

**CHERRY HILL
PUBLIC SCHOOLS
SCHOOL-AGE CHILD CARE**



**FAMILY HANDBOOK
2023-2024**

**Cherry Hill School Age Child Care
1960 Greentree Road
Cherry Hill, NJ 08003
856.429.6564
www.chclc.org**

SACC & STEP ADMINISTRATION

Melissa Conklin – SACC / STEP Coordinator

Nicole Gilbert - SACC / STEP Assistant Coordinator

MISSION STATEMENT

The mission of the School Age Child Care Program is to provide a safe, affordable, nurturing environment for Cherry Hill children who need before-school and after-school care. The children shall have opportunities to choose activities designed to promote their physical, mental, social, and emotional development in an atmosphere of mutual respect.

The School Age Child Care (SACC) Program operates in all elementary schools between the hours of 7:00 a.m. to 8:45 a.m. and 3:30 p.m. to 6:00 p.m. on days when Cherry Hill schools are in session. Enrollment is open to Cherry Hill children in grades kindergarten through fifth grade.

The SACC Program is not part of the school's daily operations. For any SACC issues, you must contact our office.

TUITION FEES

- ❖ When you register for SACC, you are registering for an Annual Enrollment Schedule. Your SACC tuition is an annual fee divided into ten equal monthly payments.
- ❖ The \$40 Child /\$70 Family Registration Fee and September's tuition must be made no later than Monday, August 1st. All payments thereafter are due by the 1st prior to the next month. Each month's fee will be available after the 15th of each month prior.
- ❖ For any payment or billing-related questions please call Mindy Kegel, Coordinator of Student Accounts at 865-429-5600, ext. 4322 Or by email, mkegel@chclc.org.
- ❖ All unpaid balances must be paid prior to your child being accepted to the SACC program.
- ❖ Online payments can be made at PaySchools Central <https://www.chclc.org/domain/982>. When you enter the portal, you will see assigned fees. Put that fee into the cart to make the payment. When making the payment you can either choose ACH or credit card for payment method. The CC fee is 4% and the ACH is \$1.95 per transaction. This fee is charged by the 3rd party, not SACC.
- ❖ Check payments can be made out to Cherry Hill Public Schools. Please place your child's student identification in the Memo portion of the check. Check payments can be mailed to Cherry Hill Public Schools, 45 Ranoldo Terrace, Cherry Hill, NJ 08034, Attention: Mindy Kegel. Payments need to be postmarked by the 1st of each month.
- ❖ Checks may be dropped off at 45 Ranoldo Terrace, Cherry Hill, NJ 08034. The building is open Monday through Thursday from the end of June through August from 8 am to 4 pm and during the school year from 8 am to 4 pm when school is in session.
- ❖ If you would like to pay the annual tuition fee in full, please contact Mindy Kegel, mkegel@chclc.org. Please include your child's name in your email.

SACC TUITION 2023-2024

SACC Tuition is an annual fee divided into ten equal payments.

AM and PM (7:00a.m. - 8:45a.m.) & (3:30p.m. - 6:00p.m.)

Days Per Week Fee Due Monthly

- 5 \$364.00
- 4 \$327.00
- 3 \$252.00
- 2 or less \$172.00

AM (7:00am — 8:45am)

Days Per Week Fee Due Monthly

- 5 \$140.00
- 4 \$118.00
- 3 \$91.00
- 2 or Less \$59.00

PM (3:30pm — 6:00pm)

Days Per Week Fee Due Monthly

- 5 \$257.00
- 4 \$209.00
- 3 \$161.00
- 2 or Less \$113.00

Discounts - A 10% discount is extended to each additional sibling. Full cost will be charged to the child with the highest tuition.

Late Pick Up - There is a \$15.00 charge, for each late pick-up, for each quarter hour or part thereof after 6:00 P.M. Persistent abuse of the 6:00 p.m. closing time will result in dismissal from the program.

Withdrawal/ Schedule Changes - All enrollment changes, including cancellations, must be made in writing 30 days prior to the anticipated change. Monthly tuition fees will continue to accrue until written cancellation is received.

Late Fees — Payments received after the 1st of each month will result in a \$15 late fee per child. Those families who are delinquent will be canceled on the 6th of each month. Any late fee that is not paid will be added to the next month's tuition. Only one late fee will be waived upon request.

SACC Absences - Credit is not given for SACC absences, nor can days be exchanged for any SACC absences.

TAX INFORMATION

Our federal identification number is 21-6000181. This number is necessary for your federal tax statement. SACC will not issue yearly tax statements. You must contact Mindy Kegel, mkegel@chclc.org for a copy of your statement. Please allow 24 hours for requested forms. Please include your child's name in the email.

ABSENCE NOTIFICATION PROCEDURE for PM SACC Only

It is the responsibility of the parents to report a PM SACC absence if, for any reason, your child

will not be attending PM SACC on their scheduled day. Notes or calls to the school do not reach us. It is the responsibility of the parent to either call the SACC hotline at 856-429-6564 x1 or fill out the Google form The SACC Hotline (429-6564 ext.1) operates 24 hours a day. Please be sure to clearly state your child's name and seven-digit identification number and SACC site.

Procedure when scheduled children do not report to afternoon SACC

1. SACC Teacher reports missing child to SACC Office
2. SACC Office staff attempt to notify parents.
3. Emergency contacts are called if the parent cannot be reached.
4. If all contacts have been exhausted and the child has not been located, the Cherry Hill Police will be called.
5. A Finder's Fee of \$5 will be applied each time for failure to notify the SACC Office.

AM SACC absence does not need to be reported.

INFORMATION CHANGE PROCEDURE

To ensure the safety and security of your child, please notify the SACC Office in writing of any:

- ❖ change of home address or home phone number,
- ❖ change of or new cell phone numbers, or
- ❖ change in names of adults permitted to pick up your child.

SNOW DAYS & DELAYS

Snow Make-Up Days If needed, snow days will be used according to the school calendar schedule. School calendar is subject to change by the Board of Education.

2 hour Delayed School Opening When school has a 2 hour delay, AM SACC will have a 2 hour delay as well. PM SACC hours will remain as usual.

Early Dismissal (1:00 P.M.) Typically, elementary conference days and the last three days of school are Early Dismissal Days. On these days SACC will begin at 1:00pm.

There will be NO PM SACC when the school closes at 1:00 P.M. for staff & children on the day prior to Thanksgiving and Winter Break.

DROP-OFF PROCEDURES

Child(ren) must be escorted into the building for AM SACC and parents must sign them in each day. Child's name and student ID number must be given in order to enter the building.

PICK-UP PROCEDURES

Parents must sign their child out of the SACC program each day. Child's name and student ID number must be given in order to enter the building as well as a photo identification of the authorized parent(s)/guardian/emergency contact.

Parents are responsible for their child once they are signed out of the program. Unfortunately, children can't be signed back into the program once parents arrive for pickup.

LATE PICK UP

- If a child is not picked up by closing time the staff member contacts persons authorized by parents. Thirty minutes after closing time, provided that other arrangements for releasing

a child to parents or authorized persons have failed, the staff member shall call either the Division of Child Protection & Permanency (DCP&P) 24 Hour Child Abuse Hotline or the Cherry Hill Police to seek assistance in caring for the child. A late fee will be assessed as well.

Procedures in unusual circumstances relative to the release of children:

- If a parent or authorized person appears to be physically and/or emotionally impaired to the extent that in the judgment of the staff member, the child would be placed at risk or harm if released, the staff member may not release the child to that individual but will attempt to contact the child's other parent or authorized adults. If such alternative arrangements cannot be made, the staff members will call the DCP&P 24-Hour Child Abuse Hotline or the Cherry Hill Police for assistance.

BREAKFAST AND SNACK

AM SACC students are permitted to bring breakfast from home to eat at SACC. We encourage students to eat once they arrive at the program. Students who wish to purchase a district breakfast will be able to do so after 8:30 am. Please include any utensils your child may need.

PM SACC will offer a snack time; PM SACC students are encouraged to bring in a snack from home to eat at SACC. Please include any utensils your child may need.

Students are not allowed to share any food during the program.

CHILD ABUSE PREVENTION

The Division of Child Protection & Permanency (DCP&P) asks that the following information be disseminated to all parents and staff:

Any person who has reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating, or frightening treatment or any other kind of child abuse, neglect or exploitation by any adult is required by state law to report such allegations to the DCP&P office of child abuse control or any district office immediately. Reports may be made anonymously by telephone.

HEALTH AND SAFETY PRACTICES

The safety and health of all children attending SACC is of primary concern to the staff and administration. The school buildings are maintained by the school district according to state rules and regulations. You can assist our health practices by planning for alternate care when your child is sick.

Parents/guardians can assist our safety practices by:

- ❖ Dressing your child appropriately for active play - sneakers and rubber-soled shoes are the safest footwear.
- ❖ Reinforcing appropriate play behavior and limits.

In the event of an accident or illness, the child will be treated. Additionally, the following may occur:

- ❖ An attempt will be made to notify you regarding the situation. Parents will be given an indication of any action which may be taken and/or if there is a need for the child to be picked up early.
- ❖ In case of a severe medical emergency, 911 will be called.

PLEASE NOTE: Staff members are not permitted to dispense medication. Children receive medicine from the school nurse during school hours. Any medicine to be dispensed by a school nurse must be given to the school's office in the original prescription container according to school policy (N.J.S.A.45:11-23). Physician's order and parental permission form must accompany medications. Non-nursing delegates can administer auto-injectable epinephrine in cases of severe allergic reaction to students identified as having severe allergies. Specific emergency forms must be completed and signed, and auto-injectable epinephrine must be provided by the parent/guardian.

Parents should not approach another child in the program about a problem related to their child. Please notify the Site Leader who will communicate a resolution to you accordingly. All issues will be resolved in an environment of mutual respect.

Please note: SACC staff are not allowed to privately babysit your children outside of SACC hours or drive them to or from the SACC program.

PERSONNEL ITEMS

- ❖ Toys from home, electronics, etc. will not be permitted in the program unless stated by the Site Leader.
- ❖ SACC is not responsible for lost or damaged items.

BEHAVIOR MANAGEMENT/DISCHARGE POLICY

Positive behavior in children is encouraged through consistent expectations; realistic limits; predictable routines and procedures; activities that meet the needs, interests, and abilities of the children; and the support of the parents. Limits are set to ensure the safety of the whole group, to protect the rights of individual children, and to provide a positive atmosphere whereby children learn self-control and responsibility for their actions when acting alone or as part of the group.

Staff reinforcement of positive behavior is the preferred disciplinary technique. When negative behavior occurs, a child may be redirected to another activity, asked to sit quietly for a short period of time, or asked to work out a solution with another child.

The SACC program cannot serve children who display chronically disruptive behavior. Disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior such as physical or emotional harm to other children, persistent bullying, verbal harassment of peers or staff, an unauthorized departure from the grounds of the program, staff abuse, ignoring or disobeying the rules which guide behavior during SACC or behavior which requires constant attention from the staff. These examples of situations leading to termination are just examples, not exclusive causes. If a child cannot adjust to the SACC setting and behave appropriately, then the child may be discharged. Suspension and discharge from the program are at the discretion of the SACC Coordinator and/or SACC Principal.

Reasonable efforts will be made to assist children to adjust to the SACC setting. Staff members consider the interest of the children in their group and seek their suggestions in planning the activity calendar and developing rules for their site. Staff members confer with parents of children who have special needs to help the children participate successfully in the program.

In fairness to all children, disruptive behavior will be handled through the following process:

1. The child will be given time to sit quietly and think about his/her actions. The staff will

Speak privately with the child to determine the problem and seek solutions.

2. If a second time-out is given to the child in a single day, the staff will write an incident report. This report will be given to the parent/guardian to read and sign. The report will be sent to the SACC office.
3. If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day of the third report. During the first week of the suspension, the parents/guardians, the SACC staff member, and the coordinator and/or Site Leader will confer to collaboratively identify the problem, develop strategies to solve the problem, and determine the conditions for reinstatement. Older children (third or fourth grade and up), where appropriate, should participate in this conference to develop a behavioral contract with the staff member. Parents/guardians will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn by the parents/guardians or discharged by the coordinator and/or Supervisor.
4. If the child is reinstated in SACC and receives a fourth behavior-related incident report, the coordinator and/or Supervisor may discharge the child immediately, including if necessary, notifying the parent/guardian or emergency contact to come and get the child.
5. If the severity of a problem is great enough to threaten the safety of the child or other children in SACC, the discharge will be effective immediately after the Site Leader consults with the coordinator and/or Principal, who will notify the parent/guardian or emergency contact.

SITE PHONE NUMBERS

Do not use the site phone number to report a student's absence. You must report all PM SACC absences to the SACC Office or fill out the google form.

Call this phone if you need to directly speak with someone at your child's SACC site. Site phones will not be able to accept text messages or voicemails.

- Barton 856-257-9397
- Cooper 856-257-9398
- Harte 856-257-9400
- Johnson 856-257-9426
- Kilmer 856-257-9427
- Kingston 856-257-9428
- Knight 856-257-9429
- Mann 856-257-9430
- Paine 856-257-9431
- Sharp 609-519-3369
- Stockton 856-257-9432
- Woodcrest 856-257-9433

