

OCEANPORT School District School Age Child Care (SACC)
Department of Special Services
2 Maple Place
Oceanport, New Jersey 07757
732.229.8851 x2213

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2015 - 2016 PARENT HANDBOOK
for
SACC Program

www.oceanport.k12.nj.us

www.dealschool.org

Table of Contents

- 1 Contact Us
- 2 Absentee Procedures
- 3 Authorized/Agreement Disclaimers
- 4 Behavior Procedure
- 5 SACC Telephone / Student Use of Electronic Devices
- 6 Emergency Medical Care
- 7 Emergency Closing Procedures
- 8 Enrollment Procedures/Schedule Changes
- 9 Financial Assistance
- 10 Health Policy /Procedures
- 11 Homework
- 12 Hours & Days of Program Operation
- 13 Morning / Afternoon SACC Program Procedures / Food
- 14 General SACC Information / PickUp Procedures
- 15 Late Pickup
- 16 Release
- 18 Termination Procedures
- 19 Tuition

SACC CONTACT INFORMATION

General SACC Information:

Eileen Rolleri 732-229-8851 x2213

Robin Dunikoski Director of Special Services 732-229-8851 x2213
Cell 908-770-8986

SACC FAX 732-728-2538

SACC email address: sacc@oceanport.k12.nj.us

Emergency phone number for use by parents to reach SACC staff in the event of an unanticipated emergency:

- Oceanport Wolf Hill School SACC: 848-231-3434
- Deal School SACC: 732-376-4766

SACC Business Office Hours: Monday through Friday when school is in session: 7:15 am – 3:00 pm

Questions / concerns? Please call during business hours.

- Your call will either be answered or returned.
Leave name and phone number.

ABSENTEE PROCEDURES

STUDENT SCHOOL ABSENCE:

Oceanport School District SACC is not responsible for children who are absent from school.

- ***Children CAN NOT ATTEND SACC if they are absent from school.***

STUDENT SACC ABSENCE:

If your child is in school but will not attend the SACC Program, please follow these procedures:

1. Call your child's school main office; leave message with student's name and date of SACC absence.
 - Deal School Mrs. Carol Fox: 732-531-0480
 - Wolf Hill School Mrs. Rosalie Cuocco: 732-542-0683 x2110
2. Send a written note in with your child to his / her homeroom teacher.

STUDENT EXITING SCHOOL FOR APPOINTMENT, RETURNING PRIOR TO END OF SCHOOL DAY:

If you need to take your child out of school for an appointment but will be bringing your child back to finish the school day, your child may attend the SACC Program.

- ***Children can not attend SACC if they are not returned back to school by the close of the school day.***

AUTHORIZATIONS/AGREEMENTS/DISCLAIMERS

1. I hereby give permission for Oceanport School District SACC Program to contact my child's school nurse / my child's physician and if necessary, receive a copy of any medical instructions / history/procedures.

2. I hereby give permission for Oceanport School District SACC Program to contact my child's school staff, Child Study Team case manager and classroom teacher regarding my child and if necessary, perform a school observation. In addition, Oceanport School District SACC Program staff are authorized to obtain, maintain and use as necessary a copy of my child's IEP or 504 Plan.

3. Oceanport School District suggests all parents to enroll their child(ren) in the voluntary student accident insurance program. Forms for this insurance are generally available through your child(ren)'s school main office.

4. Oceanport School District is not responsible for doctor, emergency, medical, or other bills incurred as a result of an accident during the SACC Program hours.

5. If my child(ren)'s medical conditions and educational status changes during the school year, I will immediately disclose the updated medical and educational information to the SACC Program.

6. I agree and understand that my child(ren)'s application for and participation in the SACC Program may be reviewed at the discretion of Oceanport School District SACC Program in order to determine whether the SACC Program believes it has the ability to provide a safe environment for my child.

7. I understand that I am financially responsible for any expenses for medical care or transportation incurred on my child(ren)'s behalf.

8. If my child(ren) has (have) a medical condition requiring specialized medical instructions/care, then I shall provide SACC with instructions from my child's physician and/or training of SACC Carepersons as required by my child's physician.

9. I hereby authorize SACC Carepersons to implement those medical instructions/care.

Signature of Parent Guardian

Date

Do not remove from handbook ~ this copy is for your records only

The SACC Program follows the children's behavior procedure below in order to provide for the safety of each child and the Oceanport School District SACC staff in attendance at our SACC Program.

A serious disciplinary problem is defined as one in which a child is hampering the smooth operation of the SACC Program by:

1. Requiring constant one-to-one attention
2. Inflicting or threatening physical or emotional harm to a child or children
3. Physically or verbally abusing a child or children and/or the staff; inclusive of "Bullying"
4. Destroying program material and/or facilities
5. Leaving the program without permission or without an authorized pick-up person
6. Using profanity
7. Suspension from the regular school program
8. Not conforming to the rules and guidelines of the program

It is the SACC Program's goal to resolve behavioral problems by working with the child(ren), parent and care-persons through effective communication and positive behavioral supports. However, if a discipline problem arises, continues, or is of a serious nature, parents will be notified in writing.

Continued difficulties will result in a conference between parents and the SACC Personnel. If the problem is not resolved or is of a severe nature, a child may be suspended from SACC attendance pending resolution.

EVERY CHILD'S SAFETY IS IMPORTANT TO US

- The SACC Careperson has a SACC phone for emergency communication during the time that the SACC Program is operating.
- The Oceanport School District will distribute the SACC phone number to each parent in September at the start of the school year.
- If your child enters the SACC Program after the 1st day of school, you will be given the telephone number upon registration.

EMERGENCY SACC PHONE: USE PROCEDURES

- You may contact the SACC Careperson for an **emergency situation**. The phone will be on during the hours of the program.
- If you are going to be **late picking up your child, it is your first responsibility to contact your emergency person(s)** to pick up your child.
- In the event that you cannot reach an emergency pick up person, **please telephone the SACC Careperson stating that you will be late.**
- **You will be charged a late pick up fee per child.**
- **You need to keep calling until you speak with the SACC Careperson.**

SACC staff are working with children and can only receive emergency calls. Please call the SACC business office with all other non-emergent concerns: 7322290267 x2213

CELL PHONE / ELECTRONICS FOR CHILDREN DURING SACC PROGRAM

- SACC follows Oceanport School District cell phone procedures. Children may not use their personal cell phone during the SACC Program.
- All student personal cell phones must be off and kept in a backpack or purse during the SACC Program.
- If a parent needs to contact their child and/or Careperson in an emergency situation they must use the SACC phone. Children will be permitted to use the SACC phone if they need to make an emergency call to their parent/guardian.
- Children are not encouraged to bring electronic games to SACC. They are occupied with homework, outdoor play, crafts, and other social activities with their schoolmates.
- Devices that can be connected to the internet, text, or take pictures may not be used at SACC.
- SACC is not responsible for electronic games lost or damaged.

Emergency medical forms completed by the parent or guardian at the time of registration will be utilized in handling the emergency medical care of children.

- It is the parent's responsibility to update these forms with any changes.

SACC Program staff will perform immediate first aid treatment.

- For accidents in need of emergency care, 911 will be called and the parent will be contacted to give further instructions.
- If unable to contact the parent, the Careperson will refer to the emergency contacts provided by the parent on the application.

Oceanport School District suggests that all parents enroll their child(ren) voluntary student accident insurance program.

- Forms for this insurance are available through the school main office.
- Oceanport School District is NOT responsible for doctor, emergency medical, or other bills incurred as a result of an accident during SACC Program hours.

REMINDER: *Please keep your authorized pick-up list and emergency contact information current and up-to-date with the SACC by accessing the SACC staff via SACC@oceanport.k12.nj.us .*

- Please use the SACC email address if you need to make any changes regarding your home / work / cell number or email address.

SACC EMERGENCY CLOSING / RELOCATION

1. The SACC Program will not operate when district schools are closed (delayed opening / dismissed early) due to severe weather conditions or other emergency.

- Oceanport School District and Deal School District are responsible to inform parents of school closings (delayed opening / dismissed early) through their standard public school emergency notification system.
- Parents are responsible for confirming that their contact information is on the public school notification system.
- Parents are to contact their authorized, emergency pick up person as necessary.

2. When school remains in session until the close of the school day, whether full or half day, but “after school activities” are cancelled by the district due to severe weather conditions or other emergency, SACC will be cancelled also.

- Oceanport School and Deal Districts will inform parents through the standard public school emergency notification system.
- Parents are to contact an authorized, emergency pick up person.
- The SACC staff will arrive at the school at the scheduled school dismissal time and will remain at the program until all the children are picked up as soon as possible after dismissal.

3. In the event of a ***unique, unanticipated emergency situation, our SACC Program may be relocated*** as directed by Police or School Administration. Parents will be advised of the new location. The police have been notified of the times and days of program operation.

Parents are requested to maintain valid contact telephone numbers / email, in addition to securing an authorized emergency pick up person who lives within 10 minutes of the school.

The SACC Program (morning and afternoon) is located at Wolf Hill School in Oceanport and Deal School in Deal. Oceanport Maple Place SACC students will be bused to Wolf Hill School SACC Program at dismissal for the afternoon program only.

In order to apply for enrollment into the SACC Program, please access this link:
<https://www.ezchildtrack.com/parent1/ParentLogin.aspx?c=OceanportSACC>

- The parent handbook and Tuition schedule is available online via school website.

SACC will not deny admission to, terminate enrollment of, or otherwise discriminate against any child because of that child's disability. The SACC Program aims to provide accommodations for children who require special services during their attendance at the SACC Program. The SACC Program reserves the right to terminate the SACC Program for any child where the child's safety is believed to be at risk.

A parent may enroll a child at any time during the course of the school year.

- Morning and afternoon programming is available at both Deal and Oceanport sites.
- When changing your authorized pick up person (adding or deleting) on line in EZChildtrack, please alert the SACC staff to the change by emailing the change to SACC@oceanport.k12.nj.us

REMINDER: Children can only start the SACC Program once the application fee, and tuition are paid in full.

Income based financial assistance is available if you meet the criteria. If you think you may qualify for the financial assistance, please contact:

Child Care Resources
3301 C Route 66
PO Box 1234
Neptune, NJ 077541234
8007324810
7329189901

Children's Home Society of New Jersey
1433 Hooper Avenue – Suite 340
Toms River, NJ 08753
8669056363
7325579633

healthy environment.

Children may not attend the program if:

1. the child has a strep throat which has not yet been treated with an antibiotic for 24 hours
2. the child has any rash associated with fever or symptoms of illness
3. the child has any rash of unknown origin
4. the child has any wound that is weeping or oozing
5. the child has an oral temperature of 100 degrees or greater
6. persistent vomiting and/or diarrhea exists in the 12 hours before the child comes to the program
7. the child has impetigo with less than 24 hours of treatment with an antibiotic
8. the child has not attended school that day due to illness
9. the child has head lice not treated by a physician
10. the child has pink eye not treated by a physician

Parent(s) will be contacted and required to remove the child from the program if the child has:

1. an oral temperature
2. vomited once
3. liquid stools
4. uncontrollable and persistent cough
5. appearance of acute illness or complaint of pain
6. any other apparent symptom of illness

If your child appears/becomes ill:

Parent will be contacted. Until the parent or authorized pick up person arrives, the child will be removed from activities with other children. The child will rest in a quiet area secluded from the main program area. The parents or authorized persons are to pick up the child as soon as possible.

school program. The staff supports all students as they work independently. They cannot provide ongoing one-on-one assistance nor is this a tutorial session.

- Homework time is a quiet time for all children. Children not doing homework will be asked to play quietly (i.e. complete puzzle, read, draw).

Role of the SACC Student:

- Come to the homework area to complete homework
- Bring books, notebooks, and worksheets needed
- Work independently and quietly
- Ask for help when needed
- When done, pack up homework and go to quiet area to read, draw or play until homework time is over

Role of the Families:

- Check your child's homework with them in a positive manner
- Complete unfinished homework: homework will be started after school, but may have to be completed at home

Role of the SACC Staff:

- Provide a comfortable and quiet homework area
- Guide children with their homework when necessary
- Communicate successes or concerns about homework to families

Please email SACC@oceanport.k12.nj.us if you do NOT want your child to complete homework at SACC.

HOURS

Morning:

7:15 - 8:15 AM Deal School

7:15 - 8:30 AM Wolf Hill Pre-school

7:15 – 8:35 AM Wolf Hill K-8

Afternoon:

3:10 - 6:10 PM Deal School

2:30 – 6:05 PM Wolf Hill Pre-school

3:05 – 6:05 PM Wolf Hill K- 8

DAYS

The SACC Program will operate following the school calendars of Deal and Oceanport School District excepting severe weather or emergency conditions as follows:

- The SACC Program will be open on scheduled ½ days until normal SACC dismissal time.
- The SACC Program is closed on days when school is not in session and summer vacation.

SACC Office:

The SACC Program / Special Services Office at Maple Place School is open on all days that school is in session.

SACC Office / Special Services Office

Maple Place School

2 Maple Place

Oceanport, NJ 07757

MORNING (AM) SESSION SACC PROGRAM PROCEDURES

All children must be brought into the building by an adult (18 years or older) and signed into the program. They will be dismissed to school staff for arrival procedures at the start of school by SACC staff.

The children attending the AM session will either remain indoors or go to the playground after breakfast. Indoors, they can work on homework, read, play board games or legos, draw, sit and chat with friends, or engage in other similar activities.

BREAKFAST:

Children are permitted to eat breakfast during the AM SACC session. Breakfast should be appealing to the student, easy to eat, and packed in disposable containers. Breakfast ideas: breakfast sandwich, cereal bars; cereal box; yogurt; fresh fruit; small individual containers of fruit/applesauce; bagel; juice box; water.

AFTERNOON (PM) SESSION SACC PROGRAM PROCEDURES

All children will be dismissed from Deal School, Wolf Hill School or dismissed and bused from Maple Place School to the district SACC Program. When picked up to exit the program, children must be signed out of the program by an adult (18 years or older) who is their parent or designee.

Students will have snack, homework, outdoor (weather permitting) / indoor play and enrichment activities in the following areas:

- Character Development
- Health & Fitness
- Arts / Crafts
- Literacy
- Making Science Fun

SNACKS

Parents should send a daily nutritious snack with their child(ren). Please do not send candy, gum or what is generally classified as “junk food”. Time for snack will be part of the daily PM session’s schedule.

Any special dietary need will be the parent’s responsibility. The parent should discuss this matter with the Program Careperson at the onset of the program.

- On early release day’s lunch may not be served in the school; therefore, the children may need lunch and extra snacks and beverages during the SACC program.

allergy to peanut butter, peanuts, and tree nuts, Oceanport School District asks parents of all children in the program to **provide snacks which are peanut / nut free.**

Parent's cooperation is appreciated in helping us to maintain a safe environment for all children.

GENERAL SACC SESSION INFORMATION

SACC Careperson(s) will follow these guidelines to maintain a safe environment for all children:

- Review children's medical papers regarding food/peanut/other allergies
- Permit absolutely no sharing of foods for safety reasons
- Clean table with wipes before and after children eat
- Seat children at designated table while eating
- Have children wash hands after eating
- Have students dispose of trash / leave table clear

PICKUP PROCEDURE

The parent, guardian or authorized person is responsible for picking up the child at the dismissal time. Children will not be permitted to walk or ride bicycles home under any circumstances. The Careperson is responsible to obtain daily, the signature of the parent(s), guardian(s) and/or authorized person(s) in the form of their initials on the sign out sheet. The sign out time will run by the time on the school clock. The child(ren) will not be released to anyone other than the parent, guardian, or authorized persons as stated in the EZChildTrack registration software. Alert the staff to designee changes in EZChildTrack via SACC@oceanport.k12.nj.us

Persons picking up children must be at least 18 years old and live in close proximity to the school. **Photo ID is required for pick up.**

- In the event of concurrent school or community sponsored activities held in the public school building during the SACC Program hours (i.e., scouting, clubs) the child(ren) must be signed out of the SACC Program by the leader/director or another authorized person who is listed on the pick up list.
- The child(ren) will be able to reenter the SACC program at the conclusion of such activities only if they never left the school building.
- The children must be signed in at the SACC Program upon their return by the leader or another authorized person who is listed on the pickup list.

- The parent must approve of this procedure for their child to attend in house school

activities by providing a signed form that states this procedure to SACC authorized sign in/sign out person.

- The child may not leave the school building for any activities.

EMERGENCY REQUIRING LATE PICK UP

Sometimes emergencies arise and extra days or hours are needed. If a parent knows in advance that they will need an additional day or a later pick up time, they can **access EZChildTrack and adjust the schedule**. The account will be charged accordingly per child for the additional time.

EXTRAORDINARY LATE PICKUP OVER 1 HOUR

The Department of Human Services, Department of Children and Families (formerly DYFS) mandates that their local office be notified of any parent or guardian who is over one (1) hour late picking up their child(ren) from a school age child care program. Deal and Oceanport SACC Carepeople will follow this mandate.

OF LIABILITY and PRE—OCCURRENCE RELEASE

This Assumption of Risk Agreement, Waiver of Liability and PreOccurrence Release is executed on this day of by the undersigned in favor of Oceanport School District.

A. As consideration for Oceanport School District admitting my child(ren) into the School Age Child Care Program (“SACC”), I hereby release and fully and forever discharge and hold harmless Oceanport school District and its employees from any and all liability, claims, demands, damages, rights of action or causes of action, present or future, of whatever kind of nature, either in law or equity, which has arisen or which may hereafter arise, anticipated or unanticipated, resulting from my child(ren)’s enrollment, attendance and presence at SACC, including any medical treatment described in paragraph E below.

B. I hereby waive any rights that I may have against Oceanport school District arising from my child(ren)’s attendance at SACC.

C. I understand that this Release discharges Oceanport school District from any liability or claim that I may have against Oceanport school District with respect to any bodily injury, personal injury, illness, death or property damages that may result from the SACC Program operation, whether caused by the negligence of Oceanport school District or its employees, agents or otherwise.

D. I also understand that Oceanport school District does not assume any responsibility for or obligation to provide financial assistance or any other assistance, including but not limited to, medical, health or disability insurance in the event of injury or illness at the SACC Program.

E. I hereby release and forever discharge Oceanport school District and its employees from any claim or liability whatsoever which arises or which may hereafter arise on account of any first aid, emergency medical treatment or other health service as directed and authorized by the child’s physician rendered pursuant to the SACC Program, which may include but not be limited to the administration of inhaler, epipen, prescription medications, seizure procedures, and condition monitoring.

F. I understand that Oceanport school District and its employees are not and will not be liable for any injury or damages sustained by my child(ren) arising out of or resulting from the SACC Program operation.

G. I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of New Jersey, and that this Release shall be governed by and interpreted in accordance with the laws of the State of New Jersey.

H. I agree that in the event of any clause or provision of this Release that shall be held to be

invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release, which shall continue to be enforceable.

I. I have been advised that my execution of this Release may have significant legal consequences in the event of injury or damage and that I am permitted to review this Release with an agent or representative of my choice before signing.

J. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional physicians instructions or clarifications), which is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

K. The reference in this Release to the term "SACC" shall include Oceanport school District, its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, guardians, and successors or each judicially appointed representative/agents.

L. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, the illegality or unenforceability shall not effect or impair any other provision of the release. This Release shall be construed as if such invalid, illegal or unenforceable provisions had not been contained herein.

M. I have read and I understand this understand this document and all of its provisions.
IN WITNESS WHEREOF, I have executed this Release as of the day, month and year of the SACC Program Application.

Do not remove page from handbook ~ this copy is for your records only

SIGNATURE (Parent or Guardian)

DATE _____

TERMINATION PROCEDURE

Parents are required to give advance telephone and email notification to the Oceanport School District SACC office of withdrawal from the program, stating effective date. Refunds are given for paid tuition if appropriate.

Oceanport School District reserves the right to terminate a child from the program at any time. Reasons for termination may include, but not limited to:

1. nonpayment of tuition, late fees or any outstanding balance
2. severe disciplinary problems
3. recurring late pick up of children
4. program closing

TERMINATION OF SACC PROGRAM

Oceanport School District reserves the right to terminate a program for under enrollment, if a program remains under enrolled after an attempt was made to increase attendance. Parents will be notified in writing and given 30days prior notification of closing. Refunds are given for paid tuition if appropriate.

TUITION INFORMATION

TuitionSchedule:

<http://oceanport.k12.nj.us/cms/lib08/NJ01912851/Centricity/Domain/65/OPSACCFEESCHEDULE2014-8-26-2015.pdf>

- The monthly tuition is due on the 1st of every month.
- Late charge will be assessed to all accounts with a balance.
- If the payment is not received by the 15th, cancellation will become effective on the 16th.
- Oceanport School District reserves the right to adjust dates for payment according to holiday schedules.
- Cancellation will remain until the entire payment is received. If cancellation occurs, the Careperson at your school will be notified alerting them to the situation.
- Monthly tuition will not be reduced for school holidays, emergency closing, absence or early pickup. Oceanport School District will determine if there will be a reduction in monthly tuition for extended illness.

SACC is a tuition based program. Your tuition is determined by the schedule you sign up for (i.e. number of days/pick up time).

Oceanport School District
BOE Business Office
29 Wolf Hill School Avenue
Oceanport, NJ 07757

- Please pay electronically, by check or by money order payable to Oceanport School District.
- Do not send cash.
- SACC staff at the program are not permitted to accept any form of payment
- No postdated check will be accepted.

All checks returned to Oceanport School District as unpaid for any reason, will result in a charge of \$35 per item to the check issuer. There will be no exceptions to the \$35 fee for returned items. The first time a check is returned, we will redeposit the check with the parent's permission as a courtesy. If that check is returned a second time, the child will be terminated from the program until payment of balance is received in full. That payment and future payments must be paid with electronic transfer, cash, money order or certified check.

If making your tuition payments with your bank online, it is your responsibility to make sure the payment is in our office by the 1st of each month. Banks vary with their processing time.