



Washington County
School Age Child Care Parent
Manual
SY 2021-2022

Our Mission: To provide a safe quality care program where children have the opportunity to engage in activities before and after official school hours.

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.

Children in SACC have opportunities to participate in activities that benefit them emotionally, socially, physically, and educationally. Students receive homework help in addition to arts and crafts, hands-on science projects, music, outside play, board games, Wii, and Xbox games. The program meets 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 staff prior to attending the 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 webpage. Families must submit updated registration forms each new school year and summer. Registration will not be permitted if there is an outstanding balance from the previous year.

Illness Procedures

If a child becomes ill while attending the SACC program, a parent or authorized person will be contacted for arrangements to pick up the child. If a child is absent or picked up early from school they will not be permitted to attend SACC program for the current day.

Severe Weather/ Emergency Closings

- **If Schools are closed due to inclement weather**, SACC will be closed to ensure the safety of the children and staff.
- **If schools are dismissed early due to inclement weather**, SACC will remain open for 1 hour following the school dismissal.
- **If schools are on a delay**, SACC's 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

Payment Options:

- Payments can be made by going to MyPaymentsPlus.com parent portal.
Website for online Payments: <https://www.mypaymentsplus.com/>
- 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 that arrives 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/children 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 that appears to be under the influence of drugs or alcohol. Authorities will be notified **IMMEDIATELY**.

Child/children 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 five (5) days a week opening approximately at 7:00 a.m.

Afternoon care is available five (5) days a week until 6:00 p.m.

Weekly Cost Per Number of Children

<u> </u>	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 7:00 a.m until 6:00 p.m

Fees:

Daily Cost Per Number of Children

	1	2	3	4	5	6
	\$25.00	\$35.00	\$45.00	\$50.00	\$55.00	\$60.00

Weekly Cost Per Number of Children

	1	2	3	4	5	6
	\$85.00	\$135.00	\$180.00	\$225.00	\$270.00	\$315.00

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.)

Fees:

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 to participate in field trip activities. Each child must have a permission slip on file with SACC staff that is signed and dated by the parent/guardian to participate in off campus field trip activities. Field trip payments must be paid in full by Wednesday the week before the actual field trip. Field trips payment must be paid in cash. Your child must be in attendance at the SACC school 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.

If a child has difficulty following rules of the SACC program when in attendance or while participating in an off campus field trip. The child will not be permitted to participate on the day of the field trip and could possibly lose future field trip privileges.

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 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 in living locations, or any situation that may affect your child's day to day activities.

Please keep all information on your child's registration form 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 centers 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.

**Washington County School Age Child Care
405 West College Street
Jonesborough, TN 37659**

**Contact Tina Lane, Coordinator
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