

PARENT HANDBOOK



WILLIAMSON COUNTY SCHOOLS
SACC
SCHOOL AGE CHILD CARE

Susan Mastrianni, SACC Coordinator

Philosophy

It is our mission to respond to the complexity of the needs of families in our community. We believe that students are individuals with unique characteristics and interests. Students deserve to attend an extended care program where care and protection are provided. It is vital that they are nurtured in a climate where they may choose learning activities, receive help with homework, enjoy socializing and relaxation. The curricula must be structured to allow students the opportunity and encouragement to develop their social, emotional, physical, and intellectual skills.

SACC is a year round program which is planned by a professional staff trained to be positive role models. The history of SACC shows this is a quality program which meets the needs of all children.

HOURS OF OPERATION

School Days Only

Before school care 6:30 a.m. to 8:20 a.m.

After school care 3:30 p.m. to 6:00 p.m.

Snow Days 7:00 a.m. to 5:00 p.m.

Holidays 6:30 a.m. to 6:00 p.m.

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

ABSENCE OF FULL TIME CHILDREN

SACC cannot deduct single days missed from the fee of children registered as full time students. This fee pays for direct operating costs, child care staff, snack, crafts and program supplies. All of these things must be available for the number of students we have enrolled in the program. When you enroll your child, you are reserving the time, space, and staff for your child whether he/she attends or not.

If your child is absent for five consecutive days due to illness you may arrange with the bookkeeper to receive credit for one half of the fee for the days missed. Vacations do not apply. To receive the adjusted rate you must contact the bookkeeper immediately upon the return of your child. A doctor's note may be necessary in order to receive this credit.

SIGN IN AND OUT PROCEDURES

Children must be signed in by their parent if attending the morning session. Please allow enough time to **come in with your child** and sign him/her in. Each child must be signed out in the evening by a parent or other previously authorized adult by signing the sign out sheet at the front desk. You must come into the building and see the front desk attendant to sign out your child. If you have more than one child on the role sheet, you must sign every line per State licensing regulations **CHILDREN WILL NOT BE ALLOWED TO**

WAIT FOR THEIR PARENTS IN THE PARKING LOT OR LEAVE WITH PARENTS FROM ANY LOCATION OTHER THAN THE DESIGNATED SIGN OUT LOCATION.

If your child is to leave with anyone other than person(s) you have designated on your registration form, please send a written permission slip with the name and phone number of the person that will be responsible for your child.

The front desk person is responsible for ensuring that the designated person picking up a child is not displaying any type of risky behavior (i.e., under the influence of alcohol or drugs) The front desk attendant will not release any child to a person displaying risky behavior and is authorized to notify DCS if an incident occurs.

ILLNESS AND MEDICATION

SACC cannot provide for sick children. Please do not send your child to the program if he/she is ill. We are concerned about the health and welfare of each child in the program. Therefore we require that your child be picked up as soon as possible in the event that he/she becomes ill while attending the SACC program.

If your child is required to take prescribed medication during program hours, you must provide SACC with written instructions and the medication must be in a prescription bottle. Medication will be logged in and out through the SACC office.

DISCIPLINE

All children enrolled in the SACC program will be expected to follow the rules approved by the school's principal. (The school rules will apply after school just as they do during the regular school day). Children with continual behavior problems may be asked to leave the program. SACC is a privilege, not a right!

The SACC demerit system was implemented in 2000. Demerits will be given to students who choose not to follow the school and SACC rules. If a child gets three demerits in a grading period, he or she will be asked to leave the program for one week. If the student gets two additional demerits after they return, they may be asked to leave the SACC program for the remainder of the school year.

The SACC staff is committed to positive reinforcement of good behavior and expects children to be responsible members of the program. If major discipline problems occur, the SACC site leader and/or SACC coordinator will notify you. Please cooperate with us by stressing the importance of positive behavior with your child. We want to provide a safe and orderly environment for all children in the program.

Additionally, the SACC program will not tolerate parents who demonstrate abusive behavior, or display inappropriate behavior to children or the SACC personnel. If

inappropriate behavior is exhibited, parents will be asked to withdraw their children from the SACC program.

PARENT INVOLVEMENT

Families are an important part of the SACC program. Please keep the staff informed about your child from the parents' perspective. We can be more effective in meeting the needs of your child if we are aware of certain circumstances such as illness in the family, change in living location, special fears, etc. All of these can affect your child's performance and how he/she gets along with others. With parents and staff working together your child will have a positive, enriching and safe experience.

BROKEN, LOST, OR STOLEN ITEMS

The SACC program does not allow children to bring toys, cards, Game Boys, or personal C.D. players, etc. from home. The program will not be responsible for broken, lost, or stolen items.

SACC CONTACT INFORMATION

If you need to speak with the SACC coordinator, or SACC bookkeeper please call 472-4719. If there is no answer, please leave a voice mail message. This phone is monitored throughout the day, and your call will be returned as soon as possible. To leave a message regarding your child, please call the SACC site phone number listed below.

Susan Mastrianni 472-4719 (SACC Coordinator)
Joan Breeding 472-4726 (SACC Bookkeeper)

Oak View SACC	472-4721	(Leah Osborne, site leader)
Pinewood SACC	472-4785	(Joyce Mangrum, site leader)
College Grove SACC	472-4327	(Monica Sandrell, site leader)
Longview SACC	472-5079	(Nancy Rogers, site leader)
Heritage SACC	472-	(Rachel Black, site leader)

PLEASE DO NOT CALL THE SCHOOL OFFICE DURING THE DAY WITH MESSAGES FOR THE SACC PROGRAM.

The Williamson County School's SACC coordinator's office is located at Oak View Elementary School in the blue portable on the playground.