

OCEANPORT SCHOOL DISTRICT

Before Care/After Care (SACC Program)

2018-19

Presented By: Melanie Lipinski, Acting CSA

SACC PROCEDURES FOR PARENTS

1) Register and pay through EZ Child Tracker system:

<https://www.ezchildtrack.com/parent1/ParentLogin.aspx?c=0ceanportSACC>

2) Maintain communication on arrival and dismissal procedures through the Wolf Hill Main Office. (first day of school form)

3) If there are any changes in dismissal, PLEASE send in a specific note with your child that morning or if the change occurs during the day, call the main office **732-542-0683** and let Rosalie know to inform the teacher and your child. Follow up with an email. **Include:** You & your child's full name, class/grade, NORMAL dismissal routine, and the specific information regarding the change.

EXAMPLE OF A DISMISSAL NOTIFICATION LETTER

My daughter, Kelsea Adams in 3B, will not be going to SACC today. She will be picked up in the gym by her Aunt Rose (who will have ID at pickup in the gym).

Thank you,

Kelly Smith

**What do you notice?

PICK UP PROCEDURES FOR SACC

Please ring the side door bell and respond to the voice regarding your intention. "I am here to pick up my daughter, Jennifer Savo in 3rd grade, from SACC." Please carry ID.

Do not hold open the door for any other parent. Everyone has to ring the doorbell to be acknowledged.

Always sign out your child on the sign out form and have proper ID.

ALL SCHOOL RULES APPLY - SCHOOL DISTRICT PROGRAM

Just like any school-sponsored program, students are held accountable for all school rules. What happens in SACC does not stay in SACC. **The student Code of Conduct applies.**

Attending SACC is a privilege that could be revoked based on disciplinary action taken by administration.

Purpose of SACC program:

Safe morning and aftercare in a positive school environment.

***NOT HOMEWORK CLUB, but we do provide time for HW completion

SACC MEDICAL/HEALTH CONCERNS

Maintain close communication with Ms. Haring, our school nurse, regarding guidelines.

SACC staff members are not allowed to administer medication aside from epinephrine in case of emergency. We have specific SACC epipens and each staff member has training.

Ms. Haring will maintain all student medical records.

WHO TO CONTACT?

732-542-0683 Wolf Hill School building

Billing/Registration concerns:

Marge Briscione & JoAnn Welsh, Board Office

mbriscione@oceanport.k12.nj.us, jwelsh@oceanport.k12.nj.us

All other concerns and in case of emergency:

Melanie Lipinski, Principal & Acting CSA (cell 908-675-3367)

mlipinski@oceanport.k12.nj.us

FOR STAFF ONLY

Sign-in/Sign-out procedures - Wolf Hill Main Office book

Introduction to Wolf Hill staff

Walkie-Talkies

Swipe Cards

“Prep” time - where to find activities

Homework

Schedule & Time Sheets