



# DIVINE MERCY

CATHOLIC SCHOOL



## School Age Child Care Handbook

# Divine Mercy Catholic School

## School Age Child Care

### PURPOSE

The purpose of the DMCS School Age Child Care (SACC) program is to assist families by providing quality child care in a Christian environment. This program is provided to students who attend or are associated with Divine Mercy Catholic School. We strive to provide before and after school childcare in a safe, supervised and caring program.

### LOCATION

School Age Child Care is operated in a classroom in the basement of IC church. Enter the side door at the bottom of the ramp for parent drop off/pick-up, before and after school. There is a doorbell on the upper right of the door frame if the doors are locked. SACC uses the large outdoor playground area for outdoor play.

### REGISTRATION

Registration for the SACC program consists of completing a registration form. This form must be received in the school business office before a student may begin attending the School Age Child Care program.

## PROGRAM HOURS

AM Hours: 7:00 AM until 7:50 AM

Students are dismissed to the gymnasium.

PM Hours: 3:00 PM until 5:30 PM

On early dismissal days, the hours are 1:00 PM until 5:30 PM

## FEES/COSTS

All students must be registered to attend SACC even if you plan to use it on a limited basis. Fees are as follows:

Registration Fee: \$25 per family/per school year

Cost: \$3.25 per hour/per child. You will be assigned a code for the Time Tracker program and will be responsible to sign your child(ren) in to the program in the morning, and/or sign them out for PM. Charges are according to time used. However, if you fail to sign in/out you will be charged for the entire time of the Before or After Care session.

\*\* If you have paid your tuition in full TADS will add a \$10 processing fee to your account.

## BILLING

Your payment will be withdrawn from you TADS Account on the 20<sup>th</sup> of the month unless other arrangements with TADS have been made.

## ATTENDANCE

Students using SACC will be dismissed from their classroom into the SACC room at the end of the school day. Attendance is checked each day by 3:10. If a student is scheduled and will not be attending SACC, it is the responsibility of the parent to notify the school office.

Please communicate with the SACC staff the names of those allowed to pick up your child and if there are any changes to the pick-up list. SACC staff will check identification of authorized adults until they become familiar with parents, or others picking up the student. Students will not be released to unauthorized adults.

If there is an emergency and you will be delayed, please call:  
507-334-7706 extension 2238

Please note: a \$5.00 charge per child will be assessed for all late pick-ups. Children must be picked up no later than 5:30.

## CURRICULUM

Students are provided with a variety of activities to choose from while at SACC. In the **After Care** program snack and a beverage are served each day. Special treats are provided on holidays. Each day students will go outside for free time, weather permitting. They will also have the option to

do homework, play on the computer, and do crafts. Students are supervised at all times.

## DISCIPLINE

Rules and structure are important for the students to ensure their safety and well-being. The same rules that apply to the classrooms and playground apply at SACC as well. Generally, misbehavior will be redirected in a positive and Christian manner. On-going communication between home, school and SACC promotes success for the student.

SACC will not tolerate any form of behavior that hurts or intends to hurt others: physically, verbally, or emotionally. Any behavior which is harmful to other students will result in:

1. "Time Out" or time away from the other students

If behavior continues:

2. The student's parents will be called and arrangements will be made to have the student picked up.
3. A meeting will be scheduled to discuss the behavior and/or consequences.
4. If behavior is still a problem, a "behavior leave of absence" lasting one week will be tried.
5. If these interventions do not work, the student will not be allowed to return to the SACC program.

## ILLNESS/INJURY

Students who become sick at school will not be allowed to remain at SACC. The same rules for returning to school after an illness apply to SACC. A student must be fever free for 24 hours before returning to school.

If a student requires medical attention while at SACC, the staff will call the emergency contact immediately so that you may take your student to the doctor.

In case of an emergency, 911 will be called immediately and then the staff will contact you. Once emergency personnel arrive, it will be their decision which actions will be taken next. The parent will be responsible for any medical charges.

## MEDICATION

If there is a need for medication to be disbursed, the school policy will apply. Please follow the following procedure:

1. Prescription medication requires a written notification from a physician and parent.
2. Prescription must be in an original container and properly labeled.
3. Over-the-counter medication follows the same procedure as prescription medication.
4. Medications will be distributed by the school nurse, in the school office, immediately after the final bell rings.

Updated 8/14/2018