

**Utica Community Schools**

Community Education

# School Age Child Care



**2024-2025**

**Parent Handbook**

# Welcome

Dear Families,

Welcome to School Age Child Care!

School Age Child Care (also referred to as SACC) is designed to meet the needs of working parents by offering planned supervised activities before and after school. Children are in a supervised environment filled with a variety of appropriate activities to promote development and self-esteem. We look forward to having your child with us during the school year.

The SACC 2024-2025 Parent Handbook outlines what parents can expect from our program along with our policies and procedures. I ask that you take time to review the important information and expectations contained in this handbook with your child. Please keep this handbook readily available as it provides answers to frequently asked questions.

I welcome your feedback. Please do not hesitate to contact me with any suggestions, questions, or concerns.

Sincerely,

Cassie Edwards  
Child Care Coordinator  
Cassie.Edwards@uticak12.org  
586-797-6980

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## Objectives

SACC is available Monday through Friday from 6:45 am, until the start of your elementary school and after school until 6:00 pm. It provides the following:

- A nurturing environment for all children
- Planned and supervised activities before and after school
- Themed projects that will provide opportunities for experimental learning, developing personal skills, interests, and working together in groups
- Indoor and outdoor activities that provide children the opportunity to have fun, work together as a team, and stay fit
- A safe and friendly place where children can feel comfortable and are able to socialize with their peers
- A well-equipped area with a competent and caring staff that are there to offer many choices for the needs of each child
- A family-friendly environment where parents are secure in the knowledge that the safety and well-being of their child(ren) is the main focus of the staff

 Utica Community Schools

# WE ARE HIRING

SACC Directors  
SACC Assistants  
Substitutes

## WHY WORK WITH US:

- Flexible hours
- Extra income
- Convenient Locations
- Morning, & Afternoon Shifts

Apply online at:  
[uticak12.tedk12.com/hire](http://uticak12.tedk12.com/hire)

Questions?  
Contact Jenelle Dubey  
(586) 797-6904  
[jenelle.dubey@uticak12.org](mailto:jenelle.dubey@uticak12.org)  
[ucsccommunityeducation.org](http://ucsccommunityeducation.org)

## Registration Information

### Non-Refundable Registration Fee

\$60 per child / \$75 per family

The non-refundable registration fee will be charged each school year for returning and new families. This fee contributes to the cost of salaries, supplies, and materials used in the SACC Program.

Families must register online at: <https://ucsccommunityeducation.ce.eleyo.com/>

If registration is full, you will receive a phone call or an email to be placed on the waitlist. Once registration is confirmed, you will receive a separate email with required paperwork. The parent listed on the registration is the person responsible for full payment. Parents who share financial responsibility for payments must work out the payment method themselves. If parents choose to have separate bills, they will need to set up a second payer on their Eleyo account.

## Enrollment Forms

The following forms are required in order for a child to be registered for SACC:

- Child Information Record (BCAL-3731)
- Child Communication Form
- Parent Handbook Agreement
- Good Health Certificate - print
- Child/Parent Behavior Contract-print
- Laptop Liability Waiver-print
- Hand Sanitizer Permission-print
- Movie Release
- Playground Consent-print
- Media Release/Student Work Photograph Form
- Payment Agreement
- Policy Agreement
- Parent Notification of Licensing Notebook
- Electronic Signature Agreement

It is mandatory that forms be kept current. Please update your Eleyo account and notify your director immediately if there are any changes during the year, this includes:

- Address change
- Contact phone numbers
- Change of individuals authorized to pick up your child

## Tuition Payment

The SACC Program is a Prepay Program. Tuition is billed and payments are due weekly on the Friday before the week of care. Invoices will be emailed each Friday for your child’s schedule. Accounts need to be kept at a zero balance or in a credit status going into the new week. **If you have an outstanding balance, your student will not be able to attend SACC, and will be sent to the office.**

For tax purposes, our tax ID Number is 386002552. Parents are asked to keep their own records: weekly emailed statements, cancelled checks, or credit card receipts.

### 2024-2025 SACC Tuition Rates

Absences will be charged at the regular rate for sessions a child is scheduled to attend. Fees will not be charged for an extended illness beyond two (2) consecutive days provided the SACC office is notified.

- Student’s schedule for the entire school year is required during registration with a minimum of 2 days per AM and/or minimum of 2 days per PM a week
- Schedule change requests will only be accepted during designated weeks.
- Tuition payments are billed and charged the Friday prior to care.

Early Start Schools			Late Start Schools		
Beck, Collins, Ebeling, Flickinger, Graebner, Messmore, Morgan, Plumbrook, Schuchard, Schwarzkoff, Switzer			Beacon Tree, Browning, Burr, Crissman, DeKeyser, Dresden, Duncan, Harvey, Havel, Monfort, Oakbrook, Roberts, West Utica, Wiley		
AM Session	6:45 AM – School Start:	\$8.5 daily	AM Session	6:45 AM – School Start:	\$10.75 daily
PM Session	School End – 6:00 pm:	\$13 daily	PM Session	School End – 6:00 pm:	\$10.75 daily
AM and PM Session		\$21.50 per day	AM and PM Session		\$21.50 per day

### Additional Fees

- Unexpected Attendance - \$5 charge.
  - Accrued when your child attends SACC and was not scheduled for the day
  - This is in addition to the daily charge for the day
- No Call / No Show Fee - \$5 charge.
  - Accrued when a child is scheduled for SACC and does not show up and the Director was not notified.
- Declined Fee - \$5 charge
  - Accrued when a credit card payment is declined
- Additional Fees – Field trip and/or activities fee during ½ day and breaks
  - Your director will have additional information regarding these fees, please refer to your SACC Calendar
- NSF FEE - \$25
  - Once an NSF check has been received, personal checks will no longer be accepted from that account
  - Checks returned for insufficient funds will not be re-deposited

**All fees are non-refundable and non-transferable.**

## Payment Options

We strongly encourage families to sign up for Automatic Payment on Eleyo.

### Option #1

**Automatic payments using an American Express/Visa/MasterCard/Discover Card or checking account**

- During the registration process, you will be required to provide an electronic payment method. This can be in the form of a debit card, credit card, or by providing your checking account information.
- Parents have the option to authorize the payment method on file for Auto Pay, which will be deducted each Saturday.

### Option #2

**Pay online through your Eleyo account**

- The primary payer will receive an email when the invoice is ready to be paid. A link will be provided in the email to review the invoice and make a payment.

## Late Pick Up Policy and Fees

The SACC Program closes promptly at 6:00 pm. **At 6:01 pm, a late fee of \$15 every fifteen minutes** will be charged until the student is picked up. If a child is not picked up by 6:00 pm and the director of SACC has not received a phone call from the parent, the following procedures will be implemented:

- A call will be made to the parent to determine if there is a delay at work or in traffic. This does not exclude parents from being charged the late pickup fee.
- Persons on the Child Information Record will be alerted if the parent has not arrived by 6:15 pm to pick up the child.
- If we are unable to contact anyone whose name is on the Child Information Record by 6:30 pm, the local police or Child Protective Services will be called.
- Failure to pick up your child five (5) times by 6:00pm will result in exclusion from the program.

## Customer Invoice

- Customer invoices are emailed every Friday to the email address provided on your registration; we do not mail statements.
- Your account must be at a zero balance, in a credit status, or have auto-pay set up for your child to attend the SACC Program.

## Withdrawal Policy

If you need to withdraw from the SACC Program for any reason, you must provide a two-week notification on Eleyo by selecting the "Withdraw Contract" option on your student's account. You will be responsible for your student's scheduled days for those two weeks.

## DHS – State Assistance Payments

- DHS does not pay for late fees, decline fees, or other additional charges; DHS may assist with paying a portion of the registration and hourly rate fees
- Once authorized, there may be a parent portion not covered by DHS
- The parent is responsible for payment of all/any amount not paid by DHS
- Approved DHS payments will be added to your account
- In the event that DHS authorization has been approved, adjustments can be made, but no refunds are given based on assistance payments
- Parent is responsible to notify SACC office if they are no longer eligible for DHS

## Arrival and Departure

For your student's safety, the UCS SACC Program and the State of Michigan mandates the following arrival and departure procedures. The sign in/sign out procedure is very important for staff to maintain safety.

- You must present a photo ID to the camera before dropping off a student
  - Please sign your student in and out using the iPad
- How to sign your student in and out on the iPad:**
- *Enter the ID Number you were given (your Eleyo account with 00 in front)*
  - *Touch the students name that you are signing in*
  - *Touch the name of the person signing the student in*
  - *Touch the blue sign-in button at the bottom of the iPad*
  - *Sign your name on the line and touch "finished"*
  - *Only parents/guardians may use the iPad. Do not let children use the iPad.*
- Your student will only be released to the person(s) on the Child Information Record who are 18 years of age or older
  - **We cannot release students to siblings unless they are 18 years of age or older with a photo ID**
  - Photo identification will be requested every day to show your ID to the camera and in the main office at arrival and pick up; please advise the individual picking up your child to bring photo identification with them
  - Staff will monitor students for signs of illness:
    - If a temperature is 100.2° or above the student will be sent home and not permitted to return for 24 hours until after fever is reduced, without the aid of fever reducing medication



## Authorized/Unauthorized Individuals

At registration, the name of the person(s) authorized to pick up a student must be provided. No one other than the parents and those listed on the Child Information Record will be permitted to pick up your child. If someone other than the authorized person(s) will be picking up a student, the Site Director must be notified in writing, in advance, and photo ID will also be required.

SACC Staff will only release a student to a person 18 years or older who is listed on the Child Information Record. Any exceptions must be approved by the Child Care Coordinator.

## Attendance Procedures

- All attendance must be recorded in SACC records, just like school attendance
- It is important for you to notify your SACC room of your child's attendance
- Student's schedule for the entire school year is required during registration with a minimum of 2 days per AM and/or minimum of 2 days per PM a week
- Schedule change requests will only be excepted during designated weeks as follows:

### Schedule Change Deadlines:

Designated weeks to submit schedule change requests	Weeks you can submit schedule change requests for	Confirmation email for approval or denial
Monday, October 28 <sup>th</sup> - Thursday, October 31 <sup>st</sup>	November 4 <sup>th</sup> - end of school year	By November 1 <sup>st</sup>
Monday, January 6 <sup>th</sup> - Thursday, January 9 <sup>th</sup>	January 13 <sup>th</sup> - end of school year	By January 10 <sup>th</sup>
Monday, March 17 <sup>th</sup> - Thursday, March 20 <sup>th</sup>	March 31 <sup>st</sup> - end of the school year	By March 21 <sup>st</sup>

## **Absences**

It is the parent's responsibility to notify SACC directly of a student's absence by email or voicemail. The school office staff will not do that for you.

- No Call / No Show Fee - \$5 charge.
  - Accrued when a child is scheduled for SACC and does not show up and the Director was not notified.

Absences without prior notification may be mistaken for a missing child. This causes unnecessary concern and time spent searching for the child. If a child does not arrive at the program as intended, the Site Director will contact the parents. If the parents cannot be reached, the Site Director will contact the names listed on the Child Information Record.

## **Communication**

During drop off and/or pick up time, it is important that there is daily contact between the parent, director, and staff. By sharing information concerning your student's activities and welfare, we can work together to meet the needs of your child.

## **Custody**

In the event of divorce, separation, or joint custody ruling, site directors and staff will not get involved in custody disputes. Please do not ask staff to document and/or discuss any actions or behavior of another parent. Unless custody has been established by court action and a copy of the court order is on file, one parent may not limit the other from picking the child up from the program. Without a court order, we cannot withhold a child from his/her parent. The custodial parent is responsible for maintaining accurate and up to date paperwork and emergency card contact information.

## **Under the Influence**

If a person arrives to pick up a student and it appears to our staff that the person may not be able to safely transport the child, our staff will:

- Offer to keep the child in our care for an extended period of time
- Ask the person if they would like to contact a friend or family member to pick them up
- Advise the person that it is not safe for the child to ride with him/her at the time and law enforcement will be notified that they are leaving our facility and planning to transport the child

## Half Days and School Breaks

SACC follows the school year calendar, unless otherwise announced. SACC will not be open during UCS designated half days or breaks (mid-winter and spring).

## Student's Conduct

Please review with your child(ren) the expectations of them to make sure their time in the program is a safe and pleasurable experience.

- Staff will monitor students for signs of illness
  - If a temperature is 100.2° or above the student will be sent home and not permitted to return for 24 hours after fever is reduced, without the aid of fever reducing medication

Student expectations:

- Wash their hands before entering the SACC room
- Listen to and be respectful of the staff and follow directions
- Respect other people's belongings by not touching/using their belongings without permission
- Clean up after themselves, i.e.: after using games, doing crafts, and snacks
- Be responsible for their actions
- Respect others personal space by keeping hands and feet to themselves
- Use appropriate indoor voice while in the SACC room
- Use appropriate language and positive remarks
- Get permission before leaving the room/area
- Respect other's feelings by having a positive attitude when talking to them
- No bullying or being cruel to others

Students are supervised in a group setting; their behavior is not expected to require one-on-one supervision by staff members.

## Items from Home

Children may not bring toys or any items from home. Children's items, such as jackets, backpacks, and lunch boxes should be clearly labeled with their name. School approved devices are permitted in SACC at designated times for homework purposes *only*. Per UCS 5160 Policy - Electronic Communication Devices, elementary students are not permitted to have an ECD without administrative permission. **SACC is not responsible for lost, stolen, or damaged items, including school issued iPads or laptops brought from home.**

## Food

You may send your child to SACC with breakfast or an after-school snack. Do not send anything breakable, such as glass bottles.

**We are a peanut/tree nut free zone.**



## Homework Policy

Children are given the opportunity to do their homework and will be provided with a dedicated homework space. Students cannot return to their classroom once they have arrived at the SACC room. It is not the staff's responsibility to make sure a child does his/her homework.

## Special Needs

The SACC program strives to meet the needs of every child enrolled in our program. In order to assist us in meeting your child's needs, it is vitally important that during registration, you complete all questions pertaining to your child with as much detail as possible.

Furthermore:

- Share any information regarding your child's IEP, 504 plan, or any other specialized education plan they may have on file with the school.
- Please note, since our program utilizes a 1:18 employee to child ratio, students need to be able to function independently in such an environment; we do not provide one-on-one care.

## Americans with Disabilities Act

Utica Community Schools will comply with the spirit and intent of the American Disabilities Act and will provide and make reasonable accommodations to assist people with disabilities to access and participate in our programs, facilities, and services. It is the policy of the Utica Community Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program conducted by this educational agency.

## Parent Responsibilities

The following list, while not exhaustive, outlines general parent responsibilities as they relate to the SACC Program:

- Read Parent Handbook thoroughly; acknowledgment is required online during registration; acknowledgement states that you have read the handbook and discussed it with your child.
- Complete and submit all forms on the registration checklist; all information must be kept current.
- Tuition is due on or before Friday of each week prior to care; if payment is not received, care will be denied until the delinquent balance has been paid in full and student(s) will be sent to the office.
- Get to know your director and staff.
- Notify the director of your child's absence.
- Read all communications from the director and the SACC office, i.e.: newsletters, emails, posters, and bulletin boards located close to the sign-in area.
- On a daily basis, sign your child in and out of the program. Sign in Ipads are for parent use only. Do not let your student sign in and out.
- Remind your child they are responsible for all personal property.
- You are responsible for any damage to a person or property caused by your child.
- Make alternate arrangements if your child is ill.
- Keep the director informed of any changes or incidents at home that might result in a change in your child's behavior or attitude.
- Listen to concerns from the director regarding your child and work out an agreeable solution.
- Label all your child's clothes and property.
- Pick up your child by 6:00 pm.

## Addressing Parent Concerns

In order to address your concerns and/or suggestions at the most appropriate and effective level, we suggest the following steps:

1. Daily concerns can be brought to the attention of your director. You can contact your director by phone or email and, if needed, you can schedule a meeting.
2. If parent concerns persist, contact the Child Care Coordinator, Cassie Edwards at [Cassie.Edwards@uticak12.org](mailto:Cassie.Edwards@uticak12.org) or call 586-797-6980 to schedule a meeting.

## Discipline

The SACC Program has clear rules and directions for behavior. Compliance shall be established, and positive reinforcement given. All staff will convey an attitude of firmness with kindness, stating expectations for the child's behavior. The staff members strive to help children learn life skills, build a sense of personal responsibility, and develop appropriate resolutions for conflicts. The program operates with a **ZERO TOLERANCE** policy toward bullying, as defined by the state and district guidelines. We follow all district policies regarding threats, both verbal and physical. Reoccurring behavioral incidents may result in exclusion days and/or dismissal from the program.

### Staff will:

- Emphasize positive behavior, while rewarding appropriate behavior that complies with the program rules and standards.
- Use redirection and diversion rather than negative reinforcement. The uncooperative child will be redirected to another activity.
- Change the environment when it interferes with positive behavior. Staff members are trained to foresee and anticipate any problems.
- Set clear, consistent, reasonable limits, and establish procedures for following through on enforcing limits.
- Avoid negative behavior by stating rules and direction for guidance in a positive way.
- State the cause and effects of behavior and possible consequences.
- Remove a child from the scene when their negative behavior involves frequent hitting, pushing, or harm to themselves or others. Parents will be called immediately to pick up the student.
- Remove the child from the area when destruction of SACC equipment or school property occurs.
- Inform parents of inappropriate behavior and appropriate disciplinary methods.
- If warranted, disruptive behavior will be dealt with in writing. A report of the incident will be given to the parent to read and sign. Students will be expected to adhere to behaviors as outlined in UCS Board Policy 5100.

Not abiding by the SACC rules may result in suspension and/or termination from the UCS SACC Program. All incidents will be handled by the Site Director or Child Care Coordinator with either a verbal or written warning. Ongoing incidents will necessitate a meeting with the Child Care Coordinator. If physical contact occurs, there will be an immediate exclusion from the program.

## Disciplinary Actions/Removal from Program

Exclusion from the SACC Program could take place if any of the following behaviors occur:

- Intentionally hurting/endangering others or self (physically or emotionally, including bullying).
- Any violent behavior that is directed toward another student or staff.
- Any verbal harassment, disrespectful behavior, or repeated cursing or swearing directed toward another student or staff.
- Any behavior that does not adjust to the behavioral recommendation of students in kindergarten through sixth grade.
- Running away from staff out of the SACC room and/or the building without permission.
- Possession of illegal substances or weapons.
- Intentional destruction of SACC or school property.
- Inappropriate parental behavior including harassment, threats, and disrespectful communication.
- Dropping off a child prior to 6:45 am/failure to pick up your child by 6:00 pm five (5) times.
- Failure to sign your child in/out of the program more than five (5) times.
- Failure to complete all program registration checklist forms and not keeping forms current and updated.
- Having to search for a scheduled child more than five (5) times (not notified of absence).
- Failure to prepay for services at least a week in advance (If the program account is not kept at a credit or a zero balance into the new week, we reserve the right to terminate care until full payment is made or to permanently terminate care).
- Other reasons as determined by the UCS Child Care Coordinator.

If all reasonable approaches are exhausted and the disruptive behavior continues, the Child Care Coordinator will dismiss the child from the program. Conditions for reinstatement will be determined by the Child Care Coordinator. If a child is excluded, NO REFUNDS will be issued.

Cooperation and support from parents are essential. Parents who are uncooperative and/or disrespectful to staff, other parents, or children, will be asked to make other childcare arrangements.

## Confidentiality Policy

It is important that the privacy of our students, families, and staff is maintained and that staff members are instructed to keep information about students, families, and co-workers confidential. Parents are asked to refrain from commenting about students or families in the presence of other adults or children. This includes contacts that parents, and staff may have outside of school time (personal contact). There are times when information regarding a home situation would help our staff take better care of your child. Please know that all information shared will remain confidential.

## Staff Screening and Qualifications

UCS believes the success of our SACC Program lies in the quality of our staff. Each location has a director who is responsible for the day-to-day operations. The director guides the staff in general site operation, including communication, challenging behavior, teamwork, scheduling, etc. The director is available daily for parental communication.

The SACC Program staff meets or exceeds State of Michigan licensing guidelines. All employees have undergone criminal history and background checks, training in First Aid/CPR, AED, and blood borne pathogens.

All Staff is mandated to acquire at least 16 hours of training per year in the following areas:

- CPR/first aid
- Child abuse prevention and reporting
- Child development
- Discipline
- Games/activities
- Age-appropriate planning
- Nutrition
- Health and safety
- Communication

Directors and assistants are selected based on their experience, education, character, talents, and, of course, a love for working with children.

**Annual Evaluation/Surveys:** All staff will participate in completing annual evaluations.



## Volunteers

Volunteers must complete proper documentation and a background check before volunteering in the program. Volunteers will work under the direction of SACC staff and will be supervised by staff at all times. Volunteers will not be allowed to escort children to the restroom.

## Health Policy/Communicable Diseases

Children with signs of illness should be kept home to ensure the health and well-being of others. SACC Directors reserve the right to refuse admittance to any child that appears to be ill with contagious/infectious signs or symptoms.

**If a child has any one of the following conditions, the parent will need to pick up the child within 1 hour of being notified:**

- Students with a temperature of 100.2 ° or above will be sent home and not permitted to return for 24 hours after fever is gone, without the aid of fever reducing medication

### Communicable / Contagious Diseases:

- Chicken Pox
- Pink Eye
- Fifth Disease
- Hepatitis A
- Impetigo
- Mononucleosis
- Ring Worm
- Scabies
- Scarlet Fever
- Coxsackie Virus Infection
- Hand, Foot, and Mouth Disease
- Fever over 100° (without fever reducing medication)
- Vomiting or diarrhea

A child cannot return to SACC until the period of contagion has passed and a written note from the child's physician is provided to the SACC Director.

## Head Lice

If your child has head lice, the following steps must be taken:

- A parent **MUST** immediately pick up the child from school, begin treatment, and take other precautions to rid the home of the infestation.
- All family members must be checked for lice.
- The child may not be readmitted until all nits and eggs have been removed. A note from your physician must accompany the child's return to the program or checked by school staff/nurse.

## Health Care Plans

If your child has allergies and/or a serious medical condition requiring medication (seizures, diabetes, etc.), a meeting with the school nurse must be scheduled prior to your child starting SACC. Please inform your child's director of any allergies. A Food Allergy & Anaphylaxis Emergency Care Plan, with your child's picture must be completed and given to the director. Health Care Plans must also be completed for children with diabetes, seizure, asthma, and if necessary, a General Health Care Plan. Please see your director for these forms.

## Medication

Medication will be administered by assigned SACC staff only under the following conditions:

- Per State of Michigan Guidelines and UCS Board of Education Policy #5325, a 5325 FORM 1 - Authorization for Medication form must be completed and signed by the parent and physician before medication can be administered. The authorization is for any prescription or over-the-counter medicine, please see your SACC Director for the form.
- Prescribed medication must have the pharmacy label, including the doctor's name, patient's name, and instructions on dispensing, name, and strength of medication given.
- Over the counter medications require you to provide a note from your child's health care provider recommending the medication, dosage, times, and method of use.
- The child's physician must fill out the form for any injectable medication, aspirin, or inhaler.

**Please note: we are no longer allowed to administer Nebulizer treatments.**

After each dosage, the staff will note the date, time, and initial 5325 Form 2 - Medication Daily Log.

## **Injury/Incident Procedures**

When SACC staff observes changes in the child's health, an accident, injury, or other incidents, or when a child is too ill to remain in the group, parents will be notified in one or all of the following ways:

- Written injury report
- Phone call
- Email
- Text Message

All SACC directors are trained in first aid, CPR, and AED certification and shall be on duty at all times. A written record will be kept of all injuries and accidents requiring first aid.

### **Minor Injury/Incident**

- Notification will occur at pick up time for minor injuries or incidents, such as a bump, cut, scratch, splinter, or nosebleed. The child will be treated by staff certified in first aid.
- The director will document the injury/incident by completing a UCS Student Injury Report with the child's name, time, location, type of injury, and treatment given. The director will review, sign, and date the accident report.
- At pick up time, the director will verbally inform the parent of the injury/incident and the parent will be given a copy of UCS Student Injury Report.
- The original copy will be forwarded to and reviewed by the UCS Child Care Coordinator.

### **Serious Injury/Incident**

In the event of a serious injury, illness, or incident such as, but not limited to; head injuries of any kind, injuries requiring medical attention, allergic reactions, asthma attacks, unconsciousness, or incidents involving lost children, physical discipline of a child by a staff member or volunteer, alleged sexual contact between children, or between a child and staff/volunteer, and so on:

- 911 will be called and parents will be immediately notified by phone. If the staff is unable to reach the parent, the emergency contact person will be contacted.
- In the event that a child must be transported to a medical facility, a staff member will accompany the child until the parent arrives.
- The director will complete a UCS Student Injury Report Form #2681, with the child's name, time, location, type of injury, treatment given, etc. It is the responsibility of the director to inform the parent at pick up of the incident, and review, sign, and date the accident report. Parents will be given a copy of

the Injury Report and the original copy will be forwarded to and reviewed by the UCS Child Care Coordinator.

- Parents will be notified immediately by phone in the event a child has symptoms such as, but not limited to; rashes, vomiting, fever, or seizures.

### **Child Abuse/Mandated Reporters**

In order to ensure the well-being of children in our care, the SACC staff is trained and mandated under Michigan State Law to report incidents of possible neglect or abuse, including physical, sexual, and/or emotional abuse to the Child Protective Services Hotline. Staff members do not have discretion in this matter and must make such referrals whenever there is a reasonable case to believe a child may have been harmed in some way.

### **Fire, Weather, Evacuation and Lockdown Drills**

In accordance with Michigan State Law, the SACC Program holds seasonal scheduled fire, weather, and lockdown drills. It is crucial for the safety of the children that they learn proper emergency evacuation procedures. Complete cooperation is expected during any drills and emergencies. Maps and directions for procedures are posted in each classroom.

Listed here are brief descriptions of the scheduled plan in case of particular emergencies and drills.

**Fire** – The SACC students and staff will exit the building through their designated route to a safe distance from the school.

**Severe Weather/Storms** – The SACC students will go to their designated area within the school.

**Evacuation** – In the unlikely event that a building is ever severely damaged or declared unsafe, the SACC Staff will evacuate all students to a designated emergency shelter to await the arrival of a parent.

**Lockdown Drill** - During lockdown drills, the SACC classroom/area doors will be locked, and lights turned off. The SACC students and staff will proceed to the designated area, away from doors and windows.

**In the case of a fire, an emergency, or an evacuation, the child's emergency card is taken to the appropriate location. The SACC staff will attempt to contact you by phone, text, or email.**

## Emergency School Closing

Inclement weather or building problems sometimes bring unexpected school closings. There are several ways parents can be informed about these unanticipated days. School closing information is broadcast on radio stations WJR, WWJ, and WOMC. Television stations airing school closings information are Fox-2 News, WDIV-Channel 4, and WXYZ-Channel 7. Telephoning any school and selecting the school closing option from the calling menu, gives parents access to the emergency school closing hotline or visit [www.uticak12.org](http://www.uticak12.org) for a list of school closings.

### **In case of early dismissal, SACC staff will contact a parent or emergency card designee**

- In the event of severe inclement weather, loss of electrical power, heat, water, or other emergency, SACC may be closed.
- If a building closes mid-day due to severe weather, emergency, or building problems, SACC staff will remain until the last child is picked up, subject to the regular SACC hours of operation.
- If severe weather occurs during school hours, but the schools do not send children home early, the SACC program will maintain regular hours, unless otherwise stated.

## Licensing and Regulations

The UCS SACC Program is registered with the State of Michigan Office of Children and Family Services. All programs meet the mandates required by the regulations set forth by the State of Michigan. All policies and procedures as well as the State of Michigan regulations are available for review at any time. Please see your SACC Director.

### **Per State of Michigan, Department of Human Services, Rule R400.8146 (1):**

*All Childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports, and all related corrective plans (CAP). The notebook must include all reports issued and CAPS developed on and after May 27, 2010, until the license is closed.*

SACC maintains a licensing notebook for all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to SACC parents for review during regular business hours.

Licensing inspection and special investigation reports from at least the past three years are available on the childcare licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).



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