

School Age Child Care Washington County Schools Parent Manual 2020-2021 School Year

Site Locations and Phone Numbers

Main Office: 423-434-4924
Boones Creek: 423-753-1153
Fall Branch: 423- 348-1210
Grandview: 423-257-7407
Gray: 423-477-1646
Jonesborough Elementary: 423-753-1183
Jonesborough Middle: 423-753-2471
Lamar: 423-753-2050
Ridgeview: 423-788-0004
Sulphur Springs: 423-753-4372
West View: 423-257-4523

Child Abuse Hotline: 1-877-542-2873

Coordinator: Tina Lane

lanet@wcde.org

Introduction to the Washington County School Age Child Care Program (SACC)

The Washington County School Age Child Care Program (SACC) is a service that is provided to families with children attending kindergarten-8th grade in a Washington County School. SACC provides a safe quality care program where children have the opportunity to engage in activities before and after official school hours at a minimal cost to families in need of child care during this time. Children in SACC have opportunities to engage in activities that will benefit them emotionally, socially, physically, and educationally. Students will engage in such things as homework help, arts and crafts, hands- on science projects, music, outside pla, board games, wii, and Xbox. This program meets the requirements of and is licensed by the Tennessee Department of Education.

Enrolling For Child Care

To enroll in the SACC Program all forms regarding your child/children's registration must be completed and on file with SACC personnel at the school SACC site in order to attend the SACC

Program. A registration fee of \$5.00 per child must be paid at the time of enrollment. Forms for enrollment will be available online through the Washington County School Age Child Care website. Families must re-enroll at the beginning of each new school year and summer. Registration will not be permitted if there is an outstanding balance at the time of enrollment.

Illness Procedures

If a child becomes ill while attending the SACC Program, a parent or designated family member will be contacted so early pick-up arrangements can be made for a sick child. If a child is absent or picked up early from school they will not be permitted to attend SACC that day.

Severe Weather/ Emergency Closings

- **If Schools are closed due to inclement weather**, SACC will also be closed to ensure the safety of the children and staff.
- **If schools are released early due to inclement weather**, SACC will remain open for 1 hour following the school dismissal.
- **If schools are on a delay**, SACC morning programs **will not** be open.
(SACC will be **Closed** on all days that the schools are closed during the school year but will continue regular operating hours on days that schools dismiss early unless dismissal is due to inclement weather.)

Rules Pertaining to Personal Games/ Electronic Devices

Children are not permitted to bring personal games or electronic devices into the program. The SACC program and its employees will not be held responsible for any devices not belonging to the SACC program. During SACC hours, the proper condition for a cellular phone is with the power turned off. Only in the event of an emergency situation or with the permission of the Site Director may a student use a cellular phone during SACC operating hours.

Payment Information

* Currently at this time we are only taking online Payments through MypaymentsPlus. com *

Payment Options:

- Payments can ONLY be made through Mailed check or our online payment system.

Website for online Payments: <https://www.mypaymentsplus.com/>

Address for Mailed Checks: Washington County School Age Child Care
405 West College Street
Jonesborough, Tennessee 37659

All Checks must be signed and made payable to Washington County School Age Child Care or Washington County SACC. Blank checks will not be accepted. Please make sure that checks are completely filled out with your child's name and school in the memo line. We Will not be taking any payments on site at this time. All Payments must be maintained weekly to ensure child care services will be provided and late fees avoided.

Returned/ Insufficient Funds Checks

Should an “insufficient funds” check be returned to the Washington County School Age Child Care Program, you will be notified by the Site Director. Once a returned check has been received. Checks will no longer be accepted and future payments must be made on our online payment system. MY Payments Plus. **A \$25.00 fee will be charged for each returned check.**

Refund Policy

A refund will be given **ONLY** if the required written notification is received in a timely manner within the current fiscal school year. A fiscal school year is defined as July 1st-June 30th. A written notification received later than one fiscal year as of July 1st-June 30th will result in **NO** refund.

Financial Assistance

The Upper East Tennessee Human Development Agency (UETHDA) offers a child care certificate program that gives financial assistance to income eligible families that need help with childcare costs. Financial assistance does not always cover the full cost of childcare, and families remain responsible for all charges not covered by the UETHDA Program. If you feel you may be eligible you may set up an appointment by calling (423) 929-0171

Absences

The School Age Child Care program cannot deduct days missed from your fee. Your fee pays for direct operating costs, such as staff, snacks, crafts and program supplies. All of these things must be available for the number of children who attend the program. When you enroll, you are reserving the time, space, and provisions for your child. Should you have an unusual circumstance arise regarding payment, please discuss this with the Site Director.

Arrival/ Departure Procedures

Arrival- A parent / guardian will walk their child to the SACC entrance and sign the child into the program

Departure- A parent/ guardian will be asked to present a driver's license before a child (ren) will be allowed to leave the SACC facilities. It is the policy of the School Age ChildCare Program to report ANYONE that arrives at this agency to pick a child and appears to be under the influence of drugs or alcohol. Authorities will be notified IMMEDIATELY.

Child (ren) will only be released to individuals listed on the registration form pick-up list. The name listed on the registration form must match the name on the driver's license of the person picking up and signing the child out for the day.

School year Information

Operating Hours:

Morning care is available 5 days per week approximately opening at 7:00 am.

Afternoon care is available 5 days per week until 6:00 p.m

Weekly Cost Per Number of Children:

	1	2	3	4	5	6
Before School	\$12.00	\$17.00	\$21.00	\$26.00	\$30.00	\$35.00
After School	\$40.00	\$58.00	\$75.00	\$93.00	\$110.00	\$128.00
Both Sessions	\$45.00	\$66.00	\$86.00	\$107.00	\$127.00	\$148.00

Daily Cost Per number of Children:

	1	2	3	4	5	6
Before School	\$7.00	\$9.00	\$10.00	\$12.00	\$13.00	\$15.00
After School	\$12.00	\$17.00	\$21.00	\$26.00	\$30.00	\$35.00
Both Sessions	\$15.00	\$21.00	\$26.00	\$32.00	\$37.00	\$43.00

Fees:

- \$5.00 registration fee per child at enrollment.
- \$5.00 late fee for any payment not made by Friday for the current week.
- \$1.00 per minute per child after 6:00 p.m

Summer Information

Operating Hours:

Summer operating hours are from 6:30 a.m until 6:00 p.m

Pricing:

Daily Cost Per Number of Children

1	2	3	4	5
\$25.00	\$35.00	\$45.00	\$55.00	\$65.00

Weekly Cost Per Number of Children

1	2	3	4	5
\$85.00	\$135.00	\$180.00	\$225.00	\$270.00

Summer School Children

Any child who attends the Washington County Summer School Program as well as the Summer School Age Child Care Program will receive a reduced rate of \$45.00 a week per child. A reduced rate will only be provided during the dates your child attends a designated Summer School Program location. There will be an additional charge for field trip days and for care that makes for a full day in attendance. (ex. If a child is removed early from summer school to participate in field trip activities.)

Pricing:**Daily** \$9.00 Per Child**Weekly** \$45.00 Per Child**Fees:**

- \$5.00 registration fee per child at enrollment.
- \$5.00 late fee for any payment not made by Friday for the current week.
- \$2.00 per hour per child early dismissal from summer school to go on field trips
- \$1.00 per minute per child after 6:00 p.m.

Field Trips

Children must attend the SACC program three days a week in order to participate in field trip activities. Each child must have a permission slip signed, dated, and on file with the SACC staff before being allowed to attend the field trip. Field trip payments must be paid in full no later than Monday.... The week of the field trip. Field trips can only be paid in cash. You child must be at the SACC site at least one hour prior to leaving the school for the field trip. This allows time for the children to be instructed on rules specific to the field trip. Any child arriving at the SACC site as the bus is being loaded will not be allowed to participate in the field trip for that day. Also, for safety purposes, a child will not be allowed to be picked up by anyone while on a field trip unless prior written notification has been provided and on file with the SACC staff.

If a child has experienced difficulty in following any/all rules of the program he/she will not be permitted to participate in the field trip activities.

All field trip costs are determined by travel cost, activity fee, and child to worker ratio.

Family Summer Vacations

Washington County School Age Child Care recommends that parents inform the SACC staff of upcoming absences or vacations at least two weeks prior to child's absences from the program.

Discipline

All children enrolled in the Sacc program will be expected to follow rules established by the staff for the purpose of safety and efficiency of the program.

The SACC staff is committed to positive reinforcement. If a major discipline problem occurs you will be contacted by the Site Director. Please cooperate with us in stressing the importance of good behavior patterns with your child. We want to keep the program fun for everyone!

Washington County SACC Expulsion Policy

Steps to Expulsion

First Offense

1. Notify the parents.

Second Offense

1. Notify the parents.
2. Conference with parent and child.

Third Offense

1. Notify parents
2. Conference with parent and child.
3. Sign and date report of expulsion.

Immediate causes for expulsion:

- The child is at risk of causing serious injury to other children or himself/ herself
- Parent threatens physical or intimidating actions towards staff or children
- Parents exhibit verbal/hostile abuse to staff in the presence of a child.

Parental Actions for child's expulsion:

- Failure to pay/ continuous lateness in payments/ fees.
- Failure to complete required forms including all health records.
- Failure to follow drop off/ pick up procedures (habitual tardiness in picking up a child.)
- Verbal abuse to staff and or children.

Child's actions for child's expulsion:

- Failure of a child to adjust behavior after a reasonable amount of time.
- Uncontrollable/ unmanageable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- If a child is in possession of and or using tobacco, alcohol, drugs, firearms, knives, explosives or any other weapons.

A child will not be expelled:

- If a parent makes a complaint regarding alleged violations, reporting abuse, or department's rules and regulations.

Proactive actions that can be taken in order to prevent expulsion:

- Staff will try to redirect negative behavior of the child.
- Staff will reassess classroom environment, appropriate activities and supervision.
- Staff will always use positive methods/ language while disciplining children.
- Staff will praise appropriate behaviors
- Children will be given verbal warnings, given time to regain control, behavior documented and reported to parents.
- parent/ guardian will be given written copies of disruptive behavior.
- The Site Director will request a conference with the parents/guardian to discuss positive behavior reinforcement.

Parent Involvement

Newsletters will enable the Washington County School Age child CAre Program to share in the task of creating the best possible experiences for your child. The exchanges of information about a child from the parent's and staff's perspectives can be very helpful to the family and the Washington County school Age child care Staff. The staff will be able to better meet the needs of your child if we are aware of illness in the family, a change to living locations, or any situation that may affect your child's day to day activities

Please keep all information on your child's enrollment form from current. .

Parents Rights

Parents have the right to:

- Know that their children are in a safe environment where they are free to select from a variety of activities.
- Know what activities are being planned, and to offer feedback in the activities the children enjoy.
- Share concerns with the Site Director at any time about anything you do not feel is in the best interest of the children.
- Know if their child is misbehaving and to spend time talking with the staff concerning a solution.
- Know if their child does not report to the program as intended.
- Know where the children will be going, any place other than where the program is usually held.
- Voice special concerns not covered in this manual, and to discuss special cases where occasional exceptions may be made from the rules set forth in this manual.

Parent Responsibilities

Parents have the responsibility to:

- Let the staff know if your child will not be attending for the day.
- Observe the rules of SACC as set forth in this manual and in additional policy statements.
- Share their concerns with staff members if the program is not meeting their child's needs.
- Listen to concerns that staff members have about the child's behavior and work together to come to an agreeable solution to any problems that may occur.
- Know about any changes in policy or procedure.
- Replace any equipment that their child is responsible for misusing.
- Sign out their child at the end of the day; notify a staff member when another authorized person is picking up the child.
- Inform staff if the child has been exposed to a contagious illness.
- Pay fees on time
- Keep the child's records up to date with current area code, phone numbers, and address.
- Pick up children on or before 6:00 p.m., a fee of \$1.00 per minute per child will be charged after 6:00 p.m.
- Pay "insufficient fund" check fees.

Children's Rights

Children have the right to:

- Safe and reliable equipment.
- Use of all equipment and space on an equal basis, and to find equipment where it is intended and functioning condition.
- Express their anger, frustration, disappointment, joy, etc. in an appropriate manner.
- Express their creative ability.
- Explore and discover.
- Continue to develop to their full potential.
- Have a safe environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, dramatic play and exploration.
- Have a right to voice their opinion of the rules and activities.

Children's Responsibilities

Children need to be responsible:

- For learning to accept the consequences for their own actions.
- For respecting the rules, and controlling their feelings so that their actions do not harm anyone in the program.
- For not willingly destroying or harming any equipment or property in the building.
- For sharing equipment, facilities, and materials with all children in the program.
- For remaining with a staff member at all times and to notify a staff member when a change of centres is desired.
- For dressing appropriate for indoor and outdoor play.
- For returning materials and equipment to its designated place before taking out new activity.
- For finishing an activity to which they have committed themselves.

In Response to COVID-19

The COVID-19 pandemic that caused extensive school closures during the 2019-2020 school year has caused lasting changes in our educational system and changes to planning for the 2020-2021 school year. Educators must plan to provide access for all student groups, opportunities for daily instruction for all student learners, and intervention/remediation support for all learners that can ensure students return to successful learning pathways by the end of the 2020-2021 school year. There are new challenges we must face together. This document will be a continuous live document to meet the needs, changes, and challenges that all stakeholders will face during the upcoming school year.

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Jonesborough, TN 37659

Contact Tina Lane, Coordinator
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