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WELCOME TO SACC

Thank you for choosing The Lebanon Special School District SACC (School Age Child Care) to meet your family's needs. Our "Mission Statement" clearly expresses that we firmly believe the safety of all children enrolled should be our number one priority.

We also believe that when a child feels loved and respected the quality of life is simply better. Methods of Praise, Pause, and Pit allow parents to see that SACC truly believes we should do everything to promote positive behavior and teach life skills that allow for better decisions.

As the Program Director, I do believe in having an open door policy for parents to call and communicate questions or concerns. Lines of communication are always available for all parties involved through "Conference of Concerns". By working together, it allows each of us to grow as a team.

I am very proud of our staff members who are employed by the SACC Program and can say that we work as a team daily. We share a common goal, which is the safety and well being of your children in our care. I look forward to serving each child and parent in our program and thank you for entrusting them into our care.

Sincerely,

Mrs. Connie Gray, Program Director

A TYPICAL DAY AT SACC...

--RECEIVE CHILDREN AT THEIR DISMISSAL TIME (EACH SCHOOL HAS A DESIGNATED AREA FOR SACC)

--WASH HANDS / ROLL CALL / SNACK (PROVIDED EACH DAY WITH A DRINK)

--AT APPROX. 3:45 P.M. CHILDREN ARE SEPARATED INTO THE FOLLOWING AREAS:

- HOMEWORK
- ACTIVITY
- CENTERS
- GYM AND/OR OUTSIDE

NOTE: CHILDREN WILL ROTATE IN THE ABOVE AREAS DEPENDING ON THEIR NEEDS UNTIL THEY ARE PICKED UP. ON FRIDAY, WE GENERALLY HAVE A MOVIE DAY. SACC PROVIDES A SAFE AND FUN ENVIRONMENT.

MISSION STATEMENT

It is the goal of this program to:

- * Offer a safe and happy environment for all children we serve.**
- * To daily serve as role models to children in actions and deeds.**
- * To build upon the belief that when a child feels loved and respected the quality of life is better.**
- * To make every effort to communicate in a positive manner the expectations we have of the children using Praise, Pause and Pit methods.**
- * To extend/open the lines of collaboration/communication to all parents/staff members when they have concerns using the approach titled “Conference of Concerns”. By doing so, we involve our parents in decisions that will affect their children.**
- * To be consistent in rules and guidelines using Code of Conduct policies when the safety of others are at risk and expect our parents to uphold and support these policies.**
- * To work as a team, with all parties involved (Students /Parents /Staff / Program Administration and System Leaders). It is a team that shares a common goal - the safety and well-being of the children in our program.**

POLICIES AND PROCEDURES

REGISTRATION INFORMATION

1. Complete and return registration and contract forms to the SACC (School Age Child Care) Program along with your nonrefundable registration fee of \$10.00 per child. The registration fee is a one-time fee. (If your child is currently in SACC this means that you have already paid this fee for them, but any new brothers or sisters will be subject to the enrollment charge.)
2. Read this Parent Handbook carefully as you will be responsible for the information contained in it. If you have any questions, please contact the Program Director.
3. Enrollment is on a first-come, first serve basis. To guarantee your spot, there are two chances to register into our program. They are:
 - a. Pre-k and Kindergarten students will have a pre-registration day in May for these students to enroll.
 - b. Parents will have another opportunity for grades 1st–8th to register at the standard school registration day.
4. We are a year round program. Children enrolled during the school year will be given first priority to enroll for summer care in April. We also offer care on many of the days school is closed. Parents will be given approximately two weeks notice to sign-up for those days at your site.
5. It is the responsibility of the parents to keep enrollment records current. Changes in home address and phone numbers, persons authorized to pick up children, choice of weekly/daily rate charges, etc., are the parents responsibility.
6. This program does not discriminate as to race, sex, age, religion, national origin, or disability.

SIGN-IN/SIGN-OUT PROCEDURES

1. **Legally, parents or authorized persons must sign their children in and out of the program each day on the designated sign-in/out sheet. Please also include the time on this sheet.**
2. Persons checking out children must be sixteen years old or older.
3. Children will not be released to persons not listed on the enrollment form without one or both of the following:
 - a) Written authorization signed and dated by the parent and/or guardian.
 - b) Verbal confirmation from the parent and/or guardian.
 - 1) A contact number from the parent and/or guardian must be provided so that this request can be confirmed.
 - 2) If unable to reach a parent, emergency contact will be notified and asked to grant/give permission. If neither party can be reached, then pick-up will be denied.
4. Parents are encouraged to make themselves aware of information concerning the program and its operation by regularly checking the Parent Sign-In/Sign-Out table. **It is the parent's responsibility to read any and all notices posted.** Every effort is made to communicate with the parents in our program by the following methods:
 - a) Parent Table, Newsletters, Web Site and posting of information can be found outside the classroom on the wall.
 - b) **We stress the importance of reading the parent messages. Lack of awareness over events, full day sign-ups, tuition/collection accounts, etc. will not be the responsibility of the workers.**
 - c) Note: Cancellation of SACC services and full day sign-ups must be submitted on the appropriate form by the expiration date.

TUITION PAYMENTS

1. The program time you **contract for (weekly or daily)** and the number of children enrolled will determine tuition cost. (Example: One (1) Child = \$50.00 weekly or \$25.00 daily charges **regardless of attendance.**) These rates are based on an average daily time frame of 1:45 -6:00.
2. **Please keep in mind that tuition billing is generally done on Thursdays. SACC sites are given a billing sheet from the SACC Central Office and the total will include the following weeks**

charges along with any current balance. With this being said, tuition balances that you are given will reflect a week ahead. It is the policy of SACC for parents to pre-pay a week in advance.

3. Failure to maintain payments will result in loss of services. When this takes place, the parent will have already been given multiple warnings to pay the balance and informed of a deadline to do so or this could result.
 - a) A \$5.00 per week late fee will be assessed for anyone who fails to pay his or her charges past the point of two weeks due in the **summer months**. Due to the higher tuition cost and shorter timeframe to collect tuition cost this will be strictly applied. Continuation into the program is questionable if the account has not been paid in what the program deems an appropriate time period. **Every account should show a zero balance at the end of each month.**
4. Parents, please respect that the SACC program is a nonprofit program and when parents fail to make their contracted payment agreements it could jeopardize the staff payroll, program operating expenses, snacks, supplies, etc.
5. Single day absences will not be deducted.
6. If school is out due to inclement weather a parent's weekly charges apply **regardless of attendance**. By charging these fees on a weekly basis the program is able to figure the yearly revenue that will be coming in, which is necessary to make budget, financial decision and meet staff needs etc.
7. You will not be charged any additional charges for the holidays, full days, or two-week breaks **unless you have registered for the full day services (These days pertain to school calendar days that students do not attend school)**. Parents are given a cancellation date on registration forms, if they select not to use the services. **If parents fail to cancel before the given date, charges will apply regardless of attendance. Cancellation sheets are provided upon request to cancel day/s signed up for. Only forms submitted in writing by the expiration date established on the registration date will be used to cancel services. We have found this to be the most effective form to communicate the request.** Please note that SACC only employs enough staff to cover the number signed up and does not allow for drop-in children.
8. If parents fail to register for holidays, full days, or two-week breaks in the timeframe allowed, yet space is still available, parents will pay, in addition to full day charges, a \$5.00 late registration fee.
9. If a child is picked up after the 6:00 p.m. closing time, parents will be charged a \$1.00 a minute late fee. (Example: - 10 minutes late – one (1) child = \$10.00 fee; two (2) children - \$20.00 fee.) Legal authorities will be contacted for children left at the school sites 30 minutes after the closing time of

6:00 p.m. Strict guidelines are in place for parents who continuously disregard the programs closing time of 6:00 p.m. Any parent who accumulates these on a routine basis will be asked to make other pick up arrangements or select alternate after school care.

10. Due to parents being unable to register for snow days, SACC will simply charge the students in attendance the additional rate that applies for full day services. Please refer to the rate sheet provided at the end of this parent manual for rate guides.

❖ **For Further Clarification:**

- *Tuition is regardless of attendance per the SACC Parent Manual and the SACC Registration / Contract Agreement Form.*
- *To help with any confusion... *Due to parents being unable to register for any snow/inclement weather day(s), when SACC is open only the students in attendance on those particular day(s) will incur an additional charge for a full day(s). Weekly charges do not "go away" each week. So, please prepare to always pay your weekly charge (contracted for) - only higher tuition charges if you access full day service.*
- *Any students not in attendance on any snow/inclement weather day(s) when SACC is open are only charged their contracted amount (as stated above).*

11. SACC offers to work with any parents faced with an unplanned emergency expense that results in them not being able to meet their contract agreement. Please call the SACC Tuition Administrator, Mrs. Zaron Thomas, to set up payment arrangements. You may also e-mail Mrs. Thomas at zaronathomas@lssd.org.
12. Parents who fail to meet payment agreements will be turned over to collection and will be responsible for any collection expenses that could occur. Example: court cost, attorney fees, postage charges, affidavit, and warrant expenses, etc. By signing your contract agreement parents are agreeing to these terms and conditions of enrollment.

RETURNED CHECKS

1. You will be notified should an insufficient funds check be returned.
2. There will be a \$30.00 service charge for anyone having **more** than one returned check.
3. After receiving two (2) returned checks, the SACC program will only accept cash or money orders.

STATE DEPARTMENT OF WELFARE

The Program Director or Site Director will notify Child Protective Services or local law enforcement officials by telephone when it appears that a child is being neglected or abused away from school. It is a legal requirement for all staff and school system personnel that all marks, bruises, reports of abuse from the child, etc., be documented and reported.

ILLNESS & EMERGENCIES

1. Children who are ill or who have had a fever within the past 24 hours should not be brought to the program.
2. When a child becomes ill or seriously injured at the program the parent will be notified immediately and expected to pick up the child immediately.
3. In the case of an emergency, as determined by the program staff, the paramedics will be called and parents notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. It is SACC's policy to notify parents of any injury big/small that occurs while in our care (scratch, bump, head injury, etc.). Parents will be asked to sign an accident report so that documentation of the injury can be filed. If your child complains of a headache, bellyache, etc., staff will provide you with a form called "Simply Saying". This way, as a parent, you will have a heads up on a possible illness. The program is aware that this could mean some parents maybe signing multiple accident reports a week, but as stated, we notify parents of injuries big or small.
5. SACC does not have access to a student's educational, medical, or other records that are maintained by the school. To provide a smooth transition from school to after school it is mandatory that a parent/guardian list all medical or special needs of the student on the enrollment forms. Failure to provide accurate information could result in the student being dismissed from the program. Additionally it will constitute an expressed wavier of liability of SACC and the LSSD by the parent/guardian of the student.
6. The Lebanon Special School District School Age Child Care program is staffed with the expectations that (1) one staff member can care for the number of children set by state standards. Therefore, parents must be aware at all times that the program is not designed or equipped to offer one-on-one care to any children within our program.
7. All children entering SACC must be fully potty trained and failure to be so will result in loss of services.

MEDICATION POLICY

Physician prescribed medication will be given in emergency situations only!!! (Inhalers, Epi'pen) The SACC program **does not** administer medication. Any medication on site must be in the hands of a child who is competent to self-administer. Please refer to the LSSD Medication policies for further clarification at lssd.org. Parents are asked to give any/all medications before and after school.



FOOD

1. A snack and a drink will be served during the afternoon each day. During the summer and on full days, two snacks will be provided.
2. On full day operation and during the summer program, children must bring a sack lunch from home. Sometimes lunch will be provided for the children on a field trip and it will not be necessary to provide one. Parents are reminded to read the parent message board daily.
3. **Do not send foods that have to be microwaved.** We must be conscientious of ratio and staff members cannot leave their primary responsibilities to warm up lunches.
4. Our staff are not allowed to go out and pick-up lunch for children whose parents have forgotten. They have responsibilities and standards that dictate their presence with the children at all times. Parents will be notified if lunch is forgotten. They will be required to either bring something for their child or arrange for someone else to bring their lunch.

HOLIDAYS & SNOW DAYS

If school starts 1 or 2 hours late due to bad weather, the SACC program wants its parents to know that we WILL cover this for elementary (Pre-K – 5th) SACC students only.

Our program will be open on many school holidays, **but will definitely be closed on the following**

Holidays:

NEW YEAR'S EVE

LABOR DAY

NEW YEAR'S DAY

THANKSGIVING DAY

GOOD FRIDAY

DAY AFTER THANKSGIVING

MEMORIAL DAY

CHRISTMAS EVE

JULY 4TH

CHRISTMAS DAY

DAY AFTER CHRISTMAS * (**Due to low numbers*)

<u>THIS YEAR, SACC WILL BE CLOSED: DEC. 22-26, 2017 AND DEC. 29-JAN. 1, 2018</u>

IF USING THE SUMMER PROGRAM DO NOT FORGET THIS DAY SACC WILL BE CLOSED: *One (1) day before the official start of our summer program. (In order to make the transition from aftercare to summer care and have staff development training for summer staff.)

Children must register for scheduled holidays, full days, and breaks. Sign-up sheets will be distributed at each school site approximately two weeks before the upcoming holiday or teacher in-service day. The sheet must be completed and returned to your school site director. We must have at least ten (10) students needing service to justify opening. SACC will notify parents if we have less than ten (10) and the service will not be provided.

VERY IMPORTANT:

In order to sign up for any full days, breaks, holidays, or the summer program, your account / balance must be current. You will not be able to sign up for any of these if you are behind on your account.

Failure to sign up by the registration deadline can mean:

- a. Late registration fee, if room is available.
- b. Services denied.

If children are dismissed early during a regular school day because of bad weather, the program will be held at each individual school site.

If school dismisses before lunch can be served, and your child does not have a lunch, SACC will provide one.

If the school system closes for widespread illness (flu, etc.) even the SACC program will be closed.

If school dismisses before 12:00 a.m., parents whose children attend SACC on this day will be charged a full day charge. Parents must realize that any hours above the normal four hours covered daily can constitute full day fees for those in attendance. In the event that school dismisses only one hour early, it has been the policy of the Program Director that NO additional charges will be added.

Location of program for holidays, full days, summer, etc., may be changed from year to year. If numbers allot it, SACC will try to offer full day service at your child's school, but this will be on a case-by-case basis. It will be the parent's responsibility to read any and all notices posted pertaining to location information.

P L E A S E N O T E . . .

On SNOW DAYS, SACC will operate at Castle Heights for grades Pre-k – 8th. Parents are asked on snow days to use caution. The Castle Heights SACC location can be found on the right side of the school. If needed, parents are encouraged to ask their school for directions before bad weather arrives.

DISCIPLINE & EXCLUSION POLICY

All students will be expected to follow the rules established by the Lebanon Special School District Board of Education while in attendance. SACC offers parents our guarantee to love and keep your child safe during their time in our care, parents must be made aware that we are a service; one that requires compliance and children with continuous behavior problems will be dismissed from the program.

SACC will not accept any child that poses a direct threat (substantial risk of serious harm to the health and safety of others) into the program.

It can be the Program Director's choice to immediately remove a child from the program without the due process steps in the Code of Conduct. This will apply if it is deemed necessary to maintain the safety and well being of the child and the other children in attendance as well as for the SACC's staff members safety. Physical altercations with fellow students or staff members or any incident/situation of a student running or leaving the premises (*runner*) are not permissible and will result in immediate removal due to the seriousness of safety situation.

SACC prides itself on trying every avenue to keep from dismissing a child from the program (refer to Praise, Pause, and Pit below) but will not tolerate total disregard to respecting the rules and regulations this program is governed by.

Parents are asked to keep the staff informed of any changes in your child's environment that could be the cause of his/her behavior concerns. While this will not excuse the Code of Conduct steps, it will make the staff aware that the child in question may need a little more love and understanding at this point in their lives.

Decisions of suspension are handled solely by the Program Director, as stated on the Code of Conduct forms (see next page). Site Directors will not be making calls pertaining to suspension, so please note the first step in the process will be a phone call to the Program Director and notice of suspension may be supplied to parents after pick up time. It is the general rule that parents will know the status the day of the incident or no later than the next day. Please note in matters of serious infractions, Director of Schools will be informed and involved.

PRAISE, PAUSE, AND PIT

While every effort is made to praise (reward notices of great choices) or pause (think it over, how can I make better choices) unfortunately, sometimes we have to pit behavior (ownership for actions that infringes upon the safety and well being of others in our care). Please note that in situations of safety, SACC takes very seriously and appreciates the continued support of parents who understand (Code of Conduct) our need to as well.

LEBANON SPECIAL SCHOOL DISTRICT – SACC

CODE OF CONDUCT – EXPLUSION POLICY

Code of Conduct Summary:

The following discipline code is applicable to all students grades Pre-K – 8th that are registered in the Lebanon Special School District- School Age Child Care Program. Violations or infractions of the rules listed may lead to suspension or expulsion from the program. In no way shall this list of violations or consequences be considered inclusive.

A **RECORD** of all disciplinary action shall be maintained on each student. Each offense shall be recorded, including the date, offense and disciplinary action taken. SACC staff typically handle minor violations using Praise, Pause, & Pit methods. However, **excessive minor violations** shall be referred to the Program Director, with whom a more serious disciplinary action may be taken. Please note while SACC truly wishes to assist children with better decision making skills not just punish behavior, the program strongly supports that **SACC is a service** and services can be denied at any time when the safety and wellbeing of all parties involved must be considered. The following list should be used as a guide for situations in which the Code of Conduct process will be applied.

*Offenses	1 st	2 nd	3 rd
Battery or Physical Abuse of SACC Employee	Automatic ^ Expulsion from SACC one calendar year.		
Disrespect & Failure to Follow Directions	Verbal Warning	Written Warning	Suspension 1/2/5 Days
Talking /Misbehaving During Roll Call	Verbal Warning	Written Warning	Suspension 1/2/5 Days
Physical Altercations (Fighting)	Suspension 1- 2 Days	Suspension 5 - Days	Suspension * Expulsion
False Fire Alarm	Suspension 3- Days	Suspension 5-Days	Suspension 10-Days
Leaving SACC Areas without permission (Runners)	Suspension 1- 2 Days	Suspension 5 - Days	Suspension * Expulsion
Profanity using and/or writing Offensive Language	Verbal Warning	Written Warning	Suspension 1-2 Days
Stolen Property (Stealing)	Suspension 1-2 Days	Suspension 5 –Days	Suspension * Expulsion

These are only minimum rules and guidelines; others may be added or deleted as the need arises to address the safety or other concerns of the students. Please take time to make your self acquainted with our attached NO NONSENSE Approach, Classroom, Gym, Playground Spoken & Unspoken Rules, these assist children and parents for expected behavior at off site locations on full days and for rules and regulations at your school while in the classroom, gym and on playground.

All of the Lebanon Special School District policies regarding drug possession, firearms, sexual harassment, weapons, etc are always applicable while attending school or any school related activity or program. Parents must be aware that * EXPLUSION will be for one calendar school year. Please note situations of "Expulsion" all pertain too the safety of your child or for others. Parents are asked to sign written violations due to next step in process will result in suspension.

I, _____ Parent and/or Guardian to _____
 _____ Date: ____ / ____ / ____

At: BD CF SH CH WJB WB

I have been given and made aware of the rules and regulations pertaining to the board approved "Code of Conduct" and will discuss these with my child(ren). I am aware that excessive failure to follow the rules and regulations of the program can result in loss of services and will be at the discretion of the Program Director. As agreed upon entrance into SACC, the program does not provide one-on-one care to students therefore each child must be made aware that behavior/actions dictate continuation of services.

MISCELLANEOUS

- We discourage children from bringing toys, hand held games, cash, and cell phones from home. Due to the growing number of students with cell phones, the SACC program will follow the school system policy.
- Please note that the Lebanon Special School District School Age Child Care Program and its staff are not responsible for any items that children bring from home.
- Children are required to be responsible for any items of clothing, lunch boxes, etc., that they bring to SACC. Parents are asked to help them do this by clearly labeling all clothing, jackets, lunch boxes, backpacks, etc., with your child's name.
- During full day sessions: the hours are 6:30 a.m.–6:00 p.m. It will be SACC standard procedure for all children to have a rest/down period after lunch. All children are required to rest but not necessary to sleep. It will be during this time while their food is settling that we schedule staff shift changes and a movie is shown.
- Movie selection for Friday* will be posted each week for parent viewing on the parent table. If you do not wish for your child to watch the movie choice, please inform your Site Director so that they can be offered an alternative solution. *Note: This day may change depending on weather, holidays, numbers, etc.
- When deemed necessary, it will be at the discretion of the Director of Schools and/or the SACC Program Director to remove a child from the SACC Program.
- SACC maintains (2) two years of sign-in/out sheets. Any parents requesting copies of these sheets must produce court order documentation requesting such information. Please note that parents can be legally charged for the paper used and staff hourly rate of pay for the time it takes to meet the request.
- **Parents must notify the Site Director, Program Director and/or his/her assistant (615-449-7422) if they are removing a child from the SACC program. A "No Longer Attending" form must be filled out and sent to the SACC Central Office at least one week prior to the child leaving the program. Charges will continue until this has taken place.**
- Parents will be given, on registration day:
 - * A copy of the Department of Education Rules and Regulations Guidelines
 - * Current SACC Parent Manual

PARENTAL INVOLVEMENT

Families are a major part of the SACC childcare program too! The exchange of information about a child from its parents can be helpful to the program. By making staff aware of an illness in the immediate family, a change of residence, divorce, special fears, bullying from another student, etc., could prove crucial in helping staff meet your child's needs.

The SACC is proud to announce our Parent Advisory Council (PAC) Board. These are parents who volunteer their time to meet two or three times a year to discuss policies, tuition expenses, goals, and objectives for the program. The PAC parents have been instrumental in assisting the program at family night events that SACC has hosted. If you are interested in serving on the PAC, please call the Program Director.

The partnership between the Lebanon Special School District, SACC, and its parents is to provide the best after-school experience for all children in our care. It is the parent's responsibility to share information with the SACC program regarding important information. (i.e.: temporary or long term medications, medical conditions, learning / behavior issues, etc.) To provide a seamless transition that begins in the school day from the classroom, to SACC and then home, every effort should be made to keep SACC appropriately informed.

The SACC program will make every effort to communicate vital information to you on the parent table, so please LOOK! Please also LOOK at our website lssd.org (click on School Age Child Care (SACC) under departments). We keep this site updated with vital information and pictures of children participating in activities. Working together, we can be our best!

END OF THE YEAR PROCEDURES & TAX INFORMATION

At the end of each school year, your child's balance information (if not zero) will be attached to their report card. Parents are encouraged and welcome to make payment arrangements with the Program Director, to avoid any costly collection fees.

Tax information will be given out to all current parents of SACC children within the first two weeks of January. For any children who have left our program, it is the responsibility of the parents to call (615) 449-7422 and give current home address and/or e-mail address information. SACC will then mail out the information. **We will not mail out tax information until we have been notified with the current home address and/or e-mail address.**

In situations of divorce, the tax information will be given out to the parent who enrolled the child into the SACC program. This person is responsible for tuition fees and collection costs in the event the account has been turned over to the school system attorney. Any parent who can produce court ordered papers could receive a copy of tax information as well.

“NEW” TUITION RATE INFORMATION

REGARDLESS OF ATTENDANCE:

NUMBER OF CHILDREN:	1	2	3	4
AFTERNOONS WEEKLY* (*3 DAYS OR MORE)	\$50.00 NEW	\$70.00 NEW	\$90.00 NEW	\$110.00 NEW
AFTERNOONS DAILY (*2 DAYS)	\$25.00 NEW	\$35.00 NEW	\$45.00 NEW	\$55.00 NEW
FULL DAYS SESSIONS* (*SCHOOL HOLIDAYS, SNOW DAYS, ETC.) NOTE: LIMITED DAILY NUMBERS ALLOWED PER SCHOOL	\$20.00 SAME	\$30.00 SAME	\$40.00 SAME	\$50.00 SAME
SUMMER RATES: WEEKLY	\$70.00 SAME	\$130.00 SAME	\$190.00 SAME	\$240.00 SAME

Parents in SACC this year will be faced with a rate increase, our first in **six years**. When comparing our sites with local centers, even with this increase SACC is still far cheaper than anyone else in town.

The increase is in the effort to maintain staff and meet the yearly expenses of insurance premiums that continue to rise, simply put it was simply time. An \$8.00 fee has been added to the weekly charges and the daily rates have seen a slight increase as well. Please note that our full day charges and weekly charges for breaks/summer have remained the same.

SACC does not offer morning care services at any of its locations.

Please note that during the breaks from school (Fall Break, Christmas Break, and Spring Break) SACC will use the summer rate for charges.

Parents who contract weekly will still be charged weekly, regardless if the child only attends two (2) days instead of the standard five, simply because single day absences are not deducted.

NO WEEK CAN EVER COST THE PARENTS MORE THAN THE WEEKLY SUMMER RATE BASED ON THE NUMBER OF CHILDREN CONTRACTED FOR.

CONTRACT OF AGREEMENT 2017-18

- By signing your child's registration forms you have read the parent manual and agree to the terms and conditions set by the Lebanon Special School District School Age Child Care Program.
- By signing your child's registration forms you have received a copy of the State Department Rules & Regulations.
- By signing your child's registration forms you have agreed to take full responsibility for any costs (attorney fees, warrants, court cost, postage expense, etc.) that SACC faces in the effort to collect on your child/ren's account. In addition, you are aware that in the 2017-18 SY a tuition rate increase applies.
- By signing your child's registration forms you have informed the program of any medical (health conditions, speech, behavior concerns, limitations, etc.).
- By signing your child's registration forms you are stating that your child is fully potty trained.
- By signing your children's registration forms you are aware that the SACC program is not designed or equipped to offer one-on-one care to any children within our program.

Failure to abide and implement any of the rules and regulations of the SACC program can result in loss of services.

We look forward to serving you and your family and hope to be of assistance until your child leaves our system.

Our goals and objectives will always be to offer a safe and happy environment for your child to attend during after school. Please feel free to call (615) 449-7422 or e-mail me at connie.gray@lssd.org if you have questions or concerns.

Sincerely,

Mrs. Connie Gray, Program Director

Lebanon Special School District

School Age Child Care



