



# Folsom Elementary School

## School Age Child Care (SACC) Program

### Folsom SACC Program

#### Mission

The mission of the Folsom School Age Child Care program is to provide a safe, affordable, nurturing environment for all the school district's children who need before-school and after-school care. The children will have opportunities to choose activities designed to promote their physical, social, and emotional development in an atmosphere of mutual respect.

#### Staffing Structure

The SACC program will be staffed according to the New Jersey Licensing adult to child ratio requirements for supervision of children ages 4/5 and older. For student safety, both AM and PM staffing will ensure that in addition to the state minimum requirements, the number of SACC assistants during any session will provide adequate supervision in the hallways and to bathroom facilities, as well as moving to and from activity areas such as the gym or playgrounds.

#### SACC Coordinator

The SACC Coordinator will be responsible for direct supervision of the program. Her duties include:

- Providing weekly SACC student attendance sheets to the Folsom School Secretary
- Monitoring SACC student accounts for payment of fees
- Attending to phone calls or visitors to the Main Office between 4:00pm – 6:00pm
- Scheduling SACC assistants
- Submitting timesheets for SACC assistants
- Preparing and submitting CER deposit forms to Board Office

#### SACC Assistants

All SACC assistants will have a current Criminal History Background Check and are required to attend CPR, First Aid, and Child Abuse Prevention training. At least one SACC assistant will be a certified teacher or have a minimum of 60 credits towards a teaching certificate during each SACC session.



## **PROGRAM POLICY INFORMATION**

- Children in grades PK-8 who attend the Folsom Elementary School are eligible for the Folsom SACC program.
- Each day, students who attend SACC will participate in a variety of activities. These include games, crafts, sports, computers, free play, movies, and homework assistance.
- A healthy snack will be provided each day. Please pack a snack for your child if you think appropriate of if your child has dietary concerns.
- Every child must be signed out by an adult over 18 years of age listed on his/her Dismissal Form. For safety reasons, your child WILL NOT be released to anyone other than those listed on this form.
- Any updates or information pertaining to the SACC Program will be posted on the SACC website found under the link School Age Child Care on the school's website: [www.folsomschool.org](http://www.folsomschool.org). Please visit the site often for all additional news or updates.
- There is no SACC program on days when the school is closed for holidays or snow/emergency.
- If an early dismissal is called due to weather/emergency, there is no SACC program.

### **REGISTRATION**

- Parents/Guardians are required to fill out a **monthly** reservation calendar for each child who attends SACC on a regular basis. The calendar is available online or in the Folsom Main Office.
- The monthly reservation calendar is **due by the 15<sup>th</sup> of the month** before your child/children will be attending SACC to ensure adequate staffing and snacks/supplies.

### **FEES**

- There is no yearly registration fee.
- Fees are charged per session, or any portion of the session. For example, on an early dismissal day, the cost is \$5 if you pick your child up by 3:10pm. If you pick your child up at 3:30, the cost is \$10.

		<u>1<sup>st</sup> Child</u>	<u>2<sup>nd</sup> Child</u>	<u>3<sup>rd</sup> Child</u>
○ <b>AM</b>	6:30am- 8:20am	\$6	\$4	\$4
○ <b>PM</b>	12:45pm – 3:10pm (Early dismissal days)	\$5	\$4	\$4
	3:10pm- 4:30pm	\$5	\$4	\$4
	4:30pm- 6:00pm	\$5	\$4	\$4

- Fees are deducted daily from the SACC student account, similar to your child's Food Service account on the Parent Portal. Accounts with a ZERO or NEGATIVE balance will have 2 school days to bring account current before child can no longer attend SACC.
- Failure to turn in the monthly reservation calendar by the 15<sup>th</sup> of the month will result in a **\$15 late fee.**
- Notify SACC coordinator 24 hours in advance if your child will not attend SACC to avoid Session Fee deduction from the SACC student account.
- In case of emergencies, or less than 24 hour notice, there will be an **emergency drop in flat rate of \$10 for AM or \$15 PM.**
- There is a \$15 fee per child for anyone who picks up after 6:00pm.

## **PROGRAM TIMES**

- AM SACC runs from 6:30am-8:20am
- PM SACC runs from 3:10pm-6:00pm
- The SACC Coordinator is available from 4:00pm-6:00pm daily.
- On early dismissal days, SACC operates from 12:45pm-6:00pm

## **ATTENDANCE & PAYMENT**

- Students attending SACC report to Room #121 at the end of the school day. PK-1 students are accompanied by School Safeties or teachers.
- The number of SACC staff depends on the number of children registered to maintain an adult/child ration of 2:12. Any day that your child is registered, you are responsible for payment, unless you notify SACC coordinator 24 hours in advance.
- Please notify the SACC Coordinator in writing when you discontinue use of SACC.
- Payments can be made:
  1. Online using the Parent Portal
  2. For assistance using the Parent Portal, contact the SACC coordinator
- Contact the SACC Coordinator to discuss payment arrangements if fees are a burden.
- Students attending SACC due to an Emergency will only be released to a parent, guardian, or Emergency Contact person as listed in student contact information.
- Staff members' children who are enrolled in Folsom School will attend SACC free of charge while their parents participate in district meetings, trainings, or any other work as required by the Superintendent.

## **DISCIPLINE POLICY**

- The Folsom School Code of Conduct applies to students attending SACC.
- All serious discipline problems warrant a written notice and the parent will be notified.
- We reserve the right, after the third write up, to dismiss the student from the SACC Program.

## **SACC COORDINATOR**

For answers to your SACC questions, contact Mrs. Michele Hetzel at 609-561-8666 Ext. 120

**Student Name** \_\_\_\_\_

**Folsom SACC Program Parent Agreement**

In the case of accident, illness, or injury, I authorize the SACC staff to act in the best interest of my child. I understand that in the case of a true medical emergency, SACC staff will call 911 first, and then contact me.

I understand that I must notify the SACC Coordinator of any changes to my child's SACC reservation, including when my child is absent, or leaves school before the regular dismissal time.

I have read and understand the SACC program information, including FEES, PAYMENTS, RESERVATION CALENDAR, and DISCIPLINE POLICY.

PARENT/GUARDIAN NAME (PRINT): \_\_\_\_\_ PHONE#: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**The adults (over 18 years old) listed below are authorized to pick up my child from SACC.**  
*(Please include PHONE NUMBER if this person may be contacted in the case of an emergency.)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_