

# *PARENT'S MANUAL*

## *2011-2012 School Year*

### *School Age Child-Care (SACC)*

*and*

### *Middle School Teen Group (MSTG)*



RECREATION AND PARKS  
SCHOOL AGE CHILD CARE DIVISION

[www.aacounty.org/recparks](http://www.aacounty.org/recparks)

1 Harry Truman Parkway, Suite 105, Annapolis, MD 21401

410-222-7856

410-222-7300

301-261-8036

FAX 410-222-4478

Tax ID #52-6000878

This on line version is made available for all parents. You will receive a copy of the *Parent's Manual* along with an Acknowledgement of Policies on your child's first day.

*Revised 7/2011*

## **TABLE OF CONTENTS**

	Page
<b>WELCOME TO SACC/MSTG</b>	
Mission and Philosophy Statements	3
Program History and Program Locations	3
Helpful Phone Numbers	3
<b>REGISTRATION INFORMATION</b>	
Eligibility	4
Registration Procedures	4
Required Forms for Admission	4
Custody	5
Wait List	5
Drop-In Locations	6
Withdrawal From Program	6
Summer	6
Registration for Upcoming (2012-2013) School Year	6
<b>BILLING INFORMATION</b>	
Fees	8
Monthly Payment Schedule	8
Delinquent Payments	9
Financial Assistance	9
Annual Tax Statements	9
<b>PROGRAM INFORMATION</b>	
Program Content	10
Staff	10
Basic Program Components	10
Morning Program and Afternoon Program	11
Sign-In/Sign-Out	11
Attendance	12
Late Pick-Up of Children	13
Transportation	13
Program Schedule	13
School Calendar	13
Inclement Weather and Emergency Closings	14
Emergency Information and Emergency Drills	15
Illness	15
Injury	16
Children with Special Needs	16
Medication	16
Behavior Management Program	17
Student Code of Conduct	17
Student Attire	18
Expectations of Children Enrolled in SACC/MSTG	18
Accommodations for Children	19
Inappropriate Behavior	19
Parent Communications	20
Parents' Expectations	20

# WELCOME TO SACC/MSTG

*The Anne Arundel County Department of Recreation and Parks is pleased to offer state-licensed School Age Child Care (SACC) and Middle School Teen Group (MSTG) programs located within your neighborhood school. Please be advised that SACC/MSTG operates as a separate entity from the school. We have prepared this manual for your convenience and as a guide for you and your child. We welcome any comments or suggestions you may have for us.*

*It is our desire to provide safe, appropriate and consistent child care programs for your school age child. We are looking forward, with pride and confidence, to continuing successes in this endeavor.*

## **MISSION OF RECREATION AND PARKS**

The Anne Arundel County Department of Recreation and Parks is essential to the well being and quality of life of every individual, family and community in Anne Arundel County. Our mission is to enrich the lives of our citizens by offering quality active and passive recreational opportunities and accessible youth and adult services while pursuing the preservation and enhancement of our natural, cultural and historic resources.

## **PHILOSOPHY OF SCHOOL AGE CHILD CARE**

The Anne Arundel County Department of Recreation and Parks' state-licensed School Age Child Care (SACC) and Middle School Teen Group (MSTG) programs provide a safe, supportive environment that promotes social interaction, community integration, physical development, and intellectual growth in accordance with the Maryland State Department of Education's Office of Child Care and National After School Alliance standards.

## **PROGRAM HISTORY**

The School Age Child Care (SACC) program began in September 1990 with 7 centers. Today, we operate 33 school year programs and 9 Summer SACC programs.

## **PROGRAM LOCATIONS**

The School Age Child Care programs operate in conjunction with the following elementary and middle schools:

<i>Benfield ES</i>	<i>Bodkin ES</i>	<i>Broadneck ES</i>	<i>Brock Bridge ES</i>
<i>Cape St. Claire ES</i>	<i>Crofton Meadows ES</i>	<i>Crofton MS</i>	<i>Davidsonville ES</i>
<i>Edgewater ES</i>	<i>Four Seasons ES</i>	<i>Folger McKinsey ES</i>	<i>Freetown ES</i>
<i>Glendale ES</i>	<i>Hebron-Harman ES</i>	<i>High Point ES</i>	<i>Hilltop ES</i>
<i>Lake Shore ES</i>	<i>Lothian ES</i>	<i>Maryland City ES</i>	<i>Marley ES</i>
<i>Mayo ES</i>	<i>Nantucket ES</i>	<i>Oak Hill ES</i>	<i>Pasadena ES</i>
<i>Quarterfield ES</i>	<i>Rolling Knolls ES</i>	<i>Severn ES</i>	<i>Severna Park ES</i>
<i>Solley ES</i>	<i>South Shore ES</i>	<i>Tracey's ES</i>	<i>Waugh Chapel ES</i>
<i>Windsor Farm ES</i>			

## **HELPFUL PHONE NUMBERS**

- SACC Administrative Office PHONE: 410-222-7856/301-261-8036, Hours: Monday-Friday 8:30am-4:30pm
- SACC Administrative Office FAX: 410-222-4478
- Please be aware that the SACC Administrative Office follows the holidays, service reduction days, and emergency closings schedule of Anne Arundel County Government.

# REGISTRATION INFORMATION

## ELIGIBILITY

- Children in Kindergarten through grade 5 are eligible to attend the elementary school program. Children must be 5 years old by September 1<sup>st</sup> of the current school year. *Limited locations will accept children who are in Pre-K and 4 years of age.*
- Children in grades 6-8 are eligible to attend the Middle School Teen Group program.
- Children must be toilet trained.
- **Every child must have all of the State mandated forms completed and on file at the center prior to their first day.** Forms for admission are available on our website at [www.aacounty.org/recparks](http://www.aacounty.org/recparks) > School Age Child Care > Forms for Admission.

***\*No one will be permitted to attend without this information on file\****

## REGISTRATION PROCEDURES

- Prior to your child's first day, the SACC/MSTG Administrative Office must receive a completed registration, registration fee, and the first month's payment. Depending upon the date of registration, you may also be charged a pro-rated fee for the month.
- If you are registering for a SACC/MSTG program at a school other than your child's home school, contact the school office for the *Out of Area Request Form*. The SACC/MSTG program is not responsible for the school's decision regarding your child's acceptance to attend that school.

## HOW TO REGISTER

- Registrations may be completed on-line at our website: [www.aacounty.org/recparks](http://www.aacounty.org/recparks), in person at the SACC Administrative Office, or mailed to:
  - Anne Arundel County Department of Recreation and Parks  
School Age Child Care Division, Suite 105  
1 Harry S. Truman Parkway  
Annapolis, MD 21401
- **The center staff is not permitted to accept registrations.**
- **Do not include registrations with your monthly payment.**
- For additional information, please contact the SACC/MSTG Administrative Office at the following numbers for additional information: 410-222-7856 x0, 410-222-7300, or 301-261-8036.

## REQUIRED FORMS FOR ADMISSION

- All SACC/MSTG Parents & Guardians are REQUIRED to provide their child's Forms for Admission (located at: <http://www.aacounty.org/RecParks/childcare/forms.cfm>) **prior to their child attending the SACC/MSTG program.** Maryland child care regulations require us, as your child care provider, to maintain these required forms for your child while they are in attendance at our program. Please understand that your child(ren) will **NOT** be permitted to attend without this information on file at the child care center.
- *Please be advised that SACC/MSTG operates as a separate entity from the school. Therefore, it is the parent's responsibility – NOT the school's responsibility - to provide the below-listed forms:*

### **Required Forms for NEW Participants (first time in any SACC/MSTG program):**

- Emergency Form
- Health Inventory (completed by the parent/guardian and physician)
- Acknowledgment of SACC/MSTG Policies (the center staff will provide a copy of your 2011-2012 Parent's Manual and require this form to be completed at the center on your child's first day of attendance)
- Custody Orders (*as needed*)

**Required Forms for RETURNING Participants:**

- Emergency Form (the center staff will require this form to be renewed or updated at the center on your child's first day of attendance)
- Updated Immunization Certificate (only necessary if your child has received updated immunizations since their last Health Inventory with us)
- Acknowledgment of SACC/MSTG Policies (the center staff will provide a copy of your 2011-2012 Parent's Manual and require this form to be completed at the center on your child's first day of attendance)
- Updated Custody Orders (*as needed*)

**The following As Needed Medical Forms are also available for ALL Participants at our website:**

- Acknowledgment of Allergies/Medical Conditions
  - REQUIRED if you/physician list an allergy/medical condition on your child's Emergency Form or Health Inventory but you are not providing us with any medication/treatment for the condition
- Asthma Action Plan (DHMH Form 4643)
  - REQUIRED if your child is to receive an inhaler or nebulizer during the SACC/MSTG program
- Medication Authorization Form (MSDE OCC Form 1216)
  - Part A is REQUIRED if your child is taking a prescription medication during the SACC/MSTG program
  - Part B is REQUIRED if your child is taking a non-prescription medication during the SACC/MSTG program
- Medication Authorization Addendum Form
  - REQUIRED if your child is taking any medications during the SACC/MSTG program
- Permission to Apply Over-the-Counter Creams & Ointments Form
  - REQUIRED if your child will be applying over the counter creams or ointments, such as sunscreen or lip moisturizers, during the SACC/MSTG program
- Severe Allergy Action Plan
  - REQUIRED if your child is to receive an epi-pen or antihistamine during the SACC/MSTG program

**CUSTODY**

- Anne Arundel County Department of Recreation and Park's School Age Child-Care is responsible for the safety of all the children at the center.
  - Parents who have court awarded custody of their child must have the custody papers, along with any updates, on file at the center. Please be aware that the SACC/MSTG programs operate as a separate entity within the school building; therefore, the school does not typically share this information with our staff. It is the parents' responsibility to provide this information to our staff.
  - SACC/MSTG staff must release a child to his/her natural parent unless custody papers are on file stating otherwise.
  - Once the custody papers are on file, staff must follow those orders, until either the order has expired or new papers are on file. Staff cannot accept verbal notification of changes.

**WAIT LIST**

- Some of our locations may have a wait list prior to and/or during the school year. When an opening occurs the SACC/MSTG Administrative office will contact the next person on the wait list and determine whether or not that person still needs the program.

- Please be aware that if your child is still on the wait list when registration opens for the following school year, you must re-register during the open registration period for the coming school year.

### ***DROP-IN LOCATIONS (offered at some elementary school locations)***

- As a service to families already registered in the SACC/MSTG program, elementary school locations that have both an AM and PM program and the space/staff available, may allow drop-ins up to five times per family per year.
- If your child is enrolled in the AM OR PM program, and you need to utilize the opposite program for the day (for example, your child is enrolled in the PM program only but you have a work meeting in the morning and need AM care for just one day) you may complete a Drop-In Request form ***in advance*** from the Center Director.
- You must complete the Drop-In Request form at the center at least two (2) business days in advance of the date you are requesting, to allow time for processing. The Drop-In Request form is subject to the approval of the Center Director and the SACC Administrative Office.
- Once your request has been approved, the Center Director will notify you and a \$25 per child additional fee will be added to your next monthly billing statement.

### ***WITHDRAWAL FROM SCHOOL YEAR PROGRAM***

- We recognize that a family's needs may change during the course of the school year. **We require written notification to the SACC/MSTG Administrative Office that you will be withdrawing your child from the program.**
  - A *Withdrawal Form* is available at our website. You will be responsible for payment until the SACC/MSTG Administrative Office receives the *Withdrawal Form*.
- If you have already made payment and are requesting a refund the following must be adhered to for the 2011-2012 school year:
  - If payment was made with a credit/debit card, your refund will be credited to your account. If your payment was made with a check, money order, or cash, your refund will be a check mailed directly to you from the Anne Arundel County Office of Finance.
  - The new child registration fee of \$25 is non-refundable.
  - A \$25 processing fee for each payment transaction will be assessed.
  - With 10 or more business days notice: you will receive a full refund minus the registration and processing fees.
  - With less than 10 business days notice: you will receive an 80% refund minus the registration and processing fees.
  - If no notice is given before child's last day of attendance: there will be no refund.

### ***SUMMER***

- SACC also offers a summer program at selected elementary school locations. Locations and dates of operation are determined on an annual basis.
- A separate registration for the summer program is required.
- Information regarding the summer programs is distributed through the centers and schools starting in February.
- *A separate packet of information that is unique to summer SACC will be distributed to all parents on the first day of summer.*

### ***REGISTRATION FOR UPCOMING (2012-2013) SCHOOL YEAR***

- You must re-register your child on an annual basis.
- **For children currently in the SACC/MSTG program**, there will be an early registration period.
- Early registration information will be made available to all parents of children who are currently registered via the e-mail address on file.

- There will be a separate early registration period for **siblings** not currently enrolled in the program. The registration information will be e-mailed to the parents and also posted in the centers.
- Accounts (including charges for late payments and late pick-up fees) must be current in order to re-register.
- The first payment is due by July 10<sup>th</sup>
  - If payment is not received by July 10<sup>th</sup>, it will be assumed that you no longer need the space, and the space will then be filled from the names on the wait list
- The registration period for the **general public** will begin approximately two weeks after the early registration period. Specific dates and information will be distributed throughout the child care centers and schools.

# BILLING INFORMATION

## FEES

- The fees for SACC/MSTG are established on a yearly basis and are determined by program costs. These program costs include the expenditures for staffing, administration, snacks, supplies, special events, and building usage.
- The annual expense is then divided into nine equal payments. There is no reduction in fees for months with a relatively few number of school days, just as there is no increase in fees for months with a greater number of days. There is no additional fee for the scheduled early dismissal days.
  - We cannot deduct days missed from your fee.
  - When you enroll in the program, you are reserving the time, space, staffing, and provisions whether or not the child attends.
- A pro-rated fee will be calculated if the start date you enter is other than the first day of the month.

## MONTHLY PAYMENT SCHEDULE

- A monthly bill will be mailed to you. Payments are due by the 10<sup>th</sup> of each month with the first payment due July 10, 2010.
- Payments are numbered one through nine and correspond to the months as follows:
  - Payment #1 due July 10<sup>th</sup> for August/September
  - Payment #2 due September 10<sup>th</sup> for October
  - Payment #3 due October 10<sup>th</sup> for November
  - Payment #4 due November 10<sup>th</sup> for December
  - Payment #5 due December 10<sup>th</sup> for January
  - Payment #6 due January 10<sup>th</sup> for February
  - Payment #7 due February 10<sup>th</sup> for March
  - Payment #8 due March 10<sup>th</sup> for April
  - Payment #9 due April 10<sup>th</sup> for May/June
- Please note that Payment #1 is for both August and September and Payment #9 is for both May and June.
- **ON-LINE PAYMENTS:** Payments may be made on-line with a credit card or debit card at [www.aacounty.org/recparcs](http://www.aacounty.org/recparcs). See *How to Make Your Monthly Child Care Payment* on our website for detailed instructions.
- **PAYMENTS BY MAIL:** Payments may be mailed directly to the:
  - Anne Arundel County Office of Budget & Finance  
Cashier's Office  
P.O. Box 6675  
Annapolis, MD. 21401
  - If mailing, please **allow 7-10 business** days for your payment coupon to be received in the SACC Administrative Office.
- **PAYMENTS IN PERSON:** Payments may also be made in person at the following cashier office locations from 8am-4:30 pm Monday-Friday (cashier office locations also follow the holiday schedule of Anne Arundel County Government):
  - Arundel Center (downtown Annapolis): 45 Calvert St. Annapolis, MD. 21401
  - Anne Arundel County Cashier's Office North: 7320 Ritchie Hwy Glen Burnie, MD. 21061
  - Heritage Complex: 2664 Riva Road Annapolis, MD. 21401
- Monthly payments will not be accepted at the SACC/MSTG Administrative Office. Do not place payments in the mailbox outside the Department of Recreation and Parks office. This will result in up to a 4-day delay in your payment being posted.
- Please make sure you include the bottom portion of your bill with your payment so that we may properly credit your account.

### **DELINQUENT PAYMENTS**

- Payments not received by the 10<sup>th</sup> of each month will be considered late and the following policy will be adhered to:
  - A late fee of \$25 will be added to the monthly payment
  - A late payment notice will be sent to the address on file and the \$25 will still apply
  - A reminder e-mail will be sent to the e-mail address on file and the \$25 will still apply
  - If payment is not received in full (including any late fees or late pick-up fees) by the end of the month, it will be assumed that you want your child withdrawn from the program. Your child will be unable to attend the SACC/MSTG program on the 1<sup>st</sup> of the month, the wait list will be called, and your space may be given to someone else.
  - There will be **no** exceptions to this policy
- You will be responsible for payment unless we receive a *Withdrawal Form* from you.
- You will also not be able to register for other Department of Recreation and Parks programs if your account is not kept current.

### **FINANCIAL ASSISTANCE**

- Financial assistance for child care programs is available through the Purchase of Care voucher system, funded by the Anne Arundel County Department of Social Services.
  - Parents are responsible for payment unless an approved voucher has been submitted to the SACC/MSTG Administrative Office.
  - Parents are responsible for any co-pay and to complete the required Attendance Log.
  - For more information contact the Department of Social Services at 410-269-4500.

### **ANNUAL TAX STATEMENTS**

Annual tax statements are mailed to the address of record in mid-January of each year. Our Federal ID # is 52-6000878

# PROGRAM INFORMATION

## **PROGRAM CONTENT**

- Although there are separate locations for this program, the staff will have consistent rules, regulations, and policies in place that are in accordance with the Maryland State Department of Education (MSDE) Office of Child Care (OCC) regulations and will follow the National After School Alliance (NAA) standards. The specific content of each program will be based on guidelines established by the Department of Recreation and Parks.
- There will be a minimum and maximum amount of children attending at each site. This maximum is based upon the Maryland State Department of Education's Office of Child Care (MSDE-OCC) regulations including square footage, staff availability, the availability of space in the school building during out-of-school time, and the availability of rest room facilities during out-of-school time.

## **STAFF**

- Each program will have the appropriate number of staff for the number of children registered. Each position meets or exceeds the minimum requirements as established by the Maryland State Department of Education's Office of Child Care (MSDE-OCC). This includes a criminal background investigation. All Anne Arundel County employees are also required to successfully complete pre-employment drug testing, and are subject to random testing thereafter.
- Staff members trained in CPR and First Aid, as required by MSDE-OCC, will be on duty at all times.
- There will also be staff available that are trained in Medication Administration and Behavioral De-escalation training.
- All staff is required to maintain the certification for their position and obtain a minimum of 6-12 hours of continuing education (dependent upon position) per school year.

## **BASIC PROGRAM COMPONENTS**

- The program will include opportunities for individual and group participation while providing a balance between self-selected and staff-directed activities.
- The program will include indoor games, outdoor games (PM), arts and crafts, individual and group activities, large and small motor skills activities, enrichment opportunities, special events, community service projects, and a snack that meets the established guidelines.
- All of the centers follow the basic guideline of 10-10-200 for snacks. A snack cannot exceed 10 grams of fat, 10 grams of sugar and no more than 200 calories (does not include beverage).
- Centers are permitted to plan no more than five celebrations/parties (five during the AM session & five during the PM session) per school year. During these activities the 10-10-200 can be modified to a higher caloric count.
- **Children are not permitted to consume food/meals brought in from outside of the center unless it is medically necessary (with a doctor's note) or for religious purposes. This includes food purchased and/or prepared by parents for special events, such as birthday celebrations.**
- Children are not permitted to bring toys, games, collectable cards, electronics, CD's, CD players, Game Boys, I-Pods, MP 3 Players, etc. from home to the center unless the *Toy From Home Permission Slip* has been completed for a special activity at the center.
- The SACC/MSTG program is not responsible for money, cell phones, or other personal items your child may bring to the program.
- Children may not use, activate, or display their cell phone during SACC/MSTG hours unless approved by the Center Director or designee.
- The children will be allowed to participate in other programs offered at the school (with a completed *Parental Permission for Children Participating in School Clubs* on file at the center) such as scouts, sports and enrichment activities that meet during the normal operating hours of this program.

- Parental requests for outdoor restrictions must be submitted to the SACC Administrative Office for review. Additional documentation may be requested, based on the restriction request.

### **MORNING PROGRAM** (*offered at some elementary school locations*)

- During AM program hours the children will have the opportunity to participate in the activities provided, whether it is a group or individual pursuit.
- The school breakfast program is available to the children at an additional nominal fee paid to the school. Check with your school office for more information.
- Your child will be given time to clean up, gather their belongings and be dismissed to school.

### **AFTERNOON PROGRAM**

- The afternoon program will begin with attendance being taken.
- All locations operate with various activity stations provided. Each center will have homework, literacy, arts & crafts, and manipulative stations available on a daily basis. There will also be a minimum of one additional station (examples include: computers/electronics, drama, dress up, geography, housekeeping, math, music, movement, science, sewing, etc.) provided on a weekly basis.
- Organized physical group games are also provided during the afternoon program.
- Children will play outdoors each day except during inclement weather, so please be sure that your child wears appropriate clothing and shoes for outside activities (or gym). (Please note that shorts/pants and tennis shoes are preferred attire, rather than skirts and sandals; and children's participation in certain activities may be limited based upon their attire for their safety.)
- A time period will also be available Monday-Thursday for children to do homework/literacy activities. The level of quiet during this time will depend on the number of children at the center. If children **choose** to do homework, staff will be available to assist with reading directions; however, **staff is not responsible for reviewing for completeness or accuracy**. Please be aware that SACC/MSTG is not considered a tutoring program.

### **SIGN IN/SIGN OUT**

- **Parents must go into the building to sign their child in for the morning program and out at the time of pick up each afternoon.**
  - Children are not permitted to sign themselves in and out of the program unless there is a completed and signed *Permission to Walk Home* form on file at the center.
  - Please be aware that Maryland State Law does not permit children under the age of 8 to be unattended. Therefore, parents may only give permission to a child age 8 or above to walk home.
  - Furthermore, children will not be permitted to walk home based on staff receiving a phone call from the parent. We must have the specific date and time in writing on file at the center prior to releasing the child to walk home.
- SACC staff will not accept children into the morning program if the building is inaccessible, utilities not available, etc. Parents may be requested to stay with their child until building access status is determined.
- Children will be released only to the individuals (13 years and older) authorized to pick up the child.
  - No child will be released to a person other than the authorized individual without prior written permission from the child's parent or guardian. This policy must be strictly adhered to for the protection and safety of your child.
  - Please be advised that any person unknown to the staff will be asked to provide a photo ID before your child is released to their care.
  - Notify the SACC/MSTG staff of any changes in pick up schedules by completing the *Change in Child's PM Attendance* form.

## **ATTENDANCE**

- The Center Director at each SACC/MSTG location is responsible for maintaining an accurate attendance record for the children.
- MSDE OCC regulations mandate that children who are absent from the program due to illness for three (3) days or more must have a written statement from a parent or physician that the child may return to a regular schedule. A copy of the note sent to the school is sufficient.
- **MORNING ATTENDANCE:** During the morning program, it is not necessary to contact the center staff on a daily basis to report if they are not attending the program.
  - It is your child's responsibility to walk from the child care space to their classroom each morning when the dismissal bell rings.
- **AFTERNOON ATTENDANCE:** During the afternoon program, knowledge of your child's whereabouts is crucial.
  - Please assist us by informing the center staff of the occasions that your child will not be attending their regular afternoon program. You may leave a voicemail at the center phone number (the center staff checks voicemail when they arrive each day to prepare the afternoon program). Please do **not** rely upon a note to your child's teacher to inform SACC/MSTG of an afternoon absence. *Due to the fact that the SACC/MSTG programs operate as a separate entity within the school building, the note may never reach our staff.*
  - It is your child's responsibility to walk to the child care space each day when the dismissal bell rings. It is crucial that parents communicate with their child's teacher (i.e. send a note) when your child begins attending SACC/MSTG in the afternoons so that the teacher does not place them in the bus line.
  - MSTG students must report to the program to sign in before going to any school program or other activity.
  - Please also be aware that the center staff must follow the dismissal procedures their individual school has in place.
  - If a child does not report to SACC/MSTG, attempts will be made through the school office to see if the child attended school that day, was dismissed early or is attending another after school activity.
  - If the absence from the program is unexplained, an effort will be made to contact the parents or the specified adult listed on the *Emergency Form*.
  - If you do not respond to our calls, the school office will be contacted and we will follow our emergency plan in conjunction with the school. *Please be aware that this may necessitate contacting 911 in order to locate your child.*
  - If your child is suspended from school, he/she may not attend SACC/MSTG.
- **Please make sure that the information on your emergency card is kept current.**
- The *Parental Permission Slip for Children Participating in School Clubs* (available on line or at the center) must be completed if your child will be attending a regularly scheduled activity such as scouts, gymnastics, etc. which will cause their absence from the SACC program.
  - The activity sponsor is responsible for accompanying the child to the location where SACC is currently meeting at the end of the activity and releasing the child to a SACC staff member. Staff will notify the parent if this is not occurring and the parent must address this with the activity sponsor. If this continues to be a concern, your child will no longer be able to participate in the school club.
  - MSTG students are expected to report directly to the program upon the conclusion of their after school activity.
- A *Parental Permission Slip for Assisting/Receiving Assistance From Teachers* (available on line or at center) must be completed and on file at the center if your child will be assisting/receiving assistance from a teacher during SACC/MSTG hours.
  - The teacher is responsible for accompanying your child to and from the SACC meeting space and releasing the child to a SACC staff member. Staff will notify the parent if this is not occurring and the parent must address this with the teacher. If this continues to be a concern, your child will no longer be able to assist that particular teacher.

- MSTG students are expected to report directly to the program upon the conclusion of their after school activity.

### **LATE PICK-UP OF CHILDREN**

- All centers close at 6:00 PM.
- **The center/school clock is the official time.**
  - A late pick up fee will be assessed, at the rate of \$3.00 per minute per individual child, **for every minute after 6:00 PM.**
  - The staff person on duty will have the individual picking up the child sign a *Late Pick Up* form.
  - That form will be submitted to the SACC/MSTG Administrative Office and you will be billed from the office on the following monthly billing statement.
  - Center staff is not permitted to accept late pick up fees.
- **Recurring lateness offenses in one school year may result in suspension/dismissal from the program. You will be notified by the center staff/supervisor if your next late pick up will result in the suspension of your child. If your child is suspended, the suspension will take place the next day that school is in session for students.** Please make other emergency arrangements in the event you will be delayed.
- You are still responsible for the late pick up charges if you arrive after 6:00 PM and you called the center to inform them that you would be late.
- If your child is not picked up by 6:30 PM the staff will contact the appropriate agency that will then take the required action.

### **TRANSPORTATION**

- Under no circumstances is staff permitted to provide transportation to or from a program for unrelated participants.
- Parents need to make alternative arrangements in the event they will not be able to pick up their child.

### **PROGRAM SCHEDULE**

- The SACC/MSTG program operates Monday through Friday, **every day that school is in session for students.**
  - The AM program operates from 7:00 AM until the opening of school.
  - The PM program operates from the close of school until 6:00 PM.
  - **There will be no SACC/MSTG on days when schools are closed for students.**

### **SCHOOL CALENDAR**

- Due to the fact that we utilize space in the school buildings, the SACC/MSTG programs follow the school calendar for openings and closures. Visit the Anne Arundel County Board of Education's website for the most up-to-date 2011-2012 school calendar: [www.aacps.org](http://www.aacps.org).
- **SCHEDULED EARLY DISMISSAL DAYS:** The Anne Arundel County Public Schools schedule several days each year for early dismissal for students into the school calendar. On these days the SACC/MSTG program will be open from the end of the school day (early dismissal time) until 6:00 PM. There will be no additional fee for this service.
- **SCHEDULED SCHOOL HOLIDAYS:** There will be **NO** state-licensed SACC or MSTG programs available on school holidays.
  - However, please be aware that the Anne Arundel County Department of Recreation and Parks plans to offer some recreational programs titled "School Break Fun Days" at limited locations throughout the county during the 2011-2012 school year. The SACC Administrative Office will share a flyer and registration information with you at the start of the school year in regard to the fees, dates, times, and locations and the registration process for these additional care opportunities offered through our Department. The Recreation Division of Anne Arundel County Department of Recreation and Parks phone number is 410-222-7313.

## **INCLEMENT WEATHER AND EMERGENCY CLOSINGS**

- Anne Arundel County Department of Recreation and Parks SACC and MSTG programs follow the policies and schedule of the Anne Arundel County Public School System.
  - Please tune to local radio stations if you have a question about the closing or opening of schools.
  - Parents may also call the Board of Education's Cancellation Hotline at 1-800-893-7080, check their website at [aacps.org](http://aacps.org) or check our website at [aacounty.org/recparks](http://aacounty.org/recparks).
  - Parents are encouraged to subscribe for our Text Message Alert System in order to be notified of Emergency Closings. The link to register is available on our website in the quick link box.
    - On August 10<sup>th</sup> each year, the Text Message Alert System is purged of names and phone numbers from the previous year.
    - After August 10<sup>th</sup> each year, you will need to re-register your information in order to continue receiving text message alerts. You will receive a reminder via text message that the system is about to be purged.
    - Parents will be responsible for all text charges from their mobile phone carrier.
- **EMERGENCY CLOSINGS FOR THE ENTIRE DAY:** There will be **NO** AM or PM SACC/MSTG in the event schools are closed for the day. The emergency closing is determined by the Board of Education and may be related to inclement weather, mechanical malfunction, or other emergency situation.
- **LATE OPENINGS:** If schools open late, the AM program will open an equivalent number of hours late. (For example, if schools open 2 hours late the program will begin at 9:00 AM.) The PM program will operate as usual unless weather conditions deteriorate and the snow emergency plan goes into effect necessitating early dismissal.
- **EARLY DISMISSALS DUE TO EMERGENCY CLOSINGS:** In the event of an early emergency school closing (due to weather, mechanical malfunction or other emergency situation) there will be **NO** PM program.
  - SACC/MSTG staff will **not** be on site to assist teachers with emergency pick up information. Therefore, updated rosters and emergency information will be shared with the school in advance (see *Acknowledgment of Policies* form).
  - **Parents need to make alternative child care arrangements in advance to cover emergencies.** Make sure your child knows the plan.
  - Please make sure that both the **SACC/MSTG Emergency Card** and the **school's Emergency Notification Card** is updated as needed throughout the school year.
  - **SACC/MSTG cannot be listed as your alternate care in an emergency situation on the school's Emergency Notification Card.**
- **REGULAR DISMISSAL TIME DURING EMERGENCY:** If schools dismiss at their regular time during an emergency (due to weather, mechanical malfunction, or other emergency situation) the PM program will remain open. Depending on the situation parents may be notified requesting an earlier pick up of your child.
- Please listen to the radio, television, or check the following: [www.aacounty.org/recparks](http://www.aacounty.org/recparks) or [www.aacps.org](http://www.aacps.org) to get updated information of closings.
- SACC/MSTG is **not considered a "school sponsored after school activity."** If SACC/MSTG is closed for the afternoon, the announcement will specify that Recreation and Parks after school child care is closed.
- Please be aware that the SACC Administrative Office follows the holidays, service reduction days, and emergency closings schedule of Anne Arundel County Government.

## **EMERGENCY INFORMATION**

- It is essential that all emergency telephone numbers and change of address be **kept current**.
  - If we can contact you through a cellular phone, please include this information on the emergency card.
  - **Parents are responsible for this information, which is pertinent to the protection of their child.**
  - You must inform the SACC/MSTG Administrative Office and the Center Director of any changes. *Change of Information* forms are available at the center for your convenience. Your on-line registration account information also needs to be updated at our website. Go to [www.aacounty.org](http://www.aacounty.org) >School Age Child Care > Manage Your Account.
- Please also make sure the emergency numbers of your other authorized individuals are accurate in case they need to be contacted.
  - If your child is not picked up by **6:00 PM** the Center Director will begin calling the persons listed as emergency contacts. **Individuals listed as emergency contacts must be willing to pick up the child and be within 15 minutes of the center.**
  - If the staff has been unsuccessful in personally speaking with an emergency contact and your child has not been picked up by 6:30 PM, the staff will then contact the appropriate agency. That agency will then take the required action.

## **EMERGENCY DRILLS**

- Center staff receives Emergency Preparedness training along with a manual that outlines the steps to be followed in various emergency situations.
- Each center also has a designated nearby location in the event a center is required to be evacuated. The location is posted at the Parent Information Center.
- The centers will practice monthly fire drills. To maintain consistency with the children, the SACC/MSTG programs follow the same emergency code terminology as the Board of Education. If you should arrive to pick-up your child in the midst of a drill, please allow the staff time to account for all of the children prior to signing your child out for the day.
- Please be aware that the MSDE Office of Child Care also requires full-fledged emergency code drills of all Maryland child care centers twice per year (as of 07/01/10):
  - Emergency Evacuation Drill – Staff will practice evacuating the children to their meeting location outside the building on school grounds. Each individual child care center will notify parents in advance of the date and time of the drill. If you should arrive to pick-up your child in the midst of a drill, please allow the staff time to account for all of the children prior to signing your child out for the day. Parents that do not wish their child(ren) to participate in this event must provide alternative child care arrangements for the day.
  - Shelter-in-Place Drill – Staff will evacuate children to their designated shelter-in-place location within the school building. Each individual child care center will notify parents in advance of the date and time of the drill. If you should arrive to pick-up your child in the midst of a drill, please allow the staff time to account for all of the children prior to signing your child out for the day. Parents that do not wish their child(ren) to participate in this event must provide alternative child care arrangements for the day.

## **ILLNESS**

- Children who are ill are not permitted to attend the program.
- Children who are too ill to attend school are too ill to attend the SACC/MSTG program.
- In the event your child becomes ill during our program, or is in the school's health suite at dismissal time, every attempt will be made to contact you or the person listed as the emergency contact. Until picked up, the child will be kept away from the other children.

- Children with special medical needs must have a plan (i.e. *Asthma Action Plan, Severe Allergy Action Plan*) on file with the Center Director.
- The Health Department requires that you notify the child care staff in the event your child contracts a communicable disease. Please refer to [www.ahealth.org/physicianslink/communicablereportable.asp](http://www.ahealth.org/physicianslink/communicablereportable.asp) for details. Some examples for notification are conjunctivitis, lice, impetigo, or ringworm. The child care staff is likewise responsible to report certain outbreaks to the Health Department. Some examples of reportable outbreaks include encephalitis, rabies, or West Nile virus.
- MSDE OCC regulations mandate that children who are absent from the program due to illness for three (3) days or more must have a written statement from a parent or physician that the child may return to a regular schedule. A copy of the note sent to the school is sufficient.
- If your child repeatedly displays symptoms that prevent him/her from participating in program activities or if, in the opinion of the Center Director, your child may be contagious to others, your child may be excluded from the program and a doctor's note may be requested before he/she may return to the program.

## **INJURY**

- The staff is required to complete a *First Aid and Accident Report* in the event a child is injured. Parents will receive a copy of this report.
- You will be contacted by phone if your child sustains any type of injury requiring possible additional **medical** attention during our program.
- A parent must be available in case of emergency.
- In the event of a serious injury, 911 will be called and then parents or other authorized individuals will be contacted.

## **CHILDREN WITH SPECIAL NEEDS**

- The SACC/MSTG program strives to meet the needs of every child enrolled in our program. In order to assist us in meeting your child's needs it is important that you complete the registration form in as much detail as possible. The responses that you provide will assist us in meeting your child's needs.
  - An American with Disabilities Act (ADA) accommodation request requires a two-week prior notification.
  - The parent/guardian must participate in a conference with the SACC/MSTG Administrative Office before the child can attend the program.
- If the SACC/MSTG Administrative Office is not notified in advance your child's start date may be delayed until a conference can be held.

## **MEDICATION**

- A *Medication Authorization Form (OCC 1216)* and *Medication Authorization Addendum* with a current photograph must be completed and submitted to the Center Director prior to any medication being administered at SACC/MSTG programs. The first dose must be administered at home prior to SACC/MSTG administering the medication.
  - *Medication Authorization Form Part A (MSDE OCC Form 1216)* - Prescription Medication:
    - Requires parent/guardian signature.
    - A pharmacy label must accompany any prescription medication and match the form exactly.
    - **All prescription medications must be in the original pharmacy labeled container.** Medication shall be administered according to this label or a licensed health care practitioner's written instructions, whichever are more recently dated.
    - Medication must be received from a parent or adult (18 years or older). Children may not carry medication to SACC/MSTG.
    - Please check the expiration date of medications prior to giving to the staff.

- *Medication Authorization Form Part B (MSDE OCC Form 1216)* - Non-Prescription Medication:
  - Any over the counter medication to be given multiple times requires a Health Practitioner's signature
    - Any over the counter medication can be given one time for one illness and requires only a parent's signature.
  - Staff will not accept forms that have been obviously altered (i.e. White Out used) or are incomplete.
  - If the center staff has any doubts or the forms are incomplete the medication will not be given.
- There are several additional as needed medical forms available at our website.
  - *Permission to Apply Over-the-Counter Creams and Ointments*
    - If child will be applying over-the-counter creams and ointments, i.e. sunscreen, lip balm and other external preventive applications.
    - Siblings may not share sunscreen, chapstick, and other external applications.
    - Requires parent/guardian signature.
  - *Severe Allergy Action Plan* or similar form provided by Health Practitioner
    - If child is to receive an Epi-pen or antihistamine.
    - Requires parent/guardian **AND** Health Practitioner's signature.
  - *Asthma Action Plan (DHMH Form 4643)* or similar form provided
    - Completed by the parent /guardian if child requires an as needed inhaler or nebulizer.
- If your child has a life threatening medical condition, and the necessary intervention and/or medication is not provided to the SACC/MSTG program, your child may be removed from the program until the requirements are met. If you do not intend to supply an epi-pen or inhaler for the SACC/MSTG program, you must sign the *Acknowledgment of Allergies/Medications* form. We cannot share medications with the school or accept expired medication.
- SACC/MSTG staff may not be involved in the use of g-tubes, catherizations, insulin or Glucagon administration. Administering insulin in any way may not be delegated by the Child Care Health Consultant and cannot be administered by the SACC/MSTG staff. If a child cannot administer their own insulin then a parent or their designee must administer insulin in SACC/MSTG as required on a daily or as needed basis.
- **The parent must pick up medications that have been discontinued immediately. When the child has been withdrawn from the program all medications must be picked up.**
- All medications must be picked up on the last day of school. The staff will properly dispose of any medications not picked up.

### **BEHAVIOR MANAGEMENT PROGRAM**

- The program staff utilizes positive behavior techniques to eliminate or prevent inappropriate behavior.
- Each center incorporates a positive behavior management program into their daily routine.
- Under no circumstances should a parent attempt to discipline a child other than their own during the SACC/MSTG program.
- The SACC/MSTG staff will carry out all discipline and all concerns should be brought to the attention of the Center Director.
- Parents are not permitted to have physical contact with children other than their own.
- While we do allow parents to come into the center to pick up or drop off their children, and to on occasion observe the activities in the center, it is the role of our staff (rather than parents) to direct the activities of the center and to address the needs of children attending the program.

## **STUDENT CODE OF CONDUCT**

- Since SACC/MSTG shares space with the Board of Education and children are part of both programs, consistency is important.
- The SACC/MSTG program observes and heeds the offenses and violations listed in the Student Code of Conduct found in the current Anne Arundel County Public Schools Student handbook.
- Please be aware that some of these offenses and violations require SACC/MSTG to notify the school principal and in some cases the police are notified as well.
- If your child is suspended from Anne Arundel County Public Schools, they cannot attend SACC/MSTG.

## **STUDENT ATTIRE**

- The SACC/MSTG programs also observe and heed the Student Attire policy listed within the Student Code of Conduct for Anne Arundel County Public Schools:
  - “Students are to dress in clothes that promote a safe and respectful learning environment. Clothes that create a disruptive environment or cause a health or safety hazard are not appropriate and not acceptable at school.”
  - “Headwear: Only for health, safety or religious reasons”
  - “Shoes: No bare feet”
  - “Clothing:
    - Cannot show profanity, obscenity, violence or symbols of hate
    - Cannot promote alcohol, tobacco or drugs
    - Cannot promote gang colors or gang-related signs
    - Cannot show underwear
    - Cannot show bare skin between upper chest and mid-thigh”
- Further, the SACC/MSTG programs are recreationally-oriented and require shoes secured at the heel in order to participate in organized gym/outdoor games, and on the playground equipment. (Preferred Attire = Pants/Shorts & Sneakers)
- Children must also be appropriately dressed for the weather. Maryland child care regulations require child care facilities to utilize outdoor play areas even during colder weather. Your child must be sent with a coat, hat and gloves as necessary.
- If, in the opinion of the Center Director or designee, the child is not appropriately attired, the parent/guardian will be notified. *Please be aware that your child’s attire may limit their participation in certain activities (i.e. gym/outdoor time).*

## **EXPECTATIONS OF CHILDREN ENROLLED IN SACC/MSTG**

- Every child has the opportunity to be successful in SACC/MSTG with the safety of other children and staff being our primary concern. However, we also recognize that the SACC/MSTG program may not always be the appropriate environment for your child.
- The following list of expectations is not an all-inclusive listing. There may be some additional site-specific expectations.
  - Engage in appropriate group interaction
    - Respect self, others, body, space and personal belongings
    - No hitting, pushing, kicking, or other rough contact
    - No bullying (including cyber bullying)
    - No spitting
    - Share
    - Be cooperative
    - Take turns
    - Use language that is appropriate for a child care center
  - Stay within the designated area or where directed by staff. For example in the multi-purpose room, media center, outdoor play area
  - Follow the schedule and participate in daily activities
  - Function without disruptive behavior in a supervised environment of 1 staff to 15 children

- Comply with staff requests and instructions

### **ACCOMMODATIONS FOR CHILDREN**

- Accommodations can be made to meet the needs of an individual child in many cases, however, all children will be required to meet these standards and refrain from behaviors that threaten the safety of themselves, other children or staff members.

### **INAPPROPRIATE BEHAVIOR**

- It is hoped that the positive behavior program will eliminate or prevent inappropriate behavior, but some inappropriate behavior may still be displayed.
- **The steps in the procedures may not occur in the sequence listed depending on the nature of the behavior**
- When inappropriate behavior occurs, the following procedures will be implemented:
  1. The staff will attempt to redirect the child. Additionally, the behavior will be documented and the parents or legal guardian will be notified of the issue. If the behavior involves intentionally harming another child, staff member, or threatens the safety of the child, the parent/guardian will be verbally notified on the day of the issue. The written documentation will follow no later than 3 school days after the verbal notification. **If in the opinion of the Center Director, a child's behavior compromises the safety/well-being of themselves or others, immediate suspension or dismissal from the program may result.**
  2. If the behavior occurs again, it will be documented and the parents or legal guardian will be notified of the issue. If the behavior involves intentionally harming another child, staff member, or threatens the safety of the child, the parent/guardian will be verbally notified on the day of the issue. The written documentation will follow no later than 3 school days after the verbal notification. **If in the opinion of the Center Director, a child's behavior compromises the safety/well-being of themselves or others, immediate suspension or dismissal from the program may result.**
  3. If the problem persists a parent conference will be scheduled between the parents/guardian and Center Director. Depending on the circumstances the child may be suspended until the conference is held and a plan is in place.
  4. If the problem has not been resolved following the conference and if a child is suspended the following must take place before the child can return to the center: 1) a plan must be developed and in place and 2) a re-entry conference must take place with the child, parents, Center Director and Child Care Program Specialist.
  5. If the problem persists following a suspension, dismissal from the program may result.
  6. If in the opinion of the Center Director, a child's behavior (this may include failure to comply with staff requests and instructions) presents a physical danger to themselves or others, immediate suspension or dismissal from the program may result.
  7. If the child is dismissed for the balance of the school year the parent must schedule a re-entry conference with the Child Care Program Specialist (the Center Director's supervisor) before the child can return to the program in the future.

## **PARENT COMMUNICATIONS**

- Communication between parents and the center staff is a key ingredient to the success of our programs. This is accomplished through regular communication with the parents and parental participation in scheduled events.
- Parents can contact the SACC Administrative Office with concerns or at [www.aacounty.org/recparks](http://www.aacounty.org/recparks) > School Age Child Care > Quick Links > Contact Us. Suggestion forms are also available at each center for parents to utilize in expressing their concerns.
- Please feel free to contact the SACC Administrative Office or the Center Director on site if you need to share additional information concerning your child. Parents are requested not to contact their child by telephone at the center unless it is an emergency situation.

## **PARENTS' EXPECTATIONS**

- Parental involvement is an integral component of your child having a successful experience in the SACC/MSTG program.
- We plan to meet these goals in the SACC/MSTG program through:
  - Quality, safe care of the children
  - Service of value and consistency
  - Courteous and professional treatment at all times
  - Honest information for parents pertaining to their child
  - Fostering positive peer and child/staff relationships to create an atmosphere that children enjoy
- **PARENTS MAY:**
  - Visit the center at any time, and receive a copy of all documents signed
  - Request accommodations on behalf of their child and work with staff to obtain the best results in meeting their child's needs
- **PARENTS MUST:**
  - Be courteous and respectful to center & administrative office staff, and children
    - Parent's unreasonable treatment of the staff, including inappropriate airing of complaints, use of language that is inappropriate for SACC/MSTG, and/or intimidation (physical or verbal) of the staff may result in the child being dismissed from the program
- **PARENTS ARE ENCOURAGED TO:**
  - Reinforce the rules of SACC/MSTG at home
  - Communicate concerns or problems to staff as early as possible
  - Inform staff of any changes that might affect their child's participation in SACC/MSTG