

Dover-Eyota School Age Child Care Program

Eagle's Nest (SACC)

School Board Approved 3/12/2018

Summer 201~~89~~ School Year 201~~89~~-1920 Handbook



Play. Explore. Grow.

Dates/Hours of Operation

School Year 201~~8~~ 9-19 20:

- Thursday, September-~~6~~ 5 to June 4 3
23
- 6:30 am to 7:30 am, M-F SACC Room
- 2:50 pm to 6:00 pm, M-F SACC Room
- Closed Sept. ~~3-5~~ 2-4, November ~~22-23~~ 28-29, December 24-25
Jan. 1, ~~March-29~~ April 10, and May ~~27~~ 25
- Non-School Days (refer to Pg 5)
- Inclement Weather/Other Emergency (refer to Pg 5)

Summer 201~~89~~:

- Open: ~~Tuesday~~ Monday, June 5 10 to Friday, August ~~24~~
- Closed: June 4 5, July 4-5, Aug. ~~27-31~~ 26-30, Sept. ~~3-5~~ 2-4
- Hours: 6:30 am to 6:00 pm, M-F SACC Room

Dover-Eyota Elementary School, 27 Knowledge Road SW, Eyota, MN 55934

(507) 585-8138 (direct line and voicemail)

Or Elementary School Office 507-545-2632 ext. 138 or 1-888-273-0189

<http://www.desch.org/page/4272>

(www.desch.org, click on Elementary, click on SACC Eagle's Nest)



IMPORTANT: Each year updates are made; please make sure to read thoroughly for Summer Program 201~~89~~ and School Year Program 201~~89-19~~20.

Table of Contents

Date/Hours of Operation	p.1	Summer/School Year Activities	p.8
Mission Statement	p.3	Field Trips	p.8
Program Goals	p.3	Supervision	p.8
Children Served	p.3	Snack/Lunch	p.8
Contact Information	p.3	Example of Morning, Afternoon and Summer Schedules	p.9
Billing Address	p.3	Dress Code	p.9
Administration/Funding	p.3	Movie Guidelines	p.9
Children Served	p.3	Personal Property	p.9
Termination of Care	p.3	Family Educational Rights and Privacy Act	p.9
Registration/Approval Process	p.4	Policies/Procedures/Expectations	p.10
Hours/Rates/Fees	p.5	Code of Conduct	p.10
Inclement Weather/Emergency Closing	p.5	Behavior Guidance	p.11
SACC Calendar	p.5	General Discipline Procedures	p.11
Attendance Options	p.6	Serious Misconduct/Behavior Incident Reports	p.11
Attendance Communication	p.6	Reasons for Dismissal	p.11
Attendance Cancellation Policy	p.6	Medical/Behavior/Custody/Other	p.11
Drop-in Policy	p.6	Medications	p.12
Drop-Off Policy	p.6	Illness and Injuries	p.12
Pick-Up Policy	p.6	Health Exclusions	p.12
Withdrawal Policy	p.6	Injuries/Medical Emergencies	p.12
Other Classes/Offerings during SACC	p.6	Food Allergies	p.12
Disclaimer	p.6	Further Questions	p.12
Payment Procedure	p.7	Dover-Eyota Eagle's Nest SACC Agreement	p.13
Billing Charges	p.7	Dover-Eyota Public Schools Policy 799	p.14
Past Due Payments	p.7		
Attendance Cancellation Policy	p.7		
Non-Sufficient Funds (NSF) Checks	p.7		
Child Care Assistance	p.7		
Annual Statement/Tax Number	p.7		
Photos	p.7		

Some pages will change after changes are approved.

Dover-Eyota School Age Child Care Eagle's Nest (SACC)

Mission Statement:

SACC/Eagle's Nest is guided by the mission of Dover-Eyota Schools; *"The Dover-Eyota School system, in partnership with its community, will foster a safe, caring, and respectful environment to develop well-rounded, high achieving citizens who demonstrate character and integrity in an ever-changing world."*

Program:

The Eagle's Nest (SACC) program strives to provide a safe, welcoming and enriching environment for children to participate in developmentally-appropriate activities and play, with a variety of learning experiences (art, music, STEM, community service, character building, etc.). The program focuses on building self-esteem, confidence and social skills while increasing independence and health and wellness awareness.

Program Goals:

The program will focus on the following goals for children:

1. Develop new friendships and work together in group situations.
2. Gain respect for themselves, others, and property.
3. Develop self-confidence and self-help skills.
4. Provide an environment that is safe, inviting, fun, and full of learning.

Contact Information

~~Jenna Skrukud~~ ~~Megan Merchlewitz~~, SACC Coordinator
Dover-Eyota Eagle's Nest
27 Knowledge Road SW
Eyota, MN 55934
Toll Free 1-888-273-0189
(507) 585-8138 (direct line and voicemail)
desacc@deschools.org

Billing Address/Billing Questions

SACC C/O ~~Chris Berg~~ Tara Dabelstein
615 South Avenue SW
Eyota, MN 55934
~~Chris Berg~~ Tara Dabelstein, Billing, (507) 545-2631
Administrative Assistant
Toll Free 1-866-847-9863
chrisberg@deschools.org taradabelstein@deschools.org

Administration/Funding:

Dover-Eyota Public Schools Office of Community Education administers the School Age Child Care Program. Program costs, such as staff salaries, snacks, equipment, crafts, activity supplies, field trips, and special activities, are funded with fees paid by registered parents/guardians.

Children Served:

Summer: Serves children who have completed Gr. K-4 School Year: Serves children who are enrolled in Gr. K-5

Children need to independently and appropriately be able to participate in group activities, complete self-help skills (toileting), and independently follow safety rules to participate in the program.

The SACC program will make reasonable accommodations to make child care successful when possible for all enrolled students. All children are required to follow the same rules and guidelines for safety of all students and staff. If a child has a specific need, such as a disability, diagnosis, health condition or has an IEP or Special Education services, please indicate so on the registration. Please note that SACC is not designed to provide 1:1 assistance for students. SACC ratios are 1:10. ~~SACC reserves the right to deny or discontinue participation of any child if the students' needs cannot be met and if such participation causes an "undue burden" or modification to the nature of the program.~~

Termination of Care:

Dismissal from the program could result from any of the following:

- Invoices/fees are not paid.
- The staff and/or parent determines that the program cannot meet the needs of the child.
- The child and/or parent/guardian has inappropriate conduct toward self, other students or staff.
- The child and/or parent/guardian refuses to follow the program rules, policies and procedures.
- The child receives a 5th Behavior Incident Report

SACC Student Expectations

- Respect self, others and property
- Use acceptable language
- Use appropriate physical contact with students, staff, equipment and property
- Follow the direction of the staff
- Ask for permission to leave an area
- Be responsible and accountable for one's actions
- Abide by all SACC and district policies

Registration/Approval Process

Enrollment: Enrollment space is limited; approval will be based on available and adequate staffing.

Summer Program serves children who have completed Gr. K-4.

School Year Program serves children who are enrolled in Gr. K-5.

Approval and Starting Date:

Once registration is complete and the program has confirmed enrollment space, the SACC Coordinator will confirm registration status and enrollment availability. Minimum and Maximum registration numbers are a factor for programming due to limited space and staff availability.

If Past or Current Family:

- Billing/Payment history must be in good standing (Summer 201~~8~~ 9 and past/current school years).
- School Year 201~~7~~ 8-18 9 to be paid in full **within 1 week of receiving the final invoice** if enrolling in the summer program.
- Summer 201~~8~~ 9 to be paid in full **within 1 week of receiving the final invoice** in order to **use** the School Year 201~~7~~ 8-18-9 program on September ~~6~~-5.
- Behavior/Discipline policy must be in good standing.
- Late pick-up policy must be in good standing.

To Register:

1. Registration Form On-line

- Complete the on-line SACC Registration Form HYPERLINK "<http://www.desch.org/page/4272>"
<http://www.desch.org/page/4272>
(Families are welcome to stop in and use the SACC computer to register.)

2. Pay

- New Families: Pay the \$35 annual registration Fee (non-refundable, per family) **due one week after being accepted into the program**. Make checks to D-E SACC.
- Current Families: Registration Fee will be charged to your account the first week of the program (either Summer or School Year). **Please do not send a check with your registration form, you will be billed.**

3. Submit to SACC

- ✓ SACC Handbook Pg. 13, family has read handbook, complete and submit Pg. 13
- ✓ SACC Attendance Schedule (**Set Schedule or Bi-weekly**)
- ✓ SACC Health History/Information Form (available on SACC web page)
- ✓ Permission to Administer Medication and/or other medical documents (if applies)

4. Approval/Starting Date

- Once registration is complete, the coordinator will confirm registration status and enrollment availability.

Hour/Rates/Fees	Fees Per-Child/Per-Day
Registration Fee (Summer 2018 and/or School Year 2018-19)	\$35 Per Family (non-refundable)
School Year AM 6:30-7:30 am 7:30 am students are released to outside and/or to breakfast until 8 am bell Drop-in Drop-in only available as space and adequate staffing permits; call to check on availability	Flat Rate: \$4.00 \$5.00 \$5.00 \$7.00
School Year PM 2:50-4:30 pm 2:50-6 pm Drop-in (if available)	Flat Rates: \$5.00 \$7.00 \$9.00 \$10.00 \$6.00 \$9.00 until 4:30 pm, \$10.00 \$12.00 until 6 pm
School Year--Wednesday Late Start AMs 6:30-7:30 am (SACC \$4.00 \$5.00) 7:30-8:30 am School Offers Care (contact EL office for details) For Drop-in rates, see above in AM	Flat Rate: \$4.00 \$5.00
School Year--Early Release 12:50-2:50 pm on January 8 7 and June 4 3	Flat Rate: \$7.00 \$9.00
School Year--Non-School Days See Handbook for availability	Flat Rates: (per day) Full day \$30 \$32 (over 5.5 hours) Half day \$20 \$24 (5.5 consecutive hours or less)
Late Pick-up —Program closes at 6 pm	\$5 for each five minutes starting at 6:01pm
Summer 6:30 am to 6 pm Drop-in (if available) Summer T-Shirt per child (required)	Flat Rates: (per day) Full day \$30 \$32 (over 5.5 hours) Half day \$20 \$24 (5.5 consecutive hours or less) Drop in: \$32 \$34 Full Day, \$22 \$26 Half Day T-shirt \$10
Other 1. After-School Program: if student attends the academic After-School Program and then comes to SACC 4:30-6 pm or 5-6 pm. Fee: \$5 \$7.00 2. Weather/Other Emergencies Late Start 8 am to 9 am OR 8 am to 10 am 3. Field Trips Fees. See Non-School Day or Summer Sign-up's	1. Fee: \$5 \$7.00 2. 8-9 am \$4.00 \$5.00 8-10 am \$7 \$9.00 3. See Non-School or Summer Sign-up

Inclement Weather/Other Emergencies Closings

Late Starts Due to Weather/Other Emergencies:

- One-Hour Late Start: (9 am school start); SACC opens at 8 am. ~~\$4 fee~~ \$5.00
- Two-Hour Late Start: (10 am school start); SACC opens at 8 am. ~~\$7 fee~~ \$9.00
- **Two-Hour Late Start on a Wednesday (10 am school start): SACC opens at 8 am**
- **See above grid for Drop-in rates**

Early Releases Due to Weather/Other Emergencies:

- SACC *will close 2 hours* after elementary school students are dismissed. Example: If school dismisses students at 1 pm, SACC will close at 3 pm. \$7 fee.

School is Closed for the Day:

- If school closes, SACC is closed for the day.

It is important for parents/guardians to pre-plan other arrangements if school has closings, late starts, or early releases.

SACC Calendar Generally follows the school year calendar. See dates and hours of operation on Pg. 1.

Open on the following dates:

- Wednesday Late Starts 6:30-7:30 am, School offers care 7:30-8:30 am (See *EL News and Notes* for more info.)
- Early Release Dates (January ~~18~~ 7 and June ~~4~~ 3)
- Non-School Days (limited, pending enrollment numbers)
- All Scheduled School Days (exception: inclement weather/other emergencies)

Closed on the following dates (school building closed—no student activities):

- Summer: July ~~4-5~~, September ~~3-5~~ 2-4
- School Year: September ~~3-5~~ 2-4, Thanksgiving November ~~22-23~~ 28-29, Winter Break Dec. 24-25 and January 1, Spring Break ~~March 29~~ April 10, Memorial Day May ~~27~~ 25.

Attendance Options (see registration form for breakdown of options with hours and rates)

Monday-Friday Set Schedule	<ul style="list-style-type: none"> Schedule will be the same Monday-Friday. Only one schedule needs to be turned in all summer/school year. Will be billed for Set Schedule.
Bi-Weekly Schedule	<ul style="list-style-type: none"> Two-week schedule; submitted on Wednesdays, for the upcoming two full weeks. If schedules are not turned in on time, drop-in (if available) rate will be applied.
Drop-in	<ul style="list-style-type: none"> Drop-in is only available as adequate staffing and space permits. Call 24 hours in advance to check on availability and wait for staff confirmation.
Non-School Days	<ul style="list-style-type: none"> Limited dates and pending enrollment numbers. (Minimum of 20 students needed to open.) Example: teacher in-services days. Schedules must be turned in two weeks in advance.

Attendance Communication

- If your child will not be attending Eagle's Nest, but was scheduled, please call the direct SACC phone at (507) 585-8138 and leave a message or email sacc@deschools.org.
- See Attendance Cancellation Policy for billing.

Attendance Cancellation Policy

- Attendance cancellation requires a **2-week** notice to avoid charges.
- If notice is not received on time, family will be charged **the full** scheduled **fee and any full scheduled field trip expenses**.
- Exemptions not billed: illness (School year: 6 5 days. Summer: 3 2 days), ~~unexpected~~ emergency doctor/dental appointment, ~~family emergency~~, or funeral.

Drop-In Policy

- Space is limited; drop-in care will be limited due to availability pending adequate staffing and space.
- A 24-hour notification from family (by email or voicemail) to the program is required, combined with a confirmation from staff to the parent/guardian.
- Once a drop-in has been approved by staff, drop-in charge will remain.

Drop-off Policy

- Summer and School Year Program starts at 6:30 am, children cannot be dropped off prior to 6:30 am.
- All children must be escorted into the SACC classroom when arriving and picked up when leaving.
- Parents/guardians are ~~expected~~ required to sign children in and out on the daily roster/check-in sheet with the correct time.
- Only parents/guardians may check in/out students; the check in/out sheet is a legal billing document.

Pick-Up Policy

- Summer and School Year Program closes at 6:00 pm
- Parents/guardians are required to sign-out children on the daily check-in sheets with the correct time.
 - School Year--PM, staff will draw a line at 4:30 pm on check in sheets for billing.
 - If time is not written, 6 pm will be used as your sign-out time.
- Only parents may check out students; the check in/out sheet is a legal billing document.
- SACC will not allow a child to leave with anyone other than the custodial parent and other authorized persons unless previous arrangements have been made. All arrangements for alternate pick up must be in writing
- Late pick up charge is \$5 for each five minutes starting at 6:01 pm. After 3 late pick-ups, you will be dismissed from the program.

Withdrawal Policy

A one-week notification from a parent/guardian planning to withdraw their child(ren) from the program is required. Fees will be charged 2-weeks from the date of notification.

Other Classes/Offerings during Scheduled SACC

Children attending other classes during scheduled SACC time will be billed for SACC time. (i.e., SACC fees still apply to Community Ed or summer recreation classes.) SACC will not be able to have a staff walk to and from an offsite to a class due to staffing and extra care costs.

Disclaimer: The program planning and staffing process begins many months prior to the registration period for the Summer and School Year Programs. However, low enrollment may cause the AM program, PM program, non-school day or summer to close. Parents/guardians will be notified as early as possible if this action becomes necessary.

Payment Procedure

- Payment is due upon **receipt**.
- Families will be billed according to attendance option on registration, plus any applicable fees-including:

- Registration fees, Field trips, Late fees, Failure to turn in an attendance calendar on time
- Payments may be:
 - Dropped off to the SACC program, elementary office, or district office. **See district web page for hours.**
 - Mailed to "SACC, D-E Schools, 615 South Ave. SW, Eyota, MN 55934". Clearly label SACC on envelope.
 - Cash is encouraged to be dropped off at the District Office. Please request receipt.

Billing Charges

- Bills are emailed every week to the account payer(s) when they owe \$50 or more. **Advise if you want bills more frequently.**
- Please make checks payable to Dover-Eyota SACC.
- Billing contains scheduled care fees and field trip expenses.
- Handbook Pages 5 and 6 contain further information regarding billing/fees/policies.
- If payment is not made, you will be notified that your payment is overdue.
- Parents with separate custody or separate arrangements are encouraged to set up separate accounts for billing.

This is also to your benefit when claiming daycare on your tax return.

For billing questions, please email or call **Chris Berg Tara Dabelstein**, (507) 545-2125 or toll free 1-866-847-9863, or email her at chrisberg@deschools.org. taradabelstein.deschools.org

Past Due Payments

After a two-week period of no payment in the **Summer or a three-week period of no pay during the School Year**, unless other arrangements have been made with the District Office, child(ren) will not be allowed to attend Eagle's Nest until payment is made in full. **Parent will be notified by email or mail regarding a suspension of services.**

Accounts that are long overdue will receive a letter seeking payment. Lack of response to such requests may force the district to turn the account into a collections agency.

Attendance Cancellation Policy

- Attendance cancellation requires a **2-week** notice to avoid charges.
- If notice is not received on time, family will be charged the **FULL** scheduled **fee and any field trip expenses scheduled.**
- ~~Exemptions not billed: illness, unexpected doctor/dental appointment, family emergency, or funeral.~~
- Exemptions not billed: illness (School year: 6 5 days. Summer: 3 2 days), ~~unexpected~~ emergency doctor/dental appointment, family emergency, or funeral.

Non-Sufficient Funds (NSF) Checks

When a non-sufficient funds check is received, a letter is sent to the check writer. The letter will indicate how many days are allowed for restoring the check before a \$30 fee is charged.

Child Care Assistance

- For families who need financial assistance, scholarships are available through the Minnesota Child Care Assistance Program (Olmsted County 507-328-6500 and Fillmore County (507-765-2175).
- **Until you approved for child care assistance, you are responsible for all SACC charges.**
- The Minnesota Child care Assistance Program requires that you submit to SACC a copy of your child's current immunization record.

Annual Statement of Charges/Tax Number

For tax purposes, a child care payment summary will be emailed to payee in January of each year. The tax information number is 41-6002834.

Billing questions: please email or call **Chris Berg Tara Dabelstein(district office), (507) 545-2125 or Toll Free at 1-866-847-9863, chrisberg@deschools.org taradabelstein@deschools.org.**

Photos

From time to time, the district will use pictures from school programs in the *Eagle, News and Notes*, web site, etc.

Our enrollment policies do not discriminate on the basis of race, creed, or national origin.

Summer/School Year Activities

- The Eagle's Nest program offers a variety of activities in both group and individual situations. Some of the activities offered include: arts and crafts, sports, science, creative and dramatic play, books and music, manipulative and construction toys, outdoor play, computer lab, community service, character building, etc.

- Weather permitting, children will spend time outdoors each day and/or will be allowed to use the gym for active play/large muscle.
- Free Choice will be provided for the children to pursue their own interests in a safe and friendly environment.
- The program will offer games daily that support reading and math (Uno, Phase 10, Mancala, card games, flash cards, etc.). Daily time for children to do quiet reading, and/or staff reading to them.
- Activity Calendar: Summer will have a monthly Activity Calendar.
- Summer:
 - Send daily; swim suit/trunks, towel, extra clothes and labeled sunscreen. Children must self-apply sunscreen and insect repellent. Staff will encourage and give reminders.
 - Children will be encouraged to drink water frequently and may bring a spill proof water bottle/container clearly labeled with their name.

Field Trips

- **Trip Fees:** School Year Non-School Days and Summer program may also have field trip opportunities; trip fees will be billed. Trip fees include transportation and event costs.
- **Summer T-shirt: Children are required to wear a program t-shirt on all off-site bussed field trips** (i.e., St. Charles Pool, movie, etc.). SACC will label each child's shirt with his/her name. Shirts will be handed out prior to leaving on a field trip and must be returned to staff at the end of the trip so they can be laundered by SACC. At the end of the summer the shirt will be given to the child.
- **Swim Days:** Children will need to bring a bag with towel, swim suit, and change of clothing. SACC does not accept swim passes or tickets. If it is raining, the trip will be cancelled 1 hour before designated departure time. No charge for cancelled swim field trip cost.
- **Safety Guidelines: To ensure safety, SACC reserves the right to withhold any child from a field trip if he/she has had ongoing behavioral/safety issues. Families will need to find alternative care for the day.**
 - To be able to participate in field trips, children must:
 - follow SACC behavior and safety expectations
 - listen to staff instructions
 - stay with group
 - keep hands, feet, body and objects to themselves
 - be safe and respectful with their actions

Supervision

- Children attending SACC will be supervised by staff at all times. We strive to maintain a ratio of 1:10 (1 adult to 10 children). **Field Trip ratio will be 1:5 or 1:7, depending on type of field trip and needs.**
- Staff work hard every day to ensure quality care in a safe, supportive environment. Independence will be encouraged by allowing children to do things for themselves. If a child needs to leave the room for any reason (get a drink, go to the bathroom, etc.), he/she must ask the staff person for permission.
- SACC is staffed with caring people who have experience in various fields. Background checks, CPR, First Aid, Heads Up online Concussion training, Behavior Guidance and continued staff development are required of all staff. The program Assistants and Program Coordinator have further training.
- SACC is staffed with a Program Coordinator who is responsible for overseeing the daily operation of the program, as well as Program Assistants who lead the daily operation, and Program Aides who serve as part of the team.

Snack/Lunch

- Please make sure staff are aware of any food allergies.
- A nut-free table/area will be provided for students who have food allergies. Please consider avoiding nut foods.
- Snack:
 - School Year: a snack will be provided each day after school.
 - Summer: SACC will provide a daily morning and afternoon snack.
 - Milk will be offered periodically with snack.
 - If children do not like the snacks provided, they are encouraged to bring a nutritious snack from home.
- Lunches: Parents are responsible for sending cold lunches and beverages in a labeled lunch bag on non-school days. We do not offer refrigeration or microwaves for general use. Please, no pop.

Example of School Year Morning Schedule

Station Choices 6:30-7:30 am:

1. Planned Daily Activity Table (examples: art project, science project, language, etc.)
2. Open Art/Activity Table (Rotating: water colors, chalk, playdough, tracing pages, colored pencils, science, etc.)
3. Homework/Reading (Friday Computer Lab)
4. Free Choice: Games, puzzles, toys, etc.

Example of School Year Afternoon Schedule

2:50-3:00 pm	Sign-In/Eat Snack
3:00-3:40 pm	Outside or Large Motor
3:40-4:15 pm	Homework or Continue Outside
4:15-5:15 pm	Stations: Planned Daily Activity, games, toys, etc. <ul style="list-style-type: none"> • Computer Lab (Tuesdays and Thursdays) Xbox (Monday, Wednesday, and Friday)
5:15-6:00 pm	Free Choice and Clean-up

Example of Summer Schedule

6:30-8:15 am	Free Choice with a rotating open art table
8:15-8:30 am	Clean-up and Bathroom
8:30-9:00 am	Snack and Group Time (go over activities for the day, reminders, etc.)
9:00-10:00 am	Outside and/or Gym Large Muscle Time
10:00-10:30 am	AM Stations (daily planned activities, reading, puzzles, math games, etc.)
10:30-11:00 am	Quiet Reading
11:00-11:30 am	Card Games or Puzzles
11:30-11:45 am	Clean-up and Bathrooms
11:45-12:15 pm	Lunch
12:15-12:30 pm	Group Time (go over activities for the day, reminders, etc.)
12:30-1:15 pm	Outside and/or Gym Large Muscle Time <ul style="list-style-type: none"> • Most Tuesdays and Thursdays Swim at St. Charles Pool 12:30-4 pm. • Most Wednesdays Trip Days--Movie AM trip approx. 9:30-12:30 pm or another trip/times
1:15-2:45 pm	PM Stations (groups rotating with art, science, character/kindness-type of activities)
2:45-3:15 pm	Clean-up, Bathroom, and Snack
3:15-4:00 pm	Computer Lab
4:00-6:00 pm	Free Choice with a rotating art/activity table.

Dress Code

- SACC students follow the elementary school's dress code during the school year.
- Summer: children are required to have straps on tops and wear tennis shoes. No flip flops, except at pool.
- Children must have socks and tennis shoes each day for both Summer and School Year programs.
- Children should be adequately dressed for the weather.
- Program will go outside if the temperature/wind chill is zero degrees or above.
- Program does play outdoors in the summer and school year/winter. At times, all children will be required to be outdoors with the group and have adequate clothing and shoes/boots.

Movie Guidelines SACC watches age-appropriate G- and PG-rated videos and movies.

Personal Property

- Items from home: It is preferred that children do not bring their personal items to SACC. If personal items are brought, it is the child's responsibility; SACC will not be responsible for lost, broken, or stolen items.
- Children's personal property such as coats, clothing, and school bags, must be removed from the Eagle's Nest room after each daily session of the program. After 24 hours, any personal property remaining after the session will be taken to the school office and placed in the "Lost and Found." Although the program attempts to help children stay organized, the program cannot be responsible for the loss of personal property.
- No weapons or toy weapons are allowed on school grounds or activities, including in SACC. Our school district has a no tolerance policy with regard to weapons.
- Electronics should be left at home. Occasionally special days will be assigned where electronics can be brought.

Family Education Rights and Privacy Act

The SACC program will follow the same rights and privacy act as followed by the Dover-Eyota Public Schools.

Policies/Procedures/Expectations

Enrollment in the program constitutes an understanding that parents/guardians and children will abide by the school district policies and by the following program procedures/expectations:

Parent Expectations of the Program

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the staff about concerns related to their child or to the program.
3. They will be told about any improper behavior on the part of their child and be allowed to visit with the staff in order to bring about improvement of the situation.
4. They will be informed if their child does not arrive at the program site according to his/her enrollment information.

5. They will be regularly informed by the staff about the program activities.

Program Expectations of the Parents/Guardians/Custodians

The program expects that parents will:

1. Pay fees on time as explained in the "School Tuition and Billing" portions of this booklet.
2. Keep the child's records up to date.
3. Pick up children on time as explained in the "Pick up" portion of this booklet.
4. Contact the staff if their child will not be attending as scheduled.
5. Pay attention to any communications from the staff regarding their child's behavior and cooperate in joint efforts to bring about improvement.
6. Submit permanent/set or bi-weekly attendance schedule.
7. Communicate with staff appropriately, privately, and confidentially.

Children's Expectations of the Program

Children may expect:

1. Have a safe, supportive, and consistent environment.
2. Use all of the program equipment, materials, and facilities on an equal basis.
3. Receive respectful treatment.
4. Receive discipline that is fair.
5. Receive nurturing care from staff members who are actively involved with them.

Program Expectations of the Children

The Program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and when at the program.
3. Follow school dress code including tennis shoes each day.
4. Remain with the group and program staff at all times.
5. Take care of materials and equipment properly and return them to their proper place when done or before taking out new materials.
6. Arrive at the program promptly (after school) according to the enrollment information.

Code of Conduct

We follow the Code of Conduct, referred to as "Eagle Pride, which is implemented at the elementary school.

- P = Practice Respect and Responsibility.
- R = Remain Safe.
- I = Include Others.
- D = Demonstrate Self-Control.
- E = Engage in Learning and Activities.

In order for SACC children to be safe and have a fun-filled, supportive environment, good behavior and smart choices are expected every day. To expand on "Eagle Pride", children should:

- Respect themselves, each other, and staff. They should treat others the way they want to be treated. Physical/verbal assault, teasing, name-calling, or bullying is not respectful.
- Respect our building, toys, play equipment, and SACC equipment.
- Take responsibility and help clean/pick up.
- Walk and use indoor voices.
- Be Truthful. Do not lie, steal, or swear.
- Do not bring real or pretend weapons to SACC
- Keep hands, feet, body, and objects to yourself.

Good behavior is frequently recognized with verbal praise and appreciation. We also love to applaud children who do something great at SACC.

Behavior Guidance

The SACC staff promotes positive behavior by offering fun and engaging activity experiences, building relationships with each child, creating an environment that is conducive to cooperative play, and encouraging an atmosphere of mutual respect. Staff also help children learn problem-solving skills and develop a common understanding of acceptable versus unacceptable behaviors (behaviors that offend, exclude or hurt others, **and why**). Working with groups of children, staff is sometimes faced with the task of management of behaviors deemed inappropriate. The staff is trained to focus on positive behavior rather than negative behavior. However, sometimes it is necessary to remind the children of the expectations and rules that are to be followed. Staff will use: verbal prompts, redirection, natural consequence, problem-solving, time to think, speak with parents, etc.

General Behavior Guidance Procedure

- 1st Step Child receives a verbal warning for inappropriate behavior.
- 2nd Step Child will be asked to take a quiet time out and discussion/mediation will follow.
- 3rd Step Child will lose an activity/privilege for the day.
- 4th Step Staff will communicate with the parent about the behavior and collaborate on ideas. Staff will fill out a *Behavior Update* and/or communicate with parents on the behavior.
- 5th Step Coordinator may require a conference with parents/guardians if general misconduct is persistent.
- 6th Step If inappropriate behavior continues after all of the above steps, a *Behavior Incident Report* maybe be completed.

SACC reserves the right to dismiss child from SACC child care services at any time.

Serious Misconduct/Behavior Incident Report

A *Behavior Incident Report* is completed when serious misconduct is committed. Behavior having a high frequency, duration, or intensity may result in suspension/dismissal from the program. Serious misconduct includes, but is not limited to: intentionally hurting/endangering others or self (physical or emotional) stealing; vulgar or inappropriate language; inappropriate touch of self or others; destruction of property; physical and verbal aggression; and any form of bullying, harassment, violence, or hazing. Behavior Incident Reports will be carried over each session.

1st Behavioral Incident Report

Parents/Guardians, staff, and child will meet to discuss the behavior to resolve the situation.

2nd Behavioral Incident Report

Parents/Guardians will be notified and the child will be asked to take a one-day leave of absence from the program on his/her next scheduled day.

3rd Behavioral Incident Report

Parents/Guardians will be notified and child will be asked to take a three-day leave of absence from the program on his/her next scheduled day.

4th Behavioral Incident Report

Parents/Guardians will be notified and child will be asked to take a five-day leave of absence from the program on his/her next scheduled day.

5th Behavioral Incident Report

Parents/Guardians will receive a phone call and a written notice to find alternative child care immediately as the child will not be able to return to the program. Charges will end on the last date of service.

Reasons for Dismissal

- children's safety
- child's needs are not being met
- discipline used is ineffective
- staff safety
- policies and procedures are not being followed
- child is not adjusting to the program

Depending upon the severity of the conduct, immediate removal from the program may be warranted.

Medical/Behavior/Custody/Other

Please make the program aware of any Medical/Behavior/Custody/Other to be communicated on SACC Health History/Information Form.

Medications (SACC follows the same procedures as followed during the school day)

- For prescription medications, a physician must complete a medication authorization form.
- If possible, it is preferred that medications be given at times outside of SACC hours.
- All medications must be brought to SACC by an adult in a current prescription bottle.
- All medications must be labeled with the student's full name.
- If the medication dosage needs to be cut, the medication must be cut at home before it is brought to SACC
- Staff encourages children to wear sunscreen to prevent sunburn. Staff are not able to apply sunscreen/repellent for children. Children are required to self-apply. Staff will monitor and encourage.
- For field trips, a responsible adult will carry and administer medications as necessary, following school procedure.
- Epi-pens and inhalers are included in this policy.

Illness and Injuries

Sick Child:

- If your child becomes ill at SACC, the staff will notify parent/guardian immediately. Parent/Guardian is responsible for making arrangements for child to be picked up immediately.
- Children should remain home or will likely be sent home if any of the following occur:
 - Severe cold, cough, or sore throat;
 - Vomiting, diarrhea, nausea, or abdominal pain;
 - Temperature of 100 degrees or more with or without other symptoms;
 - Eye infections, especially if discharge is present;
 - New skin rashes, especially if discharge is present; and/or
 - Any other signs of acute illness.
- Children may return to SACC when:
 - It has been a minimum of 24 hours since child has had a severe cough, cold, or sore throat;
 - It has been a minimum of 24 hours since child has experienced vomiting, diarrhea, or nausea;
 - Temperature remains normal for 24 hours without Tylenol or Ibuprofen;
 - Written okay from physician.

Health Exclusions

Children may not come or remain in SACC if they are found contagious with illness. Some of the most common concerns include the following:

- Impetigo, Strep Throat, Conjunctivitis (pink eye), Ringworm: Children may return 24 hours after treatment.
- Chicken Pox and Shingles: Children may return after all blisters have dried to scabs.
- Vomiting and 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: Children may return when they have been treated and have no live lice.
- **Staff may request doctor's written permission before allowing a child to return.**

Injuries/Medical Emergencies

- If your child becomes injured (bump on the head, twisted limb, etc.) while participating in SACC, the staff will administer basic first aid. Parents will be called, if necessary. The staff person(s) who attended the child will also write up an accident report and inform the parents.
- When an injury or medical condition is serious, 911 will be called and parents/guardians and/or emergency contacts will be notified as soon as possible.

Food Allergies

If your child has a prescription for an EpiPen/TwinJect and/or requires Benadryl, he/she will need an Emergency Action Plan/Medication Authorization. Please provide the Emergency Action Plan along with a copy of the child's picture be attached to the plan (photos are not returned).

Further Questions

If you have any questions about this handbook or about the Eagle's Nest SACC program, please contact our staff at (507) 585-8138, Toll Free at 1-866-847-9863 or email sacc@deschools.org.

Dover-Eyota SACC Agreement

1. I have read, understand, and will follow the SACC handbook.
2. I understand that I am responsible for payment of fees. If I provide an email, the invoices will be emailed to me. Otherwise, I can expect invoices in the US mail.
3. I agree to the registration fee(s) charge.

4. I understand and agree to the service rates. **(Page 5)**
5. I understand that closing time is 6:00 pm. I agree to pay a late fee of \$5 for every 5 minutes after 6:01 pm. Families who have more than 3 late pick-ups may be dismissed from the program.
6. I agree that I will be billed for the attendance option I signed up for. If I choose the ***Bi-Weekly Schedule*** (every two weeks) option, I am responsible for turning in the schedule bi-weekly.
7. I understand that my SACC account (billing) needs to be in good standing.
8. I understand that I will be charged for SACC if I do not cancel scheduled care **two** weeks in advance.
9. I acknowledge that SACC staff may request additional information regarding information indicated in the registration.
10. I have provided SACC with accurate, up-to-date information on the registration form.
11. I understand that my child will watch G- and PG- movies and videos during SACC care.
12. I understand the Inclement Weather/Other Emergencies closing policy;
 - Late Starts Due to Weather/Other Emergency:
 - One Hour Late Start: (9 am school start); SACC opens at 8 am
 - Two Hour Late Start: (10 am school start); SACC opens at 8 am
 - Wednesday/2 hour Late Start--10 am school start); SACC opens at 8 am
 - Early Releases Due to Weather/Other Emergency:
 - SACC *will close 2 hours* after elementary school students are dismissed.
Ex: If school dismisses students at 1 pm, SACC will close at 3 pm.
 - School is Closed for the Day:
 - If school closes, SACC is closed for the day.

I have received a copy of the Eagle's Nest SACC Handbook and agree to all information contained therein. I have read and understand the provisions contained within, and I am responsible for the information. I agree to all childcare rates and payment expectations. I give consent for my child(ren) to participate in field trips and excursions under proper supervision. I give my consent to have pictures taken of my child(ren) by the news media and/or staff while in the care of Eagle's Nest. I give my permission for the Eagle's Nest staff to take whatever emergency measures that are judged necessary for the care and protection of my child(ren) while under supervision of the program. In case of emergency, I authorize Eagle's Nest staff to provide treatment for my child(ren) in the event that I cannot be reached or unavailable. It is understood that in some medical situations the staff will need to contact the local emergency resource before the parent, child's physician, and/or adult acting on the parent's behalf are present. If ambulance service is required, it will be at the parent's/guardian's expense (including hospital/clinical charges, etc.). Eagle's Nest defines an emergency as life threatening or physical injuries which might result in permanent disfigurement or disability if not treated immediately. In all other cases, parents are expected to pick up their sick or injured child within 30 minutes of being notified.

_____ (initial) I have read and understand the policies and changes that will be followed in the Summer 2018-9 and 2018-9-19 20 School Year Program.

_____ (initial) I have received Policy 799 - Delinquent and Overdue Accounts. (See Pg 14.)

_____ (initial) I provide permission for SACC staff to administer sunscreen and bug spray.)

_____ (initial) I authorize SACC to access my child's school immunization records

Parent/Guardian Signature

Date Signed

799 DELINQUENT ACCOUNTS POLICY

I. PURPOSE

It is the duty and responsibility of the school district to collect all monetary resources due to ISD #533 on behalf of its taxpayers. These procedures are developed to meet that responsibility.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the intent of Dover-Eyota ISD #533 to work cooperatively with those who have payments due to the district. An overdue payment will be addressed with the understanding that the owing party has the intent to pay in full the money they owe the district. In the apparent absence of such intent, the district shall take the steps necessary to collect such funds.
- B. The procedures in this policy shall apply to all forms of money owed by individual parties to the school and its related activities, including the collection of insufficient funds checks.

III. DEFINITIONS

- A. "Delinquent" – any amount of money owed in excess of 60 days past due or in excess of \$200.
- B. "Significantly Delinquent" – any amount of money owed in excess of 3 months past due or in excess of \$500.

IV. SCHOOL DISTRICT ACTION

- A. Delinquent and significantly delinquent account owners shall receive a letter from the superintendent with the expectation of 50% payment of the outstanding balance being paid within seven (7) calendar days of the letter date, and full payment within fourteen (14) calendar days of the letter date, or other payment arrangements made. The letter would also indicate immediate discontinuation of services if no payment or communication is received by the end of the first seven (7) calendar days.
- B. Failure to make the first or second payment, or failure to follow through with payment arrangements, would result in the account being turned over to a professional collection agency. The collection agency may add interest charges.
- D. In regard to the School Age Child Care program, after fourteen (14) calendar days of no payment in the summer or 21 calendar days of no payment during the school year, the child(ren) will not be allowed to attend the program until payment is made in full or other payment arrangements have been made with the District Office. Parents will be notified by email.
- E. The superintendent shall have authority to modify these actions if there is sufficient communication from the owing party for alternative arrangements for payment.

V. DISSEMINATION OF POLICY

- A. This policy shall be included in the policy manual on the school district website.
- B. This policy shall be distributed to all parents of Learning Readiness, Transition, Look at Me I'm 3, Footsteps, and SACC students at the start of each school year.
- C. This policy shall be included in all letters mailed in Section IV.