

## Norfolk School Age Child Care

### **TABLE OF CONTENTS**

|       |                                  | Page #(s) |
|-------|----------------------------------|-----------|
| I.    | General Information              | 1         |
| II.   | Program Philosophy & Overview    | 2         |
| III.  | Enrollment and Tuition           | 3 - 4     |
| IV.   | Available Programs               | 4 - 7     |
|       | a. Before School                 |           |
|       | b. After School                  |           |
| V.    | Health and Safety                | 7 - 8     |
| VI.   | Conduct Policy                   | 9         |
| VII.  | Parent/Guardian Communication    | 10        |
| VIII. | Parent/Guardian Responsibilities | 11        |

**NORFOLK SCHOOL AGE CHILD CARE**

70 Boardman Street

Norfolk, Massachusetts 02056

508-528-2545 email: [davis@norfolk.k12.ma.us](mailto:davis@norfolk.k12.ma.us)

Dear SACC Family,

This handbook has been created to serve as an introduction to the SACC Program, and to function as a reference source for questions you may have throughout the school year. Our policies and procedures have been designed to enhance the safety and well-being of the children who attend SACC. The success of the program centers on the partnership between its staff and its families, and the handbook is a tool we use to develop good communication for the betterment of all who use the SACC program.

Please read through this information carefully. If something is unclear, or if you have a question about an issue that is not addressed in the handbook, please feel free to contact me at 508-528-2545.

Thank you for your support of Norfolk SACC, and here's to a wonderful year together!

Warmest Regards,

Toni Marie Davis  
Program Director  
Norfolk SACC

## I. GENERAL INFORMATION

**Mailing Address:** Norfolk SACC  
70 Boardman Street  
Norfolk, Massachusetts 02056

**Telephone:** SACC Office: 508-528-2545  
(located at the Freeman-Kennedy site)

H. Olive Day site: 508-541-5475 option 5  
(please call during before & after school hours only)

School's Business Office: 508-528-1225

**Contacts:** Toni Marie Davis, Program Director  
SACC office hours 10:00 a.m. - 3:00 p.m.  
also available during After School Program hours at F/K Site  
e-mail address: [davis@norfolk.k12.ma.us](mailto:davis@norfolk.k12.ma.us)

**Grades:** Kindergarten through Grade  
Six

**Hours of Operation:** Before School Program 7:00 a.m. - 8:55 a.m.  
After School Program 3:00 p.m. - 6:15 p.m.  
Early Release Days 12:00 p.m. - 6:15 p.m.  
(Program will close at 5 p.m. on 11/24, 5/27, 6/15)

**Tax ID # :** 046001244

The SACC program follows the Norfolk Public School's yearly calendar. Our program observes school holidays, snow days, and other emergency situations.

## **II. PROGRAM PHILOSOPHY AND GENERAL OVERVIEW**

### **Statement of Purpose**

The Norfolk School Age Child Care program (SACC) is a non-profit, self-supporting organization that provides a structured recreation and enrichment program for children in Kindergarten through Grade Six in the Norfolk Public Schools who need care during before and after school hours.

Under guidelines established by the Department of Education, our program strives to provide children with an environment within which they can safely explore, discover, create, interact, and grow. We offer stimulating activities designed to enhance children's physical, emotional, social, and intellectual development. The staff recognizes school-age children's emerging independence, and we stress the importance of free choice to foster self-esteem and decision-making skills.

The program follows guidelines mandated by the Department of Education, with input and support from the Norfolk School Committee.

### **Program Administration**

#### **A. Director**

The Director is the administrator for all aspects of the program. Among other duties, the Director develops curriculum, supervises staff, and coordinates enrollment and parent/guardian communications. The Director is also responsible for the daily site operations and the safety and wellbeing of the children.

The Director works under the general supervision of the Superintendent of Schools.

#### **C. Staff**

The staff-to-child ratio will be maintained in accordance with the Department of Education requirements. Each staff member is required to fill out a CORI form (Criminal Background Check) before working in the school.

### III. ENROLLMENT AND TUITION

#### Enrollment

Enrollment may be capped at the discretion of the School Committee, based on input from the Director. Enrollment may be limited based on staffing and available space. The Department of Education guidelines advocate a staff-to-child ratio of 1:13.

Enrollment priority is given to current children in the program and their siblings. Current families will be given the opportunity to re-enroll during the month of March for the following school year, along with sibling enrollment for children entering kindergarten in the fall. Current families will also be able to request additional days at that time.

After current family enrollment is complete, any additional available slots will be filled by new families starting in April for the following school year.

#### Tuition

Tuition payments will be made online at [www.norfolk.k12.ma.us](http://www.norfolk.k12.ma.us). Please see the Program Director for additional information.

Yearly tuition is divided into ten equal payments that cover the 180 days that school is in session. Tuition will be paid on a monthly basis, due on the 1st of each month, September 2021 through June 2022. SACC is a tuition-based program and its continued success is dependent on a consistent financial arrangement. Children will be unable to attend the program if their family's tuition is not up to date.

A detailed tuition statement is provided to each family prior to the beginning of the school year, or prior to the child's start date if the family enrolls midyear. **Upon enrollment, your family is agreeing to pay for the contracted amount of days that the program is able to offer child care to your family. This means that in the event of illness, family vacation, family death, snow days, Camp Bournedale, suspension, or any other absence, your family is responsible for the full contracted amount.**

If you have specific questions about your SACC tuition account, please contact the Director.

#### Schedule Changes

Due to our full enrollment, switching days is not an option. Missed days, regardless of the reason, cannot be made up, nor will they be refunded from your tuition amount.

Long-term changes in your child's schedule are subject to availability and must be submitted in writing and approved by the Program Director.

A written notice must be submitted to the Program Director if your family wishes to drop a day, more than one day, or the program completely. Two weeks notice is required when dropping the program in any way. Your family will be charged for two additional weeks based on the original schedule. An adjustment will be made after those two weeks to reflect the new schedule.

## **Extra Sessions**

Extra sessions, outside of your child's regular schedule, will be allowed for emergency situations only, provided that space is available for your child on that particular day. Extra sessions may only be approved by the Program Director. Payment for this extra session must be submitted by check or made online on the day of attendance.

Due to our high enrollment, adding an early release day when it falls on a day outside of your child's regular SACC schedule is not an option.

## **III. AVAILABLE PROGRAMS**

### **A. Before School Program**

The Before School Program features a relaxed, low-key environment for children to prepare for the school day ahead. Arts and crafts projects are offered daily, as are other group and individual activities. Free choice is emphasized, both in the SACC classroom and in the gym.

### **Drop Off**

Families will use Door #21 at the Freeman-Kennedy School for morning drop off and Door #11 at the H. Olive Day School. Families will need to knock on the door and a SACC staff member will let you into the building. At this time, parents/guardians are asked to remain outside and are not permitted to enter the building.

Drop off will begin **no earlier than 7:00 a.m.** The Before School staff will not be responsible for any child enrolled in the program before that time.

## Snow Delays

If there is a delay in the opening of school, the Before School Program will begin at 9:00 a.m. and extend until the start of school. The safety of the SACC children, staff, and parents/guardians is our number one priority.

## **B. After School Program**

The After School Program offers a combination of large and small group activities, as well as independent ones. While quiet time will be made available for those children needing homework/study time, enrichment activities, recreation, and relaxed creative play are the focus of the After School Program. The Program is not structured as a continuation of the academic school day. We attempt to create a balance within our Program's content to reinforce academic and thinking skills, encourage creative expression, and promote self-esteem and social awareness.

## Pick-Up

Families will use Door #21 at the Freeman-Kennedy School for afternoon/evening pick up and Door #11 at the H. Olive Day School. Families will need to knock on the door and a SACC staff member will let your child know that you are there. At this time, parents/guardians are asked to remain outside and are not permitted to enter the building.

## Late Pick-Up

SACC ends each day at 6:15 p.m. Families who arrive late to pick up their child/children will be charged in 15 minute increments.

Pick up any time between 6:16 p.m. and 6:30 p.m. will result in a \$15 charge. Pick up any time between 6:31 p.m. and 6:45 p.m. will result in a \$30 charge. Habitual abuse of this policy may result in dismissal from the program.

If you are aware that you will be late arriving to pick up your child/children please arrange for an alternate pick up person and call the SACC office.

## Alternate Pick-Up Person

If someone other than the parent/guardian will be picking up your child from SACC, please provide us with that person's name and when he/she will be picking up your child, even if that person is listed on your child's alternate pick up list.

This information can be given in writing, over the phone, or through email. Any person who is not the child's parent/guardian will be required to show a photo ID before the child is

released to him/her. **If a photo ID is not produced, the child will not be released and the parent/guardian will be contacted.**

### Absenteeism/Tardiness (After School Program Only)

**If your child will be late arriving to or absent from the After School Program, you must call the SACC office at 508-528-2545 or email the Director to notify us of this change in attendance.**

Neither the school office, nor the classroom teachers are responsible for informing SACC of absentees.

If your child is scheduled to attend the After School Program, but also has additional commitments during this scheduled time (i.e. Brownies, Cub Scouts, Flag Football, SuperSports, Art Club, Student Council, etc.) and will be arriving at SACC later than dismissal time, please notify the SACC office. Let us know the date, activity name & location, and when we should expect your child to arrive. Please note, if your child is dismissed early during the school day, for any reason, you must contact the SACC office.

Without a phone call informing us of your child's absence, the SACC program will call all phone numbers available to alert you that your child did not arrive to the After School Program.

In the event that your child does not arrive to the After School Program on his/her scheduled day, and the SACC program was not notified in advance of the absence and has to search for your child, your family will be issued a finder's fee warning. In the event that this happens again, due to the time that this process takes, a **\$10 FINDER'S FEE** will be charged to your SACC tuition account. Payment will be expected within the week and can be made online or by check to *Norfolk SACC*.

### Inclement Weather Dismissal

If school is dismissed early due to inclement weather, the After School Program **WILL NOT** be held. **It is the responsibility of the parent/guardian to have arrangements in place with a relative, friend, or neighbor in the event that such a situation occurs.**

Parent/Guardians will be responsible for notifying the school's office of the change for that day.

If the weather situation is such that the regular school day can be completed but the forecast calls for deteriorating conditions, the Director will contact all parents/guardians and request that they pick up their child/children by the emergency closing time. In the



event that we cannot reach either parent/guardian we will begin contacting the people listed on your Registration Form as emergency contacts.

## Snack

**Please be sure to discuss all food allergies with the Director.**

A mid-afternoon snack and drink are provided to each child in the After School Program. Please feel free to send additional **peanut-free** snacks in your child's backpack.

## Early Release Days

Children who normally attend the After School Program on a day in which an early release day is scheduled may attend at no additional charge, beginning at noon dismissal. Children must bring a BAG LUNCH AND DRINK on early release days. A mid-afternoon snack will be provided. Fun activities are planned on these days such as movies, in house carnivals, and in house enrichment.

Due to our high enrollment, adding an early release day when it falls on a day outside of your child's regular SACC schedule is not an option.

## Homework Policy (Grades 3-6)

In an effort to set up a partnership with our SACC families, we have created a "homework contract" for children in grades 3-6, whereby parents/guardians and children will discuss homework expectations at home, and fill out the contract accordingly.

Children will be provided with time, a quiet area, and help to complete their homework.

However, it is not the responsibility of the staff to force a child to do his/her homework or to search through backpacks to see what a child has for homework. Our staff will certainly encourage children to use this time to their advantage, but we will not be responsible for a child's fulfillment of his/her

responsibilities.

We suggest that you work with your child to determine what the consequences will be for not following through with his/her homework commitment. SACC will not be responsible for creating or implementing these consequences.

## **IV. HEALTH AND SAFETY**

The Norfolk SACC Program abides by the same health rules as the Norfolk School Department regarding dismissal from school as the result of an illness. To provide for the safety and health of all students, we request that parents/guardians take the responsibility of providing transportation home as soon as possible if their child has an elevated temperature, diarrhea, or has vomited.

**If your sick child is sent home during the regular school day, he/she may NOT return that same day to attend the After School Program.**

### **Medication**

Both prescription and non-prescription medication will be administered by the school nurse during school hours. We will make alternate arrangements only if it is absolutely necessary that your child receive medication during after school hours. If a SACC staff member will be administering medication a note with a parent/guardian signature is required, along with the bottle/container the medication came in originally.

**PLEASE KEEP THE SACC PROGRAM INFORMED IF YOUR CHILD HAS CHANGED MEDICATIONS OR IF YOU HAVE BEGUN TO ADMINISTER A NEW MEDICATION TO YOUR CHILD.**

### **Allergies**

Parents/Guardians are asked to list their child's allergies on both the SACC Registration Sheet and the Confidential Information Sheet. All staff members are made aware of children's allergies and a list is kept with the child's registration information. All staff members are trained in the administration of an EpiPen.

**Please discuss all food allergies with the Director.**

### **First-Aid and CPR**

All staff members are required to be certified in both First Aid and CPR. First aid kits are marked conspicuously and are kept in several locations at both sites. A first aid log of injuries is kept at both sites. First aid kits are checked regularly to maintain adequate supplies of band-aids, compresses, etc.

If an injury requires more than first aid, the child will be kept comfortable and in the care of a staff member while the parent/guardian is contacted. If the injury requires immediate medical attention, an EMT will be called to transport the child to the nearest hospital. If a parent/guardian

cannot be reached, SACC will continue to call all people on the child's emergency list, including the child's pediatrician, while authorized persons administer aid to the child.

## **Mandated Reporting**

Each staff member at SACC is a mandated reporter. If a staff member suspects child abuse or neglect, he/she is obligated to report it to the Department of Children and Services and to the Director. At SACC, the Director is the person who reports any incidence of neglect or abuse to DCS. All information is documented and kept on file at the site. This information will be shared with the school principals.

## **Items from Home**

In accordance with the Norfolk Public Schools Family Handbook:

"Students may not bring to school any item that constitutes a safety hazard for the individual or others. Such items include, but are not limited to: knives, sharp objects, toy guns, fireworks, lighters, video games, walkman, radios, etc."

## **VI. CONDUCT**

### **Behavior Policy**

SACC is an extended day program designed to support working families and to enrich their children's before and after school time. The program is run by the Norfolk Public School system and follows all of the policies listed in the Norfolk Public School's Family Handbook. All serious disciplinary issues will be logged and shared with the school. In some instances, the Director may consult with both the School Principals and/or Superintendent to determine a proper consequence for unacceptable behavior that takes place during SACC time.

Families are asked to keep the SACC program up to date on any special needs their child has that may affect his/her behavior during before and/or after school time.

### **Discipline Procedure**

When behavior is considered unacceptable, the child will be removed from the group and spoken to by a SACC staff member. The child may be asked to join another activity or wait quietly until he/she is dismissed for school (before school program) or picked up by a parent/guardian (after school program). A parent/guardian will be notified when a child behaves inappropriately at SACC. The parent/guardian will be asked to discuss and reinforce SACC's rules at home and follow up with a SACC staff member upon the child's return to the program.

If a child is exhibiting out of control behavior, and is not responding to the direction of a SACC staff member, a parent/guardian will be contacted immediately and will be asked to pick up their child from the program. A meeting will take place between the Director and a parent/guardian before the child's return to the program.

In instances where staff of the program are experiencing ongoing disciplinary problems with a particular child, the Director will schedule a meeting with a parent/guardian of the child. An individualized behavior management plan will be created by the Director and reviewed with the parent/guardian. The SACC staff will implement the plan and update the parent/guardian according to the individualized behavior management plan. The Director retains the right, after discussion with the Superintendent, to dismiss the child from the program if staff members continue to experience ongoing issues with the child.

A serious disciplinary problem is defined as one in which a child is inflicting physical or emotional harm on other children or staff, or is unable to conform to the rules and guidelines of the program as established by the Director. The Director reserves the right to suspend or expel any student who exhibits inappropriate behavior that threatens the emotional, physical, or mental health and safety of others, or when the child's behavior endangers his/her own safety or the safety of others in the program.

Children will be immediately dismissed from the program for bringing drugs, alcohol, or weapons to the program.

## **VII. PARENT/GUARDIAN COMMUNICATION**

Open lines of communication are essential to creating and maintaining a quality partnership between the families and the program staff. The program utilizes the following avenues to ensure that families are well informed about SACC's activities and events:

### **SACC Office Hours**

The Director is available from 10 a.m. - 3 p.m. at the Freeman-Kennedy School. Please feel free to call/visit the SACC office during this time to discuss any issues with the Director. Email is also a great way to contact the Director for non-urgent issues. Please feel free send an email to [davis@norfolk.k12.ma.us](mailto:davis@norfolk.k12.ma.us).

### **Parent/Guardian Conferences**

The SACC program encourages an open line of communication between parents/guardians, staff, and children. You are invited to talk with the staff when you pick up your child to share his/her extended day experiences. If you have any questions, the staff will be happy to schedule a phone meeting at a mutually convenient time.

### **Telephone Calls**

If you would like to talk with a staff member, feel free to set up a phone conference. SACC's phone number is (508) 528-2545. If no one is available to take your call, please leave a message for the appropriate person.

Children are not permitted to use the telephone for non-emergency reasons because the phone line must be kept free for incoming calls and emergency situations.

## **VIII. PARENT/GUARDIAN RESPONSIBILITIES**

1. The application for enrollment must be filled out completely and returned before your child begins attending the program.
2. If your child will be late arriving/absent from the After School Program you must contact the SACC office by either emailing the Director at [davis@norfolk.k12.ma.us](mailto:davis@norfolk.k12.ma.us) or calling 508-528-2545.
3. If your child's contracted time varies for any reason, the Director must be notified in advance. A written notice is required for any change that involves dropping the program in any way.
4. Please send your child to school with clothing appropriate for the season, and for the types of activities in which he/she may participate.
5. On early release days, children need to be sent to SACC with a bag lunch and drink, as the cafeteria is not in service.
6. Please let the staff know of anything in your child's life that may affect his/her extended day experience (changes in medication, death of a loved one, family changes, illness, problems in school, etc.).
7. For the benefit of all participating children, parents/guardians must agree that their child respect the standards of behavior and conduct as determined by the administrators of the SACC program.
8. Please observe the program's hours of operation. If a parent/guardian is chronically late in picking up his/her child and has made no attempt to correct the problem, the parent/guardian will be asked to withdraw his/her child from the program.
9. Parents/guardians must make prompt tuition payments, according to the tuition schedule set by the program.
10. Please keep all of your contact information up to date.

