



**HAMILTON**  
COUNTY  
SCHOOLS

**SACC**  
**PARENT**  
**HANDBOOK**

Revised April 2023

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## **OVERVIEW**

The purpose of the School Age Child Care Program (SACC) is to provide adult supervision before and after school hours for students whose parents work outside the home. The SACC Program is not an educational program and does not provide educational services, including special education and/or related services necessary to implement a child's IEP.

All children with disabilities who enroll in the program will be provided reasonable modifications in order to have meaningful access to the SACC Program, to the extent that the modifications do not result in either a fundamental alteration of the program or services offered by the SACC Program or create an undue financial or administrative burden.

If you have any suggestions or questions concerning policies and procedures, please contact the Site Director of your program. Should you need further assistance, call the Child Care Office at (423) 893-3530.

## **ELIGIBILITY**

All children enrolled in the program must attend a HAMILTON COUNTY DEPARTMENT OF EDUCATION SCHOOL. Children must be registered for kindergarten prior to enrolling in the summer program and be five years old. Students must have registered online for Kindergarten and all required documents (birth certificate, 2 proofs of residency and up to date immunization records) must be uploaded. During the school year, children must be enrolled in kindergarten or higher grades.

Children are eligible to attend until completion of the eighth grade or their 14<sup>th</sup> birthday, whichever comes first. Any child suspended from school may not attend the SACC Program during suspension.

## **REGISTRATION & ENROLLMENT**

SACC offers two registrations for families – Fall and Summer. Each of these have a separate registration form to complete. The registration fee for each is \$20 per child. Registration in one does not automatically register families into the other.

If a child requires special accommodations, a meeting would need to be held with the Supervisor and Site Director prior to the child attending.

Children may only attend child care at the school where they are enrolled on regular school days. This procedure only applies to regular school days when buses are in service. It does not apply to summer, inclement weather days, Fall Break, Winter Break, Spring Break, in-service days or holidays.

## **PARENT/GUARDIAN COMMUNICATION**

Communicating and working together will help your child(ren) have a positive, enriching and safe experience in the SACC Program.

Parents/guardians are responsible for keeping all information supplied to the SACC Program accurate and current. This is imperative so we can contact you should your child become or

injured while attending our program.

The staff will be able to better meet the needs of your child(ren) if they are aware of things like an illness in the family, a change in living location, special fears, or a change in marital status. The SACC staff will keep you informed about special activities, changes in the program, and your child's participation in the program.

In an effort to keep parents/guardians informed about major changes or implementations, the SACC Program will use email, newsletters, websites, Facebook and post signs.

Each SACC location has a dedicated landline, voicemail and email address that can be contacted during SACC operating hours and a Parent Information Board that provides information about the program, snacks, state licensing, hours of operation, schedules, etc. If unable to reach SACC leadership directly, please leave a detailed message and your call will be returned as soon as possible.

If you have any questions about the activities in your SACC Program or concerns with staff or your child, please discuss them with your Site Director. If you still have concerns after discussing it with your Site Director, call the SACC Office at (423) 893-3530.

### **SPECIAL NEEDS**

The SACC Program facilitates child care programming for children with disabilities/special needs. When children with special needs are enrolled, reasonable and appropriate efforts shall be made to provide those children equal opportunities to participate in the same program activities as their peers. SACC will provide reasonable accommodations to children with disabilities.

### **SIGN-UP PROCEDURES (BREAKS & HOLIDAYS)**

Open sites for breaks will be posted at each of our SACC sites and will be shared on the SACC Facebook page and website. An HCS Communications email will also be sent out weeks in advance to notify parents of the upcoming breaks.

All children that need care will be required to register. Parents are responsible for signing up for care at the site their child attends regularly.

### **HOURS OF OPERATION**

All Before School Child Care Programs open at 6:00 a.m. (except for CSAS which opens at 6:30 a.m. and Lookout Mountain which does not offer Before School Care) and remain open until teachers go on duty for the school day. All After School SACC Programs begin when school dismisses and close at 6:00 p.m.

On full days, the hours of operation are 6:00 a.m. to 6:00 p.m.

On half days, the hours of operation are based on the designated dismissal time at each school. The SACC Program will close at 6:00 p.m.

## **DAILY SCHEDULE**

Daily schedules include a balance between child's choice and staff directed activities. A detailed schedule can be found on the SACC Parent Information Board.

## **EMERGENCY RESPONSE DRILLS**

As required by the Tennessee Department of Education for licensing, SACC periodically practices emergency and severe weather drills and documents them. In the event of an emergency, each SACC location has an Emergency Response plan to follow.

Each SACC site will conduct monthly fire drills, severe weather drills twice a year and one intruder drill.

## **HOLIDAYS**

The SACC Program operates year-round with the exception of the following days when all sites are closed:

Labor Day	Christmas Day	Martin Luther King Day
Thanksgiving Day and Day After	New Year's Eve	Memorial Day
Christmas Eve	New Year's Day	Independence Day

If any of these holidays fall on a weekend, please check with your Site Director to see which day the holiday will be observed.

## **TEACHER PROFESSIONAL DEVELOPMENT DAYS**

On Professional Development days, designated Child Care sites will operate. Communication will be posted if plans change.

Children should bring their lunch unless other instructions are given; an afternoon snack will be provided. Please check with your Site Director for specifics on these days.

## **\*INCLEMENT WEATHER**

On inclement weather days, the program will operate full day schedules, if possible at designated sites. **PLEASE CALL THE SITE BEFORE TAKING YOUR CHILDREN TO ENSURE THE STAFF HAVE ARRIVED SAFELY.** Children will need to bring their lunch and drink.

If children are released early from school because of inclement weather, the district will determine the operation of the SACC Program and an announcement will be made.

## **SUMMER SESSION**

The program will operate in designated schools during the summer. All policies and procedures governing the SACC Program remain in effect.

## **SNACK & LUNCH**

An after-school snack will be provided in all 34 SACC sites. This is included as part of your SACC fees. Each child will need a lunch and drink on all half days and full days. NO glass containers or bottles!!

A snack menu is posted on the SACC Parent Information Board. We work closely with School Nutrition and their vendors to provide healthy options. SACC will try to accommodate dietary needs listed on the child's registration form. We are not able to refrigerate or microwave food.

Purchasing items from the vending machines at the school will not be permitted.

## **FEE PAYMENTS**

All weekly fees must be pre-paid on Monday each week or the first day of attendance. A \$10 late payment fee will be charged for all payments made later than Monday or the first day of attendance. Parents are responsible for keeping up with their child's account balances. Please give your payment to the Site Director of the program.

Failure to make weekly fee payments will result in the child(ren)'s disenrollment from the SACC Program. Outstanding balances are subject to a disenrollment letter. In the event you are issued 3 disenrollment letters in a given school year, your child will be disenrolled for the remainder of the school year.

**We do not offer pro-rated fees.**

### ***CHILD CARE RATES (Subject to change)***

# of Children	1	2	3	4
Full Day Rate	\$20.00	\$30.00	\$40.00	\$50.00
Full Day Weekly Rate	\$100.00	\$150.00	\$200.00	\$250.00
AM Daily Rate	\$6.00	\$9.00	\$12.00	\$15.00
AM Weekly Rate	\$30.00	\$45.00	\$60.00	\$75.00
PM Daily Rate	\$9.00	\$13.50	\$18.00	\$22.50
PM Weekly Rate	\$45.00	\$67.50	\$90.00	\$112.50
AM & PM Daily Rate	\$15.00	\$22.50	\$30.00	\$37.50
AM & PM Weekly Rate	\$75.00	\$112.50	\$150.00	\$187.50
Half Day Rate	\$10.00	\$15.00	\$20.00	\$25.00

A \$20.00 *NON-REFUNDABLE* registration fee per child is charged semi-annually for Summer and Fall.

PLEASE make all checks payable to the Hamilton County Department of Education. To insure proper credit is given, please write the child(ren)'s name on the check.

## **DISCOUNTS**

*Siblings*-Brothers and sisters will receive a half-price discount after the first child on daily rates. This discount does not apply to registration fees or field trip fees. If *siblings* attend the program at different Hamilton County Schools on the same day, the discount will apply. If *siblings* do not attend the program on the same day, the discount does not apply.

## **RETURNED CHECKS**

**All returned checks will be charged back to the student's account it was written for along with a \$39.00 Returned Check Fee.** \*Policy subject to change

## **TAX REPORTING OF CHILD CARE PAYMENTS**

**Parents are responsible for keeping all receipts and checks for child care services to total and report payments on income tax forms.** Account summaries can be accessed by visiting <https://sacc.hcde.org/> and logging in to the parent portal (see page 12 for more information).

W-10 forms providing the Federal ID number will be available January 1<sup>st</sup>.

## **DROP OFF AND PICK UP**

Please check with the Site Director for the specific location. You must escort your child inside the building when bringing him/her to the program and sign your child in on the sign-in form. Children must be personally signed out by the parent/guardian or authorized persons in the afternoon by means of a sign-out form.

**A full, legible signature along with the time is required when signing a child in and/or out of the program. All children must be signed in and out by an authorized person. This is a state regulation. Child care employees may request a photo ID.** Children ***will not*** be released to any person other than the parent or other persons authorized to pick up the child. Notify the Site Director ***IN WRITING OR EMAIL*** if a person other than those authorized will be picking up your child. Children will not be released to any person under the age of 16.

In cases where a family has multiple children, each child must be signed in and out of the program. This is in compliance with the TN Department of Education state licensing requirements.

If a child is not picked up in a timely manner, SACC staff will try to contact the parent/guardian. If unable to contact the parent/guardian, SACC staff will contact those listed as emergency contacts or persons authorized to pick up.

It is expected that parents/guardians or those authorized to pick up their child(ren) will treat all staff, other program participants and other parents/guardians with mutual respect and abstain from foul or vulgar language. Serious infractions or repeated deviations from this expected behavior by the parent/guardian or designated authorized pick up person may result



in the child's disenrollment from the program.

The SACC staff will not release a child to any person that is displaying any type of questionable behavior. However, they may release a child should refusal place the staff or other children in imminent risk or danger. Should such an incident occur, law enforcement and the Department of Children's Services will be contacted immediately.

In situations involving custody issues, parenting plans, restraining orders, orders of protections, etc., legal documentation must be submitted to the Site Director and kept on file. SACC can not restrict a parent or guardian from their child(ren) without legal documentation.

### **LATE PICK UP**

The SACC Program closes promptly at 6:00 p.m. If you arrive after 6:00 pm you will be charged an additional fee of \$5.00 for each 15 minutes per child, or a portion thereof, after 6:00 p.m. If you are arrive after 6:15 p.m. you will be charged an additional fee of \$1.00 per minute per child. Time will be verified with a cell phone. Payment for late fees must be made promptly.

The SACC Program allows (3) three late pick-ups before disenrollment:

1. Receive verbal notification
2. Receive written notification
3. Receive written notification
4. Results in disenrollment for the remainder of the school year

### **REPORT CARD AND TRANSCRIPT HOLDS**

Local education agencies are authorized to withhold all grade cards, progress reports, or transcripts of a student who has taken property which belongs to a local education agency, or has incurred a debt to a school, until such student makes restitution in full. [Rules & Regulations – State Board of Education, State Law – TCA-49-1-301(15)]. If debts are owed to child care, report cards and transcripts will be held at the school.

### **FIELD TRIPS**

During school holidays, in-service days, and during summer child care, interesting and fun field trips may be scheduled. The cost of a field trip is in addition to regular child care fees. The cost of field trip transportation will be charged if you sign your child up for a field trip and the child fails to attend. A caregiver will remain at the school site if there are three or more children whose parents choose for them not to attend a field trip.

If less than three children choose to remain at school, we may ask you to take your child(ren) to one of our other child care sites on that particular day.

## **ITEMS BROUGHT FROM HOME**

From time to time, SACC staff may request that children bring items from home to participate in a special activity. When this occurs, all requests will be done in writing and come from the SACC staff. The SACC Program does not allow children to bring toys, games, cards, action figures, sports equipment, etc. from home on normal school days. These items may be brought during the breaks.

The program will not be responsible for damaged or lost items (such as electronic items or iPads) brought from home. Buying, selling or trading of items is not allowed within the program.

Cell phones are not allowed to be used during child care. They must be kept in the child's backpack. Students may call parents on the SACC phone if they need to.

iPad's and tablets may be used during homework time only on regular school days for educational purposes only. Accessing any social media will not be allowed which includes but is not limited to YouTube, Facebook, Messenger, Tik Tok, Snapchat, etc.

Nintendo Switch devices may be brought during the breaks when school is not in session. All games must be rated E.

Time limits will be set for all electronics on breaks.

All electronic devices must be kept at the designated electronics tables. Electronics will not be allowed outside or in the gym.

Students will not be allowed to charge their devices. They must be fully charged upon their arrival to the SACC Program.

Devices may not be shared with other students.

## **SACC PROGRAM AND PLAYGROUND RULES**

- Please leave rocks, sticks & other objects on the ground.
- Be alert of the activities going on around you (watch for moving swings).
- Proper use of equipment required
  - Slides – Walk up ladder, holding on with both hands, slide down on your bottom
  - Swings – Sit on your bottom and hold the chains with both hands, stop swinging before getting off
- Participate with good sportsmanship (one who plays fair and can lose without complaint or win without gloating)
- Play in an area that you can be seen at all times.
- BE SAFE & HAVE FUN!!

## **BEHAVIOR EXPECTATIONS**

All children enrolled in SACC will be expected to follow SACC and HCS rules and behavior expectations for the purpose of safety and the smooth operation of the program. It is expected that all children will exhibit acceptable behavior.

Children will show respect toward others by:

- Following the directions of the SACC staff.
- Respecting others' personal space and property.
- Using words and actions that show respect. (Put-downs, vulgar slang, or bullying behavior will not be permitted.)

Children will be responsible for themselves by:

- Cleaning up after themselves after playing.
- Being in their group and staying in the designated program space.
- Always asking permission before leaving their group.
- Keeping hands and feet to themselves and objects in their own space.

Children will use equipment and materials appropriately by:

- Caring for toys and games like they were their own.
- Conserving resources and recycling when possible.
- Following school and SACC playground rules. Some behaviors are unacceptable while participating in SACC.
- Being physically aggressive towards another child or SACC staff. This includes spitting, pushing, hitting, fighting, etc.
- Using foul language or speaking about inappropriate topics.
- Being obstinate and disrespectful towards SACC personnel.
- Constantly being disruptive through disregard for rules, regulations, or directions.

## **DON'T HIT BACK POLICY**

SACC has a "don't hit back" policy. Children are responsible for settling confrontations that may arise in a peaceful manner without the use of violence. When a child feels that they are unable to settle disagreements in a peaceful manner, they should seek assistance from SACC staff.

## **BEHAVIOR MANAGEMENT**

The SACC staff is committed to positive reinforcement for good behavior and will help children turn misbehavior into opportunities to learn. Behavior expectations are made clear to children

and parents/guardians at the onset of care. Reasonable attempts will be made by SACC staff to remind the children what is appropriate and inappropriate behavior while at SACC. Behavior management practices are fair, reasonable, consistent with school policies, and related to the child's behavior.

When a child chooses a behavior that disrupts or threatens to disrupt the operation of the program, interferes in any way with the rights and privileges of others, endangers the health or safety of any person, or damages property, will result in disciplinary actions being taken.

SACC staff will use appropriate behavior modification techniques including, but not limited to, time outs, redirection, praise and rewards. Behavior Reports will be utilized by SACC staff to document behavior management issues when an incident occurs. SACC staff will communicate with the parents/guardians should a discipline problem occur. Every effort will be made to work with the child and their parents/guardians to solve problems as they arise.

Please stress the importance of good behavior patterns with your child. If a Behavior Report is given to a parent/guardian, we ask that the parent/guardian review the form and talk to their child about appropriate behavior at the SACC program.

SACC staff are responsible for the discipline of the children registered in the program. We cannot allow a parent/guardian to question or discipline children in the program, who are not their own children, about any incident that occurs while in SACC. When an incident occurs that involves multiple children, SACC will not discuss the specifics of the other child/children involved with other parents/guardians.

Our goal is to foster responsibility for actions if a child deliberately damages property. It will be the responsibility of the parent/guardian and child to reimburse or replace damaged property.

If a child displays uncontrollable and dangerous behaviors a parent/guardian will be called to pick up their child immediately. Any threats of violence will be taken seriously.

Please be aware that in extreme situations, policies may be altered by the Program Manager or Supervisor. Accounts will NOT be credited if your child is asked to leave the program for the day due to behavior issues.

## **DISCIPLINE**

All children enrolled in the SACC Program will be expected to follow rules established by the staff for the safety and smooth operation of the program. School rules and School Board policy concerning the student code of conduct will be followed in each child care program (including the summer programs). Children with continual behavior problems may be subject to disenrollment. If a child displays behavior that is harmful to themselves or others, the child will be disenrolled from the program. When a child is disenrolled from one SACC program, they cannot be enrolled in a SACC Program at another school. Any child suspended from school is automatically suspended from attending SACC.

The SACC staff is committed to positive reinforcement. If a major discipline problem occurs, the Site Director will contact you. Please cooperate with us by stressing the importance of good behavior patterns with your child. We want to keep the program safe and fun for everyone!

### **ROCK / OBJECTS (sticks, etc.) THROWING POLICY**

Rock/Object throwing is not permitted in the child care program due to the potential for personal injury or property damage. Parents will be financially responsible for personal injury or property damage caused by their child throwing a rock/object.

#### **FIRST OFFENSE DISCIPLINARY ACTION**

A letter will be sent to the parents of any child who throws a rock or a foreign object while attending the SACC program. The letter will ask the parents to talk with their child regarding the SACC rock/object throwing policy and inform them that they could be subject to suspension or disenrollment from the SACC program if the child continues to throw rocks/objects.

#### **SECOND OFFENSE DISCIPLINARY ACTION**

A last warning letter will be sent to the parents of any child who throws a rock/object for the second time.

#### **THIRD OFFENSE DISCIPLINARY ACTION**

Any subsequent incident of rock/object throwing will result in disenrollment from the SACC program.

We regret the need for this action to be taken, but the safety of the other children and the employees must be considered.

### **ZERO TOLERANCE**

Please be aware that the SACC program is a Hamilton County School System program and will adhere to the zero tolerance policy as adopted by the Hamilton County Board of Education.

#### **ZERO TOLERANCE OFFENSES**

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Superintendent. This includes offenses on school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement officials.

#### **The following are zero tolerance offenses:**

- \* Possession of a firearm, explosive, poison gas device, bomb or similar device.
- \* Illegal possession of a controlled substance or drug.
- \* Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education, or an SRO.

**The following offenses may result in at least a calendar year suspension:**

- \* possession of a knife or any device capable of inflicting injury to another individual.
- \* possessing, transferring or receiving drug paraphernalia, non-prescription drugs or “look-alike” drugs.

**SUSPENSION**

Immediate suspension from SACC can happen if the following inappropriate behaviors occur:

- Deliberately harming another child or staff person
- Stealing property from SACC, SACC staff, or SACC students
- Intentionally damaging property
- The use of foul language
- Being totally disruptive and/or displaying uncontrollable behavior
- Inappropriate child to child contact
- Bullying
- Other severe behavior deemed inappropriate or dangerous

**MEDICATIONS**

**If it is necessary that medication be given during school hours or the hours that child care is in operation, parents must check with the Site Director as school rules and Board policy will dictate the administration of all medication.**

If your child requires medication, a parent/guardian must deliver the medication to the Site Director or person in charge. ALL medication must be in the original packaging for over-the-counter medications and in the original, current prescription bottle/container for prescription medications. Medication cannot be expired.

Parents/guardians must also provide written authorization for SACC to administer medication along with detailed instructions on the provided medication release form. SACC will use the medication release form to keep a record of when medication is administered. Unused and expired medication will be returned to the child’s parent/guardian.

All non-emergency medication will be stored in a locked container. Emergency medication may be kept in an unlocked container that is inaccessible to children but will be locked up during non-programming hours.

A special accommodations meeting will be required to certain medical needs. If a child requires special accommodations or medical form, registration will not be approved until the required meetings and signed forms are on file. These meetings must be done with the Site Director, Supervisor and the parent/guardian. Children can not attend SACC until the emergency

medication is on-site.

### **ILLNESS**

**The program cannot provide care for sick children. Please do not send your children to the program if they are ill. In the event your child becomes ill or has a fever while attending the program, he/she must be picked up as soon as possible.**

A sick child may be isolated and the parent will be notified. The health and welfare of each child is a high priority and for this reason, a child with a contagious illness will be excluded from the program until he/she is free of illness.

### **INJURY**

If your child becomes injured while attending SACC, the staff will notify a parent/guardian no later than at pick up.

If a child become hurt in our care, appropriate first aid will be administered. All known injuries are documented on an ouch report. Ouch reports will be completed and presented to the parent/guardian at pick up for review and to be signed.

### **EMERGENCY TREATMENT**

In the event that your child is seriously injured while attending the SACC Program, the Site Director will take action to obtain emergency medical care.

SACC staff will call 911 first. This will be followed by a call to the parent/guardian informing them which hospital their child has been transported to. Medical information completed at the time of registration must be updated when needed.

For serious, but non-emergency situations, a call will be made to the parents/guardians first. If unable to reach the parents/guardians, persons listed as an emergency contact or authorized to pick up will be contacted.

### **DRESS CODE**

Children enrolled in the SACC Program are to adhere to the school dress code.

### **PARENTS' RIGHTS**

#### ***PARENTS HAVE THE RIGHT TO:***

- Know their children are in a safe environment where they are free to select from a variety of age appropriate activities.
- Know they will be informed if their child is injured in the program.
- Know the types of programs and activities that are being planned and offer feedback on the kinds of activities the children enjoy.
- Share concerns with the staff at any time about anything they do not feel is in the best

interest of the children.

- Know if their children are misbehaving, and to spend time talking with the staff concerning a solution.
- Know when their children will be going to a location other than where the program is usually held.
- Voice special concerns and considerations not covered in this manual, and to discuss special cases where occasional exceptions may be made from the rules set forth in this manual.

## **PARENTS RESPONSIBILITIES**

### ***PARENTS HAVE THE RESPONSIBILITY TO:***

- Let the staff know if their child will not be attending for the day.
- Notify SACC staff if your child will be attending on special days (early dismissal days, full day sessions, in-service days, holidays, etc.)
- Observe the rules of the School Age Child Care Program as set forth in this manual and in any additional policy statements.
- Share their concerns with staff members if the program is not meeting their child's needs.
- Listen to concerns that staff members have about their child's behavior and to work through an acceptable solution to any problems that might occur.
- Know about any change in policy or procedure.
- Replace any equipment or property that their child is responsible for misusing or destroying.
- Sign their child in each morning and sign their child out at the end of the day; notify a staff member when taking a child from the center. Staff members should be notified when another authorized person is picking up a child. A full signature is required when signing a child in/out.
- Inform staff if their child has been exposed to a contagious illness.
- Notify staff in writing of planned vacation and other absences in advance.
- Notify staff of withdrawal at least one week in advance.
- Pay fees on time.
- Keep the child's records up to date with changes in phone numbers and addresses.
- Pick up the child(ren) at or before 6:00 p.m.
- Children enrolled in the program are not to be disciplined by another child's parent, including questioning other children regarding school or child care. Please discuss any concerns with the Site Director or staff.



- Provide identification when requested by child care employees.
- Apply all day waterproof sunscreen to their child(ren) when conditions are favorable for sunburn before they attend child care.
- Send morning snacks if child desires one.

## **CHILDREN'S RIGHTS**

### **CHILDREN HAVE THE RIGHT TO:**

- Safe and reliable equipment.
- Equal access to appropriate equipment and space, to find equipment in specific locations and in functioning condition.
- Have their ideas and feelings respected.
- Discipline that is fair, equal, and respectful of them.
- Express their feelings in an appropriate manner.
- Express their creative ability.
- Explore and discover.
- Continue developing to their full potential.
- Have a safe environment free of hazards.
- Have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, exploratory, etc.
- Have a right to voice their opinion on the rules and activities.
- Have a staff member that cares about them, enjoys being with them, and helps them grow.

## **CHILDREN'S RESPONSIBILITIES**

### **CHILDREN NEED TO BE RESPONSIBLE FOR:**

- Generally maintaining age appropriate skills of daily living such as dressing, toileting, feeding, etc. with minimal supervision or assistance.
- Learning to accept the consequences for their own actions.
- Respecting the rules that guide them during the school day and for controlling their feelings so that their actions do not harm anyone in the program.
- Refraining from destroying or harming any equipment or property in the building including property belonging to another person.
- Sharing equipment and facilities with all children in the program.
- Remaining with a staff member at all times and notifying them if they need to go to another area.

- Reporting to the assigned SACC area each day after school and notifying a staff member when they need to be somewhere else.
- Coming immediately to the SACC area after school, to be checked in by the SACC staff.
- Respecting the rules of the SACC Program.
- Dressing appropriately for indoor or outdoor play and for wearing tennis shoes in the recreational areas and on all field trips.
- Returning materials and equipment to the place they found them before taking out a new activity.
- Carrying out an activity to which they have committed.

### **PARENT INVOLVEMENT**

Families are a part of the SACC Program too! Announcements/flyers about program activities will keep parents informed and updated as to what activities will take place.

The exchange of information about a child from the parent's and the staff's perspective can be very helpful to the family and the SACC Program. The staff will be able to better meet the needs of your child if we are aware of things such as an illness in the family, a change of residence, special fears, etc. **Please keep all information on your child's registration form current.**

### **NEW WAY TO PAY**



### NEW WAY TO PAY

Hamilton County School Age Child Care offers families more payment options this year.

**Credit and debit cards are now accepted at all of the School Age Child Care Sites through a secure system in addition to cash and checks.**

All payment history can now be viewed online by parents in one place.

Only debit and credit cards will be accepted for online payments.

An online \$3.00 convenience fee will be applied to each online transaction. (subject to change)

Log into the Hamilton County School Age Child Care Online Store at <https://sacc.hcde.org>

To Pay online for your student's account.

The LOGIN is your child's student ID number in PowerSchool.

The PASSWORD is your child's last name with the first letter being Capitalized; ex. (Smith)

Click on the student's name.

**Student  
Grade**

Click on

Items At Student's School / Account Payments

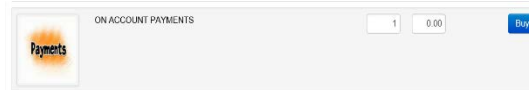
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**Categories**

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Click Here, Tap Buy

Qty 1 then amount you wish  
to apply to the account.



Then proceed to checkout and enter card information  
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