

ROCHESTER PUBLIC SCHOOLS



SCHOOL AGE CHILD CARE

Parent/Guardian

Handbook

June, 2016 - June, 2017



www.rochesterce.org/sacc



Table of Contents

Program Hours	2
Telephone Directory	3
Site Locations/Information	4
Mission/Program Goals	5
Administration/Funding	5
Program Standards/Staffing	5
<i>Standards</i>	5
<i>Staff Responsibilities</i>	5
<i>Ratios</i>	6
Registration/Enrollment	6
<i>Enrollment Requirements</i>	6
<i>Program Participants</i>	6
<i>Program Options</i>	7
<i>Schedule Options</i>	7
<i>Changes to Contract Information</i>	8
<i>Withdrawal</i>	8
<i>Photo Release</i>	8
<i>Disclaimer</i>	8
General Program Information	8
<i>Shirts</i>	8
<i>Footwear</i>	9
<i>Program Dates of Service</i>	9
<i>Days Closed</i>	9
Program Offerings	9
<i>Field Trips</i>	10
<i>Outdoor Play</i>	11
Breakfast/Lunch/Snacks	11
<i>Breakfast</i>	11
<i>Lunch</i>	11
<i>Snacks</i>	12
2016/2017 Fees/Payments	12
<i>Fee Schedule</i>	12
<i>Payment Procedure</i>	12
<i>Credit/Debit Card Payments</i>	13
<i>Billing Charges</i>	13
<i>Past Due Payments</i>	13
<i>Non-Sufficient Funds (NSF) Checks</i>	13
<i>Dependent Care Reimbursement Forms</i>	13
<i>Annual Statement of Charges</i>	13
<i>Assistance Programs</i>	14
Children's Responsibilities/Expectations	14
Behavior Management Policy	14
<i>Behavior Incident Reports</i>	15
<i>Suspension from School</i>	16
Late Parent/Guardian Policy	16
Inclement Weather Day Policy	17
Transportation	17
Health	18

<i>Nurse</i>	18
<i>Sick Child</i>	18
<i>Exclusions</i>	18
<i>Immunizations</i>	18
<i>Medication</i>	19
<i>Emergency Contact</i>	20
<i>Accidents</i>	20
Safety and Security	20
<i>Practice Drills</i>	20
<i>Absences</i>	20
<i>Sign In and Sign Out</i>	21
<i>Release of Children</i>	21
<i>Child Abuse/Neglect</i>	21
<i>Asbestos</i>	21
<i>Pest Control</i>	22
<i>Indoor Air Quality (IAQ)</i>	22
Personal Property	23
<i>Lost and Found</i>	23
<i>Items from Home</i>	23
<i>Weapons/Violent Toys</i>	23
History	23

Program Hours

Summer Program: 6:30 a.m. to 6:00 p.m.

School Year Program: 6:30 a.m. until school begins and after school until 6:00 p.m.

Non-School Enrichment Days: 6:30 a.m. to 6:00 p.m.

Inclement Weather Days: 8:30 a.m. to 4:00 p.m.

Longfellow: 45-day schedule--6:30 a.m. until school begins and after school until 6:00 p.m.

15-day schedule--6:30 a.m. to 6:00 p.m.

Northrop Office Hours: 7:45 a.m. to 4:15 p.m., Monday through Friday, Summer Hours

8:00 a.m. to 4:30 p.m., Monday through Friday, School Year Hours

SACC Office will be closed on January 16, 2017 (Martin Luther King Jr. Day)



Telephone Directory

Bamber Valley	328-3040
Bishop	328-3111
Churchill	328-3160
Elton Hills	328-3210
Folwell (also services St. Johns)	328-3240
Franklin (also services St. Francis)	328-3305
Gage	328-3390
Gibbs	328-4110
Holy Spirit	287-2454
Hoover	328-3460
Jefferson (also services Schaeffer Academy and St. Francis)	328-3510
Lincoln	328-3560
Longfellow	328-3645
Pinewood (also services St. Francis)	328-3620
Riverside	328-3710
Sunset Terrace	328-3778
Washington (also services St. Pius)	328-3810

See page 4 for addresses and cluster breakdown.

School Age Child Care Office--201 - 8th Street NW, Rochester, MN 55901	
Drop Box Location--Community Education drop box located outside Northrop entrance.	
Web Site: www.rochesterce.org/sacc	
FAX Number	328-4015
Mary Dixon, Secretary	328-4040
Linda Koelsch, Bookkeeper	328-4045
Matt Gove, Activity Coordinator	328-4043
Elizabeth Hansen, Sunset Terrace Cluster Team Leader	328-4048
Dawn Guenther, Franklin Cluster Team Leader	328-4041
Mark Ponto, Jefferson Cluster Team Leader	328-4047
Nate Schriever, Gage Cluster Team Leader	328-4049
Megan Swanson, Inclusion Specialist Team Leader	328-4039
Nick Connett, Inclusion Specialist Team Leader	328-4062
Kim Oeltjen, SACC Registered Nurse	328-4046
David Williamson, STEM Learning Specialist	328-4025
Melissa Fredin, School Age Child Care Program Manager, e-mail: mefredin@rochester.k12.mn.us	328-4042
Amy Eich, Community Education Director	328-4002



Site Locations/Information

Franklin Cluster Sites

Team Leader, Dawn Guenther Phone: 328-4041

E-mail: daguenther@rochester.k12.mn.us

Bamber Valley	2001 Bamber Valley Road SW	328-3040
Franklin	1801 9 th Avenue SE	328-3305
Longfellow	1615 Marion Road SE	328-3645
Pinewood	1900 Pinewood Road SE	328-3620
St. Francis	(See Franklin or Pinewood)	

Gage Cluster Sites

Team Leader, Nate Schriever Phone: 328-4049

E-mail: naschriever@rochester.k12.mn.us

Churchill	2240 7 th Avenue NE	328-3160
Gage	1300 40 th Street NW	328-3390
Gibbs	5525 56 th Street NW	328-4110
Holy Spirit	5455 50 th Avenue NW	287-2454
Hoover	369 Elton Hills Drive NW	328-3460

Jefferson Cluster Sites

Team Leader, Mark Ponto Phone: 328-4047

E-mail: maponto@rochester.k12.mn.us

Folwell	603 15 th Avenue SW	328-3240
Jefferson	1201 10 th Avenue NE	328-3510
Lincoln	1122 8 th Avenue SE	328-3560
Riverside	506 5 th Avenue SE	328-3710
St. Francis	(See Jefferson)	
St. Johns	(See Folwell)	
Schaeffer Academy	(See Jefferson)	

Sunset Terrace Cluster Sites

Team Leader, Elizabeth Hansen Phone: 328-4048

E-mail: ehansen@rochester.k12.mn.us

Bishop	406 36 th Avenue NW	328-3111
Elton Hills	1421 Elton Hills Drive NW	328-3210
St. Pius	(See Washington)	
Sunset Terrace	1707 19 th Avenue NW	328-3778
Washington	1200 11 th Avenue NW	328-3810

Summer Site Locations

Franklin	1801 9 th Avenue SE	328-3305
Gage	1300 40 th Street NW	328-3390

Non-School Enrichment Day Locations

Care will be available as indicated on the *Non-School Enrichment Day Information*.

Inclement Weather Day Location

Northrop Education Center	201 8 th Street NW	328-4040
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Mission/Program Goals

Mission: Rochester Public Schools School Age Child Care Program will provide a safe, nurturing environment where children can feel they are significant and they belong. Program goals include the following:

1. To assure parents/guardians that their children will be in a safe, healthy environment where staff will strive to meet emotional, social, and physical needs.
2. To create a happy, warm, exciting environment that is inviting, comfortable, flexible, and manageable for the children.
3. To provide arts, crafts, STEM activities, self-directed play, community service projects, field trips, physical activities (indoor/outdoor), computer lab, reading, or homework time during the school year. Staff will assist and encourage children with school-related homework.
4. To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.
5. To support and work with the children's teachers and school administrators in building a stable and consistent team to promote an environment where children may learn and grow.

Administration/Funding

Rochester Public Schools Office of Community Education administers the School Age Child Care Program. Program costs, such as staff salaries, snacks, toys, equipment, art/craft supplies, field trips, and special activities are funded with fees paid by registered parents/guardians. The 21st Century Learning Center programming is partially provided with Federal funds administered through the Minnesota Department of Education.



Program Standards/Staffing

Standards

Program standards for the School Age Child Care Program are adapted from guidelines developed by the Minnesota Department of Education and have been reviewed and approved by the School Board of the Rochester Public School District.

Staff Responsibilities

The School Age Child Care Program is staffed with caring people who have experience in various fields. Background checks, first aid and CPR training, and continued staff development through workshops and trainings are required of all staff.

Each School Age Child Care site is staffed with at least one Program Lead who is responsible for overseeing the operation of the program. Program Assistants are trained to assume Program Lead responsibilities in their absence, and otherwise assume numerous responsibilities toward the operation of the site. Program Aides may also be included as part of the site team. They have a very important role of spending most of their time directly with children. Special Needs Assistants will be assigned to sites as needed. Team Leader Inclusion Specialists will be available to assist with children and staffing needs. Each site is overseen by a Team Leader who directs and guides the staff in general site operation, including communication, challenging behavior, teamwork, scheduling, program planning, etc.

Ratios

SACC strives to maintain staff to child ratios of 1:7/10 for younger children (kindergarten through 2nd grade) and 1:10/15 for older children (grades 3 through 5). Adjustments may be made according to individual needs.

Registration/Enrollment

Enrollment Requirements

Step 1:

- Completed online contract.
- \$68.00 non-refundable registration fee paid per family (per year).
- **Required** to schedule and pay for one (1) half or one (1) full day during the summer and/or one (1) morning or afternoon session during the school year for each child registered.
- If currently registered in the program:
 - An account with reliable and conscientious payment history.
 - *Behavior/Discipline Policy* in good standing.
 - *Late Pick-up Policy* in good standing.



Step 2:

Complete a SACC Child/Health Information Form.

Children may begin attending the program after the registration has been reviewed and all paperwork has been completed, along with receipt of the registration fee. Visa, MasterCard, or Discover credit/debit cards will be accepted.

The family member whose e-mail address has been entered on the online contract information will receive Non-School Enrichment Day registrations, billing statements, other program information, and will be responsible for payment on the account. Individuals with an account “user name” and “password” may make changes on the contract, such as schedule changes, emergency contacts, etc.

Program Participants

Summer 2016: Children entering kindergarten through those entering 6th grade for the 2016/2017 school year.

School Year 2016/2017: Children entering kindergarten through 5th grade.

Non-School Enrichment/Inclement Weather Days: Children in kindergarten through 5th grade who are registered for the School Year Program.

Program Options

Summer Program: Families registered for the 2016 Summer Program will receive a *Welcome Letter* to be e-mailed on Friday, May 13th.



School Year Program: Families registered for the 2016/2017 School Year Program will receive a *Welcome Letter* that will be e-mailed on Friday, August 5th. Parents/guardians will receive program reminders and information at this time.

Non-School Enrichment Days: NSED's will be available online one month prior to the date of the NSED. When the capacity is reached, registration will be closed. All NSED's will be billed to the parent's/guardian's School Age Child Care account. If unable to access a computer, the SACC Office may be contacted at 328-4040. Full-day care from 6:30 a.m. to 6:00 p.m. will be offered during the 2016/2017 School Year Program on most conference days, District days, Winter/Spring Break, and on other planned days off as staffing and space allow. Dates will be indicated on the *Important Dates and Non-School Enrichment Day Information*, which will be included with the *Welcome Letter* to families registered for the School Year Program and will be posted on the web site and Facebook.

Once capacity is reached, the parent/guardian may call the Northrop SACC Office to be put on a *Waiting List*, however, care is not guaranteed. SACC Office staff will call only if there are cancellations. Field trips/presentations may not be available--this will be addressed individually when calling the parent/guardian, if openings become available. Lunches will not be available after the registration closes.

Drop-in care is not available on Non-School Enrichment Days--regular care schedules will not be valid.

45/15 Non-School Enrichment Days (Longfellow): School Age Child Care will accommodate the 45/15 day schedule. Non-School Enrichment Days will be offered during the 15-days off schedule for Longfellow children. A collaboration of agencies will provide programming for the 15-days off. Longfellow break registrations will be available online to families in advance of the Non-School Enrichment Days.

Inclement Weather Days: When school is closed all day due to weather conditions, School Age Child Care may be available from 8:30 a.m. to 4:00 p.m. at the Northrop Education Center, 201 8th Street NW, Rochester, MN 55901. **If all District buildings are closed at the discretion of the Rochester School District Administration and/or the Governor to provide safety for staff and families, care will NOT be available.**

Schedule Options

Schedules and Changes: Parents/guardians enter schedules (including vacation days) by logging on to their account and following these steps:

1. Go to <https://rochester.thatscommunityed.com>.
2. Click "Sign In" and enter your "Email Address" and "Password."
3. Click on "Profile" in the upper right hand corner.
4. Click on the "SACC" tab.
5. Below the "Current and Upcoming Contracts" header, you will see your contract with an "Actions" dropdown menu to the right of it. Click on "Actions" and select "Change Contract's Schedule."
6. Scroll to the bottom of the page. Click on the calendar or type/delete the dates to be modified.
7. Click on "Submit Contract Schedule Changes." Remember that all schedule changes to add or remove care require a one (1) week (7 days) notice.

Note: Kindergarten start dates differ from the regular school start dates.

Only individuals who have the "user name" and "password" may make changes to schedules or contract information.

Drop In: Call your SACC site to request drop-in care. A 24-hour notification is requested. Drop-in care cannot be approved on Non-School Enrichment Days, weekends, holidays, or other days off. If adequate staffing or space is not available, care may be denied. Once a drop-in day is requested, charges will remain. If care is cancelled, the parent/guardian will be billed.

A summer drop-in request does not include field trips or special activities--the parent/guardian would need to follow appropriate steps to sign up if additional offerings are desired.

Staff are not expected to accept a child who is brought to the program without the proper notification and confirmation. If additional care is needed on a regular basis, parents/guardians will need to log onto their account and change the schedule.

Changes to Contract Information

For safety reasons, it is imperative that children's accounts include current data at all times. Should a change occur to your address, work or home telephone numbers, employer, emergency contact information, or other data, parents/guardians may log onto their account to make updates.

Withdrawal

Parents/guardians planning to withdraw their child(ren) from the School Age Child Care Program may do so at any time; however, a one (1) week (7 days) notification is required. Fees will be charged until one (1) week (7 days) from the date of notification.

Photo Release

If a parent/guardian does not want images of their family used by the SACC Program, it is their responsibility to submit a *Media Exemption* form to the SACC Office. A copy of this form is available in the SACC Office.

Disclaimer

The School Age Child Care Program planning process begins many months prior to the registration period for the Summer and School Year Programs. Every attempt will be made to maintain School Age Child Care sites. However, low enrollment may cause a site to merge or close. Parents/guardians will be notified as early as possible if this action becomes necessary. The process, including transportation, will be discussed with the affected families.

School year, summer, and NSED's may be closed to maintain safe staff-to-child ratios. Ongoing efforts will be made to hire additional staff.

General Program Information

Shirts

For safety reasons, School Age Child Care shirts provide staff/child identification. On Summer and Non-School Enrichment Days, children are strongly encouraged to wear a School Age Child Care shirt.



Program shirts are required for all off-site activities and field trips. If a child arrives without a program shirt when required for off-site activities or field trips, parents/guardians have the following options:

1. Parent/guardian returns home and promptly provides a program shirt for the child.
2. Staff will provide the child with a program T-shirt, and the parent/guardian will be billed \$10.00.

(Due to staffing needs and time constraints, staff are not available or required to make reminder calls.)

Shirts are available at the School Age Child Care Office and may be purchased or billed to the statement. A limited supply of shirts will be available at the summer and Non-School Enrichment Day sites.

- T-shirts \$10.00

Children are also encouraged to keep an extra set of clothing in their locker or backpack in case of an accident.

Footwear

Children must wear athletic shoes or regular soft-soled enclosed tie/velcro shoes while attending School Age Child Care. Clogs, sandals, and crocs are not allowed. Children must wear shoes at all times, except when swimming. If a child arrives without the proper footwear, the child's participation in activities will be limited. Sandals are not allowed except at the pool.

Program Dates of Service

Summer: Tuesday, June 14, through Friday, August 19, 2016, at Franklin and Gage.

Summer Limited Care: Northrop, August 22, 23, 24, 25, and 26, 2016.

School Year: Tuesday, September 6, 2016 through Thursday, June 8, 2017.

Note: Kindergarten start dates differ from the regular school start dates.

Days Closed

Summer: June 10 and 13; July 4; and after Limited Care at Northrop until school begins.

School Year: September 5; November 24 and 25; December 23, 26 and 30, 2016; January 2; and May 29, 2017.

Program Offerings

A goal of the School Age Child Care Program is to provide a variety of developmentally-appropriate activities including arts, crafts, STEM activities, self-directed play, field trips, dramatic play, library, computer lab, physical activities (indoor and outdoor), community service, reading, science, and to offer an environment where homework is encouraged.

Sample School Year Daily Schedule:

Morning

6:30 to 8:30 Morning Snack
6:30 to 7:45 Structured Choice and Homework Time
7:45 to 8:00 Active Time
8:00 to 8:45 Activity, Gym games, Outside, or
Computer Lab
8:45 to 9:10 Transition Games

Afternoon

3:30 to 3:45 Attendance, Snack, and Group Time
3:45 to 4:30 Active, Homework, and Reading Time
4:30 to 5:30 Activity, Gym games, Outside, or
Computer Lab
5:30 to 6:00 Structured Choice Time

Summer Daily Schedule: An example of a typical daily schedule follows:

<u>Morning</u>		<u>Afternoon</u>	
6:30 to 8:15	Structured Choice Time	12:45 to 1:15	Rest & Relaxation Time
8:15 to 8:45	Breakfast/Attendance	1:15 to 1:45	Group Time
8:45 to 9:30	Group Time/Outside	1:45 to 2:30	Activity Time/Cleanup
9:30 to 11:00	Activity Time/Cleanup	2:30 to 3:15	Snack
11:00 to 11:45	Lunch	3:15 to 4:30	Outside
11:45 to 12:45	Outside	4:30 to 6:00	Structured Choice Time

Summer Library Use at the Building: Library check-out, sponsored by School Age Child Care, will be available from June through August. Please complete the online permission slip that will be e-mailed to parents/guardians indicating if you would like your child to participate. Parents/guardians are responsible for making sure books are returned on time or the Library is reimbursed for lost books. In addition to the Library check-out times, children will be offered the opportunity to read and use the Library frequently.

Field Trips

Field trips are offered throughout the school year and summer. All field trips are optional. Children not attending the field trip will participate in scheduled activities at the school site. A program shirt is required and must be worn at all times for all off-site field trips and activities. All field trips must be registered online and pre-paid before registration closes in order for children to attend. Children must travel with School Age Child Care to and from the trip location. Parents/guardians may not drop off at or pick up from a field trip location under any circumstances.

If a field trip is cancelled due to inclement weather or other unforeseen circumstance, every attempt will be made to find an alternate trip on that day.

Parents/guardians are welcome to chaperone field trips but will be required to pay the trip fee and purchase a program T-shirt if they do not already have one. If interested, please contact your Team Leader.

Summer: Field trips will be announced on a monthly basis so that parents/guardians and children may determine choices. (See schedule below indicating dates when field trip calendars will be available online and due dates to sign up for trips, as well as when payment is due.) Prepayment is required, and refunds will not be issued after the due date. Payment is due to the School Age Child Care Office prior to office closing time on the deadline dates.

MONTHLY FIELD TRIPS	POSTED ON WEB SITE PRIOR TO	DATE PAYMENT DUE
June	Friday, May 13 th	Tuesday, June 7 th
July	Wednesday, June 1 st	Friday, June 24 th
August	Friday, July 1 st	Monday, July 25 th

Field Trips/Calendars: Parents/guardians must register for all field trips online. To register, log on to your family account at <https://rochester.thatscommunityed.com> and select the trips your child(ren) would like to attend. All trips are pre-paid and non-refundable after registration closes each month. All children must travel to and from trip locations with School Age Child Care – as stated above, no exceptions will be made for this policy. All field trips are optional.

Field Trip Spending Money: Spending money is optional. There may be opportunities to purchase souvenirs and snacks/treats. Children will be responsible for the spending, handling, and safe keeping of his/her money. Staff will help make suggestions and assist when necessary. School Age Child Care and staff are not responsible for any lost or missing money. Staff will not loan money to children or purchase items, including food. **Please note...Toys of a violent nature may not be purchased on field trips.**

Outdoor Play

Spending time outdoors is an important part of School Age Child Care programming. Children will frequently spend time outdoors participating in a variety of activities.

Winter: Outdoor clothing including coat, snow pants, boots, hat, gloves/mittens, and scarves are important so that children may participate. If the outside wind chill is below zero degrees, children will remain inside that day.

Summer: Children must self-apply sunscreen and insect repellent. Water play will be encouraged during the summer, so extra clothing is encouraged. Children will be encouraged to drink water frequently and may bring a spill-proof water bottle/container clearly labeled with their name.

Breakfast/Lunch/Snacks

Breakfast



Summer: Children attending summer SACC will have the option to receive a free breakfast through the Student Nutrition Service's Summer Feeding Program. A monthly breakfast menu will be posted online.

School Year: Breakfast is only available through Student Nutrition Services for a cost. Please call Student Nutrition Service at 328-4218 for further questions regarding the school year Breakfast Program. **Please note...Holy Spirit does not offer a Breakfast Program, but children may purchase milk in the morning.**

Lunch

Summer: All children attending summer SACC will have the option to receive a free hot lunch through the Student Nutrition Service's Summer Feeding Program. Children attending field trips over the lunch hour will receive a free bag lunch including a sandwich, fruit and/or vegetable, small treat, and juice. Monthly lunch menus will be posted online. Children with special dietary needs must contact Student Nutrition Services at 328-4218 for accommodations. Children may also choose to bring their own lunch from home if they wish. Refrigeration or microwaves are not available for general use.



Non-School Enrichment Days: A pre-order only bag lunch is available for purchase of \$4.00 on Non-School Enrichment Days. If a lunch is not pre-ordered, parents/guardians must send a lunch and beverage with their child(ren). Refrigeration or microwaves are not available for general use.

Inclement Weather Days: Parents/guardians must provide a nutritious bag lunch and beverage—lunch is not available at SACC. Refrigeration or microwaves are not available for general use.

Snacks

Summer: No morning snack is served during the Summer Program. See “Breakfast” section above. Children will receive a healthy snack and beverage in the afternoon.

School Year: Children will be offered a light morning snack throughout the morning until 8:30 a.m. during the School Year Program. They may also choose to participate in their school’s Breakfast Program. In the afternoon, children are served a healthy snack with juice. Afternoon snack calendars are posted on the SACC web site.

Non-School Enrichment/Inclement Weather Days: Children will be offered a light morning snack and an afternoon snack with beverage.

A child may choose to bring a healthy snack of choice from home that can be eaten during snack time. Staff must be made aware of allergies by a parent/guardian on the child’s contract. In accordance with Rochester Public Schools’ policy, any snacks brought by children or staff to share for special occasions must be purchased from a commercial supplier--no home-baked goodies please!

2016/2017 Fees/Payments

Fee Schedule

Type of Service	Per Year
Registration Fee Per Family (Non-Refundable, per year)	\$68.00
Type of Service	Per Child/Per Day
6:30 a.m. Until School Begins	\$10.00
Drop-in Rate Before School	\$11.00
After School Until 6:00 p.m.	\$10.00
Drop-in Rate After School	\$11.00
Non-School Enrichment Days (6:30 a.m. to 6:00 p.m.)	
• Full Day Rate	\$29.00
• Half Day Rate (5.5 consecutive hours)	\$21.00
Summer (6:30 a.m. to 6:00 p.m.)	
• Full Day Rate	\$29.00
• Full Day Drop-in Rate	\$31.00
• Half Day Rate (5.5 consecutive hours)	\$21.00
• Half Day Drop-in Rate (5.5 consecutive hours)	\$23.00
Inclement Weather Days	
• Full Day Rate (8:30 a.m. to 4:00 p.m.)	\$29.00
• Half Day Rate (5.5 consecutive hours)	\$21.00
Shirts:	
• T-shirt - \$10.00	Shirts must be worn for all off-site activities or field trips.

Payment Procedure



Individuals will receive e-mail notification that billing statements are available online every two weeks. Payment is due upon receipt and may be paid online or mailed to School Age Child Care (201 8th Street NW, Rochester, MN 55901). Payments may also be placed in the Northrop Community Education drop box located across from the main entrance by the flagpole. **Staff will not accept payments at the sites.** Questions may be directed to the School Age Child Care Bookkeeper at 328-4045.

Credit/Debit Card Payments

School Age Child Care fee statements may be credited/debited to a Visa, MasterCard, or Discover account. Credit/debit card payments may be paid online or telephoned to the School Age Child Care Bookkeeper at 328-4045.

Billing Charges

In addition to scheduled care fees, parents/guardians will be billed according to the following:

- The site iPad will be the official time used in determining the sign-in/sign-out times, as well as 5.5 consecutive hours for half-day charges.
- Once a drop-in day has been requested by a parent/guardian, charges will be billed.
- Purchased program shirts will be charged to the parent/guardian account.
- When a child is scheduled but does not attend due to illness, etc., charges will remain in effect.

Past Due Payments

School Age Child Care follows the Rochester Public Schools' process for collecting delinquent fees. Registrants must maintain accounts with a reliable and conscientious payment history, as a delinquent account is grounds for termination from the program. Parents/guardians will be notified via e-mail when billing statements are available to view for payment online. After two (2) notices to parents/guardians, a collection fee of \$30.00 will be added to the account and the total amount due will be turned over to a collection agency. Once an account has been turned over to a collection agency, the parent/guardian will be notified to find alternate care immediately.

Non-Sufficient Funds (NSF) Checks

If a check is returned one (1) time due to non-sufficient funds, the parent/guardian will be required to submit all future payments by cash, money order, Visa, MasterCard, or Discover. There will be a \$30.00 fee for checks returned due to non-sufficient funds.

Dependent Care Reimbursement Forms

Families using employer Dependent Care Reimbursement/Flexible Spending Accounts may submit forms to the School Age Child Care Bookkeeper for verification. The forms must be completed except for the authorization signature and should accompany payment. Only the actual amount of child care paid by the parents/guardians will be verified. Please allow several days for the forms to be signed and returned. The form will be returned to the child(ren)'s site or will be mailed to the parent/guardian if a self-addressed stamped envelope has been provided.

Annual Statement of Charges

An annual statement of charges will be available online for child care. This statement will include scheduled care, Non-School Enrichment Days, Inclement Weather Days, and drop in days. Child care fees charged may be tax deductible. The school year site field trips and/or special activities, lunches, and summer field trips may not be tax deductible. Parents/guardians need to consult a tax advisor to determine qualification for an education tax credit or deduction.

Assistance Programs

When fees are paid by an assisting agency, the parent/guardian will receive a statement indicating the parent/guardian portion or "parent share" due each month. Payment is due upon receipt. Inquiries regarding fee assistance should be directed to the School Age Child Care Bookkeeper (328-4045).

Children's Responsibilities/Expectations

In order for everyone to enjoy a positive experience while participating in the School Age Child Care Program, children will be expected to:

1. Be responsible and accountable for their actions while making safe choices.
3. Respect the school rules that guide them during the day when attending the program.
4. Respect the rights of others--keep hands and body parts to self!
5. Respect program/school property and property of others.
6. Use acceptable language at all times.
7. Listen and follow directions of staff.
8. Remain with a staff person at all times.
9. Have fun!

Behavior Management Policy

It is the goal of the School Age Child Care Program to provide a safe, caring, and inviting environment for children and staff. Consistent effort will be made to meet the needs of the children and their parents/guardians. The SACC staff will use praise and positive teaching techniques/strategies to encourage appropriate behavior. Staff will also work collaboratively with the parents/guardians and school personnel to problem solve solutions to any developing concerns. Parents/guardians will be expected to work with the School Age Child Care staff to encourage appropriate behavior and the learning of new skills.

Discipline techniques used may include verbal prompts, encouragement, and redirection. Staff will attempt to discuss the situation with the child and, if deemed necessary, a consequence will be determined. In some instances, the child may be removed from the situation. Parents/guardians may be called to discuss the situation further. Certain inappropriate behaviors may require additional attention, a meeting with parents/guardians and staff, and/or a *Behavior Incident Report*. Behavior having a high frequency, duration, or intensity may result in suspension/dismissal from the program. These behaviors may include, but are not limited to:

- Intentionally hurting/endangering others or self (physically or emotionally).
- Leaving the designated room, group, or building without permission.
- Running from staff.
- Destroying property.
- Repeatedly disrespecting staff or other children.
- Exhibiting behavior that could be characterized as harassment or bullying.
- Repeatedly cursing or swearing.
- Threatening violence.
- Possessing illegal substances or weapons.
- Having six (6) *Behavior Incident Reports*.

Depending on the severity of the behavior, the parent/guardian may need to immediately pick up the child following/during the incident. This policy is in place to support the *Rochester Public Schools Harassment and Violence Policy*.

Behavior Incident Reports

A serious disciplinary action such as those listed will result in a *Behavior Incident Report* being filed. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth *Behavior Incident Report*, charges will cease with the last date of service, and alternate care must be found immediately, as the child will not be allowed to return to the program. This *Behavior Incident Report Policy* is inclusive of all School Age Child Care Program options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Inclement Weather Days, and when children attend a School Age Child Care field trip. *Behavior Incident Reports* accumulate consecutively throughout these program options. As an example, *Behavior Incident Reports* received in the School Year Program carry over into the Summer Program and so forth.

1st Behavior Incident Report:

Parent/guardian, site staff, and child will discuss the behavior to resolve the situation.

Parents/guardians will be informed that should a **second** *Behavior Incident Report* occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Team Leader.

2nd Behavior Incident Report:

Parent/guardian will be contacted for a meeting to include the parent/guardian, child, site staff, and Team Leader. The process continues should a parent/guardian refuse to attend a meeting.

Parent/guardian will receive a written warning that should a **third** *Behavior Incident Report* occur, the child will need to take a one-day leave of absence from the program.

3rd Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) Parent/guardian will receive a written warning that should a **fourth** *Behavior Incident Report* occur, the child will need to take a three-day leave of absence from the program.

4th Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parent/guardian will receive a written warning that should a **fifth** *Behavior Incident Report* occur, the child will need to take a five-day leave of absence from the program.

5th Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parent/guardian will receive a written warning that should a **sixth** *Behavior Incident Report* occur, the parent/guardian will be required to find alternate child care immediately, and the child will not be able to return to the program. Charges will end with the last date of service.

6th Behavior Incident Report:

Parent/guardian will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be allowed to return to the program. Charges will end with the last date of service.

After one (1) full calendar year of absence from the program following the sixth *Behavior Incident Report*, a child may be considered for re-entry into the program if the following criteria are met:

1. A goal-setting meeting with parents/guardians and staff will be scheduled to discuss improvements in the child's behavior that may need to occur that will allow for a successful return to the program.
2. The parents/guardians understand that the receipt of one (1) *Behavior Incident Report* constitutes immediate dismissal from the program with no remaining chances for return.
3. All outstanding fees have been cleared from the parent/guardian account.

If one (1) full calendar year lapses between the first through the fifth *Behavior Incident Reports* and no additional reports are documented during that time, the file will be reviewed by staff on an individual basis. Incident reports MAY be waived at the discretion of the Team Leader. If disruptive inappropriate behavior continues, however, reports will not be waived.

Suspension from School

If a child is suspended from school or sent home by a school staff, s/he may not attend School Age Child Care. Children who are suspended are not allowed to be in/on School District property. Charges for child care will remain in effect as scheduled.

Late Parent/Guardian Policy

School Age Child Care closes at 6:00 p.m.* according to the site iPad. Any parent/guardian arriving after the closing time will be assessed a late fee of \$5.00 for every five (5) minutes per child after 6:00 p.m. according to the iPad located in the School Age Child Care room/space. Fees begin at 6:01, then progress with each five-minute interval on the site iPad, i.e., 6:06, 6:11, etc. This amount will appear on the monthly billing. Parents/guardians will be asked to sign the *Late Parent/Guardian Pick-Up* form.



The late fee was put in place to provide care in an emergency situation only and to discourage routine tardiness. If a child cannot be picked up by 6:00 p.m., the parent/guardian is to notify the School Age Child Care site staff to authorize release of the child to another adult by 6:00 p.m. and thereby prevent a late fee. Three (3) warnings within a one-year period will result in dismissal from the School Age Child Care Program.

School Age Child Care acknowledges the efforts of parents/guardians to make adjustments that will ensure the timely pickup of children. Each *Late Parent/Guardian Pick-up* form will be waived after one (1) full calendar year from each late pickup. It is never the intent to penalize children by dismissing them from the program due to late pickup, so please remember that three (3) late warnings received during a one-year period (12 months begins at the time of the first late pickup) will result in immediate dismissal.

After one (1) full calendar year of absence from the program, a parent/guardian may be considered for re-entry into the program pending the following steps:

1. A ground-setting meeting is scheduled to discuss changes in the parent's/guardian's daily schedule that would ensure a timely pickup.
2. All outstanding fees (including past late fees) have been cleared from the parent/guardian account.

This policy is inclusive of all School Age Child Care Program options, i.e., Summer and School Year Programs, as well as Non-School Enrichment/Inclement Weather* Days, etc. Infractions of the *Late Parent/Guardian Policy* will accumulate consecutively throughout these program options. As an example, *Late Parent/Guardian Pick-up* forms received during the School Year Program carry over into the Summer Program and so forth.

**On Inclement Weather Days, School Age Child Care will close at 4:00 p.m. according to the site iPad. Any parent/guardian arriving after the closing time will be assessed a late fee of \$5.00 for every five (5) minutes after 4:00 p.m. Fees begin at 4:01 p.m. then progress with each five-minute interval on the site iPad, i.e., 4:06, 4:11, etc.*

Inclement Weather Day Policy



IMPORTANT: Care on days when school is closed is at the discretion of the Rochester School District Administration and/or the Governor. If all District buildings are closed to provide safety for staff and families, care will NOT be available. If buildings remain open, the policy stated below will be followed...

- ***If Rochester Public Schools announces a school closing prior to the start of the school day: School Age Child Care will operate during the hours of 8:30 a.m. to 4:00* p.m. at the Northrop Education Center (201 8th Street NW).*** All families registered for the School Year Program may use this service. Be sure to send child(ren) with athletic shoes, outdoor apparel, and a lunch. ***If Longfellow is on their 15-day break, they will be closed as well, and care will be provided at Northrop during the same hours as indicated above. *Late Parent/Guardian Policy goes into effect at 4:00 p.m. on Inclement Weather Days.***
- ***If Rochester Public Schools announces a closing and your child(ren) is/are at their regular School Age Child Care site:*** School Age Child Care staff will notify the parent/guardian or, if not available, the adult emergency contact person(s) indicated on the contract. To ensure safe transportation for the child(ren), as well as the School Age Child Care staff, children must be picked up at the site as quickly as possible by the parent/guardian or the adult emergency contact person. ***Reminder: Northrop does not open until 8:30 a.m. to accept children on Inclement Weather Days. If Longfellow is on their 15-day break, they will follow the same procedure indicated above.***
- ***If Rochester Public Schools announces a late school start:*** There will be no morning School Age Child Care. ***If Longfellow is on their 15-day break, School Age Child Care will open at 10:30 a.m. at Longfellow.***
- ***If Rochester Public Schools announces a closing during the school day:*** All School Age Child Care sites will close at 1:30 p.m. or when school is dismissed. ***If Longfellow is on their 15-day break, School Age Child Care will close at 1:30.***

Transportation

Site staff will not transport children at any time. When School Age Child Care attends a field trip, transportation will be provided by Rochester School Bus Service or other licensed agencies.

If a child requires bus transportation to and from a School Age Child Care site for care during the school year, it is the parent's/guardian's responsibility to obtain service by contacting the Rochester Public Schools Transportation Office, 328-4260, prior to registering in the program.



Health

Nurse

School Age Child Care has a Registered Nurse available to answer questions or address concerns as needed. Please feel free to contact the nurse at 328-4046.

Sick Child

Please do not bring children to School Age Child Care who have experienced a fever, nausea/vomiting, diarrhea, or indicate any other type of illness at home. Bringing a sick child to SACC results in further inconvenience to the parent/guardian who must return to pick up the child, possible exposure of illness to other children/staff, and a general uneasiness for the sick child. Children should be free of symptoms for at least 24 hours without fever-reducing medicine before returning to School Age Child Care.

If a child becomes ill while attending School Age Child Care, s/he will be isolated from the other children and allowed to rest in a quiet area. If the child does not improve after a short rest, the parent/guardian will be notified to pick them up as quickly as possible. If a parent/guardian cannot be reached, persons listed as adult emergency contacts on the contract will be contacted and requested to pick up the child as quickly as possible.

Exclusions

Contagious Illness: Children may not remain in School Age Child Care if they are found to be contagious with illness. Some of the most common concerns include the following:

***Impetigo, Strep Throat, Conjunctivitis (pinkeye), Ringworm--**Children may return 24 hours after treatment.

***Chicken Pox, Shingles--**Children may return after all blisters have dried into scabs.

Vomiting, Diarrhea--Children may return 24 hours after symptoms have resolved.

Fever of greater than 100 degrees--Children may return 24 hours after fever has resolved.

***Head Lice--**The *Olmsted County Public Health Guideline* recommends that students identified with head lice be allowed to stay in school until the end of the school day. The parents/guardians will be notified immediately regarding their child's condition and will be given instructions on treatment.

Children may return to SACC when:

1. Well enough to participate in normal activities
2. Free of all symptoms for 24 hours
3. Temperature remains normal for a 24-hour period *without the use of fever reducing medications*
4. On an antibiotic for at least 24 hours

OR

5. *Your health care provider states your child may return to school*

Immunizations

Minnesota State School Immunization Law requires that students' immunization records be up to date. Students enrolled in ISD 535 public and private schools need not forward forms to School Age Child Care. However, parents/guardians of any child registering who attends school outside of the District need to provide records to the School Age Child Care Nurse.

Medication

In order for trained School Age Child Care staff to administer medication to a child, the following is needed:

1. Proper ***Authorization for Administration of Medication*** forms must be completed and be on file with School Age Child Care before medication can be administered. Appropriate forms may be obtained at the sites, school offices, the School Age Child Care Office, or on the web site. New authorization forms will need to be turned in annually. (School Age Child Care staff do not usually have access to the forms turned into the school health office, therefore, a parent/guardian needs to make a copy of the forms and turn them into the School Age Child Care staff or Office.)
2. **Prescription medication** requires the signature of both parent/guardian and physician. The prescription label must match the physician's order.
3. Medication must be in the **original container** for both over-the-counter and prescription medications. Dosing information on the label must match the *Authorization for Administration of Medication* form. Most pharmacies will provide additional labeled prescription bottles free of charge upon parent/guardian request. Medications will be retained in locked facilities. Medication must be picked up by the last day of care for the Summer or School Year Program, or it will be properly discarded.
4. Parents should give the first dose of any new medication so that they may personally observe the child's reaction.
5. School Age Child Care staff **will not transfer** medication between sites, nor will they transfer medication to or from the school nurse's office.
6. **Over-the-counter medication**, including cough drops, also requires an *Authorization for Administration of Medication* form signed by the parent/guardian. Dosage authorized by parents/guardians may not exceed the dosage indicated for the child's age/weight on the container. A doctor's order is necessary to administer an increased dose. Over-the-counter medications must be in the original packaging with age-appropriate dosing information. SACC staff **will not administer topical medications such as ointments, creams or lotions**.
7. **Summer:** Parents/guardians may leave a **one (1) week's supply of medication** at the site and will be taken with a signature from the parent/guardian on the *Medication Administration Record*. This allows SACC staff to administer and take the medication on a field trip(s).
8. **School Year:** During the school year, certain **medications may not be able to be stored** for more than one day. Parents/guardians are encouraged to work with their physician in scheduling medication times when school office staff are available to administer the medication. If a child must take medication during School Age Child Care time, the School Age Child Care Office **must** have a copy of the *Authorization for Administration of Medication* form prior to administration.

Staff do not have access to **medication stored in school offices** early in the morning or after the office closes in the afternoon. If an inhaler, Epi-Pen, or other medication would be needed during this time, separate medication must be kept in the SACC area.

9. **Non-School Enrichment and Inclement Weather Day Medications:** Parents/guardians **must** bring the **daily** dose of medication in an original, pharmacy-labeled container with the proper authorization forms on file. The parent/guardian must sign the *Medication Administration Record*, allowing SACC staff to take the medication on the field trip(s). Staff **will not** transfer medication from the child's regular site to the Non-School Enrichment/Inclement Weather Day site. Medication **will not** be administered without proper authorization forms.

10. If health or medication information (including discontinuing/reinstating medication or changing dosage) requires **updating**, please contact the SACC RN at 328-4046.

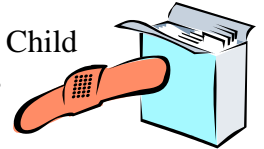
MEDICATIONS WILL NOT BE ADMINISTERED UNLESS ALL GUIDELINES ARE FOLLOWED.

Emergency Contact

The first person contacted in case of an emergency is the first family member identified in the “Relationship” section of the contract. After that, contacts will be made in the order listed under the “Relationship” section.

Accidents

Parents/guardians will be informed of accidents involving their child during School Age Child Care. Children are encouraged to tell a staff immediately if they are hurt and a staff does not witness the incident.



- If a child incurs a **minor injury**, staff will administer basic first aid (clean injury, apply ice pack, secure bandage) and inform the parent/guardian of the incident when they pick up the child.
- If a child incurs an **injury which may require medical attention**, staff will contact the parent/guardian immediately so that the child may receive necessary medical treatment. This would include a head injury unless it would be classified as an emergency.
- In an **emergency** when immediate medical attention is needed, or an incident is perceived by staff to be life threatening, staff will call 911 and then immediately contact the parent/guardian. When the ambulance arrives, emergency medical personnel will determine the appropriate course of action. If the child requires emergency medical treatment, s/he will be taken to the nearest available medical facility. The parent/guardian will be responsible for all medical charges.
- **At NO TIME will School Age Child Care staff transport an injured child to a medical facility.** If transport is necessary, and the parents/guardians or emergency contacts cannot be reached or are unable to transport, an ambulance service will be utilized and the parents/guardians will be charged all fees incurred.

Safety and Security

Practice Drills

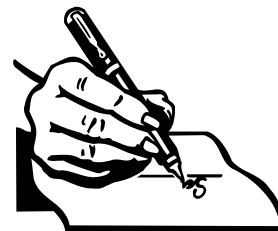
School Age Child Care will conduct practice tornado drills, fire drills, and lock downs. Please do not be alarmed if this is occurring when you arrive at the site. The children’s safety is top priority, and we want both the staff and children to be familiar with the procedures.

Absences

If a child will be absent from School Age Child Care, please telephone the appropriate site and leave a message so the staff know not to expect him/her. A 24-hour voice mail line is available at all sites (see page 3). If parents/guardians do not advise the site of absences, staff will spend valuable time looking for children and will call emergency contact numbers, if necessary, to verify whereabouts and safety. It is imperative that staff are aware of children's absences. If staff need to make excessive attendance calls, a reminder letter will be sent to parents/guardians. Continual disregard of notification may result in dismissal. Parents/guardians will be billed when a child is scheduled to attend.

Sign In and Sign Out

For the safety of children, parents/guardians and/or an authorized adult (person 18 or older) must enter the building with the child(ren) in the morning and electronically sign in with a staff person. The staff then assume responsibility for the children once they have been signed in. When arriving to pick up children at the end of the day, parents/guardians will electronically sign out. The electronic sign in and sign out is a billing document and is important to parents/guardians in generating correct charges. The “electronic document” is important to staff in maintaining safety. Parents/guardians are asked to acknowledge to staff that they are arriving or leaving.



Please remember that School Age Child Care sites do not open until 6:30 a.m. and children may not be signed in until that time.

Release of Children

Children will be released only to persons who are 18 years of age or older and are listed under the “Relationship section of the contract.” In an emergency situation, a parent/guardian must call to inform the staff that an adult other than an authorized person(s) will pick up the child. The parent/guardian will be asked to describe the person, and the pick-up person will need to show picture identification. If staff are not comfortable with the situation, they may call the parent/guardian for further clarification. If there is a person unauthorized to pick up a child, a copy of court documents must be on file at the School Age Child Care Office.

Child Abuse/Neglect

Minnesota State Statute requires all staff working directly with children to report any evidence or suspicion of child abuse or neglect.

Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763.83 Section C requires all public and private K-12 school buildings to be inspected for building materials containing asbestos. The regulation states that a management plan be developed and buildings be surveyed semi-annually and re-inspected every three (3) years. The District has complied and will continue to comply with these requirements.

Asbestos is only dangerous if it is in an airborne condition. It is important to note that not all asbestos material needs to be removed from schools. Once a material has been identified as containing asbestos, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed so that it does not become dangerous.

The District's intent is to promote a safe and healthy environment for students and employees. To accomplish this goal, the District has specially trained employees who coordinate and respond to the proper maintenance or removal of identified material. These response actions are recorded and included with each building's management plan. All plans are available for review upon appointment with the District's Coordinator of Health & Safety, Facilities Services Center, 3935 Highway 14 East, Rochester, MN 55904, 328-4507. Any concerns or questions about asbestos in the Rochester Public Schools should be directed to the District's Coordinator of Health & Safety at 328-4507.

Pest Control

The District utilizes a licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the District's buildings. Their program consists of:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- Utilization of non-chemical measures such as traps, caulking and screening; and
- Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, it is important to prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

The District is in the process of limiting pesticide and herbicide use on the grounds by developing a healthy soil base. By changing the soil structure to a correct nutrient balance, the weed population can be reduced and altered. The grounds that are sprayed for weed control will be flagged so people will be aware that spraying has occurred, and they should not occupy the area until flags are removed.

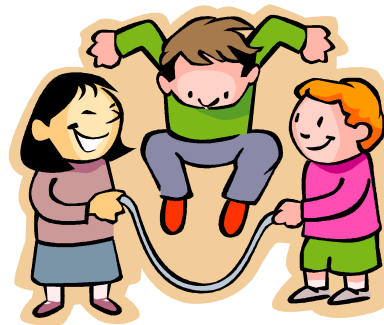
An estimated schedule of interior and exterior pest control inspections and possible treatments are available for review or copying at each school office or may be accessed via the District web site. Parents/guardians of students may request, in writing, to receive, at their expense, prior notification of any application of a pest control product as covered under the regulation, should such an application be deemed necessary on a day different from the days specified in the schedule.

The written request must contain the following information:

1. Name of parent/guardian
2. Address
3. School building
4. Method of notification, US mail or E-mail
5. E-mail address
6. Day phone and evening phone

Mail the request to the following:

ATTN: Pest Control Notification
Facilities Services Center,
3935 Highway 14 East
Rochester, MN 55904



Indoor Air Quality (IAQ)

Rochester Public Schools is proud to take a leadership role in providing a safe, comfortable, and productive environment for students and staff to support the District's core mission of educating students in a safe and welcoming environment. The District will follow U.S. Environmental Protection Agency guidelines to improve indoor air quality as needed. Each site has selected an IAQ representative to assist in coordinating this program, and they may be contacted through their school office. All concerns or questions may be directed to the site coordinator or the District Indoor Air Quality Coordinator at 328-4507. Please visit the web page at www.rochester.k12.mn.us --select District, Departments, Business Services, Health and Safety, then IAQ to view the District's IAQ plan.

Personal Property

Lost and Found

During the Summer Program, children will put their belongings in a designated space which may include lockers or hooks. They may leave bags with extra clothing at the site. However, during other program options, all personal property, including coats, bags, lunch bags/boxes, clothing, shoes, etc., must be taken home at the end of each day. If items are left at school, they will be taken to the school's "Lost and Found" area. If items are left at a Non-School Enrichment Day site, a field trip location, or on the bus, they will be taken to the location where care was provided and placed in the "Lost and Found" area. Items not claimed will be donated periodically to charity.

Items from Home

Some sites may offer children an opportunity to bring toys from home on "Share Day." Toys brought must be appropriate in nature, fit into a locker, not valuable, and may not be breakable, i.e., glass, etc.

SCHOOL AGE CHILD CARE WILL NOT ASSUME THE RESPONSIBILITY FOR LOSS OR DAMAGE TO PERSONAL PROPERTY.

Weapons/Violent Toys

Weapons, toys, or replicas that promote violence in any way (guns, knives, swords, weapon look-a-likes, fireworks, magazines, books, etc.) will be taken from the child by staff. A parent/guardian will be notified of the situation and the appropriate action will be taken. School Age Child Care supports the Rochester Public Schools *Rights, Rules, Regulations and Procedural Code of the Rochester Public Schools, Weapons Prohibition Policy #501*.

History

In 1981, Rochester Public Schools and the Office of Community Education collaborated to create the School Age Child Care Program in order to meet the request for school-sited child care. Beginning with seven (7) children, community need and response to child care in the school has increased enrollment to serve approximately 1,500 students in kindergarten through fifth grade at seventeen (17) elementary schools during the school year and around 1,100 children at two elementary schools during the summer. School Age Child Care currently offers the following components: Before/After School Year Program, Non-School Enrichment Days, Inclement Weather Days, Summer Program, and the Longfellow 45/15 Day schedule.

Care on Inclement Weather Days was piloted in 1993 in response to requests from registered families. This service continues to be available to registered families only.

In 1994, Holy Spirit Catholic School offered space to provide before/after school and morning Kindergarten Care for students. In 1995, afternoon Kindergarten Care was added at parent/guardian request. Due to lack of space, Kindergarten Care was discontinued in the fall of 1996, however, the before and after school care remained in place. Kindergarten Care was again offered to Holy Spirit families during the 1999/2000 and 2000/2001 school years. In 2001/2002, Holy Spirit School initiated all day, every day kindergarten, which eliminated the need for Kindergarten Care.

The Kindergarten Care Program option was sponsored by IBM and Work Family Directions during 1998/1999 at Churchill and at Lincoln in 1999/2000. Children were able to attend care after their kindergarten class at Churchill and Lincoln. Due to low enrollment, the School Age Child Care Kindergarten Program was discontinued at Lincoln in 2001 and at Churchill in 2011/2012. In 2009/2010, Gibbs Elementary opened and began offering Kindergarten Care for all schools before afternoon kindergarten and after morning kindergarten classes. Due to increasing student enrollment and lack of space availability for the Kindergarten Care Program at Gibbs Elementary, it was discontinued in 2013/2014. All day every day kindergarten was implemented at some elementary schools in the Rochester District in 2013/2014, with the remaining schools following for the 2014/2015 school year.

In 1995, Longfellow Elementary piloted a 45/15 day calendar. School Age Child Care was offered for before/after school and morning Kindergarten Care on the 45-day school schedule. Care is also offered at Longfellow from 6:30 a.m. to 6:00 p.m. on the 15-day non-school schedule (Non-School Enrichment Days). All day, every day kindergarten was implemented in 1998, which eliminated the need for Kindergarten Care.



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