Ann Arbor Public Schools
School Age Child Care

2019-20
SACC PARENT HANDBOOK

Community Education and Recreation
1515 S. Seventh St.
Ann Arbor, MI  48103
734-994-2300
aapschildcare@aaps.k12.mi.us
www.aareced.com
SCHOOL AGE CHILD CARE CONTACTS
Community Education and Recreation
1515 S. Seventh St.
Ann Arbor, MI 48103
734-994-2300
Email: aapschildcare@aaps.k12.mi.us

SCHOOL AGE CHILD CARE OFFICE 994-2300
ADMINISTRATIVE TEAM:
Vickie Malcolm, Manager ext 53255 malcolm@aaps.k12.mi.us
Zachary Brannock, Supervisor ext 53208 brannock@aaps.k12.mi.us
Danielle Augsburger, Site Specialist ext 53106 Augsburgerd@aaps.k12.mi.us
Emily Baker, Site Specialist ext 53975 bakere@aaps.k12.mi.us
Regina Roberts, Site Specialist ext 53220 robertsr@aaps.k12.mi.us
SECRETARY:
Amy Hepp ext 53253 heppa@aaps.k12.mi.us

Enrollment, billing and scheduling: aapschildcare@aaps.k12.mi.us
Scholarships: scholarships@aaps.k12.mi.us

To report absences, pick-up changes, etc., contact your site’s staff directly at...

<table>
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<tr>
<th>Site</th>
<th>e-mail*</th>
<th>phone</th>
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<td>994-3567</td>
<td>Wines</td>
<td>winsacc</td>
<td>994-1714</td>
</tr>
</tbody>
</table>

*E-mail suffix for each site is @aaps.k12.mi.us

AAPS School Age Child Care is offered at the elementary schools listed above. Child care programs at Burns Park, King and Lawton Elementary Schools are offered by private providers, and inquiries about their programs may be addressed to their respective school offices.

STATEMENT OF NON-DISCRIMINATION
No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status.
Dear School Age Child Care Family,

Welcome to the SACC Program! We look forward to providing a safe, fun, and enriching environment for your child(ren). This Parent Handbook explains the SACC program philosophy, guidelines and expectations.

SACC goals include building a community where each child feels welcomed and part of the group, has enjoyable options, and thrives in a setting where she or he can grow socially and intellectually. We continue to enhance the connections between the school day and the childcare program, reinforcing the school rules and augmenting lessons with complementary fun activities.

To accomplish these goals, we need to ensure full staffing at all of our child care sites at the beginning of the school year. For this reason, families who want to begin childcare on the first day of school must have their online registration completed and September fees paid by August 25th.

Our programs are licensed by the State of Michigan Department of Licensing and Regulatory Affairs (formerly Department of Human Services) and adhere to the policies and procedures as outlined in the licensing rules and regulations booklet. This information is available to parents online at www.michigan.gov/lara/.

We are proud of our quality SACC staff and their long-term commitment to working in the SACC program. Every site has a staff team consisting of a lead staff person and assistant(s), and they look forward to getting to know you and your child!

We welcome your feedback and will ask for it throughout the school year through parent evaluations. In the meantime, don’t hesitate to come to any of us with suggestions, questions or concerns.

Sincerely,

Jenna Bacolor

Executive Director
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SACC PHILOSOPHY

Mission

The Ann Arbor Public Schools Community Education and Recreation Department is committed to enhancing the overall well-being of children who attend our School Age Child Care Program. We believe that a quality childcare experience depends on continuity, planning, and children having a sense of belonging to the group. Our program is designed to both enrich and complement a child’s school experience. We strive to bring community together, provide excellence in service, and show others our caring nature through quality childcare and professional relationships.

Vision

We endeavor to provide a safe, healthy and stable childcare environment.

Values

- **A capable, sensitive, caring and energetic staff** who understand the needs of children in a childcare environment and who take part in ongoing staff development
- **Well-organized, age-appropriate activities and games** for recreation and skill acquisition, using materials in good condition
- **Realistic situations for informally learning new skills**, for learning to take appropriate responsibility for the childcare environment, and for the practice and mastery of ways to get along well with other children and adults
- **A platform for growth and development** through organized play and activities in an environment in which children’s prior knowledge and natural interests are encouraged to help lead the programming.
- **Diversity and community** fostered as an extension of the school environment and its advantages.

STATEMENT OF NON-DISCRIMINATION

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age national origin, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status. In the AAPS, diversity is viewed as our strength, and we respect and value each of our students and their families.
SACC SCHEDULE OF OPERATION

THE SACC CALENDAR

Childcare is in operation...

- on school days throughout the school year.
- A full calendar is on the back cover of this handbook.

The SACC program will not operate on...

- no-school days,
- after school on early release days,
- during school break weeks (Rec & Ed day camps may be available).

The SACC program will be closed if...

- AAPS schools are officially closed for a weather or other emergency.

The SACC after school program may be closed if...

- school is dismissed early due to severe weather or another emergency.
- Parents will be notified of any mid-day closures by the School Messenger System, SACC e-mail blast, and/or text message.

DAILY HOURS OF OPERATION

| AM Care: 7:15 AM to the start of the school day | PM Care: End of school day to 6:00 PM |

ENROLLMENT OPTIONS: CHOOSE ONE

Note: SACC has limited space. We cannot guarantee enrollment for every child.

We offer two childcare program options. Both programs require payment of a yearly, non-refundable registration fee of $60 for the first child, $55 for each additional child.

1. STANDARD PROGRAM

For families whose childcare schedule will be usually the same every week:

- Choose a full-time or part-time schedule
- Two sessions/week minimum schedule required (before school, after school or both)
- Three schedule changes permitted per year ($20/change)
- Drop-in privileges available for occasional unscheduled sessions (with advance notice to the site staff)
2. FLEX PROGRAM

For families whose weekly childcare needs frequently vary (Note: This program is not intended for just-in-case or occasional use only. Families unable to meet the minimum requirement of 6-8 sessions per month should make other arrangements):

- Scholarships cannot be applied to the Flex Program
- Requires a one-time, non-refundable maintenance fee of $150 per child payable at enrollment ($75 per child, January or later)
- Pre-schedule your care online
- Schedule weekly or a few weeks at a time
- Pay for your care as you schedule it
- Under-use may incur penalty fees or dis-enrollment
- Drop-in privileges available for occasional unscheduled sessions (with advance notice to the site staff)
- Submitted schedules can be changed on request ($20/change)
- For full instructions: See “Scheduling Flex Care” below

A NOTE ABOUT DROP-INS

- A convenience available to all our Standard and Flex families
- All enrolled families are automatically enrolled in the Drop-in Program
- Intended for strictly occasional use
- Families who consistently misuse the privilege may be asked to leave the program.

To use your drop-in privilege:

- Your account must be in good standing
- Arrange directly with the staff at your site at least a day in advance.
- May not be available during peak registration periods or if a session is otherwise full
- Fees are posted directly to accounts after use (see “Rates and Fees,” below)

ENROLLING FOR CHILDCARE

NOTE: SACC has limited space, so we cannot guarantee a spot for every child.

ELIGIBILITY: Any Young-5 through 5th grade child who attends a participating Ann Arbor Public School may enroll. (Participating schools are listed on the inside front cover of this handbook.)

ENROLL ONLINE: Go to www.ezchildtrack.com/aareced/parent

- Families must re-enroll each year
- Any outstanding account balance must be paid at the time of enrollment
- Note: Do not try to use auto-pay to cover the enrollment fee. It must be paid manually at the time of enrollment.
2019-20 ENROLLMENT DEADLINES

*The start dates listed below are earliest possible dates only.* They are always subject to approval and can be further delayed for various reasons, including:

- turn-around time for emergency health paperwork, etc.
- issues related to accommodating a child’s needs
- waiting lists / the need for additional staff

Families will be informed of delays as soon as possible during the application approval process. Families receive e-mail confirmation of their start dates when their enrollment processing is completed.

<table>
<thead>
<tr>
<th>Enrollment &amp; Fees Submitted</th>
<th>Eligible Start Date</th>
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</thead>
<tbody>
<tr>
<td>Before or by August 25th</td>
<td>Week of September 3rd (1st week of school) *</td>
</tr>
<tr>
<td>Between August 26th - September 1st</td>
<td>Week of September 9th (2nd week of school) *</td>
</tr>
<tr>
<td>Between September 2nd – September 11th</td>
<td>Week of September 16th (3rd week of school) *</td>
</tr>
</tbody>
</table>

* Beginning September 11th, enrollments submitted by any Wednesday are eligible for an effective start date of the following Monday. (Note: Enrollments submitted December 19 through January 8 are eligible to start the week of January 13th.)*

**FLEX FAMILIES: HOW TO SCHEDULE YOUR CARE**

- Once your enrollment is in place, just **log in to your Flex Account** through the Parent Portal and click on “Schedule Calendar.”

- **Submit a schedule for any upcoming week up until 6:00 PM of the Friday before.**

- **If you forget to schedule in time,** call your site to arrange drop-ins for that week, or e-mail aapschildcare@aaps.k12.mi.us and request a schedule change ($20 fee).

- **Choose your desired sessions in Monday through Friday increments.**
  - If a 5-day week goes into a new month, wait until you know your needs for the whole week before scheduling it.
  - You will be unable to add to or change the schedule once it is submitted.
  - **You must average** no less than two sessions a week over the course of each month (6-8 sessions/month).
  - Families who consistently fail to meet the minimum may incur penalty fees or be dis-enrolled.

- **Proceed to the payment page to pre-pay for your care.** IMPORTANT: failure to pay at the time of submission erases the schedule. *Do not rely on auto-pay to pay for Flex care!*

- **Other fees that may accrue are due by the 25th of the month,** e.g. drop-in or schedule change fees. Auto-pay can be used to take care of these fees.
CHANGING YOUR SCHEDULE (ALL PROGRAMS)

IMPORTANT: SCHEDULE CHANGE SAFETY

Whenever your child’s schedule is changing, always inform…

- **The SACC Office**, in order to adjust your schedule and billing (see “Submitting a Change Request,” below)
- **Your school’s Child Care staff** (See p. 2 above for contact information)
- **Your child’s classroom teacher**

SUBMITTING A CHANGE REQUEST

- **Changes cost $20/child** (See below regarding special considerations for Rec & Ed Activity participation!)
- **Note**: Schedule increases cannot be made unless your account payments are up-to-date, and unless there is space available. Space cannot be guaranteed.
- **Send your request** to aapschildcare@aaps.k12.mi.us (click “Contact Us” in the Parent Portal). Include:
  - The new schedule
  - The date you would like it to begin (see the Submission Deadlines, below)

- **Limit: Three changes per school year.** Standard families: If you expect to need more, please request a switch to the Flex Program.
- **Switching from Flex to Standard or vice versa** is considered a schedule change

2019-20 SCHEDULE CHANGE SUBMISSION DEADLINES

Schedule change effective dates are confirmed by e-mail after processing.

**Note**: No schedule changes can be processed during September, during the Winter Break or during the last few weeks of school.

<table>
<thead>
<tr>
<th>If you submit your schedule change…</th>
<th>It can go into effect…</th>
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</thead>
<tbody>
<tr>
<td>By August 25th ($20 fee waived!)</td>
<td>Any week in September</td>
</tr>
<tr>
<td>August 26th through September 25th</td>
<td>October (Delay due to high registration volume in September)</td>
</tr>
<tr>
<td>September 26th through December 18th</td>
<td>Normal turnaround: Changes submitted by any Wednesday are eligible for an effective date of the following school Monday</td>
</tr>
<tr>
<td>December 19th through January 8th</td>
<td>January 13th</td>
</tr>
<tr>
<td>January 9th through May 20th</td>
<td>Normal turnaround: Changes submitted by any Wednesday are eligible for an effective date of the following school Monday</td>
</tr>
<tr>
<td>Effective May 21st</td>
<td>No further schedule changes can be processed</td>
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AFTER SCHOOL ACTIVITIES ON YOUR STANDARD CHILDCARE DAYS

If your child WILL be returning to Child Care for parent pick-up after the activity:

- Do *not* change your schedule.
- **Use an “Attendance Exception Form”** (available at your site’s sign-in table and in the Appendix to this Handbook) to ensure that your child makes safe transitions and is fully accounted for on activity days.
- Your child should report briefly to Child Care before proceeding to the activity.

If your child will NOT return to Child Care after the activity:

- **For Rec & Ed Activities**: No schedule change is necessary. Please:
  1. **Request a credit** for unused Child Care by forwarding your RecNet receipt to aapschildcare@aaps.k12.mi.us. Credits are posted to accounts after the conclusion of the activity.
  2. **Fill out an “Attendance Exception Form”** at your site to ensure safe transitions
  3. Your child should report to Child Care briefly, before proceeding to the activity.
- **For Non-Rec & Ed Activities**: (e.g. Scouts, Science Olympiad, Girls-on-the-Run, etc.) You may request a schedule change as above. All schedule change fees and policies apply. (Note: Spaces to return to the original schedule cannot be guaranteed.)

WITHDRAWALS

Please give written notice by e-mail **no less than two weeks** before your child’s last day of attendance.

- E-mail aapschildcare@aaps.k12.mi.us (or click “Contact Us” in the Parent Portal)
- Parents are responsible to pay for no less than two weeks of scheduled care from receipt of the withdrawal notice.
- **Notices received after May 22nd** cannot be processed.

RE-ENROLLMENT AFTER WITHDRAWING (SAME SCHOOL YEAR)

Space is not guaranteed. To request re-enrollment:

- **Contact us** at aapschildcare@aaps.k12.mi.us with your desired schedule and restart date
- Upon approval, you will need to pay up front
  - **$25 re-enrollment fee**
  - Care fees for the current billing period
- Please plan to pay fees for the upcoming month by the 25th of the current month, regardless of your re-start date.
FEES AND BILLING

RATES AND FEES

Note: Differences in fees for care at Ann Arbor Open and Northside STEAM are due to differences in the start and end times of their school days.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
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<tbody>
<tr>
<td>Yearly Registration Fee</td>
<td>$60 for the first child, $55 for each additional child (non-refundable)</td>
</tr>
<tr>
<td>Flex Maintenance Fee (Flex Program only)</td>
<td>$150 per child ($75 after January 1st) (non-refundable)</td>
</tr>
<tr>
<td>Before School Care</td>
<td>$9.00 per session ($6.75 at A2 STEAM and Ann Arbor Open)</td>
</tr>
<tr>
<td>After School Care</td>
<td>$11.50 per session ($15.25 at Ann Arbor Open and A2 STEAM)</td>
</tr>
<tr>
<td>Drop-In Care: Before School</td>
<td>$12.00 ($10.00 at A2 STEAM and Ann Arbor Open) billed as used</td>
</tr>
<tr>
<td>Drop-In Care: After School</td>
<td>$14.00 ($18.00 at A2 STEAM and Ann Arbor Open), billed as used</td>
</tr>
<tr>
<td>Schedule Change Fee</td>
<td>$20.00 per child</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Late Pick-up Fee</td>
<td>$5.00 first 5 minutes after 6 PM, $3.00 each additional minute (per family)</td>
</tr>
<tr>
<td>Re-enrollment Fee (same school year)</td>
<td>$25.00 per child</td>
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ABSENCES

- No credits or deductions will be made for absences, family vacations, school camp days or field trips, snow days or emergency school closings.
- Families planning extended vacations may consider withdrawing (two weeks’ notice required) and re-enrolling ($25/child). Space for re-enrollment cannot be guaranteed.

INVOICING

- We do not send invoices. The Primary Account Holder receives **two e-mail alerts** each month:
  1. when fees are posted
  2. a few days before payment is due
- **Account e-mail alerts** come from aareced@ezchildtrack.com. **Please add this address to your approved senders.**
- **Standard Program fees are posted to accounts on the last day of each month.** September fees are posted on July 31st, October fees on August 31st, etc. See the inside back cover of this Handbook for a complete billing and payment schedule.
- **Flex Fees** are posted automatically and due immediately as parents schedule their care.
- **Additional administrative fees** may be posted at any time and may include:
  o **Drop-in fees**, posted weekly after staff turn in attendance records
  o **Late Pick-up fees**, posted weekly, after staff turn in attendance records
  o **Schedule change fees**, posted as changes are processed
PAYING YOUR INVOICE

- The Primary Financial Sponsor is considered responsible for payment
- Payments are due in full by the 25th of each month prior to service. (For example, fees for September childcare are due August 25th. See the inside back cover of this Handbook for a complete billing and payment schedule.)
- We ask our families to pay online, through the EZChildTrack Parent Portal.
- Payments not made online must be made at the Rec & Ed Office either by phone, in person, or by US Mail.
  - Childcare staff are not permitted to collect fees.
  - After hours, parents may use the 24-hour locked drop box inside the entry of the Rec & Ed Office. Please be sure your payment is in an envelope marked “Child Care.”
- You may pay by check, cash, money order, electronic bank payment or credit card (VISA, MasterCard or Discover only). Make checks payable to Ann Arbor Public Schools and include your child’s name and “SACC.”
- Families may set up Auto-Payments on a credit card or checking account.
  - Note to Flex families: Do not rely on Auto-Pay when submitting your schedules, but you may use it to clear drop-in or other fees posted during the month.
  - Auto-payments run on the 25th of the month and process the existing balance.
  - Auto-Pay remains active until cancelled or until your account has a zero balance.
  - The Account Holder is responsible for keeping the Auto-Pay information up to date through the Parent Portal.
  - Families are notified by system e-mail if their auto-payment fails for any reason.
  - The system does not re-run failed auto-payments. Immediate manual payment may prevent application of the late fee, but late fees cannot be reversed once they are applied.
- Accounts not paid by the due date incur an automatic $15.00 late fee per family.
- Checks returned for non-sufficient funds incur a $30.00 processing fee in addition to any bank fees. Chronic offenders will be required to make future payments by cash, credit card, certified check or money order.
- All accounts are required to have a zero balance on May 25th.

LATE PAYMENTS: DELINQUENT AND SUSPENDED ACCOUNTS

- Unpaid accounts are automatically flagged as Delinquent and incur an automatic late fee of $15.00 within 24 hours of the due date.
- Delinquent account holders receive a courtesy e-mail within a day or two of the missed due date and are expected to pay their balances in full right away.
- Accounts that remain unpaid for 60 days are flagged as Suspended and are at risk for immediate disenrollment from the program.
- Suspended account holders receive a warning e-mail indicating a deadline to pay in full in order to avoid termination of services.
The following services are unavailable to Delinquent/Suspended accounts, including those with payment agreements, until the account is fully up to date:
  o Schedule changes that involve an increase in services
  o Drop-ins
  o Rec & Ed activity registrations

SPECIAL PAYMENT ARRANGEMENTS

If you anticipate difficulty meeting a payment due date at any time, please contact our office in advance of the due date at aapschildcare@aaps.k12.mi.us or 994-2300 ext. 53253 to discuss options.

- **Special payment arrangements** require the approval of an SACC Administrator.
  - **Note:** In these cases, late fees are still auto-applied, but they may be reversed by our office if the account holder...
    - pays the agreed amount by the agreed date
    - *sends an e-mail to aapschildcare@aaps.k12.mi.us to request that the fee be removed*
- **Families** that fail to adhere to their payment agreement risk disenrollment.
- **Families with special arrangements are expected to have a zero balance by May 31st.**

FINANCIAL ASSISTANCE

**Rec & Ed Child Care Scholarships** are available to families who qualify for a *Community Education & Recreation Standard Scholarship* OR a *Community Education & Recreation Free & Reduced Scholarship*.

- **Scholarships provide a discount** on the monthly fees for care and can be applied to Standard Program enrollments only. The amount of the discount depends upon the family’s financial qualification.
- **Families must meet all the conditions listed to qualify for a Child Care scholarship:**
  - They financially qualify
  - They receive no other financial subsidy
  - They reside in the AAPs district OR participate in AAPS’ Free/Reduced Lunch Program
  - The parent/guardian is at work or in school during childcare hours (proof required)
- **The following fees are not covered** by the scholarship discount:
  - Enrollment fees
  - Drop-in fees
  - Late payment fees
  - Other administrative fees
- **All applicants must submit either:**
  1. a *Community Education & Recreation Standard Scholarship Application* with required accompanying financial documentation
    - Accepted any time, but *applications received after March 30th will be applied to the following school year.*
    - Standard SACC scholarship awards are valid through June of the applicable school year, regardless of the family’s Rec & Ed scholarship expiration date.
2. a Community Education & Recreation Free & Reduced Scholarship Application with a copy of their Free/Reduced Lunch notification letter (or a completed Share Form)
   - Accepted August through March only, for the current school year.

- Effective dates:
  - Discounts become effective on the first billing cycle following the approval date
  - To receive the September discount, all applicants must submit their application with required documentation no later than mid-August.

- Award determinations are e-mailed to applicants approximately 7 business days after their application and all required documentation has been submitted.

- Families must re-apply each school year.

- For detailed information and application forms, go to https://www.a2schools.org/Page/4133.

OUTSIDE SUBSIDIES AND REIMBURSEMENTS

- Rec & Ed does not accept Michigan Department of Licensing and Regulatory Affairs (LARA, formerly DHS) or Childcare Network (CCN) subsidies reimbursements. Families who qualify for LARA or CCN assistance may apply for a Rec & Ed Child Care Scholarship.

- Families expecting outside reimbursements or subsidies are responsible to pay the full amount on their invoice by the regular payment due date.
  - Waiting to pay until after reimbursements arrive can result in repeated late payment penalties, so we strongly recommend paying your first month’s fees on time and in full in order to stay ahead of the payment due dates going forward.

- If you have a claim form or childcare verification form to complete…
  - You can print itemized statements through the Parent Portal that provide the information most agencies require.
  - Your agency’s required form may be submitted for signature via US Mail, dropped off at the Rec & Ed office, or sent in PDF format to: aapschildcare@aaps.k12.mi.us.
  - Please allow 2-3 business days to complete.

REFUNDS & CREDIT BALANCES

- No refunds are available to either Standard or Flex accounts for snow days, emergency school closings, early pick-ups, or for absences for any reason, including family vacations, etc.

- Credit balances on account after withdrawal or when school ends in June remain on account for future use in SACC, but a refund may be requested in writing.

- To request a refund send an e-mail to aapschildcare@aaps.k12.mi.us).

- Refunds to credit cards are processed as simple reversals and incur no processing fee.

- Check and e-check refunds incur a $10 processing fee and require a balance of $35 or more. Refund checks are processed through more than one AAPS department, and families should expect to wait four to six weeks for refund checks to arrive by US Mail.
TAX STATEMENTS

- Tax statements are e-mailed to families in January each year.
- Once the statements are generated, account holders are able to print them through the Parent Portal as well.
- Our Tax ID is on the tax statement and on all our printable invoices and statements.

POLICIES, PROCEDURES AND PROTOCOLS

SAMPLE DAILY ROUTINE

Before-School:

- Opens at 7:15 AM
- A nutritional self-serve snack is available
- Structured and unstructured activities in the childcare room or gym and/or outside
- Clean-up time 15 min before school starts

After-School:

- Children report to childcare as soon as school is dismissed
- A nutritional self-serve snack is available
- Structured and unstructured activities in the child care room, gym and/or outside
- Clean-up at 5:45 PM

PARENT/GUARDIAN RESPONSIBILITIES

1. We ask all parents/guardians to cooperate with SACC’s policies and procedures. We reserve the right to dis-enroll families for
   - nonpayment of fees
   - unacceptable behaviors
   - failure to adhere to program policies and procedures

2. All parents/guardians must sign the SACC Consent Form in order to participate in our programs.
   - Parents sign the form electronically during the online enrollment process
   - A copy of the Consent Form is included in the Appendix to this Parent Handbook
3. Signing in at Before School Care:
   - The parent or an authorized adult must accompany the child(ren) to the child care room
   - The parent/guardian must **sign the child in on the Attendance Sheet with a legal signature and the time**
   - The parent/guardian should greet the Supervisor to ensure that she/he knows your child has arrived.
   - If unforeseen circumstances prevent access (such as the room being locked or staff running late to work), parents should not allow children to enter the building unescorted.
   - The SACC program cannot be held responsible for children who are not signed in by a parent or guardian.
   - **3rd through 5th graders may sign themselves in unescorted ONLY IF**
     - the enrolling parent initialed the waiver on the Consent Form or provided the staff with signed, written permission
     - the parent understands that staff will not be responsible for the child or his/her whereabouts until the child signs in
     - the parent understands that the child **may not sign in younger siblings**

4. Signing Out at After School Care:
   - The parent, SACC staff, or authorized adult must **sign the child out with a legal signature and the time**.
   - Please be sure the Supervisor is aware that the child is leaving.
   - **3rd through 5th graders may sign themselves out unescorted ONLY IF**
     - the enrolling parent initialed the waiver on the Consent Form or provided the staff with signed, written permission
     - the parent understands that staff will not be responsible for the child or his/her whereabouts once the child signs out.
     - the parent understands that the child **may not sign out younger siblings**

5. Parents are responsible to pick their children up no later than 6:00 PM.
   - Call your childcare site’s direct phone line (on p. 2 of this *Handbook*) if you are running late.
   - If the parent has not called the Child Care site or if a Child Care staff person has not been able to reach anyone at an emergency number by 6:10 pm, department administrators will be called to assist. Actions may include a call to local law enforcement for a well child check at the family home.
   - The SACC Program reserves the right to terminate chronic offenders.

6. Late Pick-Up Fees:
   - *Parents who pick their children up after 6:00 PM will be charged a late pick-up fee.*
   - Fees are calculated at **$5 for the first 5 minutes and $3 per minute thereafter per family.**
   - The child care staff will issue a late pick-up form to the parent.
   - A copy of the form will be forwarded to the Rec & Ed Office and the fee will be added to your bill regardless of whether you sign the form.
7. Absences and Drop-ins:

- **Parents are responsible to notify their child care staff directly of drop-ins and absences no later than one half hour before the session starts.** The sites’ phone numbers and e-mail addresses are on the inside front cover of this Handbook and are available on our website and at each childcare site. *Do not try to report absences by e-mailing through the Parent Portal, as this address does not go to your childcare site.*

- **Calling the school office is not sufficient to notify childcare site staff.** Parents are responsible to inform their classroom teachers separately of variations in their child’s after school routine.

- The SACC program reserves the right to terminate child care services to parents who continually neglect to call absences in to the childcare staff.

8. Schedule Changes and Withdrawals:

- **Parents must notify the SACC Office at Rec & Ed to put a change or withdrawal into effect.**

- Informing your site staff is appreciated, but it does not change your schedule or change your billing or your payment obligations.

- See “Schedule Changes” and “Withdrawals” above for full instructions.

9. Procedures for getting children from the classrooms to the childcare room will vary from school to school. *We encourage parents to…*

- **familiarize their children with their daily schedules,** including how to get to and from the childcare room. *(Note: Young 5’s and Kindergartners are escorted to and from their classrooms. When there is any uncertainty, staff will keep your child until all questions are resolved.)*

- **keep their children’s classroom teachers informed of their childcare schedule** and any other after school routines.

10. Site Bulletin Board: Parents should check bulletin board at least once a week for…

- special announcements
- the program plans for that week
- the weekly snack menu

11. Children’s Personal Items:

- We ask that children not bring toys or other personal items to childcare.
- Children are not permitted to use personal electronic devices during childcare unless there are special circumstances approved by an Administrator.
- Children should not use cell phones during childcare without prior approval and only for health or other approved reasons.
- SACC is not responsible for any personal belongings your child brings to childcare.
- The district will not be able to reimburse you for any lost or stolen items.
12. Pick-up Safety Protocols:

- Any individual picking up a child should be prepared to show photo ID before the child is released.
  o Only adults listed in the system as authorized for pick up will be permitted to take the child from the childcare site.
  o If parents want someone who is not on the authorized list to pick up their child, they must send a signed note or e-mail to the site staff with that person’s name, cell phone number and the pertinent date(s).
  o Account holders can make changes to the authorized pick-up list through the Parent Portal, indicating the person’s name, cell number and relationship to the child.

- If the person picking up your child appears to be under the influence of alcohol or other drugs or unable to drive safely:
  o Childcare staff will offer to call a taxi or another driver.
  o If the person insists on driving with your child, staff will call 911 to report their concern and provide information to ensure your child gets home safely.

13. Parents must maintain current emergency contact information, including:

- Phone numbers
- Place of employment
- Address
- Account holders can make updates through the Parent Portal

PARENT NOTIFICATION PLAN

1. Parents will be notified immediately of any accidents, injuries, incidents and illnesses that result in an interruption of a child’s typical activities or play, or if changes in health are observed.

2. Parents will be contacted by phone and/or e-mail the same day of the occurrence.

3. Staff will complete an incident report form and offer a copy to parents within 24 hours.

ILLNESSES & MEDICAL EMERGENCIES

1. If a child becomes ill at child care, a staff person will call the parent or guardian to pick up the child. It is very important that you—or someone from your emergency list—pick up your child as quickly as possible. Child care sites may not have a separate place for your child to rest or extra staff to stay with your child when he or she feels sick.

2. A child who has been ill may return to childcare…

- no less than 24 hours after the last incidence of vomiting.
- no less than 24 hours after the last incidence of fever without a fever reducer.
- You should not send your child to child care when you know he or she is ill.
3. A child with any communicable condition may return to childcare...

- when the doctor permits, or
- according to the Ann Arbor Public Schools’ guidelines regarding attendance and contagious diseases.
- Please check with your school office if you have any questions.

4. Accidents and Medical Emergencies:

- Childcare staff will follow the child’s Emergency Action Plan (see example in Appendix of this Handbook).
- In the absence of a Plan, staff will:
  1. Administer first aid or CPR to the child
  2. Call for professional assistance (9-1-1, police, etc.)
  3. Contact the parent/guardian
  4. Notify the SACC Administrator
- If the parent/guardian does not reach the site of an emergency before the ambulance arrives, a staff person will ride with the child to the hospital (provided there is sufficient staff coverage at the childcare site), and the parent/guardian will be asked to meet the ambulance at the hospital.
- An incident report will be completed within 24 hours.

EMERGENCY PROCEDURES

Phone numbers for emergency personnel and the location of emergency supplies and records are listed on the emergency phone sheet posted near the site phone.

1. Fire, Tornado, Natural Disaster:

- SACC staff will follow protocols per the Staff Handbook.
- If children have been moved from the child care room, their location will be posted on the childcare room door.

2. Crisis Management:

- SACC staff will follow protocols per the Staff Handbook in the event of a crisis such as
  - children unaccounted for
  - custody disputes
  - power outages
  - other crisis situations

3. Evacuation Policy:

- Each SACC site has a clean and safe designated relocation site if needed.
- Families will be contacted via email or text message when children have been relocated.
- SACC staff will work with SACC and district administrators, and the police will be notified.
- Evacuation procedures are detailed in the Staff Handbook and listed on the Substitute Information Sheet located near the site phone.
BUILDING CLOSURES

1. If schools are closed due to inclement weather, Child Care is also closed.

2. If a building is closed midday due to an emergency or building problem
   - Child Care staff will remain until the last child is picked up.
   - Parents will receive an e-mail blast or text message confirming whether SACC is in operation and requesting early pick-up.

3. When severe weather occurs during school
   - If the schools remain in session, the child care programs will maintain regular hours, or close as soon as the last child is picked up prior to 6:00 pm.
   - If the severe weather occurs during child care hours and warrants closing the program,
     o parents will be notified and must pick their children up as soon as possible. The program will close as soon as the last child is picked up.
     o If the children and staff at the childcare program take cover, a sign will be posted showing their location.
     o If a parent or designated person has not picked up the child by 6:00 pm, late pick up fees will be charged.

3. NOTE: Account credits are NOT issued for emergency building closures, including snow days, water main breaks, power outages, etc.

MEDICATIONS

1. Authorization Form Required:
   - ALL medications to be used at Child Care, both prescribed and over-the-counter, require written authorization with doctor’s signature, per District policy.
   - If the need for medication is indicated, parents can expect to receive forms from the SACC Secretary during the enrollment process, but providing completed forms in advance may speed the enrollment process.
   - A Medication Authorization Form and Action Plan Form are included in the Appendix of this Handbook, and are also available in the Parent Portal under “Forms.”
   - Equivalent forms from your pediatrician’s office may be used.
   - Medication Authorizations must be signed by both a physician and a parent.

2. Providing the Medication:
   - Parents are expected to provide medications if their child’s condition may be life-threatening.
   - Parents must provide separate medications for Child Care; any medications kept in the school office are inaccessible during childcare hours.
   - Life-saving medications (such as Epi-pens and asthma inhalers) must be received and all forms in good order before the child may attend child care. The child’s start date will be determined by Administrative approval after everything is in place.
   - Prescription medications must have their prescription labels; non-prescription meds must have the child’s name written on the label. All medications must be in original packaging, unexpired and in a gallon zip-lock bag labeled with the child’s name and school.
• All medications must be brought to the SACC Office at Rec & Ed. We do not allow site staff to receive medications from parents. The SACC Administrator or staff will transport the medications to your site.

3. Administering the Medication:

• SACC follows district policy concerning Epi-pen injections. Staff receive basic Epi-pen training. It is the parent's responsibility to communicate any special concerns to the SACC Administrator. (Note: an Emergency Action Plan Form is included in the Appendix of this Handbook which can be used to provide special instructions to staff).

• The site supervisor will record when medication is given and by whom.

SPECIAL NEEDS

School Age Child Care (SACC) is committed to making the child care programs accessible to Young-5's through 5th graders that attend our participating schools.

1. In general, students are expected to participate without one-on-one adult support. We follow the State of Michigan required ratio for school age students of 1:18.

2. Additional support is provided on an individual basis to students with special needs for safety reasons. Note: SISS services provided during the school day do not extend to SACC, including TA services.

3. The child’s parent or guardian is expected to:
   • Indicate the child’s special needs at the time of registration (Note: Failure to do so can result in an interruption, delay or suspension of services)
   • Request accommodations at least 4 weeks in advance of the desired first day of care.
   • Annually complete and submit the “Special Needs Planning Form” (SNPF) at least four weeks prior to care. (Parents can expect the SACC Secretary to provide the form, but completing it in advance may help speed processing. The form is available in the Appendix of this Handbook or under “Forms” in the Parent Portal.)

4. It may take 2-4 or more weeks to arrange support (securing a TA, training child care staff, etc.), depending on the student’s needs. Our goal is to secure the support needed within 4 weeks, and we ask families to allow that much time between submitting the SNPF and beginning care.

5. The SACC Supervisor will contact the family to review the SNPF, determine the level of support needed, and discuss how the program is structured and how the student may be supported. Parent/guardian input is critical to successful planning.

6. If a student’s IEP stipulates they have a TA during the day, SACC advertises for a person to provide support. Families will be notified and given a start date when a support staff person has been secured. Unfortunately this process can be lengthy due to the time it takes to recruit, hire and train staff.

7. If a student’s special needs do not include support staff, accommodations may include: graphics, modified breaks, reminders, permission to bring special items from home, basic behavioral plans, bathroom reminders, and assistance with fine motor skills.

8. Drop-in care: If a child with a special need is to attend a session not on their normal schedule, at least one week’s notice is required to explore whether needed accommodations can be put in place.

HUMAN SEXUALITY ISSUES

We believe sexuality is a positive and fundamental part of human existence and affects all aspects of our lives. Children are naturally curious about their bodies, and we know that questions and behaviors may arise during day-to-day interactions. We believe parents are their children’s most important teachers. In responding to children’s questions and behaviors, staff will follow the guidelines established in their Staff Handbook. These guidelines are available to any parent upon request.

BEHAVIOR/CHILD MANAGEMENT POLICY

The AAPS Community Education and Recreation Department is committed to encouraging children to develop their own solutions to disruptive or harmful behaviors.

1. **At the sole discretion of an SACC Administrator and SACC staff**, a serious behavior problem exists whenever a child consistently inflicts physical or emotional harm on other children, physically abuses staff, or otherwise refuses or proves unable to interact within the rules and guidelines of the program.

2. **If a child has a chronic behavior problem** the staff will work with both the child and the parents. If positive outcomes cannot be achieved, SACC reserves the right to call parents for immediate pickup and to suspend and/or dis-enroll the child without credit.

3. **All children** are expected to be able to function behaviorally within the parameters of a staff to child ratio of no less than 1:18.

4. **The staff uses positive methods of child management** that encourage self-control, self-esteem, and cooperation. When warranted, staff will intervene in a positive, non-threatening manner. Children are encouraged to develop their own solutions and will be given guidance to develop successful, age-appropriate alternative behavior patterns.

5. **The staff adheres to the guidelines** issued by the State of Michigan for Child Care Centers.

6. **Prohibited child management methods** include physical manipulation (barring a safety issue), and verbally, mentally or physically threatening a child.

ASBESTOS POLICY

Regarding asbestos containing building materials per 40 CFR, Part 763 of the Environmental Protection Agency.

Some buildings operated by the Ann Arbor Public Schools may have asbestos-containing building materials present. Each facility has on file, in the main office area, a copy of the approved Asbestos Hazard Emergency Response Act (A.H.E.R.A.) management plan for your review. Ann Arbor Public School District administrator responsible for asbestos issues is the Director of Physical Properties. Call 994-8118 or contact the AAPS Administrative Offices at 2555 S. State Street, Ann Arbor, MI 48104.
**PEST POLICY**

AAPS has an integrated pest management policy, and annual pesticide applications may occur in the buildings and on the premises.

1. **Parents will be informed** by email or backpack mail prior to annual pesticide applications to the school grounds or buildings. Pesticide notices will also be posted at entrance doors. Parents/guardians can request notification by first class US Mail.

2. **AAPS follows Michigan Department of Agriculture Rule 637** for Integrated Pest Management in schools, and logs are kept for each building.

**FIELD TRIP POLICY**

1. **All parents sign a general permission slip** during the enrollment process that allows their children to participate in field trips.

2. **Pre-planned trips:** Child care staff will provide parents with written notice—often with a request for signature. Field trip announcements will also be posted on the Parent’s Bulletin Board at the childcare site. On occasion, parents will be asked to contribute a small fee for special activities such as bowling, roller-skating or pizza parties. Parents may be given a recommendation regarding a reasonable amount of spending money to send along. This amount is always optional.

3. **“Spontaneous” walking field trips in the surrounding neighborhood** may occur from time to time. Spontaneous trips are announced on the site bulletin boards and always involve short distances to nearby parks and the like. They will never involve extended childcare hours.

**SNACKS/FOOD SERVICE POLICY**

Rec & Ed recognizes that there are a growing number of children with potentially life threatening allergies enrolling in our programs. A collaborative approach makes for the safest environment. We work together with parents, students and site staff to reduce the risk of an allergic reaction.

1. **We offer a light snack at each childcare session.**

2. **These snacks are not a meal.** Please make sure that your child has had breakfast before childcare and is supplied with an adequate lunch.

3. **Snacks are nutritious** and meet the requirements of the state’s Child and Adult Care Food Program in compliance with Rule 400.8330(3). In conjunction with a Project Healthy Schools subcommittee, we have raised our standards for daily snacks to better meet the Institute of Medicine (IMO) standards for Out of School Time Programs. To view the standards, go to [https://www.cdc.gov/healthyschools/nutrition/pdf/nutrition_factsheet_parents.pdf](https://www.cdc.gov/healthyschools/nutrition/pdf/nutrition_factsheet_parents.pdf). Snacks are served with 100% juice, water or milk. Sweets may be served on special occasions. If your school building restricts nuts, all snack planning will comply with the SACC Snack and Food Allergy Policy stipulated in the Staff Handbook.

4. **Snack menus are posted on the parent board.** We welcome parental input and suggestions. Menus may not be posted during the first two weeks of school while everyone adjusts to the new school year. **Only fruits and vegetables will be served during the first two weeks.**
5. **Children with severe allergies** are served Child Care snacks strictly in accordance with a signed and approved waiver on file. Parents of allergic children may provide snacks from home for their children. During the first two weeks of school, all children are served only fruits and vegetables.

6. **We are a no-nut program.** Please do not send nuts or nut products with your child. If you receive a message or see a sign indicating that a building or area restricts any foods, please be respectful of that rule if you send food with your child.

7. **Parents who send treats for special occasions** should obtain prior permission from the program Supervisor or SACC Administrator and send enough for the entire group of children to share. We encourage you to consider alternatives to sweets, such as fruit, pencils, stickers, etc. Snacks need to be in their original packaging, unopened and with all ingredients listed.

**FOOD ALLERGIES**

1. **Parents must indicate a child’s food allergy at enrollment**, so that appropriate precautions can be taken. Life-threatening allergies may necessitate a slightly delayed start date while medication authorizations, etc. are put in place (See “Medications” above).

2. **SACC staff will not read labels to accommodate children with food allergies**, and parents should not expect that they will. Snacks are planned to accommodate all children, taking food preferences, religious prohibitions and allergies into account. Certain foods that can cause airborne allergic reactions, such as peanut butter, will **not** be served. Snack menus are provided to parents on request.

3. **We require parents of children with life-threatening food allergies to provide snacks from home.** SACC may be able to provide a portion of the snack if a written waiver is on file (the Food Allergy—Snack Authorization Form is provided in the Appendix of this handbook and is also available through the Parent Portal).

4. **Child Care will not give any SACC snack foods to a child who has food allergies without a signed, written waiver on file**. This means that there are three categories of children in care:
   1. Children who have food allergies and their parents provide their snacks.
   2. Children who have food allergies but have a signed document on file indicating specific foods they can be served at care.
   3. Children who do not have food allergies and eat snacks as served.

5. **Both emergency and non-emergency allergy medications** require compliance with the medication policies and procedures described under “Medications” above. No medications can be kept or used at Child Care without the necessary authorizations.

**STAFF QUALIFICATIONS**

1. **All SACC staff have had background checks.** Procedures have been recently revised: Effective September 2018, all staff must have a comprehensive background check on file, including FBI fingerprinting. For more information on the AAPS background check procedures, contact the SACC Administrator.

2. **SACC staff are required to obtain 16 clock-hours of professional development annually.**
3. **Volunteers** include parents, students or other non-staff who work with students in Child Care. The Executive Director and Program Administrators shall ensure that all childcare volunteers have appropriate experience for their placement, receive necessary training and information, and are placed under the direct supervision of a district employee. A volunteer’s service may be discontinued at any time at the discretion of the Superintendent, the Executive Director of Rec & Ed or the SACC Administrators. Volunteers are expected not to have unsupervised contact with a child in Child Care. All volunteers will have a background check on file.

**REPORTING TO PROTECTIVE SERVICES**

The Ann Arbor Public Schools School Age Child Care program is mandated by Michigan law, Act. No. 238 governing all schools and childcare programs, to report any suspected abuse or neglect of children in their care.

**LARA LICENSING NOTEBOOK**

Each SACC site has a licensing notebook that includes all licensing inspections, special investigation reports and related corrective action plans since May, 2010. The notebook is available to parents during regular childcare hours. Licensing inspections and special investigation reports for at least the past two years are also available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)
COMMUNITY EDUCATION AND RECREATION

2019-20 School Age Child Care (SACC) Consent Form

By signing here, I indicate that I have read, understood and agreed to all items listed below.

Parent/Guardian Signature: ___________________________________________ Date: ____________________

Child(ren): ____________________________________________

Child Care site: ____________________________

Enrollment Requirements:

_____ I have received, or viewed online, the 2019-20 SACC Parent Handbook detailing SACC’s current policies and procedures (at www.ezchildtrack.com/aareced/parent, or at all childcare sites, or at the Rec & Ed Office or website).

Attendance procedures:

1. I agree to keep my contact information up to date.
2. I agree that I (or an adult I authorize to do so) will record the time and sign the attendance sheet each time I drop off and/or pick up my child.
3. I agree to call or e-mail the childcare staff at least 30 minutes ahead to let them know when my child will be absent.
4. I understand that after 6 pm I must pay a late fee of $5 for the first five minutes and $3 per minute thereafter for every minute that my child is left in care. I understand the child of a chronic offender may be dis-enrolled.
5. I agree to allow my 3rd grade or older child to sign him/herself in or out of the program and to inform the staff in writing of the days he/she may do so. I understand my older child may not sign out a younger sibling. I understand staff are not responsible for my child before he/she signs in or after he/she signs out.
   _____ I do not permit my child to sign in/out independently.
6. I understand that my child may be released to either parent/guardian unless legal documentation is attached explaining restrictions
   _____ Legal documentation is being provided

Permissions and waivers:

7. I agree that my child may participate in all walking and bus field trips, spontaneous and planned, in the SACC program. I understand that I will be notified in advance of planned trips and that spontaneous trips (e.g. a walk to a neighborhood park) will be posted at check-in.
8. I understand that the SACC programs use the public elementary school playgrounds on site, which may or may not fully comply with current LARA (formerly DHS) licensing guidelines [see LARA Licensing Rules for Child Care Centers, Reference Rule R 8170 (19)].
9. I understand that a notebook containing all current SACC state licensing information, including inspection and investigation reports and any related corrective action plans, is kept at the childcare site and can be viewed in the presence of a staff person upon request (some information in the notebook is confidential). Reports covering the last two years can be viewed at www.michigan.gov/michildcare.
10. I understand that my child may appear in Ann Arbor Public School commercials, social media posts, and educational/instructional materials, and I relinquish all rights to any forms of the pictures. If left unchecked, permission will be assumed.
    _____ I refuse to allow pictures of my child.

Billing and scheduling:

11. I understand that, on an occasional basis and with 24-hour advance notification of the site staff, I may use the Drop-In option for unscheduled care at the higher, drop-in rate. I understand that drop-in enrollment is free and automatic, that drop-ins are billed as they are used and that my account payments must be up-to-date in order to use the drop-in privilege. I understand that my childcare site supervisor may decline drop-ins if staff to child ratios cannot accommodate them, and that he/she will post any current drop-in restrictions on the Parent Board at my site.
12. **FAMILIES ARE ALLOWED 3 SCHEDULE CHANGES PER CHILD/PER YEAR AT $20 EACH.** (Note: Some exceptions apply to accommodate Rec & Ed Activity participation. See Parent Handbook for details.) I understand that I must e-mail schedule changes to aapschildcare@aaps.k12.mi.us by any Wednesday for the change to be effective the following Monday. **Exceptions: Changes to be effective during September must be submitted by August 25th, changes to be effective immediately after the Winter Break must be submitted by December 18th, and no schedule change requests received after May 20th will be processed.** I understand that the Drop-In option (see Parent Handbook) may be available during these time periods, but no credits or refunds can be issued for unused dates. I also understand that schedule increases cannot be processed for delinquent or suspended accounts.

13. I understand I must pay a $15 late fee each time I do not pay the monthly child care fee by the 25th of the preceding month. **I understand that I am responsible for payment in full by that date even if no invoice is received.** I understand that payments are due prior to care and that my child can be dis-enrolled on the first day of the unpaid month if payment is not received.

14. I agree to give two weeks written, advance notice by email to aapschildcare@aaps.k12.mi.us if I decide to withdraw my child from the program. I understand that I am responsible for accrued fees until notice is received **and my withdrawal has gone into effect.** I understand refunds must be requested in writing and that check refunds require a $10 processing fee. **I understand that no credit will be given for withdrawals submitted after May 22nd.**

15. I understand that no credits or deductions can be made for absences for any reason, including family vacations, school camp days or field trips, snow days and emergency school closures.

**Health and emergencies:**

16. I confirm that my child is in good health, able to participate in all activities unless otherwise indicated on the Child Information Form, up to date on his/her immunizations, and that a current immunization form or waiver is on file in the school office.

17. I agree that if my child needs emergency medical or dental treatment, I will be responsible for any treatment deemed necessary by a physician or dentist.

18. I understand that if my child has special needs, a Special Needs Planning Form must be submitted annually and any agreed upon accommodations must be in place **before my child may attend care.** I understand that failure to provide a completed form and/or additional information if requested will postpone my child’s start date, and that failure to disclose a special need at enrollment can result in suspension of services.

19. I understand that if my child needs emergency medications at Child Care, I must provide labeled medications along with a Medication Authorization and Action Plan. I understand that medications kept in the school office for my child are not accessible during child care hours and that **separate medications must be provided for Child Care.** I further understand that non-emergency medications, including over-the-counter and topical preparations, also require a Medication Authorization signed by a physician.

20. I understand that if my child has food allergies, I will provide snacks from home unless and until I have completed the “SACC Food Allergy Authorization Form” specifying what foods my child can/cannot be served **and the form is approved by an Administrator.**

21. I understand that **my child’s school may restrict nuts** and I will follow the guidelines of the district’s nut policy when sending a special treat or snack to Child Care.

**Behavior:**

22. I agree to assume full responsibility for any damage to person or property caused by my child.

23. I agree that if the behavior or health of my child should necessitate sending him/her home, I (or someone on my emergency contact list) will immediately pick up my child from care.

24. I understand that if my child has a persistent pattern of negative behavior and interventions have not been successful, I may be asked to remove my child from the SACC program.
The Ann Arbor Public Schools require a physician’s written order and the parent’s or guardian’s written authorization for administration of all medications, including over-the-counter medications. *Note: An equivalent form from your child’s doctor’s office may be used, as long as it is also signed and dated by a parent.

**PHYSICIAN’S ORDER FOR MEDICATION ADMINISTRATION**

Name ___________________________________________ Date ____________

Address ________________________________________ Birthdate ____________

Diagnosis _________________________________________

Name of medication(s) _____________________________________________

Time(s) of administration and dosage _______________________________________

Relevant side effects, if any _____________________________________________

Other suggestions _________________________________________________

The length of time that the medication may be administered shall be one school year, from September through August. All medication authorizations must be renewed at the start of each school year.

Physician Signature ________________________________________________

Address __________________________________________________________

I hereby request that my child be administered the above medication(s) by preschool/childcare/camp personnel. I understand that the medication(s) will be administered as directed by the above named physician and that each medication must come in its original container. I will notify the school in writing if an authorized medication is to be discontinued. If the administration of an authorized medication needs to be otherwise changed, I with resubmit an Authorization for the Administration of Medication form with physician signature.

Parent/Guardian Signature ___________________________________________ Date ____________
EMERGENCY ACTION PLAN (One per child)

Note: If your child has an Action Plan from a doctor's office, you may use that instead.

Child’s Name: ______________________________ Childcare site: ________________

Child’s condition/symptoms: ______________________________________________________
_______________________________________________________________________

Medications: ____________________________________________________________________

Location of emergency medication(s): ____________________________________________

Allergies:  ____________________________________________________________________

Preferred hospital: ____________________________________________________________

In the event of an episode, childcare staff should follow these procedures:

1. If _________________________________________________________________________
   then:

2. If _________________________________________________________________________
   then:

3. If _________________________________________________________________________
   then:

Additional information:

Parent/Guardian #1: ___________________________________________________________________

Cell: __________________ Work: _______________ Other: __________________

Place of employment: ____________________________________________________________

Parent/Guardian #2: ___________________________________________________________________

Cell: __________________ Work: _______________ Other: __________________

Place of employment: ____________________________________________________________

Parent/Guardian signature: __________________________ Date: __________
SACC Special Needs Planning Form*

STUDENT: ___________________________  GRADE: _____  CHILDCARE SITE: ______________

RETURNING CHILD?  YES ☐  NO ☐  SPECIAL NEEDS: ______________________________

If yes, please describe any changes over the summer: ______________________________________

Please list any suggestions or strategies that would be beneficial for staff to implement based on prior successes:

________________________________________________________________________________________

CHILDCARE SCHEDULE:

BEFORE CARE:  Mon ☐  Tue ☐  Wed ☐  Thu ☐  Fri ☐
AFTER CARE:  Mon ☐  Tue ☐  Wed ☐  Thu ☐  Fri ☐

This form will be used to help childcare staff understand and accommodate for your child’s special needs.

- Please describe any necessary support for your child’s participation in childcare.
- Please be aware that attendance may not be possible until accommodations are in place.

Communication: (e.g. AT devices, communication system, etc.)

Does your child use any special communication technology? YES ☐  NO ☐
If yes, please describe: _______________________________________________________________

Does your child need an interpreter/assistive device?  YES ☐  NO ☐

Furniture/ Equipment: (e.g. chairs or sensory seating, walker, etc.)

Does your child need/use any special furniture or equipment? YES ☐  NO ☐
If yes, please describe: _______________________________________________________________

Behavioral: (e.g. token system, behavioral plan tools, sensory tools, etc.)

When angry, my child will ______________________________________________________________
My child has difficulty _________________________________________________________________
When upset, my child responds best to ______________________________________________________
My child will need assistance with the following:
☐ dressing  ☐ going to the bathroom
☐ remembering to use the bathroom  ☐ understanding/following simple directions
☐ communication  ☐ other: _______________________________________________________________

Academic: (e.g. supports, materials & methods)

Does your child receive any academic support?  YES ☐  NO ☐
☐ OT  ☐ PT  ☐ Speech  ☐ TA  ☐ TC  _______________
☐ Self-contained classroom

Parent Name: ___________________________  Phone:_____________  Email:_____________________

*Please return at least 4 weeks before you want your child to attend childcare!
Dear Parent/Guardian,

Parents of students with food allergies are required to provide a daily snack from home. If your child has very specific allergies, and this written agreement is in place, SACC may be able to provide a portion of the daily snack. This form specifies to the Supervisor what foods Child Care may provide and what foods the parent will provide. Snack will not be provided until this form is completed, signed by a parent, submitted to the Child Care Site Supervisor and authorized by a Community Education Administrator.

Child’s Name: _________________________  Grade: ______  School: _____________

My child is allergic to: ____________________________________________________

My child may eat the following foods in childcare (circle YES or NO):

YES  NO  Fruits and vegetables including juice, applesauce, and fruit cocktail, except:
__________________________________________________________________________

YES  NO  Milk, yogurt, cream, pudding and any other milk products

YES  NO  Eggs, meat, poultry, fish, beans

YES  NO  Syrup, jam, jelly and honey

YES  NO  Any and all processed dry goods, including bread, cereal, rice, pasta, crackers, bagels, pretzels, popcorn, rice cakes, and granola bars. (No exceptions to this category are permitted, since exceptions would require staff to read food labels.) **Students with nut allergies cannot be served any foods from this group.**

☐ I agree that my child can be served the foods indicated above in childcare.
☐ **I understand the School Age Child Care Staff will NOT read labels to accommodate my child.**
☐ I understand that if my child has a food allergy, my child will not be served a snack until this form is signed.
☐ I opt to provide my child’s snacks from home. Snacks may be stored in childcare. All foods must be labeled with your child’s name and allergy on the package.
☐ I understand my child will only be provided the foods I have indicated above.

Parent Name: ____________________________________________________________  Phone: __________________

Parent Signature: ______________________________________________________  Date: ______________

Administrator’s Signature: ______________________________________________  Date: ______________

Ann Arbor Public Schools
SCHOOL AGE CHILD CARE
FOOD ALLERGY – SNACK AUTHORIZATION FORM
SACC Attendance Exception Form

To ensure your child’s safety, please give this completed form to SACC staff at your school to describe any planned, limited exceptions to your child’s regular Child Care participation, such as an after school activity or sports practice.

IMPORTANT: I understand that my child must check in at Child Care before going to this activity.

I give permission for my child (full name) ____________________________ at (school) ________________ to attend:

Day/Time: Activity: Start/End Date: After, my child will:
_________ ___________ ___/____ _Return to childcare ___Parent pick up ___Not Return
_________ ___________ ___/____ _Return to childcare ___Parent pick up ___Not Return
_________ ___________ ___/____ _Return to childcare ___Parent pick up ___Not Return
_________ ___________ ___/____ _Return to childcare ___Parent pick up ___Not Return

EXCEPTIONS: If you do not want your child to check in to care prior to the activity you may choose the following option:

☐ (NOT RECOMMENDED) My child has my permission to go directly to the activity without checking in at Child Care.

Parent Signature ____________________________ Date ________________
# 2019-20 PAYMENT CALENDAR

<table>
<thead>
<tr>
<th>Dates of Service</th>
<th>Invoice Posted</th>
<th>Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3 – 30, 2019</td>
<td>July 31, 2019</td>
<td>August 25, 2019</td>
</tr>
<tr>
<td>October 1 – 31, 2019</td>
<td>August 31, 2019</td>
<td>September 25, 2019</td>
</tr>
<tr>
<td>November 1 – 29, 2019</td>
<td>September 30, 2019</td>
<td>October 25, 2019</td>
</tr>
<tr>
<td>December 2 – 20, 2019</td>
<td>October 31, 2019</td>
<td>November 25, 2019</td>
</tr>
<tr>
<td>January 6 – 31, 2020</td>
<td>November 30, 2019</td>
<td>December 25, 2019</td>
</tr>
<tr>
<td>April 6 – 30, 2020</td>
<td>February 28, 2020</td>
<td>March 25, 2020</td>
</tr>
<tr>
<td>May 1 – 29, 2020</td>
<td>March 31, 2020</td>
<td>April 25, 2020</td>
</tr>
<tr>
<td>June 1 – 12, 2020</td>
<td>April 30, 2020</td>
<td>May 25, 2020</td>
</tr>
<tr>
<td>May/June misc fees*</td>
<td>May – June*</td>
<td>On receipt, 5/25-6/25</td>
</tr>
</tbody>
</table>

If you do not see your fees posted to your account by the **5th of any month**, please click on the “contact us” tab within the Parent Portal and send an e-mail directly to aapschildcare@aaps.k12.mi.us or call the office at (734) 994-2300 x 53253.

Payment in full is due on or before the 25th of the month prior to service. Payments received after the due date will incur an automatic $15.00 late fee per family.

Primary financial sponsors can set up electronic **recurring automatic payments** on the 25th of each month through the Parent Portal using a credit card or electronic fund transfer.

Families with **past due accounts** will not be allowed to register for any Rec & Ed programs, and School Age Child Care services may be suspended.

If you have any **questions or problems** concerning your account, please email aapschildcare@aaps.k12.mi.us or phone 734-994-2300 x 53253 before the due date!

*Note: Drop-ins and late pick-ups that occur after April 30 will continue to be posted manually through the end of the school year.*
## 2019-20 SACC Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Day(s)</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>3</td>
<td>Tues</td>
<td>First Day of School – Full Day</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Wed</td>
<td>CHILD CARE BEGINS</td>
</tr>
<tr>
<td>October</td>
<td>23</td>
<td>Wed</td>
<td>Early Release Day – AM CARE ONLY</td>
</tr>
<tr>
<td>November</td>
<td>5</td>
<td>Tue</td>
<td>Election Day – No School – NO CHILD CARE</td>
</tr>
<tr>
<td></td>
<td>27-29</td>
<td>Wed-Fri</td>
<td>Thanksgiving Break – No School – NO CHILD CARE</td>
</tr>
<tr>
<td>December</td>
<td>23-Jan</td>
<td></td>
<td>Winter Break – No School*</td>
</tr>
<tr>
<td>January</td>
<td>6</td>
<td>Mon</td>
<td>School Resumes</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Mon</td>
<td>MLK Jr Day – No School – NO CHILD CARE</td>
</tr>
<tr>
<td>February</td>
<td>25</td>
<td>Tue</td>
<td>Early Release Day – AM CARE ONLY</td>
</tr>
<tr>
<td>March</td>
<td>10</td>
<td>Tue</td>
<td>Election Day – No School – NO CHILD CARE</td>
</tr>
<tr>
<td></td>
<td>30-Apr</td>
<td>Mon-Fri</td>
<td>Spring Break – NO CHILD CARE*</td>
</tr>
<tr>
<td>April</td>
<td>6</td>
<td>Mon</td>
<td>School Resumes</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Fri</td>
<td>No School Day – NO CHILD CARE</td>
</tr>
<tr>
<td>May</td>
<td>5</td>
<td>Tue</td>
<td>Election Day – No School – NO CHILD CARE</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Wed</td>
<td>Early Release Day – AM CARE ONLY</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Mon</td>
<td>Memorial Day – No School – NO CHILD CARE</td>
</tr>
<tr>
<td>June</td>
<td>12</td>
<td>Fri</td>
<td>Last Day of School – Half Day – AM CARE ONLY</td>
</tr>
</tbody>
</table>

* Check [www.a2school.org/reced](http://www.a2school.org/reced) for day camp options during school break weeks!