This online version is made available for all parents. Paper copies of the Parent’s Manual are available upon request, and you will be asked to sign an Acknowledgement of Policies on your child’s first day.

Anyone needing special accommodations at any of our events/conferences should contact the Child Care Administrative Office at 410-222-7856, ext. 0, or via e-mail at sacc@aacounty.org at least 7 days prior to the event/conference. TTY Users, please call Maryland Relay 7-1-1.

All materials are available in an alternative format upon request.

COVID-19 RESTRICTIONS & CHANGES AS OF 08/30/2020 ARE NOTED IN RED. (UPDATES FROM MSDE, OCC, STATE OR LOCAL HEALTH DEPARTMENTS, AND/OR THE STATE OF MARYLAND WILL BE PROVIDED VIA EMAIL AS THEY OCCUR.)

Revised 09/03/2020
Please note that full-day Pre-K centers & Child Enrichment Centers have a separate Parent’s Manual.

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WELCOME TO SACC

The Anne Arundel County Department of Recreation and Parks is pleased to offer state-licensed School Age Child Care (SACC), Child Enrichment Centers (CEC), full-day & before-and-after-school Pre-K, and Middle School Teen Group (MSTG) programs located within your neighborhood school and/or recreation center facility. Please be advised that SACC operates as a separate entity from the school/facility. 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 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 THE CHILD CARE DIVISION
The Anne Arundel County Department of Recreation and Parks' state-licensed Child Care 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 Child Care Division's programs began in September 1990 with 7 centers. Today, we typically operate 41 school year programs and assist the Department of Recreation and Parks to operate multiple Summer Camp programs. Due to the current status of Anne Arundel County Public Schools during the COVID-19 pandemic, we are operating in limited locations/capacities as full-day 7am-6pm programs.

CHILD CARE ADMINISTRATIVE OFFICE CONTACTS
- Child Care Administrative Office PHONE: 410-222-7856, Hours: Monday-Friday 8:00am-4:30pm
- Child Care Administrative Office FAX: 410-222-4478
- Please be aware that the Child Care Administrative Office follows the holidays and emergency closings schedule of Anne Arundel County Government. At the time of distribution of this Manual (as of 08/31/20), please be aware that all County government buildings are currently closed to the public. Please contact us via phone, fax or email for assistance.

CHILD CARE CENTER CONTACT INFORMATION – FIRST MARKING PERIOD PROGRAMS
- Arnold Senior Center (SACC) 443-458-2784
- Benfield ES School Age Child Care (SACC) 410-544-0687
- Davidsonville ES School Age Child Care (SACC) 410-798-9047
- Folger McKinsey ES School Age Child Care (SACC) 410-544-1014
- Freetown ES School Age Child Care (SACC) 410-590-2720
- Glendale ES School Age Child Care (SACC) 410-590-5963
- Hebron-Harman ES School Age Child Care (SACC) 410-684-3857
- High Point ES School Age Child Care (SACC) 410-360-0862
- Lake Shore ES School Age Child Care (SACC) 410-439-0372
• Mayo ES School Age Child Care (SACC)  
  410-798-1852
• Nantucket ES School Age Child Care (SACC)  
  410-721-8534
• O'Malley Senior Center (SACC)  
  443-458-2793
• Pasadena ES School Age Child Care (SACC)  
  410-544-5034
• Pascal Senior Center (SACC)  
  443-458-2803
• South County Recreation Center (Pre-K: 3-5 yr olds)  
  410-222-1517
• South County Senior Center (SACC)  
  443-458-2792
• Tracey's ES School Age Child Care (SACC)  
  410-867-4514

FROM THIS POINT FORWARD, THIS MANUAL WAS FORMULATED SPECIFICALLY FOR THE SACC PROGRAMS ONLY*.
*PLEASE NOTE THAT THERE IS A SEPARATE MANUAL FOR THE FULL-DAY PRE-K PROGRAM AT SOUTH COUNTY RECREATION CENTER.

We are so pleased to serve you and your family! If you have any comments, concerns or suggestions for our programs, please email us at sacc@aacounty.org, inform your Center Director, or feel free to contact our Child Care Administrative Office to speak with one of our Child Care Program Specialists at 410-222-7856, ext. 0.
REGISTRATION INFORMATION

ELIGIBILITY

- Children in Kindergarten through grade 5 are eligible to attend the elementary school program. Children must be 5 years old by their first day of attendance.
- Children must be toilet trained.
  - Your child must be able to be self-directed and self-sufficient in the restroom and to be able to care for their own hygiene needs.
- Every child must have all of the State mandated forms completed and on file at the center on their first day. If your child is new to our licensed school year child care programs, the necessary forms for admission are available on our website at www.aacounty.org/recparks > Child Care > Forms & Publications.
- If your child has attended SACC (licensed child care programs) at another school year location within the past two years, we will copy and send your child’s file to your current location. Parents are responsible to provide/update any missing forms from the file. The center staff on site will alert you if that is the case. An updated Emergency Form is required for every participant.
  *No one will be permitted to attend without this information on file*

REGISTRATION PROCEDURES

- Prior to your child’s first day, the Child Care Administrative Office must receive a completed registration, registration fee, and the first bi-weekly payment. Depending upon the date of registration, you may also be charged a pro-rated fee.
- Please be aware that online registration does not complete the registration process. You will immediately receive an email that your online registration was received. You must keep this for your records to verify the date of your registration.
  - After completing the online registration, the next step is to download the Required Forms for Admission. Go to: http://www.aacounty.org/departments/recreation-parks/child-care/forms-and-publications/.
  - Your child’s enrollment will not be considered complete until all required forms and the fees have been received by the Child Care Division.

HOW TO REGISTER

- Registrations may be completed on-line at our website: www.aacounty.org/recparks > Child Care. Our office is not open to the public at this time. If you do not have online access, please contact our office at 410-222-7856, ext. 0 for assistance.
- The center staff is not permitted to accept registrations.
- Do not include registrations with your payment.

REQUIRED FORMS FOR ADMISSION

All SACC Parents & Guardians are REQUIRED to provide their child’s Forms for Admission (located at: http://www.aacounty.org/departments/recreation-parks/child-care/forms-and-publications/) prior to their child attending the child care 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 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 of our child care programs):

- Emergency Form
- COVID Waiver
- Health Inventory (completed by the parent/guardian and physician);
• Blood Lead Testing (only required if: 1) your child attends the Pre-K program, or 2) if you have a child under the age of 6 years old attending the SACC program that is NOT located within their regular school)

• Immunization Certificate (only required if: 1) your child attends the Pre-K program, or 2) if you have a school-age child (K-5th grade) attending the SACC program that is NOT located within their regular school)

• Acknowledgment of Policies form (A copy of our Parent’s Manual can be found at www.aacounty.org/recparks > Child Care > Forms & Publications. You may review the Parent’s Manual electronically prior to your child’s first day of attendance. During your child’s first week, the center staff will require the Acknowledgement of Policies form to be completed. Paper copies of the Parent’s Manual are available upon request at your child’s center or by contacting our Child Care Administrative Office.)

• Custody Orders (as needed)

Required Forms for RETURNING Participants:

• Emergency Form (the center staff will require this form to be updated at the start of the school year program, at the start of the summer program and/or at the center on your child’s first day of attendance)

• COVID Waiver

• Updated Immunization Certificate (only required if: 1) your child attends the Pre-K program, or 2) if you have a school-age child (K-5th grade) attending the SACC program that is NOT located within their regular school)

• Acknowledgment of Policies form (A copy of our Parent’s Manual can be found at www.aacounty.org/recparks > Child Care > Forms & Publications. You may review the Parent’s Manual electronically prior to your child’s first day of attendance. During your child’s first week, the center staff will require the Acknowledgement of Policies form to be completed. Paper copies of the Parent’s Manual are available upon request at your child’s center or by contacting our Child Care Administrative Office.)

• Updated Custody Orders (as needed)

The following As Needed Medical Forms are also available for ALL Participants at our website. Medical Forms must be renewed on an annual basis (as indicated by the expiration dates your health provider has noted on the forms):

• Acknowledgment of Allergies/Medical Conditions
  o 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

• Allergy Action Plan
  o REQUIRED if your child is to receive an epi-pen or ant histamine during the child care program, in addition to the Medication Authorization form. Please be aware that this form REQUIRES a physician’s signature.

• Asthma Action Plan
  o REQUIRED if your child is to receive an inhaler or nebulizer during the child care program, in addition to the Medication Authorization form. Please be aware that this form REQUIRES a physician’s signature.

• Medication Authorization Form (MSDE OCC Form 1216)
  o REQUIRED if your child is taking a prescription OR non-prescription medication during the child care program. Please be aware that this form REQUIRES a physician’s signature.

• Medication Authorization Addendum Form
  o REQUIRED if your child is taking any medications during the child care program

• Permission to Apply Over-the-Counter Creams & Ointments Form
  o REQUIRED if your child will be applying over the counter creams or ointments, such as sunscreen or lip moisturizers, during the child care program

• Seizure Medication Administration Authorization Form (MSDE OCC Form 1216A)
  o REQUIRED if your child is to receive seizure medication during the child care program. Please be aware that this form REQUIRES a physician’s signature.
CUSTODY
- Anne Arundel County Department of Recreation and Park’s Child Care Division is responsible for the safety of all the children at the center.
  o 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 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.
  o SACC staff **must release** a child to his/her natural parent unless custody papers are on file stating otherwise.
  o 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.** Any and all changes MUST be submitted in writing and signed.

WAIT LIST
- Some of our locations may have a wait list prior to and/or during the school year. When an opening occurs the Child Care 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. Our wait list does not automatically roll over from one school year to the next.

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 Child Care Administrative Office that you will be withdrawing your child from the program.**
  o If you no longer require child care services, please visit our website at [http://www.aacounty.org/RecParks](http://www.aacounty.org/RecParks) > Child Care to submit a Withdrawal Form. You must log in to your account and select the “Manage Your Account” tab to access the link to the Withdrawal Form.
  o If you have already made payment and are requesting a refund the following must be adhered to:
    - A $25 processing fee will be assessed.
    - All refunds at this time are being issued via a check from the Anne Arundel County Office of Finance. The check will be mailed to the primary account holder and mailing address on your child’s account. Please allow 30-45 business days for processing and delivery.

SUMMER
- The Department of Recreation and Parks also offers a wide variety of summer program options at selected elementary schools, middle schools, and recreation center 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 typically distributed on/about February of each year.
- **A separate Summer Parent’s Manual & site-specific Packet that contains information that is unique to Summer Programs will be distributed to all parents on/before the first day of summer.**

REGISTRATION FOR SECOND MARKING PERIOD PROGRAM (2020-2021) SCHOOL YEAR
- During October of 2020, we will begin discussions regarding the structure of the Second Marking Period Child Care Programs. Once the nature of learning for the Second Marking Period has been determined by Anne Arundel County Public Schools, and we have received word if we are able to continue in our current facilities, information will be provided to families.
- Families with children registered in our First Marking Period Programs will be given first priority to register for our Second Marking Period Programs if school continues in a virtual or hybrid format.
- **IF** schools fully reopen at any point, our programs will revert back to “normal operations” status. **If this occurs, the families who were originally registered for before-and-after care for the current school year will be given priority into our regular programming.**
REGISTRATION FOR UPCOMING (2021-2022) SCHOOL YEAR

- Re-registration information for the 2021-2022 school year will be made available to the list of parents of children who were registered for the 2020-2021 school year under normal, pre-COVID operations.
- Any questions regarding this process should be directed to the Child Care Administrative Office via email at sacc@aacounty.org, or via phone at 410-222-7856, ext. 0.
BILLING INFORMATION

ELECTRONIC COMMUNICATION

- Please be aware that all communication from the Child Care Administrative Office will be automatically sent to the primary email address attached to your account. This includes, but is not limited to: newsletters, program updates, inclement weather notifications, billing statements, late payment notices, registration information, etc.

- Therefore, it is crucial that you keep your primary email address up-to-date, and that you review it on a regular basis.

- You can also manage your account online by going to our website at http://www.aacounty.org/departments/recreation-parks/ > Child Care > Log in > Manage Your Account.

FEES

- The fees for the first marking period program are based upon the hours of service, staffing, administration, and basic supplies.

- The expense is then divided into five equal bi-weekly costs (see schedule below). For this special program, accounts will be credited for scheduled days that child care is closed. For the first marking period, those days are:
  - September 7, 2020 – Labor Day
  - September 28, 2020 – Yom Kippur (school locations only)
  - November 3, 2020 – Election Day

- We cannot deduct days you do choose not to send your child from your fee. When you enroll in the program, you are reserving the time, space, staffing, and provisions whether or not your child attends.

- If you registered your child in the middle of the month, you will be billed for the pro-rated amount for the remainder of the month plus the coming month.

- For this special program offered during the COVID-19 pandemic, if parents receive notification from the Child Care Administrative Office that the program is required to close due to a possible exposure situation, those days will be credited to your account.

BI-WEEKLY PAYMENT SCHEDULE

- An email indicating your payment schedule for the First Marking Period Program will be sent to the e-mail address on file. Payments are due on the dates listed below.

- If payment is not received on time, your child will be withdrawn from the program, and the space will be offered to the next family on the wait list.

- Contact the Child Care Administrative Office at 410-222-7856, ext. 0 if you have any questions in regard to your billing statement.

- Payments are numbered one through five and correspond to the two week period of service as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>PAYMENT DUE DATE</th>
<th>Amount of Payment</th>
<th>Two-Week Period of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Due at registration notice</td>
<td>$360.00</td>
<td>09/08/20 – 09/18/20</td>
</tr>
<tr>
<td>2</td>
<td>September 7, 2020</td>
<td>$360.00</td>
<td>09/21/20 – 10/02/20</td>
</tr>
<tr>
<td>3</td>
<td>September 21, 2020</td>
<td>$360.00</td>
<td>10/05/20 – 10/16/20</td>
</tr>
<tr>
<td>4</td>
<td>October 5, 2020</td>
<td>$360.00</td>
<td>10/19/20 – 10/30/20</td>
</tr>
<tr>
<td>5</td>
<td>October 19, 2020</td>
<td>$360.00</td>
<td>11/02/20 – 11/13/20</td>
</tr>
</tbody>
</table>

PAYMENT METHODS

- Credit or Debit Card: Payments may be made online at http://www.aacounty.org/RecParks.
  - Click on "Child Care" (left side of menu)
  - Click on "Login" (gray button on right side of screen)
  - Enter email address and password
  - Click on "Submit"
  - Click on "Make Payment"

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The minimum payment due has been pre-selected in grey. This amount is due or past due at this time. Additional boxes may be selected if you would like to pay in advance for additional months of service.

- Click on “Process Payment”
- Click on “Accept” or “Decline” credit card terms and conditions. If you click on “Decline” your credit card payment cannot be processed.
- If you click “Accept” then follow the prompts for completing your credit card transaction.
- Please be aware that Anne Arundel County does not store credit card information. Therefore, you must enter your payment information for each online transaction.

- If you encounter any concerns with the above outlined process, please contact the Child Care Administrative Office at 410-222-7856, ext. 0 during business hours (8am-4:30pm, Monday-Friday) OR email us at sacc@aacounty.org.
- Payments are NOT accepted at the Child Care Center or over the phone.

FLEXIBLE SPENDING ACCOUNT (FSA)

- Flexible Spending Account forms can only be completed by the Child Care Administrative Office.
- Forms cannot be accepted or completed by center staff.
- Please scan and e-mail your form to sacc@aacounty.org, or fax to 410-222-4478.
- Please allow two (2) business days for processing.

RETURNED CHECK FEE

- There is a charge of $25 for each check or similar written instrument that is not paid in full by the financial institution on which it is drawn for a reason other than the fault or neglect of the County, when on first return “no funds”, “payment stopped”, or “account closed” is indicated, or when presented a second time for payment it is dishonored regardless of reason.
- The charge shall be imposed against the person presenting the check or instrument to the County.

DELINQUENT PAYMENTS

- Payments not received on the due dates listed above are considered late and the following policy will be adhered to:
  - If payment is not received in full (including any late pick-up fees), it will be assumed that you want your child withdrawn from the program. Your child will be unable to attend the SACC program, the wait list will be called, and your space may be given to someone else. If you wish to make payment after this has occurred, you will have to re-register for the program.
  - There will be no exceptions to this policy.
- You will be responsible for payment unless we receive a Withdrawal Form from you.

SCHOOL YEAR REFUND POLICY

If you have already made payment and are requesting a refund, the following will be adhered to:

- A $25 processing fee will be assessed on all refunds.
- No refunds will be processed until the Child Care Administrative Office receives your Withdrawal Form. If the Withdrawal Form is received after your child’s last day of attendance, the refund will be processed from the date the Child Care Administrative Office receives the Withdrawal Form.

Allow 30-45 business days from the date of processing to receive the requested refund. Refunds will be processed as a check which will be mailed. The check will be mailed to the primary account holder to the address indicated on your account. Please keep this information current to ensure proper delivery.

FINANCIAL ASSISTANCE

- Financial assistance for child care programs is available through the Child Care Scholarship system, funded by the Anne Arundel County Department of Social Services.
  - Parents are responsible for payment unless an approved scholarship voucher has been submitted to the Child Care Administrative Office.
  - Parents are responsible for any co-pay and must complete the required Attendance Log.
  - For more information, please contact the Department of Social Services at 1-866-243-8796.

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• Any other subsidy programs or third parties that parents wish to pay for their child’s account must submit a formal letter of intent for payment.
  o Parents are responsible for obtaining and submitting this letter of intent from the subsidy program or third party that will be making the payment.
  o Parents are responsible for payment unless the letter of intent has been submitted to the Child Care Administrative Office.

ANNUAL TAX STATEMENTS
Annual tax statements are emailed on the first business day on or after the fifth day of January. The tax statement will be sent to the email address of record in mid-January of each year. Our Federal ID # is 52-6000878.

BILLING, REGISTRATION AND/OR RECORDS REQUESTS
• All requests for documents or information must be made in writing to the Child Care Administrative Office. You may fax your written request to 410-222-4478, or e-mail us at sacc@aacounty.org.
• Please be aware that requests for center documentation (such as daily attendance sheets from our centers) require specific written notice, and must be requested by the legal guardian of record. Once your written request is received, a member of the Child Care Administrative Office will contact you to discuss.
PROGRAM INFORMATION

PROGRAM SCHEDULE

- The SACC program operates Monday through Friday 7am-6pm every day during the first marking period of the school year with the exception of the following dates:
  - Labor Day (September 7th),
  - Yom Kippur (September 28th) for school locations only, and
  - Election Day (November 3rd).
- When the Second Marking Period information is available from schools and senior centers, this Manual will be updated with the dates of operation.
- Visit www.aacps.org > School Calendar to view days schools are closed during which virtual learning will not be offered for the coming year.

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, including all current COVID-19 restrictions, policies and procedures. 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/facility during out-of-school time, and the availability of restroom facilities during out-of-school time. Due to current restrictions in the State of Maryland, group sizes are limited to no more than 15 people (2 staff: 13 children).

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 is trained in Health & Safety, Medication Administration, Behavior Management, and the ADA (Americans With Disabilities Act).
- 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.
- Due to current COVID-19 restrictions, in-person enrichment visitors, volunteers, and field trips are not permitted.
- Our child care center staff does not handle payments or registrations on site. All billing & registration concerns should be directed to our Child Care Administrative Office at 410-222-7856.

BASIC PROGRAM COMPONENTS & CURRENT COVID-19 RESTRICTIONS

- The program welcomes children of all abilities, and strives to reflect the interests, primary language and cultural backgrounds of the children in our care.
- The program will include opportunities for individual and group participation while providing a balance between self-selected and staff-directed. All SACC programs are licensed child care centers through the Maryland State Department of Education’s Office of Child Care (MSDE-OCC). We are proud to offer a variety of enriching opportunities that reflect our philosophy of “Education Through Recreation”, such as: Arts & Crafts, Toys/Manipulatives, Games/Activity Stations, STEM projects (Science, Technology, Engineering & Math), and Literacy opportunities.
Fall programming for the First Marking Period will look quite different than in years past for the safety & protection of your child, and to meet the current requirements in place by Federal, State and/or Local officials. If the regulations or restrictions change through the school year, the Child Care Administrative Office will update you via email to the email address you have on file. The current requirements at the time of the completion of this manual are as follows:

- **Sign-In/Out** – Parents may not access the building past the sign-in/out area at each facility. You will receive a site-specific Newsletter prior to your child’s first day outlining the arrival & dismissal procedures for your site. Temperature checks and health screening logs must be conducted at time of arrival. See the “Sign In/Out” section below for a full listing of the process.
- **Staff Sign-In/Out** – Staff members must also participate in temperature checks and health screenings upon arrival as well.
- **Masks** –
  - *Staff Members*: Rec & Parks staff members must wear masks at all times while inside county buildings/schools and when caring for children.
  - *Parents*: Parents must also wear masks when dropping off & picking up their children, and when inside county buildings.
  - *Children*: Children ages 5 and over must wear a mask during arrival, dismissal, and while in care. They may remove their masks while eating, and during outdoor play if 6 feet of social distance can be maintained.
- **Groups** – Children must remain in the same group and the same room the entire week.
- **Sanitizing** – Heightened sanitizing procedures are in place multiple times throughout the day, with an emphasis on wiping down frequently touched surfaces (such as door handles, tables, chairs, etc.), sanitizing restrooms between each use, and sanitizing toys/manipulatives between uses and at the end of each day.
- **Social Distancing** – Social distancing between children that are not of the same household will be maintained to the best of our ability & whenever possible. Please assist us in this endeavor by explaining and reinforcing this concept at home.
- **Field Trips & In-Person Enrichment Visitors** – At this time, all field trips and in-person enrichment visitors are canceled at this time to lessen exposure.

### Virtual Learning Time

- **Schedule:**
  - During the program, time periods will be set aside for structured learning time.
  - This will follow the daily/weekly schedule as indicated by Anne Arundel County Public Schools for elementary students.
- **Wi-Fi Access:**
  - All school buildings and senior centers have “Guest Wi-Fi” available for our programs to utilize for your child’s virtual learning. This is provided at no charge to families.
  - *Please be patient with*
- **Materials:**
  - Parents must provide the following materials to facilitate virtual learning: Laptop/Chromebook, charger, and headphones. All items must be labeled with your child’s name.
  - In addition parents must provide instructions for logging their child in on their device, your child’s Student ID #, and your child’s learning schedule. Please also alert center staff if your child will be participating in virtual “Friends & Fun” times on Tuesdays and Thursdays.
- **Education/Behavior Plans:**
  - Providing the Center Director with your child’s current educational and/or behavioral plans (such as IEP, 504, etc) will assist staff with facilitating your child’s learning environment.
  - The Center Director will work with our Academic Liaison to review any plans submitted and determine any appropriate adjustments to assist your child.
- **Staff Support:**
  - Staff will be available to assist with logging in to Wi-Fi and supporting students with redirection, reading instructions, and prompting to follow the scheduled learning times, etc. However, **staff is not responsible for reviewing classwork/homework for completeness or accuracy.**

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- Please be aware that SACC is not considered a tutoring program, and that the center staff hired to care for your children’s well-being are NOT certified educators with the school system. Our programs are recreational in nature and serve to keep your child safe so that they may continue to work.
- Any concerns with your child’s learning must be referred to your child’s Anne Arundel County Public Schools classroom teacher. It is the parent’s responsibility to ensure your child has submitted all required graded assignments.
- If your child is refusing to complete their assignments, this will be shared with the parents for their intervention at home.
  - **Alternative Activities:**
    - The level of quiet/engagement during virtual learning time will depend on the number of children/behaviors/ages of children at the center. Headphones are required to limit distractions.
    - Please be aware that virtual learning times will be staggered (by grades). For example, some students log in starting at 8:30am, while others will log in at 9:00am.
    - Kindergarteners will also not start instruction until the second week of school.
    - It also may take time for some students to receive the necessary electronic devices from the school system.
    - The center staff will do their best to manage these varying times, schedules, and levels of attention. Alternative quiet/academic-oriented activities will be provided for children who are not engaging in virtual learning at the same time as other students. They will be expected to remain seated and quiet during these times.
    - Devices brought from home may not be used for video games during learning time.
  - **Parent Communication:**
    - If there have been concerns with your child’s device, Wi-Fi access, attentiveness, participation, or behavior during Virtual Learning time, the center staff members will complete an Academic/School Time Report for you.
    - Under current child care restrictions due to COVID-19, parents are unable to access the child care space in person at this time. However, center staff may be contacted by phone to discuss/make suggestions.
    - For more serious/ongoing concerns or challenges, the Center Director, Child Care Supervisor and/or Academic Liaison may schedule a virtual Parent Conference to work together with you on strategies for success moving forward.

- **Food/Drinks**
  - We received the wonderful news in September that, through our partnership with Anne Arundel County Public Schools Food and Nutrition Services, we are able to provide a free breakfast and lunch to all child care participants daily.
  - September menus that were provided to us by AACPS are attached to the back of this Manual. Please be aware they are subject to change. After September, any menus received by AACPS will be posted in your child’s center. Please speak to the center staff on site for a copy.
  - Breakfast will be served at approximately 8:00am, and Lunch will be served at approximately 11:45am. Your child must be present by those times in order to receive the meals.
  - Parents must provide a PM snack and drink daily. The snack must be provided in a disposable bag (brown paper lunch bag, or Ziploc bag).
  - Each child should also be sent with a labeled water bottle. Water will be provided at every program.

- **Physical Fitness**
  - The program will include opportunities for your child to play outside daily (weather permitting).
    - We are able to utilize playground equipment at school locations.
    - Senior centers do not have playground equipment on the grounds; however, an outdoor space has been designated for fresh air/play at these locations as well.
  - Due to the current COVID-19 restrictions governing shared space & the limited availability of space in buildings, we are unable to utilize indoor gymnasiums at this time.
- **Additional Opportunities**
  - **Community Service Projects**
    - Opportunities are given throughout the school year in which children can participate in service to their community. Your Center Director will provide more information for your individual center’s selected projects.
  - **Take 25 Program**
    - In conjunction with the National Center for Missing and Exploited Children, SACC participates in the Take 25 safety initiative each May.
    - The Take 25 Campaign encourages parents, guardians, educators and others to take 25 minutes to talk to children about safety.

- **Family Communication & Participation Opportunities**
  - **Online Parent Surveys** – We highly encourage parents to complete our Online Surveys upon receipt. These are carefully reviewed each and every year, and utilized to make program improvements!
  - **Parent Newsletter** sent to the e-mail address on file
  - **Parent Conferences** – Center Directors (and/or the Child Care Administrative Office) will contact you if they feel there is an immediate need for a parent conference. During the pandemic, these will be conducted virtually.
  - **Parents are always welcome to share their comments, concerns, send congratulations, or request a conference by speaking with your Center Director, via our e-mail address at sacc@aacounty.org, or by contacting the Child Care Administrative Office.**

- **SACC Child Personal Property Policy**
  - Children **are not permitted** to bring/utilize toys, games, collectible cards, electronics, CD’s, CD players, Game Boys, Tablets, I-Pods, MP3 Players, etc. from home to the center. **Laptops/Chromebooks provided from home for virtual learning are the exception to this rule during our first marking period programs.**
  - On special occasions, your child’s individual center **may utilize a Toy From Home Permission Slip** in order for your child to bring a special toy. The form must be completed in advance for your child to participate.
  - The SACC 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, smart watch/device, or similar electronic devices during SACC hours.

- **SACC Pet Policy**
  - You may not bring your family pet to visit the center.
  - Some centers have implemented a “SACC Pet” (typically fish) as part of their Science Station at the center. If your child has pet allergies, please alert the center staff so we may take the appropriate precautions.

- **SACC Facility Policy**
  - All SACC locations utilize school buildings and county facilities. Therefore, we must abide by Anne Arundel County Public Schools & Anne Arundel County Government policies.
  - Please be aware there is no smoking allowed on school grounds or in/around the child care centers.
o Please also be aware that many buildings have recording devices in/around the grounds for safety monitoring purposes. This means that you/your children may be monitored when picking up/dropping off at SACC locations.

- **Student Attire**
  The SACC programs observe and heed the Student Attire policy listed within the Student Code of Conduct for Anne Arundel County Public Schools:
  o "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."
  o "Headwear: Only for health, safety or religious reasons"
  o "Shoes: No bare feet"
  o "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 programs are recreationally-oriented and require shoes secured at the heel in order to participate in organized 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).

### SIGN IN/SIGN OUT
- Parents must sign their child in for the morning program and out at the time of pick up each evening.
  - For your child's safety, children are NOT permitted to sign themselves in and out of the program for any reason.
  - The following COVID-19 restrictions are currently in place:
    - Parents & children are required to wear a mask upon arrival & at pick-up time.
    - Parents are not able to enter the child care space in each facility.
    - IF the facility has a small lobby area, parents will complete sign-in/out procedures there.
    - IF the facility does NOT have a small lobby area, curbside sign-in/out procedures will be developed for your location.
    - Parents will be notified by newsletter prior to the start of the program with the specific arrival/dismissal procedures at your child’s center.
    - All programs will utilize the following required procedures:
      - A temperature check and health screening log for your child must be completed daily upon arrival.
      - Please bring a thermometer from home. Check your child’s temperature in front of the child care staff member and show them the temperature. This information will be recorded on the temperature log.
      - If you do not own a thermometer, there will be a temporal thermometer on site for your use. Staff will hand you the thermometer to utilize, then sanitize after each use.
      - Each parent is required to sign in & out daily. This is a legal record and must be completed. We suggest that you bring your own pen to do so. If you do not, a pen will be provided for you. Staff will sanitize between each use.

- Children will be released only to the individuals (13 years and older) authorized to pick up the child.
o 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.

o 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 staff of any changes in pick up schedules.
- SACC staff will not accept children into the program in the morning if the building is inaccessible, utilities not available, etc. Parents may be requested to stay with their child until building access status is determined.

- Please make sure that the information on your Emergency Form is kept current.

**LATE PICK-UP OF CHILDREN**

- **All centers close promptly at 6:00 PM.**
- The center/school/facility clock is the official time.
  - A late pick up fee will be assessed at the rate of $3.00 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 Child Care 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 will 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. Therefore, 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.

- See Inclement Weather and Emergency Closings section for further information regarding Late Pick-Up fees/consequences in those situations.

**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. The Recreation & Parks’ Child Care Division does NOT provide transportation to/from the program.

**SCHOOL CALENDAR**

- Due to the fact that we utilize space in the school buildings, the SACC 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 school calendar: [www.aacps.org](http://www.aacps.org).

- **Scheduled School Holidays:** There will be NO state-licensed SACC programs available on school holidays in which we are unable to access the buildings. For the First Marking Period Program, those dates are as follows:
  - Labor Day (September 7, 2020)
  - Yom Kippur (September 28, 2020) – School locations only will be closed; Senior Centers remain open
  - Election Day (November 3, 2020)

**Inclement Weather and Emergency Closings**

- The Anne Arundel County Department of Recreation and Parks SACC programs follow the policies and schedule of the Anne Arundel County Public School System & Anne Arundel County Government. This year, inclement weather decisions regarding delays or closings will be made by the Department of Recreation & Parks in communication/partnership with our facilities.

- Parents are encouraged to take the following steps for information regarding delays or closings:
• Check the Cancellations page on the Anne Arundel County website at www.aacounty.org.
• Subscribe to our Text Message Alert System via the Civic Ready mass notification system in order to be notified of emergency closings.
  ▪ Please visit www.aacounty.org/services-and-programs/recreation-and-parks-alerts or visit www.aacounty.org and search “Alerts” to opt in to the County’s new Civic Ready mass notification system for Child Care Alerts. In this system, parents will have the option to sign up for text, email, and/or phone alerts, in addition to being able to select the language in which they prefer to hear the message.
  ▪ Parents will be responsible for all text charges from their mobile phone carrier.

• **UNUSUAL EMERGENCY CIRCUMSTANCES:** The Child Care Division reserves the right to close child care programs independently of an AACPS decision in the event of an unusual emergency or large-scale weather event for the safety of staff, participants, and families.

• Please be aware that the Child Care 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.
• Parents are responsible for this information, which is pertinent to the protection of their child.
• You must inform the Child Care Administrative Office and the Center Director of any changes. Your online registration account information needs to be updated at our website. Go to www.aacounty.org/recparks >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.
  o 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.**
  o 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 centers will review fire drills & emergency drills with the children.
• 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.
• If there is an actual emergency occurring in the area, the school and/or center may be required to go into “Shelter in Place” or “Lockdown” mode. If this is the case, staff will attempt to communicate this to parents by placing a sign on the parent door (if the emergency situation allows staff the ability to do so). Please be aware that you may not be able to gain entry to the building during these types of situations as staff may be unable to answer the door. For your own safety, please seek shelter. Staff will communicate the “All Clear” and release your child to you as soon as it is safe to do so.

**ILLNESS**

• Children who are ill are not permitted to attend the program.
  o **The following COVID-19 Restrictions are in place:**
    ▪ If your child, or anyone in your household is: 1) being tested for the coronavirus, 2) has tested positive for the coronavirus, OR 3) is experiencing the symptoms of the coronavirus (such as fever, dry cough, shortness of breath), your child may not attend the program and you must notify the Center Director or Child Care Administrative Office (410-222-7856, ext. 0 during business hours, or at sacc@aacounty.org before/after hours) immediately.
    ▪ If your child has a fever of 100.4 degrees F or higher, your child may not remain in the program.
- Please be aware that we are required to report potential or positive cases of COVID-19 for anyone on site to our local Health Department and the Maryland State Department of Education’s Office of Child Care. They will inform us of next steps, which may include the closing of the facility until further notice.
- If such steps must be taken, all staff members and families will be informed to self-quarantine until further notice, and will be updated with more information as it becomes available to us.
- If a program is required to close for this reason, parents will be given a credit to their account for any missed days.
- If you/someone in your household is being tested for the coronavirus, you will be required to provide a copy of the letter from your contact tracer/the Health Department releasing your child to return to child care and/or identifying your negative results before you can return. At this time, the rapid test may not be accepted for negative results.

- In the event your child becomes ill during our program, every attempt will be made to contact you or the person listed as the emergency contact. Until picked up, your child will be kept away from the other children.
- Children with special medical needs must have a plan (i.e. Asthma Action Plan, 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.aahealth.org/physicianslink/communicablereportable.asp for details. Some examples for notification are conjunctivitis, 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.
- If a staff member contacts you to inform you that your child is ill and that your child must be picked up, you must make arrangements for your child to be picked up from the Center in a timely manner. Refusal to pick up your child when they are ill or injured, or not providing accurate contact information to be used in an emergency, may result in your child being dismissed from our program. Please assist us in keeping your child safe.

**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. Please provide us with accurate contact information.
- In the event of a serious injury, 911 will be called and then parents or other authorized individuals will be contacted.
- Refusal to pick up your child when they are ill or injured, or not providing accurate contact information to be used in an emergency, may result in your child being dismissed from our program. Please assist us in keeping your child safe.

**CONCUSSION AWARENESS**
The Department of Recreation & Parks is committed to your child’s safety. Since your child will be involved in active play & health, fitness, sports & game activities as a part of any of our Child Care programs, we want you to be informed of the signs & symptoms of a concussion. It is a Departmental requirement that this be provided to all parents participating in Recreation & Parks programming.

- **What is a concussion?** A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a
blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild blow to the head can be serious.

- **What are some warning signs of a concussion?** – For Immediate Action, call 911.

<table>
<thead>
<tr>
<th>Signs Observed by a Parent/Guardian</th>
<th>Signs Reported by the Participant/Child</th>
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<tbody>
<tr>
<td>• Appears dazed or stunned</td>
<td>• Headache or “pressure” in the head</td>
</tr>
<tr>
<td>• Is confused about assignment or position</td>
<td>• Nausea or vomiting</td>
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<tr>
<td>• Forgets sports plays/activities</td>
<td>• Balance problems or dizziness</td>
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<tr>
<td>• Moves clumsily</td>
<td>• Double or blurry vision</td>
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<tr>
<td>• Answers questions slowly</td>
<td>• Sensitivity to light</td>
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<tr>
<td>• Loses consciousness (even briefly)</td>
<td>• Sensitivity to noise</td>
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<tr>
<td>• Shows behavior or personality changes</td>
<td>• Feeling sluggish, hazy, or groggy</td>
</tr>
<tr>
<td>• Can’t recall events prior to hit or fall</td>
<td>• Concentration or memory problems</td>
</tr>
<tr>
<td>• Can’t recall events after hit or fall</td>
<td>• Confusion</td>
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<tr>
<td></td>
<td>• Does not “feel right”</td>
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- **What should you do if you think a concussion has occurred?**
  1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe to return to play.
  2. **Keep your child out of play/activity until medically cleared.** Concussions take time to heal. Don’t let your child return to play/activity until a health care professional says it’s okay. Children, who return to play/activity too soon, while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
  3. **Inform all coaches/instructors/staff members about any recent concussions.** Coaches/Instructors/Staff should know if your child has a recent concussion. Your child’s coach/instructor/staff member may not know about a concussion your child received in another sport or activity unless you tell them.
  4. **Helping your child return to sports/activities safely after a concussion.** As your child’s symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to activities after a concussion may need to: 1) Take rest breaks as needed, 2) Spend fewer hours at activities, and 3) If in doubt, sit it out!

**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 programs. The first dose must be administered at home prior to SACC administering the medication.

- Please be aware that the County assumes no liability and the parent(s), on behalf of themselves and their minor child, hereby holds the County harmless and waives any and all claims for personal injury to the minor child as the result of the application/administration or failure to apply/administer any ointment/medication for the minor child by any County employee or volunteer.

  o Medication Authorization Form (MSDE OCC Form 1216) – Prescription or Non-Prescription Medication:
    - Both prescription & non-prescription medications require parent/guardian signature and a health practitioner’s 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.
    - Please check the expiration date of medications prior to giving to the staff.
o Staff will not accept forms that have been obviously altered (i.e. White Out used) or are incomplete.
o 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 (see "Required Forms for Admission" section for a full listing):
  - **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 preventative applications.
    - Siblings may not share sunscreen, chapstick, and other external applications.
    - Requires parent/guardian signature.
  - **Allergy Action Plan 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) provided**
    - Completed by the parent/guardian if child requires an as needed inhaler or nebulizer.
  - **Acknowledgment of Allergies/Medications form**
    - If your child has a life threatening medical condition, and the necessary intervention and/or medication is not provided to the SACC 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 program, you must sign the Acknowledgment of Allergies/Medications form. We cannot share medications with the school or accept expired medication.

- SACC staff may not be involved in the use of g-tubes, catherizations, or the administration of medications that require mixing/measuring/drawing up by center staff in any way. This may not be delegated by the Child Care Health Consultant and cannot be administered by the SACC staff. If a child cannot administer this type of medication for themselves, then a parent or their designee must administer similar-type medication in SACC as required on a daily or as needed basis.

- The parent must pick up medications that have been discontinued immediately. When your child has been withdrawn from the program all medications must be picked up. Following their MSDE-OCC Medication Administration training, the staff is required to properly dispose of any medications not picked up.
- Likewise, all medications must be picked up on the last day of school.

**CHILDREN WITH SPECIAL NEEDS**

- The SACC 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 vitally 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 Child Care Administrative Office before your child can attend the program. Please utilize this conference as an opportunity to share with us your child’s IEP, 504 Plan, or any other specialized education plan they may have on file with the school. With your written permission, we are also able to speak with early intervention, special education, or other outside agencies in order to meet your child’s needs in our program.
- Please be aware that if the Child Care Administrative Office is not notified in advance, your child’s start date may be delayed until a conference can be held.

**BEHAVIOR MANAGEMENT PROGRAM**

- The program staff utilizes positive behavior techniques to eliminate or prevent inappropriate behavior, which includes:
  - **Providing choices:** As a part of our regular classroom design, each Center Director employs the use of choices for children throughout the program day. This encourages a more positive environment for children, giving them the opportunity to select activities they wish to engage in for the majority of the program day.
o Redirection: A child may be redirected to another activity in the room and when appropriate to the situation, the child is given an actual choice between two other appropriate activities (i.e. cars vs. legos).

o Rules: At the start of each school year, the children and staff gather together to review and come up with each site’s rules (which mimic the expectations noted in the Parent’s Manual). In this way, the children are made aware of the expectations of the program before negative behavior is displayed.

o Reflection & Problem Solving: Program staff teaches children to use reflection (i.e. to think about their choice) and problem-solving skills. Parents can expect to see some of the following examples of staff encouraging problem solving among children: 1) Adults modeling problem solving techniques & offering suggestions, 2) Adults encouraging children to work amongst themselves to solve their problem, and 3) Adults encouraging the children to solve their problems with the assistance of an adult.

- Under no circumstances should a parent attempt to discipline a child other than their own during the child care program. The center 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.
- 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.

EXPECTATIONS OF CHILDREN ENROLLED IN CHILD CARE

- Every child has the opportunity to be successful in our child care programs with the safety of all of the children and staff being our primary concern. However, we also recognize that the SACC program may not always be the appropriate environment for your child. It is important for parents to recognize that the size or type of the individual SACC program may not always be the appropriate environment for your child’s needs.
- The following list of expectations is not an all-inclusive listing. There may be some additional site-specific expectations:
  o Engage in appropriate group interaction
    Respect self, others, body, space and personal belongings
    No biting, 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
  o Stay within the designated area or where directed by staff. For example in the multi-purpose room, media center, outdoor play area, etc.
  o Follow the schedule and participate in daily activities
  o Function without disruptive behavior in a supervised environment of 1 staff to 14 children
  o 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. As stated before, staff remind children to make good choices, and may use one or more of the following consequences for inappropriate behavior: Take 5
(time-out), loss of activity, redirection, Take 5 plus (longer time-out), peace table, problem solving session, reflection and/or “think” sheets, etc.

- The steps in the procedures below may not occur in the sequence listed depending on the nature of the behavior.
- When inappropriate behavior occurs, the following procedures will be implemented:
  - 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/staff, the parent/guardian will be verbally notified on the day of the issue. The written documentation will follow no later than 3 business 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.
  - 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/staff, 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.
  - 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) to determine if the child can return to the program in the future.

Since SACC shares space with the Board of Education and children are part of both programs, the SACC program must also heed 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 to notify the school principal and in some cases the police are notified as well. Other examples of infractions that may require immediate and/or extended suspension/expulsion from the program are: possession or use of a real or “fake” weapon or firearm; sale, distribution, or attempts to sell drugs or alcohol; verbal or physical threats; profanity or abusive language (including ethnic or racial slurs); maliciously cutting, defacing, or otherwise damaging property; open and/or persistent defiance of a staff member; and sexual harassment. The policy is based on the seriousness of the offense, the attitude and age of the student, the pattern of misconduct, and the degree of cooperation.

PARENT COMMUNICATIONS

- Communication between parents and the center staff is a key ingredient to the success of our programs. See the Family Communication & Participation section of this manual for a full listing of the many wonderful opportunities available to families to participate in our programs throughout the year. Please be aware that in-person events are limited at this time.

- Parents can always contact the Child Care Administrative Office by emailing us at sacc@aacounty.org with concerns and suggestions. Suggestion forms are also available at each center for parents to utilize in expressing their concerns.

- Please feel free to contact the Child Care 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

- We are so pleased to serve you and your family! If you have any comments, concerns or suggestions for our programs, please email us at sacc@aacounty.org, inform your Center Director, or feel free to contact our Child Care Administrative Office to speak with one of our Child Care Program Specialists at 410-222-7856, ext. 0.

- Parental involvement is an integral component of your child having a successful experience in the SACC program!

- We plan to meet these goals in the SACC 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:
  o Receive a copy of all documents signed
  o Request accommodations on behalf of their child and work with staff to obtain the best results in meeting their child’s needs

• PARENTS MUST:
  o Be courteous and respectful to center & administrative office staff, children, and other parents.
  o Make their own arrangements for the pick-up and drop-off of their children. Under no circumstances is staff permitted to provide transportation to or from a program for unrelated participants.
  o Keep current all phone numbers, e-mail addresses, and health information.
  o Please be aware that the following concerns may result in your family being dismissed from our child care and/or recreation & parks programs:
    ▪ 1) Parent/guardian’s unreasonable treatment of the staff/children/parents, including inappropriate airing of complaints, use of language that is inappropriate for SACC, and/or intimidation (physical or verbal) of the center or office staff, other parents or children,
    ▪ 2) Parent/guardian may not correct any child other than their own during the program. Any concerns witnessed with another child must be immediately reported to a staff member for their handling of the situation.
    ▪ 3) Parent/guardian refuses to pick up (or send someone to pick up) their child in cases of illness, injury, or behavioral emergency, or
    ▪ 4) Parent/guardian does not provide accurate contact information in order to contact them in an emergency situation.
    ▪ 5) Parent/guardian does not provide information regarding coronavirus symptoms or test results.

• PARENTS ARE ENCOURAGED TO:
  o Reinforce the rules of SACC at home
  o Communicate concerns or problems to staff as early as possible
  o Inform staff of any changes that might affect their child’s participation in SACC
COMMUNITY RESOURCES

The following is a list of resources that we are aware of that parents have available to them in the community. *The Child Care Division is not responsible for the recommendations or information given by any of the below agencies.* We are providing the below information as a resource for our families:

- Anne Arundel County Board of Education 410-222-5000
- Anne Arundel County Child Find (ages 3-5) 410-766-6662
- Anne Arundel County Child Protective Services 410-421-8400
- Anne Arundel County Department of Recreation & Parks
  Recreation Division – School Break Fun Days, Summer Fun/Camps 410-222-7313
- Anne Arundel County Department of Recreation & Parks
  Child Care Division (SACC, Pre-K & Summer SACC) 410-222-7856
- Anne Arundel County Department of Social Services 410-269-4500
- Anne Arundel County Infants and Toddlers Program (birth-age 3) 410-222-6911
- Anne Arundel County Systems of Care Network 1-800-485-0041
- Anne Arundel County Public Library ([www.aacpl.net](http://www.aacpl.net)) 410-222-7371
- Arundel Child Care Connections Office 443-782-5001
- LOCATE: Child Care (Child Care Referral Service for parents) 1-877-261-0060
- Maryland Children Health Program 410-222-4792
- Maryland Family Network 410-659-7701
- MSDE-Office of Child Care (Region I – Annapolis) 410-573-9522
- The Abilities Network: Project ACT 410-828-7700
- The Planning Council (USDA Child Food Program) 1-800-410-9774

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For questions, concerns or to file a complaint contact your regional office

<table>
<thead>
<tr>
<th>Region</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Anne Arundel</td>
<td>410-573-9522</td>
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<tr>
<td>Baltimore City</td>
<td>410-554-8315</td>
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<tr>
<td>Baltimore County</td>
<td>410-583-6200</td>
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<tr>
<td>Prince George’s</td>
<td>301-333-6940</td>
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<tr>
<td>Montgomery</td>
<td>240-314-1400</td>
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<tr>
<td>Howard</td>
<td>410-750-8770</td>
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<tr>
<td>Western Maryland, Allegany,</td>
<td>301-791-4585</td>
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<tr>
<td>Garrett &amp; Washington</td>
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<tr>
<td>Upper Shore, Kent, Dorchester,</td>
<td>410-819-5801</td>
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<tr>
<td>Talbot, Queen Anne’s &amp; Caroline</td>
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<tr>
<td>Lower Shore, Wicomico, Somerset</td>
<td>410-713-3430</td>
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<tr>
<td>&amp; Worcester</td>
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<tr>
<td>Southern Maryland, Calvert,</td>
<td>301-475-3770</td>
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<tr>
<td>Charles &amp; St. Mary’s</td>
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<tr>
<td>Harford &amp; Cecil</td>
<td>410-569-2879</td>
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<tr>
<td>Frederick</td>
<td>301-696-9766</td>
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<tr>
<td>Carroll</td>
<td>410-549-6489</td>
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</table>

Resources

Child Care Subsidy - Assists parents with cost of childcare
1-866-243-8796

Consumer Product Safety Commission (CPSC) - regulates certain products used in childcare
cpsc.org

Maryland EXCELS - Maryland’s Quality Rating System for Childcare Facilities
marylandexcels.org

Maryland Developmental Disabilities Council - May assist with ADA issues
md-council.org

Maryland Family Network - Assists parents in locating childcare
Marylandfamilynetwork.org

PARTNERS Newsletter - What’s happening in the Division of Early Childhood Development
Earlychildhood.Marylandpublicschools.org

To this site to check provider inspection violations
checkccmd.org

The OCC Regional Office will investigate your complaint to determine if child care licensing regulations have been violated. All confirmed complaints against child care providers may be viewed at CheckCCMD.org.

For additional help, you may contact the Program Manager of the Licensing Branch at 410-569-8071.

OCC 1524 (8/2016)
Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care’s (OCC), Licensing Branch.

The Licensing Branch’s thirteen Regional Offices are responsible for all regulatory activities, including:

• Issuing child care licenses and registrations to child care facilities that meet state standards;
• Inspecting child care facilities annually;
• Providing technical assistance to child care providers;
• Investigating complaints against regulated child care facilities;
• Investigating reports of unlicensed (illegal) child care; and
• Taking enforcement action when necessary.

COMAR Regulations and other information about the Office of Child Care may be found at:
earlychildhood.marylandpublicschools.org/child-care-providers/office-child-care

What are the types of Child Care Facilities?

Family Child Care — care in a provider’s home for up to eight (8) children

Large Family Child Care — care in a provider’s home for 9-12 children

Child Care Center — non-residential care

Letter of Compliance (LOC) — care in a child care center operated by a religious organization for children who attend their school

All facilities must meet the following requirements:

• Must obtain the approval of OCC, fire department and local agencies;
• Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
• Family child care providers must maintain certification in First Aid and CPR;
• Child Care Centers must maintain a ratio of one staff certified in first aid and CPR per every twenty (20) children at all times;
• Must offer a daily program of indoor and outdoor activities;
• Must maintain a file with all required documentation for each enrolled child;
• Must post approved evacuation plans, conduct fire drills and emergency preparedness drills; and
• Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury or injurious treatment.

Did You Know?

• Regulations that govern child care facilities may be found at: earlychildhood.marylandpublicschools.org/regulations
• The provider’s license or registration must be posted in a conspicuous place in the facility;
• A child care provider must enter into a written agreement, with a parent, that specifies fees, discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
• Parents/guardians may visit the facility without prior notification any time their children are present;
• Written permission from parents/guardians is required for children to participate in any and all off property activities;
• All child care facilities must make reasonable accommodations for children with special needs;
• A “Teacher” qualified person must be assigned to each group of children in a child care center;
• Staff:child ratios must be maintained at all times in child care centers;
• Parents/guardian must be immediately notified if children are injured or have an accident in care;
• Child care facilities may have policies beyond regulatory requirements;
• OCC should be notified if a provider has violated child care regulations;
• Parents/guardians may review the public portion of a licensing file; and
• The provider’s compliance history may be reviewed on CheckCCMD.org.
### School Meals @ Curbside

noon to 12:30 p.m.
Mobile Meals @ Curbside
visit www.aacps.org/mealpickup for times

September 7 – 18, 2020

<table>
<thead>
<tr>
<th>Monday</th>
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<td>Ultimate Breakfast Round Fruit Juice, Milk</td>
<td>Yogurt &amp; Goldfish Crackers Fruit Juice, Milk</td>
<td>Muffin Fruit Juice, Milk</td>
<td>Cheese Stick &amp; Mini Muffin Fruit Juice, Milk</td>
<td>Sweet Potato Roll Fruit Juice, Milk</td>
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<tr>
<td>Nacho Bites, Baby Carrots, Peach, Milk</td>
<td>Teryaki Chicken w/Rice Corn &amp; Black Bean Salad Apple Milk</td>
<td>Rotini w/Abras Sauce Sea Salt Chickpeas Mixed Green Salad Strawberry Cup Milk</td>
<td>Taco w/Corn Chips Celery Sticks Applesauce Milk</td>
<td>Stuffed Crust Pizza Grape Tomatoes Mixed Fruit Milk</td>
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<td>Yogaert &amp; Elf Grahams Fruit Juice, Milk</td>
<td>Muffin Fruit Juice, Milk</td>
<td>Cheese Stick &amp; Mini Muffin Fruit Juice, Milk</td>
<td>Raspberry &amp; Cream Cheese Bar Fruit Juice, Milk</td>
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<td>Taco w/Corn Chips Corn &amp; Black Bean Salad Applesauce Milk</td>
<td>Pizza Sticks w/Marinara Sauce Sea Salt Chickpeas Mixed Green Salad Nectarine Milk</td>
<td>Chicken Drumstick w/Corn Chips Celery Sticks Peach Cup Milk</td>
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Menu Subject to Change

For complete list of meal sites visit www.aacps.org/mealpickup

Anne Arundel County Public Schools
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### School Meals @ Curbside

**Noon to 12:30 p.m.**  
Mobile Meals @ Curbside  
visit [www.aacps.org/mealpickup](http://www.aacps.org/mealpickup) for times

**September 21 – 30, 2020**

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<td>Bananas</td>
<td>Yogurt &amp; A+ milk</td>
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<td>Cheese Sticks &amp; Muffin</td>
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<tr>
<td>Pancakes w/Sausage</td>
<td>General Tso's Chicken w/Rice</td>
<td>Garlic French Bread Pizza</td>
<td>Taco w/Corn Chips</td>
<td>Stuffed Crust Pizza</td>
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<tr>
<td>Baby Carrots</td>
<td>Corn &amp; Black Bean Salad</td>
<td>Sea Salt Chickpeas</td>
<td>Celery Sticks</td>
<td>Grape Tomatoes</td>
</tr>
<tr>
<td>Peaches</td>
<td>Apple</td>
<td>Mixed Green Salad</td>
<td>Orange</td>
<td>Mixed Fruit</td>
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<tr>
<td>Milk</td>
<td>Milk</td>
<td>Strawberry Cup</td>
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**Schools Closed**

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<td>Yogurt &amp; Elf Grahams</td>
<td>Muffin</td>
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<tr>
<td>Taco w/Corn Chips</td>
<td>Corn &amp; Black Bean Salad</td>
<td>Korean BBQ Meatballs w/Rice</td>
<td>Sea Salt Chickpeas</td>
<td>Stuffed Crust Pizza</td>
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<td>Apple sauce</td>
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<tr>
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</tbody>
</table>

Menu Subject to Change

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