



# **DISTRICT 197 SCHOOL AGE CARE FAMILY HANDBOOK**

**1897 Delaware Avenue, Mendota Heights, MN 55118**

If you need additional copies of this Family Handbook, go to [www.197.org/resources/school-age-care](http://www.197.org/resources/school-age-care)



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*This family handbook outlines what you may expect from our programs. Please keep this in a convenient place for future referral. School Age Care (SAC) reserves the right to amend policies at any time.*

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# WELCOME TO DISTRICT 197 SCHOOL AGE CARE (SAC)

## VISION

District 197 School Age Care (SAC) strives to continually improve and deliver programming that promotes an environment where children can explore and develop their creative, personal, physical, and ethical attributes; where strengths are fostered, active learning is child driven, their individual uniqueness is embraced and the fun and learning never ends.

## MISSION

The Mission of the SAC program is to provide care for children that is safe, enriching, inclusive, and enhances their physical, emotional, cognitive, and social development.

→ *Thank you for joining our program and trusting your child(ren) to our care. **You are always welcome at SAC.** We encourage visitors to our program, and welcome your input, questions, concerns, and suggestions. Feel free to send an email to the SAC site supervisor, program coordinator or manager, or complete the evaluation surveys to provide feedback and suggestions on program improvements.*



## ABOUT SAC

SAC provides a safe, fun, caring and enriching environment for District 197 students. Children participate in activities such as science, environmental, literacy, gym games, outdoor play, individual & group activities, arts & crafts, cooking, quiet time, service learning, and youth advisory councils.

District 197 SAC is open to all children regardless of race, creed or national origin. Our programs exceeds the standards set by the Minnesota Department of Human Services. Our on-site staff to child ratio ranges from 1:12-1:15. Field trip ratios are reduced to 1:6-1:10.

We make every effort to accommodate special needs. SAC will work with the child, parents, school personnel and staff. SAC will have access to the child's IEP to ensure integration into the program.

If a child is not successful in our environment with the level of support offered, alternative care arrangements may be recommended.

### Closure Dates\*

We are closed all major holidays, including but not limited to:

- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day

SAC is closed for a few days at the end of the school year and two weeks before school resumes in the fall. During this time, we are getting sites ready for your child and staff is participating in required staff development.

*\*If the holiday falls on a weekend it will be observed either the previous Friday or the following Monday.*

## SAC Programs

### Extra Innings

Extra Innings serves District 197 students in grades K-4 before and after school during the school year. Extra Innings is offered on-site at all District 197 elementary schools.

### Encore

The Encore program serves District 197 students in grades 5-8. The morning Encore program is located at each of the middle schools. The after school Encore program is located at the Noreen Center, connected to St. Stephen's Church. Students are bussed to the Noreen Center after school. Students need to be picked up from the Noreen Center.

### Non School Days (NSD)

We offer full day programming on most NSD's for grades K-8. Site locations for NSD's are selected at the beginning of each year. Once you have registered for an NSD all fees are nonrefundable. Offsite fieldtrips require a disposable bag lunch.

### Summer Program (Grades K-8)

Summer program offerings include half day and full day options.

**Full day:** 6:30 a.m.-6:00 p.m.

**Half day morning:** 6:30 a.m.-12:00 p.m.

**Half day afternoon:** 12:00 p.m.-6:00 p.m.

Breakfast, lunch and an afternoon snack are available each day at no cost. Milk is always provided on site for breakfast, lunch and snack. The summer program is closed the last two weeks of August each year. Offsite fieldtrips require a disposable bag lunch.

Summer registration opens in February.

### Program Hours\*

#### Before School

6:30 a.m. until the start of school

#### After School

End of school until 6:00 p.m.

#### NSD's & Summer

6:30 a.m until 6:00 p.m.

*\*Hours are subject to change*

# ABOUT SAC

## SAC Administrative Staff

### SAC Coordinator

Missy McGinty  
Missy.Mcginty@ISD197.org  
651-403-8052

### SAC Admin Assistant, Registration & Billing

Necole Berglund  
Necole.Berglund@isd197.org  
651-403-8054

### Inclusion Specialist Manager

Chris Bolchen  
Christopher.Bolchen@isd197.org  
651-403-8034



*All SAC staff are caring people experienced in the fields of elementary education, child care, social work, park & recreation and more.*

*Site supervisors are experienced professionals.*

*Background checks, CPR, AED, First Aid and mandated reporting are also required of staff. All staff also participate in on-going staff development training.*



## Meals & Snacks

A snack is served at SAC every afternoon. We offer a variety of vegetables, grains, and protein, while accommodating food allergies. Milk and water are also available. SAC does their best to be a nut-free program.

## SAC Program Locations

### Elementary Schools

#### Garlough Environmental Magnet

1740 Charlton St.  
West St. Paul, MN. 55118  
Site supervisor: 651-403-8145

#### Mendota

1979 Summit Lane  
Mendota Heights, MN. 55118  
Site supervisor: 651-403-8048

#### Moreland Health & Art Sciences

217 W. Moreland Ave.  
West St. Paul, MN. 55118  
Site supervisor: 651-403-7818

#### Pilot Knob STEM Magnet

1436 Lone Oak Road  
Eagan, MN. 55121  
Site supervisor: 651-403-7921

#### Somerset

1355 Dodd Rd.  
Mendota Heights, MN. 55118  
Site supervisor: 651-403-8214

### Middle Schools

#### Friendly Hills

701 Mendota Heights Rd.  
Mendota Heights, MN. 55120  
Site supervisor: 651-335-4659

#### Heritage E-STEM

121 W. Butler Ave.  
West St. Paul, MN. 55118  
Site supervisor: 651-335-4638

#### The Encore Program @ The Noreen Center

Saint Stephen's Church  
1575 Charlton St.  
West St. Paul, MN. 55118  
Site Supervisor: 651-245-5329

## ENROLLMENT INFORMATION

Create your SAC account at [tridistrict.ce.eleyo.com](http://tridistrict.ce.eleyo.com). Once your account is created you may register for a childcare contract, access and change your child's schedule, make tuition payments, register for NSD's, get payment receipts and tax statements. If you do not have access to register online, you may register over the phone.

Once school year and summer programs have started, we require a one week processing period before new students can start. The start date is dependent upon availability.

### Orientation

Our site supervisors will be present at District 197 Open House nights prior to the start of the school year. This is a wonderful opportunity for families to meet the site supervisor, and have your questions answered. We encourage you to stop by and meet them!

***Due to liability and staffing, children registered in the program may not bring friends or guests to SAC.***



## CONTRACT INFORMATION

### Contract Changes

If you need occasional care outside your contract, you may request a drop in day through our online billing system. Contract change requests (including withdrawal) from the program are subject to approval and require a two week notice. Due to staffing demands and available space, SAC reserves the right to decline a drop-in day. Check your email for approval notices. Your rates may change. You are responsible for tuition until the contract change goes into effect.

***Contract changes are not allowed the first two weeks of the school year or summer.***

### Schedule Changes

The school office does not communicate schedule changes to teachers or SAC. Parents are responsible for notifying their child's teacher of SAC schedule changes. All schedule changes are charged a processing fee.

### Absences

The school office does not inform SAC of a child's absence. If your child is going to be absent from SAC, send a message to the SAC site where your child(ren) attends notifying them of their absence. If notice is not received, parents/guardians are called to verify the location of their child. A Finder's Fee will apply.

# CONTRACT INFORMATION

## Transferring Sites

SAC participants must attend the program location where they attend school. If you transfer schools within the district, the student may transfer to that site only if there are openings.

## Vacation

Families with consistent schedules are granted a limited number of vacation day credits. Vacation credit is given only for days taken. Vacation must be taken for an entire contracted day (no credit is given for partial days). Families on a Pick Your Day or Drop In contract do not receive vacation credit. NSD and summer programs do not offer vacation day credits.

## Withdrawal from the Program

A full two week notification of withdrawal is required. Tuition is charged for two weeks from the notification date. All outstanding balances must be paid in full. If you withdraw from the program prior to the session beginning, any registration fees paid will be forfeited. Re-enrollment will be dependent on space availability and cannot be allowed until any outstanding balance is paid in full.

# PAYMENT INFORMATION

Accounts must be current to remain enrolled in our program. Payments are accepted by credit card, personal check, money order or cash.

**School year SAC** invoices are processed monthly for the upcoming month and sent out via email around the 20th. **Payment is due by the first business day of the month.**

**Summer SAC** invoices are issued bi-weekly. **Payment is due on alternating Fridays.**

Accounts requiring special handling such as joint custody agreements, should contact the SAC administrative assistant for billing options. SAC does not enforce financial portions of custody agreements.

Full payment of tuition is due whether or not your child attends. Refunds are not given for absences due to illness, vacation, or weather closings. (See vacation procedure above).

Late payments will be assessed a \$25 late fee and will result in suspension from the program until the account is brought current.

If you are unable to make your payment, call the SAC administrative assistant to discuss arrangements. If payment or contact has not been made by the end of the month, child care will be suspended. Re-entry into the program by families who have an outstanding balance will be evaluated on a case-by-case basis. In the event re-entry is granted, all outstanding and new monthly tuition fees must be paid in full prior to the first day of service.

Account payments may be made online at **[tridistrict.ce.eleyo.com](http://tridistrict.ce.eleyo.com)**, mailed or dropped off in person to the SAC office at:

Mendota Elementary School  
1979 Summit Lane, MN 55118  
Attn: School Age Care

**Enrollment in our Auto-Payment Program is the most convenient way to pay your bill. Your credit card or electronic check payment will automatically process on the due date.**

# PAYMENT INFORMATION

## Dependent Care Reimbursement

Families using Dependent Care Reimbursement Accounts through their employer must submit the forms to the SAC office for verification. Only the actual amount paid will be verified.

## County and Federal Assistance

Families participating in child care assistance programs must keep their status updated with their subsidy agency. If payment is denied for any billing period, payment is then the responsibility of the parent/guardian.

Written authorization is required for families receiving financial assistance from outside agencies before a child can begin. If financial assistance is canceled, you will be responsible for all expenses incurred.

## Financial Assistance

Financial assistance may be available to qualifying families through the county childcare assistance program.  
Dakota County 651-544-5611  
Hennepin County 612-348-5937

## Returned Checks

Checks returned due to insufficient funds or closed accounts are assessed a service charge. If two non-sufficient funds (NSF) checks are received, all further payments must be made by money order, cash or credit card.

## Refunds/Credits

Refunds or credits are not given for:

- Non school days
- School closings due to weather
- Student absences due to  
Illness  
Quarantine  
Behavior suspensions  
Late pick-up suspensions  
Delinquent account suspensions

## Tax Statements

The TAX ID number for  
District 197 SAC is  
41-6007628

Year-end tax statements  
can be accessed at  
[tridistrict.ce.eleyo.com](http://tridistrict.ce.eleyo.com)



# ADDITIONAL FEES

## Additional Charges\*

Contract/Schedule Change = \$10

**Drop-In = Fees will vary**

**Non School Day = Fees will vary**

Finder's Fee = \$10

Late Pick Up = \$12 every 15 minutes

Late Payment = \$25

Clothing not returned = \$10

Forgotten Lunch = \$6

T-Shirt Rental = \$8

Returned Check = Maximum amount

*\*Prices are subject to change*



## Drop-In

You cannot switch days/times during the week. If your child attends SAC outside of their regular schedule, additional fees apply.

## Non School Days (NSD)

We offer full day programming on most NSD's for grades K-8. Site locations for NSD's are selected at the beginning of each year. Once you have registered for an NSD all fees are nonrefundable.

## Finder's Fee

Your child's safety is our first priority. **You must call the SAC site your child attends (not the school office of their teacher)** alerting them your child will be absent. If your child does not arrive on a scheduled day, we make phone calls to locate them. This takes a staff member out of the ratio for a period of time. You will be charged a Finder's Fee for this. Families may be dismissed from the program if there are five Finder Fees recorded on your account.

## Late Pick Up

**Our program closes promptly at 6:00 p.m.**

If your child is not picked up at closing time you will be called. If you cannot be reached, the emergency contacts listed on your contract will be called until someone is able to pick up your child. At 6:30 p.m., any child not picked up by will result in a call to the local police and the child is turned over to their custody.

Late Pick Up = \$12 every 15 minutes

3rd occurrence = Warning

4th occurrence = 1 day suspension

5th occurrence = 3 day suspension

6th occurrence = Termination of contract

**Time of pick up is based on the iPad time at the time of sign out.**

If you arrive at 6:04pm you will be charged \$12

If you arrive at 6:17pm you will be charged \$24

Late fees are added to the next billing cycle.

Repeated lateness will result in additional suspensions or dismissal from our program. If your child is suspended due to excessive lateness, tuition will not be credited for the suspended days.

## Late Payment

Payments received after the posted deadline incur a \$25 late fee. Childcare will be suspended until payment is received.

# ADDITIONAL FEES

## Non School Days (NSD)

We offer full day K-8 programming on most NSD's. Registration for NSD care is optional with an applicable daily fee. Once registered, NSD fees are nonrefundable. Registration for a NSD automatically registers your child for any planned field trip or special event. Families with outstanding balances may not register for NSD care.

A late registration fee will be charged for each NSD registration received after the Early Bird deadline. Same day registration will be charged an additional fee and will only be accepted if space is available.

## Forgotten Lunch (NSD & Summer)

On NSD's, families should provide a nut-free bag lunch. Milk or water is provided. There is not access to a microwave, refrigerator/freezer or stove. Lunches should be packed accordingly. If a lunch is forgotten and time allows, families are contacted to bring a lunch to the site. Otherwise SAC staff will prepare a lunch with the on-site supplies, with the applicable fee.

## Forgotten Field Trip T-Shirt/Swim Shirt (Summer)

At the beginning of the summer, SAC will determine a color T-shirt all campers must wear on field trip days. If the T-shirt is forgotten, SAC will "rent" you a T-shirt with the applicable fee.

# FIELD TRIPS

SAC offers a variety of field trip opportunities. Transportation is provided by district buses. SAC also occasionally take walking field trips; permission for these trips is assumed at the time of registration. All information pertaining to field trips will be posted at each site and on the SAC web pages. Please take time to review the information so your child is prepared for the activities.

Children attending SAC during the time of a scheduled field trip must attend the field trip. Students cannot remain on-site as all SAC staff members attend the field trips. Refunds are not given for these days if you make other care arrangements.

We require that children ride the bus to and from the field trip. Parents may not drive their student to and from the field trip site. **SAC staff does not transport children.**

In order to make trips inclusive, allowing all children the same opportunities, your child will not need (nor be allowed) spending money on most field trips. There will be some field trips where limited spending money will be allowed. Information will be emailed to you prior to the field trip.

# SUMMER FIELD TRIPS

Monthly calendars will be available on site and online. Field trips take place on varying days throughout the summer program. Please watch for posted departure/return information for field trips.

Registering for summer SAC automatically registers your child for most field trips or special events. We are not able to offer alternative care for children when the entire site is participating in the field trip.

# SAC POLICIES & GUIDELINES

## Sign In/Out

Our sites use an iPad system for signing in and out. For the safety of the children, parents/guardians are required to enter the building with their children in the morning and sign in at the parent table. Staff assumes the responsibility of the children once they are signed in. When picking up your child, parents/guardians are required to enter the building and sign their child out. Be prepared to show your picture ID when picking up your child(ren). Failure to sign your child in or out of the program may result in termination from the program.

## Custody Issues

If there is a court order regarding custody schedules and/or restraining orders, SAC must have the appropriate copies of the court papers in order to enforce the order. Without such information, SAC assumes joint legal and joint physical custody. If a situation warrants their involvement, local authorities may be contacted for assistance.

## Release of Children

**Children are released only to listed authorized persons, unless staff have been notified otherwise in writing.** Please inform alternative pick up persons that the staff will require a picture ID.

## Transportation

School Age Care staff do not transport children.

## Immunizations

Immunization records must be on file prior to their program start date.

## Illness

**If your child has a fever of 100 degrees or more, has vomited, or has diarrhea they must stay home for 24 hours after the symptoms are gone. If your child is diagnosed with a communicable disease, please contact us so we can alert all families that their child may have been exposed.**

Please keep your child's emergency information current. If your child appears to be ill at SAC, you will be contacted and asked to pick them up within one hour. The child will rest in a quiet area of the room to prevent the spread of illness. Your emergency contacts will be called if you cannot be reached.

## Emergencies

In the event of an accident while at SAC, we will administer first aid and inform the families in writing by filling out an *FYI Form* or by calling the family directly. If immediate attention is needed, 911 will be called. Staff will then contact the parent/guardian or emergency contacts listed on the account.

## Allergies

Before admitting a child for care, the program must obtain documentation of any known allergies from the child's parent or legal guardian. Allergy information must include a description of the allergy, specific triggers, avoidance techniques and symptoms of an allergic reaction, procedures for responding to an allergic reaction including medication, dosages and your physician's contact information.

# SAC POLICIES & GUIDELINES

## Medication

If your child requires regular or continuous medication, or if your child is discontinuing use of a medication, please inform the site supervisor and submit a *Medication Dispensing Form* (see below). These are available at your site. A new authorization is required each year. Note: SAC does not have access to the medication kept with the school nurse.

Medication must be in the original prescription bottle with a legible label stating the child's first and last name. Medication must be accompanied by specific instructions about when and how it should be given. Expired medication will not be administered. Any unused medication will be returned to the parent or destroyed.

Nonprescription medicine is administered according to the manufacturer's instructions unless directed by a licensed health professional to use the product differently. Medications sent to school with children are not allowed and will not be administered.

## Medication Dispensing Form

Use of over-the-counter and/or prescription medications given while attending SAC must have a completed *Medication Dispensing form*. A parent/guardian must initial the form, verifying the quantity of medication we receive.

SAC staff will document on the *Medication Dispensing Form* the administration of medicine, date, time and dosage, and the name and signature of the staff who administered it.

**When your child attends NSD's, the parent/guardian is responsible for transporting medications from your school site.**

## Toileting

All SAC participants must be independently toilet trained. If accommodations are needed, please contact the inclusion manager upon registration. Please make sure your child has an extra change of clothes for the occasional accident. Public Health regulations prohibit us from rinsing soiled clothing. Soiled items will be placed in a bag and sent home. If clothing is needed, it will be provided with the applicable fee on your account until the clothing is laundered and returned to the program.

## Cell Phones

Cell phone usage is not allowed at SAC elementary sites. If your child needs to reach you they may use the program phone. Middle school youth may use their cell phones only after they have read and signed the Technology Agreement. Cell phones may be used by youth during designated times as established by the SAC staff. You are responsible for the content on your child's device. Personal devices are not to be shared with others. Misuse or inappropriate use of technology could result in suspension or termination from the program in accordance with the SAC guidelines.

## Child Abuse/Neglect/Mandated Reporting

Minnesota State Statute mandates all staff working directly with children to report any evidence or suspicion of child abuse or neglect, Minnesota State Statute 626.556.

## Music Policy

SAC staff reserve the right to monitor all music played at SAC. Music with parent advisory ratings are not allowed. Youth may not share headphones or music.

# SAC POLICIES & GUIDELINES

## Pet Policy

We will inform you in advance if we are expecting animals/pets of any kind at our program. We do not allow animals to visit without pre-approval.

## Pool/Beach Procedure

When swimming is part of our day, the staff to child ratio is reduced to 1:6 for Kindergarten and 1:8 for grades 1-8. SAC only uses pools and beaches that staff lifeguards. SAC monitors the swim area and does buddy checks during safety breaks.

## Safety Drill Procedures

The SAC program participates and records three fire drills, three lock-down drills and one severe weather drill during the school year. During the summer program, there will be one fire drill, one lock-down drill and one severe weather drill.

## Sunscreen & Insect Repellent

Parents/guardians must supply their own sunscreen and insect repellent. SAC staff will assist in applying sunscreen and repellent with written permission. You will need to sign a waiver each year for administration of these products.

## WEATHER POLICY

\*District 197 will make the decision whether to close due to weather related conditions. If the decision is made to close schools, the SAC program will also be closed.

SAC does not refund tuition due to the cancellation of school.

## Late Start and Early Release

If school closes early due to inclement weather, SAC will also be closed. You will need to pick up your child as soon as possible after school is dismissed.



## ACCIDENTS & INCIDENTS

You will be informed of any accident/incident involving your child at SAC. In case of a minor injury, SAC Staff members administer first aid and complete a *FYI Form* for you to take when you come for your child.

In case of a serious accident, you will be called to take your child for medical attention. A *Student Accident/Incident Form* is completed for you to take when they come pick your child up.

In case of a life threatening emergency, 911 is called. Paramedics determine whether the child needs further treatment or needs to be transported to the hospital. You will be notified immediately and are responsible for all medical charges. If we are unable to reach you, SAC will contact the child's emergency contacts.

When you enroll your child in SAC, you are giving permission for SAC to make whatever emergency measures are necessary for the care and protection of your child while under our care.

## Insurance

ISD 197 does not carry accident or health insurance for the children. Parents/guardians are responsible for insurance and health coverage for their children.

# EXPECTATIONS

## What Families Can Expect From SAC

Provide a safe, supervised and inviting atmosphere where children are encouraged to pursue their own interests, develop friendships, feel welcomed, and grow in confidence and independence.

Provide a qualified, caring staff who show a genuine respect for children, act as positive role models and promote each child's self-esteem.

To provide for the children a variety of developmentally appropriate activities, including but not limited to active play, indoor and outdoor activities, sports, games, dramatic play, self-directed play, science, cooking, arts & crafts, homework help, and academically enriching activities.

To provide regular opportunities for children and youth to learn and practice essential social skills that will help them get along with others in daily life.

Keep families informed through flyers, e-newsletters, site newsletters, web sites, social media and updated information boards.

Two-way communication between parents and SAC staff, working as partners to meet the needs of each child.



## What SAC Expects From Participants

- Respect the rights of others and yourself.
- Be responsible for their actions.
- Respect the property of others and the program.
- Use acceptable language.
- Use appropriate physical contact.
- Follow the direction of the SAC staff.
- Remain with a staff person at all times.
- Ask permission to leave an area.
- Abide by all school district procedures.

## Readiness Indicators

Review our readiness indicators to determine if SAC is an appropriate program for your child.

- Child demonstrates independence in personal care (washing hands, dressing, eating, bathroom use/toilet trained).
- Child has the ability to clearly communicate their own needs and understands another's needs.
- Child can work with others as a part of the group.
- Child has some ability to stop and think before deciding how to act.



# BEHAVIOR GUIDELINES

SAC staff center their behavior guidance techniques on positive reinforcement, positive adult role modeling, intervention techniques and redirection. Our staff behavior guidance promotes a positive self-concept, helps children find solutions to situations, understand consequences and develop self-control.

Staff and parents will work together to set expectations in a group setting based on the child's developmental needs. SAC reserves the right to confer with appropriate school personnel regarding a child's behavior. All information will be treated as confidential.

**If a child demonstrates inappropriate behavior, staff will immediately discuss the situation with the child so they understand why the behavior is not appropriate.** In correcting unwanted behavior, staff communicates and models what they should be doing rather than focusing on the unwanted behavior. Staff also explains the reasons why the rule(s) are in place.

It is reasonable to expect children to follow basic rules of safety, courtesy, and fair play. Physical contact in correcting a child is avoided unless it is necessary to restrain a child from harming themselves or others. If a child has difficulty meeting these expectations on a regular basis, a parent/staff conference will be scheduled to decide on an action plan. If the problem/behavior still cannot be resolved, the coordinator will give a notice of dismissal in writing, allowing two weeks for the family to make other child care arrangements.

If your child physically harms, with intent, another child or staff member you will be called to pick them up immediately. You will be allotted one hour to pick up your child. Failure to do so will result in a longer suspension from the program. You will be required to attend a conference before your child can return to the program. A child who has consistent behavior or discipline problems may be subject to suspension or expulsion. If your child is suspended from school they may not attend SAC until the suspension is over. There will be no reduction in fees for student absence due to suspension.

Each child is evaluated on an ongoing basis as to the program's ability to meet his or her needs. If a child is not successful in our environment with the level of support offered, alternative child care arrangements may be recommended.

Children whose limitations create a safety issue of unreasonable risk, harm to themselves, others, or property, or for whom substantial alterations to the program would be required may need to be evaluated for continued enrollment in the program.

**Since children are supervised in a group/site setting, their behavior is not expected to routinely require one-on-one supervision.** The program reserves the right to deny or discontinue participation of any child.



# BEHAVIOR GUIDELINES

## **Behaviors which are considered inappropriate and harmful**

- Behavior which directly or indirectly threatens the safety of children or staff, including any form of aggression such as hitting, kicking, pushing, biting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, cyber bullying, etc.
- Behavior which intentionally causes destruction of property.
- Behavior which disrupts a staff person from fulfilling his/her ability to be available for all children, including removing self from group or program area without staff approval, or demonstrating lack of self-control, blatant disrespect or absolute refusal to follow directions from SAC personnel.
- If a child leaves the program area without permission, or refuses to leave when requested, the following procedures will be followed:
  - 1st occurrence: reminder to child on expectations and appropriate behavior
  - 2nd occurrence: parents will be called to pick up the child immediately
  - 3rd occurrence: one day suspension
  - 4th occurrence: three day suspension
  - 5th occurrence: termination from the program

After the third occurrence the Inclusion Manager may work with the family to create strategies and a possible inclusion plan for the child.

## **Behavior Intervention Strategies**

- Redirection to correct the behavior, staff/child discussion on the behavior and why it is not acceptable.
- If behaviors continue, staff will continue to redirect and a written report will be filled out and a copy will be given to you.
- If corrective techniques are unsuccessful, you will be called for a conference concerning your child's behavior. An Inclusion Plan may be written and implemented at this point.
- If corrective techniques are still unsuccessful, child care may be suspended or terminated.



# BEHAVIOR GUIDELINES

## **Bullying Prohibition Procedure**

A safe and civil environment is needed for participants to learn, grow, explore and develop healthy human relationships. Bullying, violent or disruptive behavior interferes with participants' ability to learn and staffs' ability to educate participants in a safe environment. The purpose of this procedure is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. See District 197 School Board Policy 514 for full details: [www.isd197.org/district/school-board/policy-manual](http://www.isd197.org/district/school-board/policy-manual)

The SAC staff cannot monitor the activities of participants at all times and eliminate all incidents of bullying between participants. However, when such conduct affects the programming, environment, rights and welfare of its participants is noticed, SAC will take action to investigate, respond, remediate, and discipline acts of bullying which have not been successfully prevented.

## **Serving Children with Special Needs**

We do not provide 1:1 support for students. If your child receives 1:1 support in the classroom or has an IEP, you will be required to complete *Intake and Release of Information Forms* prior to their start date. This information helps us determine if SAC can appropriately support your child.

If we are unaware of a child's special needs, and those needs significantly impact the child's success in the program, your child care may be put on hold until an appropriate level of support can be arranged. Information regarding your child's needs will not prohibit their enrollment unless it is determined they will need significant assistance beyond our program capabilities.

A child's start date may be delayed so we can hire additional staff with the skills necessary to meet your child's needs.

# SUSPENSIONS/DISMISSALS/GRIEVANCES

## **Suspension Procedure**

SAC reserves the right to suspend care of your child for various reasons including but not limited to: physical violence, possession of a weapon, and continued disrespectful behavior. Suspension can range from 1-5 days depending on the severity of the conduct and in accordance with SAC program procedures and district procedures. There is no reduction in fees for absence due to suspension.

## **Dismissal from the Program**

Dismissal from the SAC program could result if:

- The staff determines that the program cannot meet the needs of the child.

- The parent/guardian refuses to follow program procedures.

- Fees are not paid.

- District procedures are not followed.

Depending on the severity of the conduct and in accordance with program and district procedures, immediate suspension/expulsion from the program may be warranted.

## **Grievances**

If you have any questions/concerns about the program please follow these steps:

**Step 1:** Talk with your site supervisor.

**Step 2:** If you are unable to resolve your questions/concerns, contact the Coordinator.

These numbers are listed on page 5.

## **Tax Statements**

**The TAX ID number for  
District 197 SAC is  
41-6007628**

**Year-end tax statements  
can be accessed at  
[tridistrict.ce.eleyo.com](http://tridistrict.ce.eleyo.com)**