

## **A WORD FROM THE DIRECTOR**

### **Dear Parents and Guardians,**

Welcome to the Monroe County Community School Corporation School Age Care Program (SAC). The staff and I consider it a privilege to have a role in the care and well-being of your child(ren). We all share a common goal to create a relaxed, trusting, supervised atmosphere where children are encouraged to pursue their own interests, develop friendships and grow in confidence, independence and respect for themselves and others.

The Parent Handbook outlines what you may expect from the School Age Care Program and what we expect from you. We hope this handbook will answer any questions you may have. If you have further questions, please feel free to contact your child's program supervisor or myself. We send out evaluations from time-to-time to get feedback on how we are doing and to encourage your comments and participation in our programs. We are looking forward to working with you and your child(ren) this year. **Welcome to School Age Care!**

### **HISTORY**

The School Age Care program was designed to be a self-supporting, stand-alone program since its inception in 1987. School Age Care was created to meet the school age child care needs of Bloomington families struggling to balance the demands of family, education, job training, and employment. In 1994 K-Club began as a pilot program at Templeton Elementary School. In 1995 the K-Club program expanded to 11 of the elementary schools in the MCCSC district, and by 1997 K-Club had expanded to most elementary schools in the MCCSC district. Fall 2006 was the end of K-Club but the beginning of the READY, SET, GROW Preschools in six elementary schools. Each preschool could enroll a maximum of 20 three, four, and five year-old children. Today the School Age Care program manages twenty-two programs, and provides care annually for almost 1,300 children.

### **MISSION**

The mission of the Monroe County Community School Corporation School Age Care Program is to focus on the child in our care. The foundation of our existence is to strive to provide families with quality care, affordable fees, and accessible locations convenient to their daily travel. We strive to provide our children space for stimulating activities, with supervision by energetic, caring staff. We make a commitment to extend our services to the community as a progressive child care alternative, both now and in the future.

### **SPECIAL THINGS ABOUT SAC**

- Your program has a staff to child ratio of 1 adult: 12 children. The state recommends 1:15 for kindergarten students and 1:20 for grades 1 through 6.
- The fees cover all costs. There are seldom extra charges.
- The children will not view television while in the program. You must approve videos before they are shown.
- Your staff supports and works with the children during the quiet time for "Power Hour." (Homework)
- Your child(ren) may also participate in Scouts, school enrichment activities, tutoring and special activities if they meet on school grounds or in the building.

For security reasons the SAC staff must know where children are at all times. The SAC staff must have written permission for a SAC child to participate in any of these activities. All SAC children report to SAC before going to other activities. When the Activity ends, the child must report back to the SAC program. Children may not just "hang around" the building until a parent or guardian arrives. Please give dates, times, etc., to help staff keep your child safe and supervised.

### **COMMITMENT TO PARENTS**

Parents should expect that:

1. Their children are cared for in a safe, supportive, healthy environment.

2. They may speak with staff or Director about concerns related to their children or the program.
3. Discipline will be fair, equal, and respectful of all children.
4. A variety of child-center experiences will be available daily.
5. Communication between staff, parents, and the School Age Care Director will be open and accessible.
6. A newsletter will be sent home by the Preschool site supervisors to pass on program experiences that are taking place and introduce future plans.

## **EXPECTATIONS OF THE PARENTS**

### **The School Age Care Programs expect the following from parents:**

1. Keep all enrollment information up to date, especially home, work and other emergency telephone numbers and address changes.
2. Be receptive to communication from staff about child and work with staff to an agreeable solution to problems.
3. Pay fees on time.
4. Notify program supervisors of any issue that may cause behavior changes in the child in our care.

## **SCHOOL AGE CARE PROGRAMS / HOURS**

### **Please note: Every program managed by School-Age Care is financially supported by parent fees.**

**EXTENDED DAY** – The Extended Day program is open from 6:30am until the school day begins and re-opens at school dismissal until 6:00pm. Half day programs will operate from the time school is dismissed until 6:00pm, for an additional fee.

Extended Day Programs are offered in every MCCSC elementary school in Bloomington and are available to children attending kindergarten through sixth grade. Extended Day programs offer a relaxed informal time for self-directed and structured play, along with socialization skills, and opportunities to work on homework.

**K-CLUB** – The K-Club program is only offered in Marlin and Unionville Elementary Schools. These two programs will only offer morning care from 9:00am – 12:45pm.

K-Club offered in elementary schools where Kindergarten Plus does not completely fill. K-Club activities complement the work the children are doing in the kindergarten classroom, and may be teacher directed or child initiated. The structure and presentation are different so the children will experience education and leisure time for a full day. K-Club enrollment is limited.

**READY, SET, GROW PRESCHOOL** - is offered in elementary schools where space is available and need is sufficient to financially support itself. Children three, four, and five years old may enroll however space is limited to twenty potty-trained children. Children may attend full or half day. Morning preschool operates from 8:45am to 12:45pm. Afternoon preschool operates from 11:15am to 3:15pm. Full day preschool runs from 8:45am to 3:15pm. Before and after preschool play groups are offered from 6:30am to 8:45am and 3:15pm to 6:00pm.

## **MEET YOUR STAFF**

Extended Day staff is predominantly students attending Indiana University. Staff must have a high school or GED equivalent, diploma and experience working with children. Preschool staff has a college degree, or child care accreditation. All staff must meet health, safety, and program regulations by showing evidence of:

- |                               |                                |
|-------------------------------|--------------------------------|
| Annual Mantoux (TB) test      | Criminal History clearance     |
| Current First Aid Certificate | Clear Drug Test results        |
| Annual CPR Certificate        | Universal Precautions training |

## SCHOOL AGE CARE TELEPHONE DIRECTORY

School Age Care Office 330-7702  
School Year Office Hours - 8:00am to 6:00pm

SCHOOL	TELEPHONE	BEEPER
Arlington	330-7747	349-7599
Binford	330-7741	349-7601
Childs	330-7756	349-7607
Clear Creek	824-2811	349-7609
Fairview	330-7732	349-7610
Grandview	825-3009	349-7611
Highland Park	825-7673	349-7613
Lakeview	824-7061	349-7615
Marlin	330-7750	349-7617
Rogers	330-7767	349-7618
Summit	330-2011	349-7602
Templeton	330-7735	349-7621
Unionville	332-0175	349-7628
University	330-7753	349-7629

Each site has telephone access to receive and make calls. Sometimes our activities take us away from the telephone so PAGER numbers have been assigned to all schools for quicker contact. (Enter the telephone number you are calling from and hang up). A staff person will return your call, to the telephone number you left, as soon as they can get to a telephone.

### ADMISSION

The School Age Care Program serves children who are residents of the MCCSC district. The program welcomes all school-age children to participate.

Admission will be on a first-come, first-serve basis. Enrollment is satisfied when the enrollment form and fee are received in the School Age Care office. NOTE: Children entering the PRESCHOOL must also submit a recent immunization record. If a child cannot be admitted immediately because of full enrollment, she/he will be placed on a waiting list or, if desired, transferred to another program determined by MCCSC transportation routes and parent approval. The State of Indiana School-Age Child Care Rule encourages a ratio of 1 adult for every 20 children for grades 1 through 6. The MCCSC School Age Care program has chosen to maintain a maximum of 1 adult to every 15 enrolled children. It is our goal, however, that the ratio be 1 adult for every 12 children when possible. Adult-to-child ratio requirements for SAC are more stringent than those set by the State of Indiana.

*Due to liability and staffing, children attending School Age Care Programs may not bring un-enrolled friends or guests to the program.*

***The School Age Care program does not discriminate on the basis of sex, race, creed, physical handicap, or national origin in its enrollment policies.***

## SPECIAL NEEDS POLICY

The program considers the applications of children with special needs on a case-by-case basis. Children must meet the entrance age requirement. Communication between the parent and the program staff will allow the child better opportunities for involvement.

Children with special needs are often provided with small group care or a full time assistant during the educational portion of their day. Once class has ended, the access to the small group and support of the assistant does not follow the child into a School Age Care Program. Reasonable accommodations will be attempted to meet the needs of each child.

## INCONTINENCE

If your child needs assistance using the bathroom, site staff should be notified. Extra clothes, plastic bags, and wipes may be kept in the program for these emergencies. Privacy and dignity will be maintained for the sake of the child.

## CHANGE IN SCHEDULE or WITHDRAWAL

A schedule change is defined as changing the number of days/weeks/months, of participation in the program. The following steps must be taken when requesting a change:

-WITHDRAWAL: **Contact the School Age Care office** by calling or writing, one week prior to the date of withdrawal. Refund of prepaid fees will be made if one week's notice is given. Please allow 6-8 weeks for a refund.

-SCHEDULE CHANGE: **Contact the School Age Care office** by calling or writing one week prior to the date of the change. (Calling the office will help prevent errors in billing.)

**Telling the program supervisor or other staff is not enough. The School Age Care office must also be notified in order to stop or correct your paperwork for billing. The SAC office telephone number is 330-7702.**

## SIGN IN/SIGN OUT PROCEDURES

BEFORE SCHOOL children must be signed in on daily attendance sheets by parent or guardian in order to be admitted to the program.\*

AFTER SCHOOL children must be signed out on daily attendance sheets by parent or guardian in order to be released from the program.\*

\*If parent fails to sign in/out, the Site Supervisor is given the right to enter the time and their initials. Signing in/out is required for participation statistics and for safety reasons. We cannot make exceptions to this rule. Parents that sign their child(ren) in and out experience fewer billing issues and are able to prevent errors from occurring. It is the parent's responsibility to check their child's attendance sheet for accuracy.

\* Upon request, special arrangements for signing in may be made for children in grades 4-6 only. See your supervisor for information.

**CCDF** children are required to have their **parent or guardian** slide their participation card every time they enter or leave a program in addition to signing in and out. Under no circumstances ask a staff member to do this for you. We are happy to assist you, but are not allowed to keep your card, copy a card number or its pin.

## **POLICY FOR RELEASE OF CHILDREN**

For the protection of the children in our care, children will only be released to parents and adults whose names are designated on the enrollment form. Please be prepared to show proof of identification upon request. If a child is to be released to anyone other than person(s) listed, a note-authorizing pick-up must be given to the site supervisor prior to pick-up time. In case of last minute changes, a telephone call to the school office will be acceptable. In the interest of safety, the School Age Care program will not accept legal responsibility for a child unless a parent or authorized person signs the child in and out and makes contact with a staff person.

Legally, we cannot keep a parent from picking up his/her child from a School Age Care Program without having a copy of the restraining order from the Court. If there is a restraining order, a copy must be on file with the School Age Care office and the program site.

### **PARENTS UNDER THE INFLUENCE**

Staff will make every effort to protect a child from getting into a vehicle with an adult who seems to be impaired in any way. If necessary the police will be notified.

### **LATE PICK-UP FEES and PROCEDURE**

**The EXTENDED DAY PROGRAM closes at 6:00pm.** A late charge of **\$1.00 PER MINUTE/per child** will be assessed for any child remaining beyond 6:00pm, **BY THE SCHOOL CLOCK.** Three late pick-ups will result in termination from the program. To help us alleviate your child's concerns, please call if you are running late. (You will still be charged a late fee.)

Staff will remain with children until they are picked up. If a child is not picked up by 6:30pm and there has been no notification and emergency contacts are unsuccessful, the following steps will be implemented.

- Staff will continue attempts to contact parents/guardians.
- Staff will call all emergency numbers listed on the enrollment form.
- If staff is unable to complete either of the above steps, the Director will contact the Monroe County Division of Child Protective Services and steps will be taken towards placing the child in protective custody.

### **BULLYING**

School Age Care views bullying and teasing as a serious issue. All staff and students must be aware that bullying behavior will not be tolerated in our programs. We will make every effort to see that the victim and the bully will be dealt with appropriately.

The aim of this anti-bullying statement is to clarify for all participants that bullying is always unacceptable. We want all students to feel safe in all areas of the school. We aim to encourage an environment of support in SAC that encourages students to realize that they do not have to tolerate bullying and they must notify staff. Students need to be confident that they will be listened to and believed and that action will be taken which is prompt and sensitive to their concerns.

## **BAD WEATHER/SNOW DAYS**

When the start of the school day is delayed (i.e. a two-hour snow delay), The Extended Day and preschool playgroups will open at its regularly scheduled time of 6:30am. If the weather worsens during the school day and necessitates early dismissal, EXTENDED DAY will open early. Should the weather continue to worsen while children are in care, parents will be called for early pick up.

Parents should have an alternate plan for their child(ren) when school is closed due to weather. If parents cannot be reached, individuals listed on the enrollment forms will be contacted to pick up the child at school. **Only those children enrolled in the Extended Day or preschool playgroup programs may attend from 6:30am to the start of the school day and from early school dismissal to 6:00pm.**

All School Age Care programs will be closed when MCCSC schools are closed due to inclement weather. **Listen to local radio stations for announcements.**

## **INSURANCE**

Medical insurance coverage for School Age Care children is the responsibility of the parent(s). MCCSC offers a student accident insurance policy for district children. Contact your school office for further information.

## **MEDICAL EMERGENCY or ILLNESS**

A child should not attend any SAC program with any of the following symptoms:

- Fever
- Vomiting
- Diarrhea
- Undiagnosed Rash
- Inflamed or Mattered Eyes
- Severe Cold or Sore Throat

If your child has a fever of 100 degrees or more, or has vomited or had diarrhea, the child should stay home for 24 hours after the symptoms are gone.

If a child becomes ill while in the program, when possible, the child will be isolated until the parent or emergency person can be contacted to take the child home. In the event of a contagious illness among the children, notification will be sent home. Parents are expected to pay their program fees whether or not their child is in attendance. The only exception is in the case of illness for five or more **consecutive** days.

If a child has a minor injury, a staff person will inform the parents upon arrival at the program

If a **SERIOUS ACCIDENT** occurs, a staff person will contact the parent immediately so that the child may receive necessary medical treatment.

If an **EMERGENCY** occurs, and immediate attention is needed, the staff will call 911, and then immediately contact the parent. It is up to the paramedics to decide on the appropriate action. If the child needs emergency treatment, the paramedics will move the child to the nearest facility. It is the responsibility of parents to keep all emergency information current.

## **MEDICATION**

School Age Care staff can administer medication under the following conditions:

- prescriptions and over-the-counter medicines must be in the original container.
- a Medication Authorization release form, available from the site supervisor, must be signed. If medication is to be kept at the school for treatment, no more than a one-month supply should be sent at any one time.

This refers to epi-pens, asthma treatments, and diabetes equipment. All other medications will need to go directly to the school health office to be distributed. Medication must be delivered by the parent or guardian to the Health Office.

## **BEHAVIOR MANAGEMENT GOAL**

The goal of School Age Care is to establish and maintain a behavior management system that will reinforce positive behaviors. Physical contact in disciplining a child is avoided unless it is necessary to restrain a child from harming him/herself or another adult or child. The following methods will be used to accomplish these goals:

- Staff will act as positive role models.
- The needs of the group and of each individual child will be taken into consideration.
- Rules will be appropriate for each child's age and development.
- Rules will be consistently implemented.
- Rationale for rules will be explained and related to the child's well being, and to the rights and safety of others.
- Consequences will be logical, such as redirecting children to other activities or limiting choices.

## **BEHAVIOR MANAGEMENT POLICY**

A child whose behavior creates a safety issue, at risk of harming themselves, others, or school property will not be accommodated. If a child is exhibiting behavior problems in a program the following steps will be implemented:

- The problem will be discussed with the child.
- The use of time out will be implemented.
- The parent(s) will be notified of the problem.
- A discipline slip will be sent home to be signed by the parent(s).
- The parent(s) will be called in for a behavior conference. A behavior contract may be implemented.
- The child may be suspended.
- The parent(s) will be asked to withdraw the child.

## **BEHAVIOR MANAGEMENT and DISMISSAL**

MCCSC rules for playground areas and building use apply to all children enrolled in all School Age Care programs. We reserve the right to dismiss any child when staff determines that the program cannot meet his/her needs.

### **Behaviors that constitute reason for suspension from the program:**

- Physical assaults on staff members or on other children. Parents will be called when a fight occurs. Child(ren) will be sent home and suspended for the next day.
- Possession of weapons or other dangerous articles.
- Possession of a controlled substance.
- Leaving program and/or school grounds without a parent or the permission of staff.
- Theft.
- Continued use of foul, disrespectful, or abusive language.
- Disregard for authority.
- Need for physical restraint.
- On-going bullying.

## **CHILD ABUSE and NEGLECT**

State law requires School Age Care staff to report any suspected cases of child abuse and neglect to the proper authorities.

## **SUBSTITUTES**

Occasionally staff members become ill or need time off and the use of substitutes becomes necessary. All substitutes have been interviewed, hired, and trained by the director. Should you have any questions feel free to call the School Age Care office at 330-7702.

## **BREAKFAST and SNACKS**

**BREAKFAST:** A nutritious breakfast, prepared by the MCCSC Food Service personnel, will be available in most schools. Parents who wish to participate in the breakfast program should notify the site supervisor. Special menus and payment arrangements for all fees should be made with the food service office. Check with staff for specific serving time.

**SNACK:** We strive to serve nutritious snacks in the School Age Care programs. Snacks are available to all children in the After School Program, afternoon playgroup, preschool and K-Club children. Snacks are intended to give your child energy and not to be a full meal. Cost of snack is figured into the program fees.

Any time a family wishes to provide a special treat in any program, program staff should be told in advance. We can supply you with a close head count and discuss any allergy issues. Due to the increase of peanut allergies, we request that **NOTHING** with **peanuts** or its by-products enter our programs.

## **PERSONAL BELONGINGS**

**Clothing:** The School Age Care program is a recreational program and children should dress

appropriately for indoor and outdoor play. Please label all belongings and frequently check the lost and found area.

Toys: We discourage children from bringing toys and personal items from home. Personal items of great importance or value should not be brought to the programs. The School Age Care program will not be responsible for the lost or damaged items.

## **OUTDOOR ACTIVITIES**

Children should be prepared to go outdoors every day. Staff will assess the weather conditions and will determine whether or not the children will go out as planned. Children may be excused from outdoor activities **only with a doctor's authorization.**

## **FILM POLICY**

Only "G" and "PG" rated films may be shown in any School Age Care program. **A list of proposed films must be posted for parental approval.** If one parent objects to ANY film, it may not be shown in the program. Film scheduling is up to the staff at each program site. Films may not be shown more than one day per week; it may be less.

## **HOMEWORK and "POWER (HALF)-HOUR"**

Tutoring by program staff is available, free of charge, to enrolled children. In addition to program staff, there may be volunteers from the community and Indiana University. Volunteers are interviewed and assigned from October 1 to May 1 of the school year.

Mandatory POWER HALF-HOUR (homework time) runs Monday through Thursday. Every child is expected to be quiet, do homework or bring a book to read. Kindergarten children will play games that teach skills. Schools with the Advanced Learning Programs (ALPS) have a staffed study hall in a separate room. The ALPS study hall begins at dismissal until 3:15pm.

Our intent is to help the children but not take the place of the dialog between you and your child's teacher. Please review your child's homework.

## **GRIEVANCES**

Parents are encouraged to give input regarding the operation of any School Age Care program. Follow the procedure below for addressing a grievance concerning a program or a staff person:

- Immediately set up a time to discuss the issue with the staff involved. This does take team effort.
- If it is not resolved, discuss it with the program supervisor.
- If the concern is not resolved in 5 working days, contact the School Age Care Director at 330-7702.

## **PARENT ADVISORY BOARD**

The School Age Care Parent Advisory Board is composed of parents, program supervisors, child care advocates, and possible School Board member. This group is responsible for recommending policies and

procedures concerning the development of the program. Parents are encouraged to become members by calling the Director at 330-7702. Two to four evening meetings take place each year.

## FAMILY ACCOUNTS

- **FULL-TIME CARE PAYMENTS ARE DUE BY THE TENTH DAY (10<sup>TH</sup>) OF EACH MONTH** and are paid to reserve an entire month of child care. Payments are made for the days you have requested, not the days your child attends.
- **PART TIME CARE PAYMENTS ARE DUE BY THE TENTH DAY (10<sup>TH</sup>) OF THE FOLLOWING MONTH.** Payments are made for the days used. You can keep track of the days your child attends and at the end of the month send in a check for that amount; or you can call the School Age Care office (330-7702) on the seventh (7<sup>th</sup>) working day of each month and the staff will calculate your fees.

*We do not send monthly bills due to the volume and expense.* Exceptions to the tenth-of-the-month due date must be arranged with the School Age Care Bookkeeper.

- **A \$5.00 SERVICE FEE will be charged for any account not post-marked by the tenth (10<sup>th</sup>) of each month.**
- In situations of extended absences (a minimum of 5 consecutive days) the director will consider a fee variance. Parents of fifth grade students attending **Bradford Woods** are not charged for the time away in resident camp.
- Fees will not be refunded on those days when school is not in session due to weather closing. They will be applied to make-up days. (A credit on your account will appear)
- ❖ **Extended Day and K-Club, checks should be made out to School Age Care. READY, SET, GROW, checks should be made out to RSG Preschool.**  
Payments are not accepted at the school site, nor should they be sent through inter-school mail. Help us credit the correct account by putting your child's name and school on the check. To receive a receipt, put self-stamped-addressed-envelope in with your payment. Checks should be mailed or delivered to:

**School Age Care, 501 E. North Drive, Bloomington, IN 47401**

**Failure to pay fees, and delinquent accounts are grounds for termination from all School Age Care Programs (Extended Day; K-Club, READY, SET, GROW; Adventure Camp).**

**All delinquent accounts are turned over to Statewide Credit Agency. Past due accounts must be caught up to enroll in any School Age Care Program.**

## FINANCIAL ASSISTANCE

There is financial assistance available, for qualified families, from the Community Alliance and Services for Young Children. CASY, or the CCDF vouchers are accepted as are Wards of the Court. Call 330-7702 for more information.

**FEE CHART 2006-2007**  
 (These figures are calculated for one child only)  
 (There is no discount for siblings)  
**FULL-TIME FEES (MONDAY-FRIDAY CARE)**

BEFORE SCHOOL FEES			AFTER SCHOOL FEES			FULL DAY FEES (Utilizing both before/after school)		
MONTH	# DAYS	FEES	MONTH	# DAYS	FEES	MONTH	# DAYS	FEES
AUGUST 2006	12	\$60.00	AUGUST 2006	12	\$78.00	AUGUST 2006	12	\$138.00
SEPTEMBER	20	\$100.00	SEPTEMBER	20	\$130.00	SEPTEMBER	20	\$230.00
OCTOBER	21	\$105.00	OCTOBER	20	\$130.00	OCTOBER	21/20	\$235.00
NOVEMBER	19	\$95.00	NOVEMBER	17	\$110.50	NOVEMBER	19/17	\$205.50
DECEMBER	16	\$80.00	DECEMBER	16	\$104.00	DECEMBER	16	\$184.00
JANUARY 2007	17	\$85.00	JANUARY 2007	17	\$110.50	JANUARY 2007	17	\$195.50
FEBRUARY	19	\$95.00	FEBRUARY	19	\$123.50	FEBRUARY	19	\$218.50
MARCH	17	\$85.00	MARCH	17	\$110.50	MARCH	17	\$195.50
APRIL	21	\$105.00	APRIL	20	\$130.00	APRIL	21/20	\$235.00
MAY	18	\$90.00	MAY	18	\$117.00	MAY	18	\$207.00

**FEES and FEE PAYMENT**

Salaries, supplies, and administrative expenses are supported entirely by parent fees and grant contracts. MCCSC provides the space, utilities, custodial services, and liability insurance, as in-kind donations to School Age Care Programs.

REGISTRATION: \$30.00 NON-REFUNDABLE family enrollment for K-Club and Extended Day.  
 \$30.00 NON-REFUNDABLE for Preschool

BEFORE SCHOOL \$7.50 per child/per morning (part-time)  
 \$25.00 per child/per week (full-time care, Mon.-Fri)

AFTER SCHOOL \$10.50 per child/per afternoon (part-time)  
 \$32.50 per child/per week (full-time care, Mon.-Fri)

HALF-DAY: \$17.00\* per child/per afternoon (Parent – Teacher Conference time.)  
 \*These fees are not included in the fee chart; please add to the monthly amount if your child is going to attend. \*Sign up with the Site Supervisor.

MAKE-UP DAY: (If school is closed due to weather.)Fee is not included in the fee chart. If a make-up day is required, please add to the monthly amount if your child is going to attend.

SNOW DAY: Since payment is due by the 10th of each month, school may be canceled due to snow after your payment is received. You will not be charged for snow days. A credit will be carried on your account, which can be applied to make-up days.

DELAYS: For children enrolled in Extended Day Before or After School Programs, there is No additional charge.

**FULL-TIME  
K-CLUB and PRESCHOOL FEE CHART**

(Fees calculated for one child only, no discount for additional siblings)

K-CLUB FEES			PRESCHOOL FEES			
MONTH	# DAYS	FEES	MONTH	# DAYS	FEES	
					Part-Time	Full-Time
AUGUST 2006	12	\$120.00	AUGUST 2006	12	\$120.00	\$240.00
SEPTEMBER	20	\$200.00	SEPTEMBER	20	\$200.00	\$400.00
OCTOBER	21	\$210.00	OCTOBER	21	\$210.00	\$420.00
NOVEMBER	19	\$190.00	NOVEMBER	19	\$190.00	\$380.00
DECEMBER	16	\$160.00	DECEMBER	16	\$160.00	\$320.00
JANUARY 2007	17	\$170.00	JANUARY 2007	17	\$170.00	\$340.00
FEBRUARY	19	\$190.00	FEBRUARY	19	\$190.00	\$380.00
MARCH	17	\$170.00	MARCH	17	\$170.00	\$340.00
APRIL	21	\$210.00	APRIL	21	\$210.00	\$420.00
MAY	18	\$180.00	MAY	18	\$180.00	\$360.00

Registration: \$30.00 NON-REFUNDABLE family enrollment

**Weekly fees:**

K-Club & Half-Day Preschool: \$50.00 per child/per week (Full-time commitment.)

Morning Play group fees: \$7.50 per child/per morning (part-time)  
\$25.00 per child/per week (all 5 mornings)

Afternoon Play group fees: \$10.50 per child/per afternoon (part-time)  
\$32.50 per child /per week (all 5 afternoons)

Full-Time Preschool: \$100.00 per child/per week (Full-time commitment.)

Play Group fees: FREE (enrollment is necessary)

❖ See page 10 for address and directions for making payments.

**SCHOOL CLOSING DUE TO WEATHER**

To use Extended Day or Preschool Play Group as an emergency back-up requires being enrolled.  
SUGGESTION: Register for part-time and you will only be charged for the sections you use.

**When MCCSC schools are cancelled, NO programs will open.**

When MCCSC schools are delayed, the Preschool and K-Club programs will be delayed for as long as school is delayed.\*

When MCCSC schools are dismissed early, K-Club and Preschool programs will dismiss at the time school dismisses.\*

**\*If your child(ren) are enrolled in Extended Day (Before or After School care) or READY, SET, GROW Play group they may be dropped off starting at 6:30am on delay days or they may attend the after school program until 6:00pm. (Please see Bad Weather/Snow Day section)**

## A WORD ABOUT ADVENTURE CAMP

The School Age Care Program sponsors a summer Adventure Camp. Our camp has been designed to provide summer care for those families trying to balance the demands of work and family responsibilities when school is closed. Adventure Camp offers school-age children an opportunity to expand the mind and exercise the body with an experience full of activities, friends, and fun!

Camp is offered to children entering grades K through 8<sup>th</sup> grade. Camp hours are 6:30am to 6:00pm. Each week is a different theme enhanced with hands-on activities, field trips, and guest speakers. Free time, indoor and outdoor leisure play, swimming, and craft projects are a sample of what each week will offer. Look for information in your program site by Spring Break.

## WHAT DO I DO IF.....?

1. I am going to be late picking my child up! Call the program pager number or the SAC office at 330-7702.
2. If my child is sick do I need to call you in addition to the school? No, but have the secretary put a note in our mailbox.
3. My child is having adjustment problems. Speak to the site supervisor or SAC Director.
4. Another child is picking on my child. Immediately bring this to the supervisor's attention.
5. The staff is not reporting to work on time and I am late for work. Find the custodian to call the Director at home.
6. My child really likes the program but is not happy with one staff person. Speak to the site supervisor.
7. My child is so hungry after school. We provide a small snack but you may want to add more protein to their lunch or an extra snack.
8. If there is a severe storm, what happens? We move to the inner part of the building where not windows are near by. To locate your child please read the signs we post.
9. I want to change my child's enrollment status. Call the SAC office at 330-7702. Telling the program staff is not enough.
10. We have a friend spending the night, can s/he attend after school? Unfortunately, no. They must be enrolled.
11. I need a babysitter. Many of the SAC staff will look for outside work. Ask them if they are interested, but you, not MCCSC, are responsible for this arrangement.
12. I do not know how to pay my bill? Call the SAC office at 330-7702 and we will be happy to talk you through the process, or mail you another Fee Chart.

## MOST ASKED PARENT QUESTIONS - A.K.A. Things we learned last year!

- **We do not bill.** The full-time fee charts are in the handbook for your convenience and reference.

- We will have extra fee charts available for you in our office. We are always happy to send another one to you.
- Full-time payments are due by the 10<sup>th</sup> of the month, or in advance. Part-time families are paying by the 10<sup>th</sup> for the previous month.
- Full-time means you are paying for the days reserved, not the days attended.
- Business checks must have the child's name & school written some where. This will help us deposit the payments in the correct account.
- Only payments of cash, personal checks, money orders, business checks are accepted. We do not have the ability to accept charge or debit cards.
- When a severe thunder storm or tornado watch/warning has been declared, we will move the program children into a safer location. Please follow the signs to the location.
- For safety reasons, we are unable to release a child to another minor child to walk home.
- Changing program status requires calling the office at 330-7702. Telling the site staff does not guarantee we will be notified.
- NO peanut products are allowed in our programs.
- If you cannot find your answer, please call our office at 330-7702.



