

# Seven Oaks

## School Age Child Care (SACC)

### August 2024 Newsletter

#### CHILD CARE DIVISON

1 Harry S. Truman Parkway,  
Suite 105, Annapolis, MD 21401  
(phone) 410-222-7856

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

Email address:

[sacc@aacounty.org](mailto:sacc@aacounty.org)



## Welcome Back!



### WELCOME!

We would like to extend a warm welcome to you and your family. Our Seven Oaks Child Care staff looks forward to getting to know your child(ren)!



Sincerely,

**Ms. Marian Duckett, Director**



### PROGRAM HOURS

Operates from 6:30am-start of school day, and from the end of school day-6pm, every day schools are open for students. ☺

### IMPORTANT DATES



**August 26<sup>th</sup>** – First day of School and Child Care for Grades 1-5 and Grade 6 only

**August 27<sup>th</sup>** – School and Child Care open for Grades 1-8

**Aug 26<sup>th</sup>- Aug 30<sup>th</sup>** – Staggered openings for Kindergarten

**September 2<sup>nd</sup>** – Labor Day; Schools, **Child Care and Child Care Administrative Office CLOSED**

**September 10<sup>th</sup>** – Child Care payment due for October (*Your payment will be due on the 10<sup>th</sup> of each month for the coming month*)

**October 3<sup>rd</sup>** – Rosh Hashanah; Schools and **Child Care CLOSED**. Child Care Administrative Office OPEN.

If you have any question, please direct them to the Child Care Administrative Office before August 26<sup>th</sup>. If you need to reach the center on/after August 26<sup>th</sup>, please call:

**SEVEN OAKS**

Child Care Line: **410-674-7180**

### READY, SET, ...REGISTERED?

Registration is not considered complete until we have received your **Required Forms for Admission**. **Your child will be unable to attend without the required forms!** This is a State licensing requirement.

**NEW CHILD?** Your child's required forms can be found on our website at:

<https://www.aacounty.org/recreation-parks/child-care/forms-admission>. For a paper copy of the forms, please call 410-222-7856 ext. 0 or speak to your Director.

**RETURNING CHILD?** If your child attended our licensed child care program during the 2023-2024 school year, you should be good to go! Please just provide an updated **Emergency Form**. You may be asked to update or replace any other outdated documents by the center staff.

**How to submit:** Please provide your child's forms to the Center Director in *one of the following ways:*

- Email to: [RPDUCK00@aacounty.org](mailto:RPDUCK00@aacounty.org)
  - Or Bring them on your child's first day!
- Please allow extra time the first day for staff to review important forms with you.**

## WHERE TO FIND US:

The **Child Care Room** is located in the back of the school building. Please drive to the farthest back lot on the right side of the building.

A Child Care sign is posted on the parent door. The **parent door** is the first door you see with a square glass opening (near the dumpsters in the back of the school).

Please **ring the bell** next to the door and a staff member will greet you.



**Safety  
First!**

## ARRIVAL/DISMISSAL PROCEDURES

**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.
- Children will only be released to the individuals (13 years and older) authorized on your **Emergency Form** to pick up 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.
- Please make sure that the information on your child's **Emergency Form** is kept current throughout the year. This is crucial for your child's safety at pick-up time and when we need to contact you in case of illness or emergency.

### AM Arrival instructions:

- **Health Screenings** - Parents must screen their child(ren) prior to entry into the child care programs for symptoms of infectious illness such as influenza, COVID-19, respiratory syncytial virus (RSV), and gastrointestinal infections. Children experiencing these symptoms must not attend a child care program or school and should be tested for COVID-19, if appropriate. *(See the Parent's Manual for a full description of our current Illness procedures.)*
- **Entry** - Ring the parent doorbell. A sign in/out area will be set up inside the parent door. You must walk your child into the sign in/out area and sign them into the program for morning care.

### PM Dismissal instructions:

- **Entry** - Bring your Photo ID to the door. Ring the bell.
- **Safety Screening** - A child care staff member will greet you at the door, ask for your child(ren)'s name(s), and compare your Photo ID to the Emergency Form you provided to us in the morning and/or via email. *(As the staff members get to know you, they may not need to check your Photo ID but please come prepared regardless in case there is a Substitute greeting parents.)*

## FOOD UPDATE!

For the 2024-2025 School Year, the Rec & Parks Child Care programs will provide snacks as follows *(See the Parent's Manual for a full description of our Nutrition and Wellness policies):*

- An **AM Snack** will **NOT** be provided by our center staff. However, you are welcome to drop your child off with breakfast from home in the morning **OR** your child may attend the school's breakfast program. Check with your school office for more information.
- A **PM Snack** **WILL** be provided in partnership with the Food & Nutrition Services Division of the AACPS Board of Education. A menu from the AACPS Kitchen Manager will be posted in our Parent Information Center by the sign-in/out table.
- *Parents are welcome to provide a non-refrigerated snack if your child prefers not to eat the items offered; however, your child must follow the center's scheduled time to eat.*

