those enrolled through the end of the prior year, and those needing full time blocks, have enrollment priority for the following year. A child is enrolled in the center only after the registration fee (\$35), the child care contract and the first week's tuition is received and all required paperwork has been turned in. This includes basic enrollment and health information. Any change to this information must be communicated to the child care provider immediately so that current information is always on file. This is for the safety of your child. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. Therefore, we do accept children without immunizations for religious or medical reasons. If your child does not have immunizations, we will need a note from your child's physician stating why your child is not immunized. The child care program will not provide care for children whose parents refuse to transport for emergency care due to liability. The director must confirm the space availability. The registration fee of \$35 will be charged each fall.

School age children are not required to submit a medical form; however, a medical plan must be completed for children who require special care. Any changes to a child's information or health condition must be communicated to the SACC staff immediately so that current information is always on file. Files are reviewed periodically to maintain compliance with the ODJFS regulations.

Weekly Tuition/Fees and Payment policies: Tuition fees are due before the week of service and no later than the first day of the service week: tuition is considered delinquent if not paid by Tuesday of the week of service. A late payment fee of \$5 a day will be applied to the family account for each day your account has an unpaid balance. Fees are applied on Friday of each week for any amount, for any reason; such fees continuing weekly during breaks, vacations, and summer terms when any balance remains delinquent and unpaid (including accounts having recent Not Sufficient Funds checks not covered or made good by a Friday). Accounts that are two weeks past due are grounds for dis-enrollment of the student and all enrollment fees will apply to re-enroll. **Tuition will not be refunded for days missed due to illness, vacation or weather closure. SACC is charged a lease for the use of the school, we count on the tuition to help us pay the lease, staff payroll, toys, baskets, art supplies, playground equipment (jump ropes, balls, sidewalk chalk), etc.** This is why tuition can not be refunded for these unexpected events.

Custody Agreements: If there are custody issues with your child, you must provide court documents to the center stating who has permission to pick-up the child. The center may not deny a parent access to their child without proper documentation.

Designated Space for Breast Feeding Mothers: The program does not have a designated space for breastfeeding mothers. Parents with children who are in need of breast feeding are welcome to use our storage/office area and close the door if they have the need to do so.

Assessments: The SACC program does not perform assessments on the children and does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Hours and days of operation: The SACC program will be in operation on regular school days Monday through Friday 6:30am to 8:45 am (at GES only) and 3:30pm to 6:00pm (at both locations). A late fee of \$1.00 per minute will be charged if a child is not picked up by closing time. The center will be closed to observe the following holidays and breaks from school:

- New Year's Day
- Memorial Day
- Labor Day
- Martin Luther King Jr. Day
- President's Day
- Thanksgiving Break
- Winter Break
- Spring Break

The regular weekly tuition will be charged for those weeks which include a holiday.

Special Blocks:

Special full day sessions are offered at the Elementary School for Kindergarten-6th grade and on set days (if a minimum number of parents commit to the offered days), the hours of operation will be: 6:30 am – 6:00pm.

A calendar of these special block dates (teacher conferences) will be available at initial registration and parents must commit to, and pay for, these days at that time. Fees for these programs will be listed along with the dates.

Special note regarding holiday breaks-SACC will be closed during Thanksgiving break, winter break and spring break unless otherwise notified.

Staff/child ratios:

1:18 Young School age (Age eligible for kindergarten to 11 years) Group size of 36 (Children are grouped according to grade for attendance and different activities)

1:20 Older School age (at least 11 years and less than 15 years) Max Group size of 40

Schedule: The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their program as a safe and comforting place where they know what to expect and when to expect it while at our program. Our schedule allows time for: Active and quiet time, large and small motor activity, group and individual activity, time to relax, talk and daydream. A nutritious snack needs to be provided by the parents and should include at least one food item from two of the four food groups.

Some examples of activities that SACC children frequently engage in are:

Quiet Activities: Crafts, Table/board games, cards, reading, puzzles, Legos, completing homework, and simply talking with friends.

Active Activities: Basketball, football, jump rope, ball games, tag, playing on playground equipment, playing games in the gym and our favorite dance party Fridays!

There will be no swimming at the SACC program, we may engage in water play on special occasions. Parent will be informed ahead of time when these activities will take place.

A sample daily schedule might look like this:

AM Morning Session (GES and GIS)

6:30-8:45 am Arrival & sign in, quiet activities, music, active play and just waking up!

PM Afternoon Session

3:30-4:00 pm Arrival, attendance, wash hands, snack crafts or homework

4:00-5:30 pm Get outside play or gym (weather permitting), small group activities such as; art, music, games, individual private time for homework, reading, or just winding down.

5:30-6:00 pm Cool down period and general clean up. This the time that many children are being picked up.

Full Day SACC (at GES on Granger Street only)

For those few days where full day SACC is offered, the schedule may be as follows:

6:30-8:30 am Arrival and quiet activities

8:30-9:00 am Morning Snack (provided by parents)

9:00-10:00 am Free choice areas of play such as; ball, hula hoop, art, reading and games

10:00-10:15 am Clean-up for outdoor play/Indoor Gross Motor

10:15-11:15 am Outdoor play (weather permitting) or Indoor Gross Motor activities

11:15-11:30 am Come in wash hands prepare for Lunch

11:30 am-12:30 pm Lunch (a nutritional meal from home)

12:30-2:00pm Group activities and individual centers

2:00-4:00 pm Free time and outdoor play

4:00-5:15 pm Special movie or activity

5:15-6:00 pm Quiet play, clean up and dismissal

*On days when full day SACC is offered, students must bring a nutritionally balanced sack lunch including liquid milk. Please label each lunch and snack with student's name. Children can rest if tired we do not have a designated nap or resting period.

Guidance and Management: Discipline is as important to a child's development as love. All children need boundaries for growth, learning and for a sense of security. Love and Learning's staff believe that helping the child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect their teachers and friends. Our expectations will be kept within the child's capabilities and the child will be made aware of the expectations. Positive Reinforcement (commenting on the child doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Staff will not impose punishments for failure to eat, sleep or toileting accidents. The discipline policy applies to all staff and parents while they are at the center. If a child demonstrates a behavior that requires "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-19OAC. If the behavior is a threat to others and we cannot find a solution the center reserves the right to deny service, a 2-week notice will be given to the parents/guardians to allow time to find adequate care. The Love and Learning staff also expect respectful behavior from the parents of our students. If at any time a parent uses disrespectful behavior towards the staff or children, we have the right to deny services to that family.

Please stress with your child the need for thoughtful actions in SACC's larger and more age diverse environment. Basic rules are as follow:

1. RESPECT for others and property. Fighting, kicking, name-calling, and anything that hurts, humiliates or frightens others will not be tolerated. Proper and careful use of all equipment and returning all items used to the proper place is expected.
2. ACCEPTABLE LANGUAGE is expected at all times. Sarcasm, swearing, hurtful words and yelling indoors are not acceptable.
3. RESPECT STAFF: The Love and Learning staff is responsible for each child's care. It is important to follow directions and rules in order to keep the SACC environment safe, secure and fun! SACC students must show respect at all times and can expect the same respectful behavior from the staff as role models.

Delinquent accounts/returned checks: There will be a late fee of \$5 per-day if tuition is not received by the day listed above. A \$25 fee will be charged for any returned checks due to insufficient funds. The parent will be required to pay in cash until all accounts balances are settled.

Late pick up charges: If a parent realizes that circumstances beyond their control are going to delay pick up a phone call is requested. This is important as many children fear they have been forgotten if they are not picked up at their usual time. A late fee of \$1.00 per minute will be charged after 6:00pm. The facilities is used for other activities after 6:00pm.

Withdrawals: Parents wishing to withdrawal their child may do so at any time. A 2-week notice, in writing, is required. You still owe two weeks' tuition from the time you give your notice.

Arrival/Departure: Parents/guardians need to message through the Hi Mama App to let us know when you are dropping off and when you have arrived to pick up. A staff person will send your child out to you and watch as your child leaves. We prefer that parents not enter the building for safety reasons. Parents are responsible for the supervision of their children at drop off and pick up. Please do not leave your child unsupervised at any time. Never send your child to the playground alone. Please do not lift children over half walls, gates or fences. Release of a child from SACC to anyone other than the parent/guardian will need written notification from the parent on file with the program before the pick-up date. A parent may also call to report that alternative pick up, however the person must be listed on the child's enrollment form and ID's will be checked. Please notify the individual picking up your child that he/she will need to show ID.

Absences

If a student fails to arrive at the SACC program on a scheduled attendance day, these steps will be taken:

- Check with the GIS/GES office to check for absence from school
 - Parents called and/or Emergency contacts notified
 - The staff will continue to attempt contact with family until we can be sure of the child's safety.
- Please notify us if there is a change to your child's SACC schedule we do not get messages called or emailed into the school as we are a separate program.**

Supervision of School Age Children: School age children may run errands throughout the building in groups of no more than six children or use the restroom alone as long as the following conditions are met: -children are within hearing distance of a teacher, -the teacher checks on the children regularly until they return.

Children arriving to the program from Other Programs: At times, it may be necessary for a child to arrive to the program from another program (ex: tutoring or extracurricular activities). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the program that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action.

For this reason, it is very important that parents contact the center when their child is not going to be attending.

Release of a child: Staff will release children to persons listed on the pick- up authorization form. If an emergency arises the parent must provide a written, signed note giving permission to pick- up their child. Staff will check picture ids of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture id and are not offended. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary. The children's safety is our priority!

Transportation of Children: The center will not transport children in emergency situations; if emergency transportation is required the emergency squad or the parent will be contacted.

Emergency Procedures

Emergency procedures and evacuation routes are posted both in the program area and near emergency phones. Granville SACC operates at two sites, therefore locations for safety differ for each site, but general procedures are the same. SACC will also adhere to any school safety guidelines at each school location.

In any emergency situation, the staff member in charge shall:

1. Ensure the safety of each child by following posted emergency procedures
2. Call 911 for and emergency squad
3. Notify the parent/guardian as soon as possible
4. Accompany the child(ren) to the source of emergency treatment when necessary
5. Remain with the child(ren) until a parent/guardian arrives
6. Assure that children are supervised

General Safety

Emergency Pick Up: Parents/emergency contacts will be notified of any situation that compromises the safety and well-being of the children in our care. Parents are instructed to tune in to local radio stations for information concerning emergency pick up.

In case of **general emergencies**, the staff is instructed to determine the safest location for the children to be taken to until the parents can come for them. Emergency evacuation locations are posted in the SACC information areas at each site. We will contact you using the Hi Mama app or by phone to notify you if we have had to move locations. Our secondary site is Granville High School.

In the case of a **threat to safety**, staff will lock down the site and call 911.

If there is a **natural disaster** such as fire, tornado, or flood, the staff will notify local radio stations as to where the children can be picked up by their parents.

Love and Learning takes every precaution to ensure the safety of the children in our care. In addition to behavior and emergency management, we also have:

Telephones located at each SACC site
Monthly fire drills
Fire and Emergency plans posted
Spray aerosols are prohibited when children are in attendance
Mandatory check in/check out procedures
Staff trained in First Aid, CPR and Communicable Illness on duty at all times

Incident/Illness Reporting

An “Incident/Injury” report will be completed by a staff member for the following reasons:

Illness which requires first aid treatment
Accident which requires first aid treatment
Injury which requires first aid treatment
Bump or blow to the head
Emergency transportation
Unusual or unexpected event which jeopardizes the safety of children or staff

Accidents/severe illness: First aid will be applied and, if it is more than the average bump, scratch, or skinned knee parent(s)/guardian will be notified immediately. If there is an emergency the emergency plan on the emergency form will be followed. In the circumstance that the center would be evacuated staff and children will be at the location listed on the emergency location document. Parents will be notified as soon as possible if any of these emergencies have taken place; if the parent cannot be reached persons listed on the emergency contact form will be notified. An incident report will be provided to the parents. There is always at least one staff member present that has received training in First Aid/ Communicable Disease and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness is more serious first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

Exposure to Communicable Disease

If your child is exposed to a communicable disease, a notice will be emailed and information given concerning the symptoms and incubation period of the illness. A communicable disease chart is located at the SACC office.

Administration of Medication

Love and Learning will only administer emergency medications such as, inhalers or EpiPens All other medications need to be administered before arriving to SACC. The school nurse can administer medication before the end of the school day and arrival to SACC. If your child requires an emergency medication parents/guardian must complete a Child Medical/Health Care Plan and Request for Administration of Medication. Medication may NOT be stored in a child's cubby or book bag. Children may not at any time carry on them or in a book bag, **chap stick, lip gloss, hand sanitizer, lotion, etc.** Medications including inhalers must be stored safely in the first aid kit along with directions for use.

Only a designated staff member may administer medication. SACC will follow written procedures (ODJFS) from a licensed physician, an advance practice nurse certified to prescribe medication or dentist.

Management of Illnesses:

Love and Learning provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent

illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F-in combination with any other signs of illness.
- Diarrhea (more than three abnormally loose stool within a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign or illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Meals: The children may bring breakfast to the before school program. Children will also need an afternoon snack for after school care. This needs to be provided by the parent. If your child is attending one of our full day programs they will need to bring two snacks and a lunch. State has mandatory guidelines for meals they are listed below.

Lunch must include, at a minimum, 1 serving of fluid milk, 1 serving of meat or meat alternative, 2 servings of vegetables and/or fruits, and 1 serving of breads/grains.

- Snacks must include 1 serving from 2 different food groups.

If a lunch does not meet the nutritional requirements, then the center is mandated to provide the additional food(s). The parent will be charged \$5.00 to cover the lunch and \$1.00 to cover a snack or a missing food group item. (Please review Appendix A and B attached to this handbook for more information)

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Birthday Treats: We prefer that parents **not** bring in food treats for birthdays. With different food preferences such as all organic and allergies it makes it complicated. (We may serve "treats" for special occasions rarely and only with notification to parents that their child will be eating something other than what the parent has sent in.) If you would like to

send something in for your child's birthday, goodie bags are best. The dollar store has some great items such as little note pads and crayons, the children love those, or "special" pencils.

Clothing: We try to have fun with our learning activities, some of these can be very messy, please dress your child for fun. Please, send an extra change of clothes that is weather appropriate for your child. Please have your child wear shoes they will be able to run and play on the outside equipment in or bring in "play shoes" to leave in their backpack. This means no flip flops please; they are not safe for playing on our playground.

Outdoor Play: Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, socks and boots in the winter time.

Parent Participation: Parents are encouraged to participate whenever possible in the activities at the center. Parents are invited to volunteer to share a talent (music, art, dance...), assist with special holiday craft, plan a special project to share culture, talent, or expertise, parents are always encouraged to attend celebration and special shows. If you are interested in visiting our program, please make the necessary arrangements with the staff in advance. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. If parents have any concerns or questions at any time it is recommended that the following chain of command, be used until an answer or solution is found.

1. Child's teacher
2. Director
3. Owner

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you trust us with your little ones and we want our relationship to be a good one.

Photographs of Students

Photographs of children participating in our program may be taken periodically and may appear in local newspapers, videos, or other publicity materials unless you inform us in writing at initial registration of your objection. We also use photos for our Hi Mama app these photos can only be seen by parents enrolled in our program.

Toys and Electronics from Home

Toys, games, music, and books are provided by Love and Learning. The staff will not be responsible for the loss or damage of personal items brought from home. Please talk to your site administrator regarding "home toys" as special sharing days may be offered periodically.

Parent Contract

Parents, after reading the contract please sign and return this page to the director. This is due before the child attends the center. Please feel free to ask the director questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Love and Learning Child Care Center and have had the policies reviewed with me. By signing this contract, you have agreed to the terms and conditions stated in the handbook beginning on the first day of enrollment.

Parent/Guardian _____ **Date** _____

Parent/Guardian _____ **Date** _____

Provider _____ **Date** _____