



PACERS

School Age Child Care Parent Handbook

Rev. 04/01/2023

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Delaware Pacer School Age Child Care (SACC)

Mission, Philosophy & Goals

Delaware City Schools Mission & Vision

Delaware City Schools will promote a culture of excellence that engages and empowers students and staff to embrace the challenges of our global society.
We will build on our traditions, respect our diversity, and partner for a strong community.

School Age Child Care Mission & Philosophy

We embrace, support, and align with the mission of Delaware City Schools by offering engaging, innovative programming provided by qualified and caring employees in an environment where all students feel safe and welcome.

Our curriculum approach is influenced by the Science of Learning and Development (SoLD).
We embrace a holistic approach to learning and endeavor to provide a program that exemplifies the best practices for our field.

- We believe that children thrive when they feel safe, supported, connected, valued, and engaged.
- We believe that every child needs strong, trusting relationships to learn and develop.
- We believe that learning happens in many unique ways, both formal and informal, and that academic and social skill development is supported by fostering exploration, decision-making, and problem-solving.
- We believe that every individual is a unique and valuable asset to the afterschool community and we develop relationships with children and families based on trust, respect, and acceptance.

Goals

1. Provide positive developmental relationships.
2. Ensure environments that are filled with safety and belonging.
3. Recognize, value, and appreciate diversity and strive for equity and inclusion in our curriculum, environments, policies, and practices.
4. Create opportunities for rich learning experiences and knowledge development.
5. Support the development of 21st Century skills, habits, and mindsets.
6. Create, value, and participate in integrated support systems.

Contact Information

SACC Leadership Team:

- Pamela S. Steurer, Director of SACC & Community Programs
- Beth McDaniel, SACC Assistant Director
- Brindi Hellinger, Business Specialist
- Brooke Decker, Grants Coordinator - 21st Century Community Learning Centers

Administrative Office:

Willis Education Center
74 West William St., Room 104B
Delaware, Ohio 43015

P: (740) 833-1853
E: SACC@delawarecityschools.net

Office Hours: 8:00 am-4:00 pm weekdays

Licensing

The SACC Program is licensed by the Ohio Department of Education as a childcare center. Our programs meet or exceed all regulations established by the Department of Education and Delaware City Schools School Board Policies. For more information on ODE SACC Licensing Rules, visit

<http://education.ohio.gov/Topics/Early-Learning/School-Age-Child-Care-Licensing>.

Relationship to the District

The SACC program is fiscally self-sufficient, owned by the Delaware City School Board, but operating as a non-profit business within the public school setting. Operating funds for staffing, supplies, transportation, and other expenses are generated through tuition and fees paid by parents who use program services. Other program funding sources include the Ohio Department of Job and Family Services Publicly Funded Child Care (PFCC) Reimbursement, third-party payments from area service agencies, grants, community, and private donations. No Delaware City Schools tax income is used to support the SACC program. The SACC Program pays usage fees to the District in exchange for space, utilities, janitorial support, administrative, and fiscal support.

Program Information

Enrollment Criteria

- The school year program serves students who live within the attendance boundaries of Delaware City Schools and attend Delaware City Schools or an associated non-public institution (ex: private or charter schools). If a student attends a non-public institution and wishes to attend Pacer SACC, the parent or guardian is responsible for arranging transportation to the program.
- The Summer SACC program is able to serve students who live outside of the Delaware City Schools attendance boundaries.
- The elementary school year SACC program serves children who are enrolled in Kindergarten through grade 5. The middle school program serves students enrolled in 6th, 7th, and 8th grades.

- The elementary summer programs serve students who have completed Kindergarten through grade 4. The middle school summer program (if available) serves students who have completed grades 5, 6 and 7.
- All programs are offered on a first-come, first-served basis. Current enrolled families receive priority registration opportunities before registration is opened to the public.
- Tuition payments are due the Friday before the week of care. Pacer SACC accepts Publicly Funded Child Care (PFCC) for families with an open, authorized case with the Ohio Department of Job and Family Services. Alternate tuition assistance may be available for families who do not qualify for PFCC. More information on tuition rates, payment information, and tuition assistance can be found later in this handbook.
- Pacer SACC school year and summer programs operate as choice-based, large-group care programs with 15 or more students for each childcare staff member. The programs are facilitated in the cafeteria/commons and gym
- All children, parents, guardians, and family members must be willing to abide by the expectations and policies outlined in this handbook.

Registration Process

Registration for all Pacer SACC programs is completed through our online registration portal. Visit our website at <https://www.dcs.k12.oh.us/page/220> and click on Enrollment and Registration for program details and to access the registration system.

Families who need access to a computer to complete registration, or who would like assistance with completing a registration may contact the SACC Office at (740) 833-1853 for assistance.

Curriculum

Our curriculum is based on the Science of Learning and Development (SoLD), a research-based foundation that focuses on equitable whole-child program design. A copy of the SoLD Design Principles can be found at each program location. Our programs also incorporate each school's Positive Behavioral Interventions and Supports (PBIS) plan into our programs.

Program staff align planned activities to Ohio's Learning Standards. Alignment is typically completed for age bands K-2, 3-5, and 6-8 to ensure a variety of developmentally appropriate activities for all participants. Aligned standards are indicated on the weekly activity plan and posted at the program site. Our curriculum is designed to ensure alignment with the school day by ensuring that time, space, and support for academic enrichment is available for all students.

Afterschool and summer learning programs are a unique setting where youth can connect to positive adult mentors, feel safe to try new things, and have the opportunity to acquire new skills and develop mastery in an area. They help to develop the critical social and emotional skills that help create happier, more engaged, and more productive citizens. The Ohio State Board of Education has adopted social-emotional learning standards that provide a continuum of development across five competencies: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision-Making. A copy of the standards is available at every location and weekly "positive youth development" activities are designed and implemented to support these standards.

Appreciation for Diversity

As a core value of the Pacer School Age Child Care programs, we believe it is important to emphasize the explicit connection between quality child care and inclusion practices. We strive to ensure environments and activities that are representative of each child. We are committed to promoting and supporting a learning community where all people can learn and work together in a safe and secure atmosphere free of fear, bias, discrimination, and other negative treatment. The Pacer SACC program will ensure lessons and activities that are appropriate for each child's development and abilities, and that will support students in developing an appreciation of diversity and a commitment to inclusion.

School Age Child Care (SACC) - School Year Programs

The SACC program offers quality child care services before and after school and during the summer for students in grades Kindergarten through 5th grade at all five district elementary schools.

We offer a Nita M Lowey 21st Century Community Learning Center (CCLC) program at some of our locations during the school year and/or summer. This program is funded through a grant from the Ohio Department of Education. For information about the 21st CCLC programs please visit <https://education.ohio.gov/Topics/Federal-Programs/Programs/21st-Century>. Additional details about this program including locations, hours, and services provided can be found on our website at <https://www.dcs.k12.oh.us/page/237>.

School Year Locations

Carlisle Elementary	(740) 833-1461	Commons
Conger Elementary	(740) 833-1311	Commons
Schultz Elementary	(740) 833-1411	Commons
Smith Elementary	(740) 833-1361	Commons
Woodward Elementary	(740) 833-1611	Commons
Dempsey Middle School DLC 21st CCLC Programs	(740) 833-1824	New Music Wing

Days of Operation

SACC Programs typically begin the first day of school and end on the last day of school. Summer SACC days of operation vary based on building availability. Programs operate Monday – Friday with the exception of school holidays. An All-day SACC program is offered on some days when school is closed. Registration for All Day SACC is separate and optional.

Additional details can be found later in this handbook. An annual calendar can be found on the SACC website at <https://www.dcs.k12.oh.us/page/220>.

Sample Daily Schedule

Below is a sample daily schedule for general operations. A detailed activity plan that lists specific activities, targeted learning objectives, and special events can be found at each program location.

Morning SACC

6:30-7:00	Greet children, variety of choice activities
7:00-8:00	Learning centers
8:00-8:30	Morning snack or breakfast
8:15-8:20	Physical Activity and/or choice activities
8:30 am	Dismissal to class

Afternoon SACC

3:15-3:30	Greet Children, attendance
3:30-4:00	Physical Activity
4:00-4:30	Snack; Large Group
4:30-5:30	Homework Help, enrichment activities, Learning centers
5:30-6:00	Free Play; group games; cleanup
6:00 pm	Program Closes

Summer SACC

Summer SACC Program Description

Pacer SACC is pleased to offer all-day programs during the summer break. Summer SACC programs are held in the selected school buildings and include exciting opportunities such as swimming, field trips, guest speakers, special events, and engaging curriculum activities.

Summer SACC is held in Delaware City school buildings, and the locations vary depending on District building availability.

Families may choose which weeks they plan to attend when registering for the summer program. Families are responsible for tuition fees for all the weeks for which they registered.

Registration usually begins in March. Please visit the SACC website at www.dcs.k12.oh.us/page/220 for details on locations and registration information.

Summer Program Locations

SACC Summer Program Locations are determined on an annual basis prior to summer registration. Please visit our website for summer program locations and contact information.

Summer Days of Operation

The SACC Summer program operates Monday through Friday from 6:30 am to 6:00 pm. The program start and end dates are based on the school calendar. Please visit our website at www.dcs.k12.oh.us/page/220 for current program calendars and information.

Summer SACC Sample Daily Schedule

Below is a sample daily schedule for general operations. You can find a detailed activity plan that lists specific activities, targeted learning objectives, and special events at each program location.

6:30-7:00	Greet children, set-up, quiet activities
7:00-9:00	Morning snack, physical activity, choice activities
9:00-11:00	Theme activities, guest speakers or off site trips/swimming
11:00-1:30	Lunch, group projects, prepare for swimming or off-site activity.
1:30-4:00	Theme activities, guest speakers or off site trips/swimming
4:00-5:15	Return to site, quiet activities or physical activity
5:15-6:00	Clean-up, choice activities

All Day SACC

Pacer SACC offers optional care from 6:30 am until 6:00 pm on many scheduled days when school is not in session (teacher in-service days, conference adjustment days, part of winter and spring breaks, etc), for an additional fee. This program is available for all students currently enrolled in SACC. All Day SACC locations change in order to provide variety, ensure convenient locations for all parents, and enable SACC to support any building improvement efforts of the District.

- Pre-registration is required for All Day SACC. Please watch for notifications of All Day SACC Registration periods at your SACC program.
- A minimum of 20 children must be registered to attend All Day SACC. If fewer than 20 children are registered, the All Day SACC program for that day may be canceled.
- All Day SACC tuition payments are not refundable or applicable to any other All Day SACC dates or regularly scheduled school days.
- Tuition payments must be current in order to be eligible to use All Day SACC.

Please see the Pacer SACC Calendar at your program site or on our website at www.dcs.k12.oh.us/page/220 for All Day SACC dates.

Emergency Cancellations or Delays

School Year:

When Delaware City Schools are closed due to emergency conditions, including severe weather, public emergencies, safety, or building accessibility, SACC may not have access to the school building and may not be able to operate regularly scheduled programs.

- Delays
 - When the school district initiates a two-hour delayed start, the morning SACC program will also operate on a two-hour delay if the building is accessible.
 - If school is resumed after a morning delay, the afternoon SACC program will operate as scheduled.
 - If school should be canceled for the day after students have arrived at the SACC Program, parents/guardians will need to make arrangements to pick up their student from SACC as the program will then close.
- Early Release
 - When school is dismissed early the afternoon SACC program will not operate. The school will dismiss children from school according to the information parents/guardians have provided the school office on the Emergency Card. The

SACC Program may NOT be listed on the school Emergency Card as an emergency release contact.

- Closing
 - If school is closed for the entire day, the SACC Program will not operate on that day.

Summer:

There may be emergency incidents that would prevent the summer program from operating due to building unavailability, natural disasters, or unsafe conditions such as a gas leak. Should the Summer SACC Program need to close, parents will receive an email or text and the notice will also be posted on the SACC Parent Gateway at www.ezchildtrack.com/PacerSACC/Parent.

Arrival & Departure

In order to ensure each student's safety, expectations for arrival and departure are identified below.

- Parents/guardians, or other authorized persons, are required to complete the sign-in and sign-out process. All authorized persons must be at least 16 years old.
- A child may not arrive to or leave the program alone.
- Children may not be dropped off at the entrance of the building or be sent inside alone.
- A child will not be released to anyone other than the custodial parent, guardian, or a person authorized by the parent/guardian on the registration form or in writing.
- Parents/guardians and authorized persons should be prepared to show identification each time they pick up a child from SACC.
- Program staff are unable to release a child to anyone they suspect is under the influence of alcohol or other substances. Program staff will work with the parent to identify a safe method for transporting the child home. If the parent/guardian or other person refuses discussion or assistance, staff will inform the parent/guardian that if she/he leaves the program area with the child the police will be notified with the name and license number (if available) of the driver suspected to be impaired.

Late Pick Up

SACC Programs are licensed to operate between 6:30 am and 6:00 pm. Children/youth may not be brought to SACC before 6:30 am and must be picked up by 6:00 pm.

- Please call your SACC Site as soon as you know that you may be late.
- Children must be picked up by 6:00 p.m. according to the clock at the program site. Please allow sufficient time to pick up your child, considering traffic, road conditions, and delays.
- A late pick-up fee will be assessed for pick ups occurring after 6:00 pm.
- Failure to pick up a child by the program closing time may result in additional fees as indicated in the Tuition and Program Costs section of this handbook. Repeated late pickups may result in the termination of services.
- In the event that a parent/guardian or emergency contact person does not pick up the child within one-half hour of the program closing time, and no contact has been made with the site staff to explain the delay, staff shall assume that a personal crisis or emergency has occurred. The local police department may be contacted to assist in a

plan for locating the parent/guardian or emergency contact persons. The Delaware County Department of Children's Services may also be contacted.

- Late fees are payable upon arrival or may be included with the next regular tuition payment.

In the case of special custody situations, if a parent is restricted from seeing or taking a child, legal custody or restraining orders must be on file with SACC. We cannot restrict a biological parent from a child without legal documentation.

Special Activities

Parents may give permission for their children to go to afterschool clubs or events, work with a teacher, or participate in other events after school by completing a routine trip permission form. Please see your SACC Site Manager for this form.

Absences & Withdrawals

Regular and consistent attendance in afterschool programs has proven to offer a wide range of benefits for students. However, there may be times when your student is unable to attend the SACC program.

Reporting a Child's Absence

At Pacer SACC, your child's safety is our primary goal.

- Parents must notify the child's SACC location - *in addition to notifying the school office* - when a child is absent.
- If the parent calls the site phone number and does not get an answer, they should leave a message with complete information including the parent's name, child's name, date, and session (AM or PM or both) that child will be absent. Parents will also be able to leave a written notice of planned absences at the Parent Table at their child's SACC site.
- *Morning SACC*: If a child who is scheduled to attend the morning session does not arrive, it is assumed that the parent/guardian has chosen not to bring the child to the program that morning.
- *Afternoon SACC*: Unless notified in advance by the parent/guardian, all children scheduled for the afternoon session are expected. Attendance is taken as the children enter the program area and again upon departure. If a child is not in attendance the site director/designee will contact the parent/guardian by phone, as well as the other emergency contacts identified on the registration form. If employees are unable to reach the parent/guardian they may do any of the following:
 - Check the school absence list
 - Check with school personnel
 - Contact listed emergency contacts
 - Contact the police

As this process can be time-consuming and removes staff from program duties, please make every effort to report a child's absence in advance. A child tracking fee per incident will be charged for an unreported absence. Recurring unreported absences may result in the termination of services.

No tuition adjustments will be made for absences. If an extended absence is anticipated, parents are welcome to withdraw the child from SACC. Although we will try to accommodate

situations in which children must be withdrawn, SACC cannot guarantee that there will be room available at the SACC site when the child is ready to return.

Withdrawing from SACC

While we hope that your children will be able to participate in the Pacer SACC program for the entire year, if you need to withdraw from the program you must complete the following steps:

- Notify the SACC Office in writing of the withdrawal at least one week before the withdrawal date.
 - Email: SACC@delawarecityschools.net
 - Mail or personally deliver notice to SACC Office: 74 W. William St., Delaware, OH 43015.
 - Fax: (740) 363-0093
- SACC Office must be notified in writing in advance or tuition will continue to accrue on the parent account.

Field Trips

Field trips will always be planned in advance. Parents will be informed and parental permission will be obtained. All children must attend field trips and non-optional activities off school grounds, as no program will operate at the SACC site on these days. SACC does not leave staff on-site when the entire group goes on a field trip. Please be sure to arrive on time for field trips. Late arrival will result in no SACC staff at the program to care for your child.

Tuition & Other Program Costs

Tuition Rates & Registration Fees

Pacer SACC tuition rates are based on an annual tuition fee that is divided into equal weekly payments. Tuition is not prorated based on the number of program days in the week. Some weeks contain more program days than others, but the weekly tuition amount remains the same. There is no tuition adjustment due to holidays, emergency closures, vacations, or child absence. Tuition is paid in advance. Tuition payments are non-refundable and not transferable unless approved by the SACC Administrative Office.

**Tuition rates are subject to Board approval*

Schedule	Hours	Weekly Tuition* (1st Child)	Sibling Discount	Registration Fees <i>due at time of registration</i>
Before School only	6:30 – 8:30 am	\$63.00	\$56.70	\$45 per family
After School only	3:15 – 6:00 pm	\$63.00	\$56.70	\$45 per family
Before and After school	6:30 – 8:30 am & 3:15 – 6:00 pm	\$85.00	\$76.50	\$45 per family
Summer SACC	6:30 am - 6:00 pm	\$160	N/A	\$45 per child
All Day SACC <i>Optional service offered on many days when school is not in session. Must pre-register online through the SACC Parent Gateway.</i>	6:30 am - 6:00 pm	\$35.00 / day	N/A	N/A

Other Fees

Fee	Description	Rate
Late Pickup Fee	The SACC program is licensed to operate until 6:00 pm. Parents/guardians who pick up their children after 6:00 pm will receive a late pickup fee. Recurrent late pickups may result in increased fees, suspension, or termination of services.	\$5 per family for every 5 minutes or any part of 5 minutes that the parent/guardian/ designee is late picking up the children.
Child Tracking Fee	Parents/Guardians are responsible for notifying their SACC Program, in addition to the school, in the event that a child will be absent. If a child does not arrive at SACC when expected, staff must attempt to contact parents/guardians/ emergency contacts and school personnel in an effort to ensure the child's safety. A fee is assessed for each incident that a SACC staff member needs to track a child's location. Recurrent late pick-ups may result in increased fees, suspension, or termination of services.	\$10 per incident

Discounts

Only one discount per child/family will be applied, and therefore the largest available discount will be offered.

- **Sibling Discount** - Additional children enrolled under the same Primary Account Holder may be eligible for a **10% sibling discount**. The discount applies to the lowest tuition rate or the younger children if enrollment is the same. This discount is currently only available during the school year.

- **Delaware City Schools** employees and Board of Education members are eligible for a 5% tuition discount. This discount applies to the regular school year and summer tuition rates. It does not apply to All Day SACC or other special event fees. Please contact the SACC office to verify employment and receive this discount.
- **Pacer SACC Sliding Fee Discount** - this discount may be available for families who are not eligible for PFCC, but who fall within eligible income guidelines. An application and supporting documents must be submitted. The application can be found on the SACC website under the Tuition Information menu. For more information on this discount, please contact the SACC office at (740) 833-1853.

State Child Care Financial Assistance (PFCC)

Delaware Pacer SACC accepts Publicly Funded Childcare (PFCC) for families that qualify. Parents who are working or in school can apply for childcare tuition assistance by contacting Delaware County Department of Job and Family Services. Parents may be required to contribute a co-pay towards the subsidized childcare services that is paid directly to Delaware SACC. Please see the section on Publicly Funded Child Care later in this handbook for details on PFCC requirements.

Payment Due Dates

Tuition payments are paid in advance and are due the **Friday before the week of service.**

Late payment of tuition will result in an account being marked “delinquent” in the SACC online Parent Portal. If the account is not made current within 7 days, the account will be “suspended” and the student will not be able to return to SACC until the outstanding balance is paid in full. Primary Account Holders of delinquent and suspended accounts will receive a statement via their registered email address. The statement will detail charges and credits to the account and will identify the amount that must be paid in order for the student to return. A student’s return to the program after termination due to unpaid tuition is dependent upon space availability at the program site and is not guaranteed.

Tuition Policies

- Tuition must be paid in advance (due Friday for care the following week)
- Payment must be current for children to continue attending the program. **If the tuition account balance becomes more than 10 days past due, the child(ren) will not be admitted back into the program until the balance is paid in full or a reasonable payment agreement has been made and maintained.** Payment arrangements can be made by calling the Pacer SACC office at (740) 833-1853.
- Parents with separate custody or payment arrangements are encouraged to set up “split accounts” for tuition payment by calling (740) 833-1853.
- Families that leave the program owing tuition or fees will not be readmitted until the past due amount has been paid in full.
- Families that leave the program owing tuition or fees may be readmitted when tuition is paid, up to two incidents. Families with a pattern of leaving the program while owing tuition more than twice will not be admitted to any SACC program a third time.
- All readmission to the program is dependent on the availability of program space.

Payment Methods

1. **AutoPay:** The easiest and most convenient method of tuition payment, signing up for AutoPay in your SACC Parent Gateway means you never have to remember a check or get a money order printed, and your tuition is paid automatically using the credit or debit card you choose. Signing up is easy and secure and can be done at any time by logging in to the SACC Parent Gateway at www.ezchildtrack.com/pacersacc/parent.
2. **Click to Pay:** An easy and secure way to make a tuition payment, families may log on to their SACC Parent Gateway and click “Pay Now” to make an online payment using a credit or debit card. There is no fee for this payment option.
3. **Check or Money Order:** Checks and Money Orders may be dropped off at your child’s SACC site during program hours, or at the SACC Business office at the Willis Education Center between the hours of 8:00 am and 4:00 pm.

Please Note: Families who wish to pay by cash may do so *only* by dropping their payment off at the SACC Business Office in the Willis Education Center. This will minimize the risk of loss, and your payment can be applied to your account immediately.

Tuition Statements, Receipts, and Tax Statements

Account statements, receipts, and flex spending account documentation is available any time by logging in to the SACC Parent Gateway at www.ezchildtrack.com/pacersacc/parent.

Tax Statements will be published to the SACC Parent Gateway no later than the last business day of January.

Returned Checks

By Board policy, all checks and money orders paid to the SACC Program must be deposited within 24 hours from the time that it is received in the SACC Office. Post-dated checks are not accepted and will be deposited in accordance with the Board’s 24-hour policy. Checks returned for insufficient funds will prompt the program to notify the Parent/Guardian. Payment for the returned check must be made directly to the SACC Administrative office by money order or cash within one (1) week of the notice.

If a second check is returned for insufficient funds, all future SACC tuition payments must be made by money order or by online payment services. SACC Program services will be suspended until the account is made current. *Please Note:* Your banking institution may charge a fee for returned checks.

Publicly Funded Child Care (PFCC)

Financial assistance for child care may be available through the Ohio Department of Job and Family Services (ODJFS), through your county JFS, for those who qualify.

Parents/guardians who wish to use Publicly Funded Child Care (PFCC) for child care tuition must complete the following to participate in the program:

1. Apply through the Ohio Department of Job and Family Services for child care assistance (PFCC). Applications are submitted online at <https://ssp.benefits.ohio.gov>.
2. Complete Pacer SACC Registration at www.dcs.k12.oh.us/page/220
3. Receive authorization for PFCC from the County JFS.
4. Pay the first week's co-payment as determined by JFS, if applicable.
5. Families who wish to enroll prior to receipt of JFS authorization may do so at standard Pacer SACC tuition rates and fees. Once authorization is received from JFS any available credit will be applied to the parent's account.

The State of Ohio utilizes an entirely electronic method of tracking child care attendance for PFCC, called the TAP (Time, Attendance and Payment) system. As your chosen Provider, Delaware Pacer SACC requires that you, the "Sponsor", follow the program policies as described below.

TAP Accounts

- "Sponsors" are parents/guardians and any authorized contact person on a child's account.
- Sponsors are responsible for submitting an application and all required supporting documents to the Delaware County Department of Job and Family Services office. The County then has up to 30 days to process the application and issue an authorization or a denial.
- If a Sponsor wishes to enroll their student prior to receiving authorization from the County, they may do so at standard Pacer SACC tuition rates and fees.
- Sponsors are responsible for ensuring that they allow enough time on their student's first day to work with the Site Manager to set up their account and PIN. SACC staff (providers) are not permitted to store, hold, use or otherwise take responsibility for a sponsor's PIN.
- Each Sponsor on a child's account will have to set up their own account and PIN in order to sign the child in and out of the program.
- Students are not permitted to use the TAP system.
- For more information please visit <https://ohiocctap.info/caretakers/quick-reference-cards-qrcs-for-caretakers-sponsors/ndersign-qrcs-for-caretakers-and-sponsors/>

TAP Procedures and Policies

- Sponsors are required to TAP both in and out every day their child attends a SACC program.
- Sponsors who do not TAP their child in and out will not be permitted to leave their child at the program site until all missed TAPs are corrected.
- Sponsors are responsible for updating any TAPs that are in error or were missed by the next day of program operations, regardless of the student's attendance on that day.

- Cooperation with program staff is essential. Any delays or refusals in completing, updating, or correcting transactions may result in the termination of services.
- All Sponsors (parents, guardians, authorized persons) are responsible for ensuring that they are aware of and prepared to use the TAP System when dropping off or picking up a child.
- Sponsors are responsible for also completing the regular SACC sign-in/out process daily, in addition to the TAP process.
- Sponsors of children attending the Summer SACC Program must change their authorization to the Summer site they plan to attend by contacting their JFS caseworkers. Authorization must be changed back to the school the child attends in the fall prior to school starting.

Co-Pay Policy & Program Fees

- Sponsors are responsible for making weekly co-pays in compliance with the payment policies of ODJFS (Ohio Department of Job and Family Services) and as outlined in the SACC Parent Handbook. Weekly co-pays are due even if the child is absent from the program.
- Weekly co-payments follow the same payment schedule as tuition payments.
- Sponsor co-pays are determined by ODJFS. Any questions regarding the co-pay amounts should be directed to the county JFS office.
- Children must attend the program for a minimum of 7 hours per week. Hourly care (less than 7 hours per week) is not currently offered at SACC.
- Children who are enrolled in both the morning and afternoon programs are expected to regularly attend both morning and afternoon sessions. Failure to regularly attend both morning and afternoon sessions could result in removal from whichever session is not regularly attended.
- Sponsors are responsible for all other fees, such as late pick-up and tracking fees, as identified in this handbook.

Absences

- The County JFS Child Care Assistance Program allows for up to 20 absences in a six-month period (January-June and July - December). These absences count for both excused and unexcused absences.
- Absences in excess of this amount may result in additional fees, suspension, or termination of services.
- Any student who has been absent for 10 consecutive days with no contact from the family will be disenrolled from the program. A parent may re-enroll the student at a later time, however, SACC cannot guarantee that space will be available in the desired program.

Failure to follow the policies listed may result in the termination of childcare services for publicly funded families.

Behavior Guidance & Management

The Pacer SACC program environment is one where a large number of students of varying ages are participating in a wide variety of activities, often in one or two large spaces. The program is based on student choice and typically students will choose from among 4-5 activities for any time period. The environment can be loud and is often very stimulating and exciting.

Expected Behavior at SACC

Program staff will discuss the following behavior expectations with all children. We appreciate your assistance in reinforcing the importance of safe, respectful, and appropriate behaviors.

1. **I will take care of myself:** I will make good choices and speak up if I need help.
2. **I will take care of others:** I will treat my friends and teachers kindly. I will listen to my teachers. I will not hurt others. I will not be a bully and will stand up for others that are being bullied.
3. **I will take care of the space:** I will use the toys, games and equipment with respect, clean up after myself and take care of the school building and playground.
4. **I will have good sportsmanship:** I will play by the rules and try not to argue. I will follow directions. I will encourage my teammates and ask everyone to play. I will win without gloating – I don't rub it in. I lose without complaining – no hard feelings.
5. **No weapons:** Weapons of any kind are not allowed at school or SACC. This includes violent toys and any object that is a facsimile of a real weapon. Any use of articles designed for other purposes (i.e. pencils, scissors, etc.) to inflict bodily harm and/or intimidate others will be treated as the possession and use of a weapon.

Program Activities

Program staff plan activities with input from children/youth, parents, and staff members. Activities planned are done so according to best practice standards and student interests and include choices that are age and developmentally-appropriate. To support each child's ongoing learning and development, most activities are also aligned to Ohio's Learning Standards. Participation will be according to student selection most of the time. However, there will be activities planned that children may be expected to participate in, such as homework time, whole group activities, special speakers, guests, or field trips. The extent of their participation will depend on their interest and developmental level.

Cell Phones & Electronic Devices

Pacer SACC recognizes the excitement students feel as well as the potential educational benefits of electronic devices such as tablets, Chromebooks, cell phones, and wearable tech (smart watches or glasses). Students are permitted to use these devices ONLY during identified days and times and only as long as the use is not disruptive to the activities in the program. Please see your site manager for information on when electronic devices may be used at your SACC program.

Parents should not rely on cell phones as a method of communication with their child while the child is in the program. The best way to reach your child is by calling the program directly (please see program information at the beginning of this handbook for phone numbers).

Wearable tech may be worn by students during program hours, but may not be used for making or placing phone calls or texts without permission from SACC staff.

Electronic devices that connect to the internet must use the district student access wifi. Inappropriate use of electronic devices will result in the removal of that device from the student and a requested conference with the parent/guardian of the student.

Students may NOT use electronic devices to take pictures, videos, or audio recordings of other students or staff in the program, even if the other student gives permission.

The Delaware Pacer SACC Program is not responsible for the loss or damage of any electronic device a student brings to the program. Please be sure to label all items with the student's name.

Personal Items from Home

Students are discouraged from bringing toys from home except for identified occasions such as "share days". Pacer SACC is not responsible for the loss or damage of items brought from home.

Students may not ride their bicycles, rollerblades, skateboards, or scooters on school grounds during SACC hours unless a special activity is planned.

Code of Conduct

All students are expected to abide by the Code of Conduct for their school. The Code of Conduct may be found on the district website (www.dcs.k12.oh.us) in the "Handbook" section for each school.

Disciplinary Process

The Pacer SACC program policy of discipline is one that teaches and promotes self-control and builds self-esteem. Our hope is that each child will learn self-discipline through careful guidance and reinforcement of positive behavior. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and positive redirection will be used. Pacer SACC staff strive to support students as they learn and develop their social skills. We encourage our students to express themselves by talking and explaining their wishes and feelings and to develop empathy and respect for others.

Time Outs

A student may be asked to sit for a short time period to give the child a chance to regain control if they are having a difficult time. Timeouts will be age-appropriate in length and done within the program space in view of staff. Staff will have a conversation with each child who takes a time out to ensure the child understands why they were in time out, and to make sure they are feeling better and ready to rejoin the group.

Bullying

Definition: "Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other students; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the other student.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other students; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the other student.

Pacer SACC employees follow the Delaware City Schools Board Policies for investigating and reporting bullying behaviors: (Board Policy 5517.01). Bullying behaviors may result in suspension or termination of services

Prohibited Discipline Techniques

Staff will not impose punishments for failure to eat or toilet accidents. Spanking, hitting and rough handling of the children by staff, volunteers, or parents is strictly prohibited. Discipline shall not be delegated to a child. No physical restraints shall be used to confine a child. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse. Staff will not use withholding of food, water, or bathrooms as a consequence of behavior.

Disciplinary Process

The primary behavior management strategy in all SACC programs is prevention. SACC staff will engage with and actively supervise students and will intervene and redirect them should a situation start to escalate. Pacer SACC enforces natural and logical consequences for behavior whenever possible, striving to support students in developing decision-making and conflict-resolution skills. Separation (time-outs) may be used when a student needs a break and will be situation appropriate and limited to one minute per year of age of the child.

Most behavior incidents are handled immediately on site, however, occasionally the behavior concern is more serious or is repeated and will involve parent notification and/or additional steps.

Written Behavior Notifications are a method of sharing important information about students with their parents/guardians. Notifications can include:

- "Above and Beyond" recognition for positive and helpful behavior,
- "Information" regarding an incident or series of incidents that parents should be aware of, and
- "Concerns", which are incidents of a more severe nature.
 - Concerns will be identified as "major" or "minor".

- Parents/Guardians are encouraged to discuss any “Concern” Behavior Notifications with their SACC Site Manager to assist in developing strategies to prevent the incident from occurring again.
- A student who receives 3 “Major” concerns” may be suspended from the SACC program for three days. A parent meeting is required before the student’s return to ensure that parents and SACC staff are working together to support the student to be successful in our program.
- A student who receives a 4th “Major” concern may have SACC program services terminated for the remainder of the school year.
- In order for a student to re-enroll in the SACC program after having services terminated due to behavioral concerns, a parent meeting must be held and must include the parent/guardian, the SACC Site Manager and/or Administrator, and any additional relevant support personnel including teachers, principals, therapists, etc. Following this meeting, a SACC Administrator will evaluate the plan for the students’ return to ensure the safety of all participants in the SACC program and will notify the parent/guardian of the decision.
- In all cases of suspension or termination of SACC services, Pacer SACC will work with the family to provide 24-hour advance notice whenever possible. In some situations, particularly those involving concern for the safety of the student, other students, or staff advance notice will not be possible.

Immediate Removal

The Delaware City Schools SACC Program reserves the right to immediately remove a SACC participant from the program at any time who poses a continuing danger to property or persons and/or whose behavior presents an ongoing threat of disrupting the safety and well being of any or all members of the program or the community in which the program interacts. The parent/guardian or parent designee will be contacted and asked to remove the student from the program immediately.

After this removal, program services may be suspended for up to three program days without a 24-hour notice. During this time SACC staff and administrators will investigate the incident that prompted the immediate removal. A SACC administrator will make a determination as to whether the student can safely return to the program. The SACC Program does reserve the right to discontinue service if the student has shown that he/she cannot participate in the program without the risk of disrupting the safety and well-being of other program participants and staff.

Suspension of Service

The SACC Program reserves the right to suspend services for a specified period of time as a result of the disciplinary process. The goal of a suspension is to provide time for program staff, parents, and the student to work together to identify and put in place additional strategies for assisting the student so that they are able to be successful in the program. Tuition will not be adjusted due to a temporary suspension of service. A parent conference may be requested at the time of suspension.

Termination of Service

The SACC Program reserves the right to terminate services as a result of the disciplinary process or as a result of the investigation following an immediate removal incident. Tuition

for the service period during which the incident occurs will not be refunded, however, any service periods that have been paid in advance will be refunded to the payee.

Suspension/Expulsion from School

If a student has been suspended or expelled from school, the student may not attend the SACC Program during the duration of the suspension or expulsion.

Health, Wellness, and Nutrition

A person trained in First-Aid, CPR, and Child Abuse/ Neglect Recognition is on duty at all times.

Health Concerns and Illness

A person trained to recognize the common signs of communicable disease or other illness shall greet each child daily as he/she enters the group. The following precautions will be taken for children suspected of having a communicable disease or illness.

Parents/Guardians shall be notified immediately if a child displays any of the symptoms of a possible communicable disease.

A child with any of the following signs or symptoms shall be isolated immediately and must be picked up by a parent/guardian as soon as possible:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine or gray or white stool
- Temperature of one hundred degrees
- Stiff neck
- Untreated infected skin patches
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Vomiting
- Elevated temperature
- Evidence of lice, scabies or other parasitic infestation

A child suspected of having a communicable disease shall be isolated in a portion of the room not being used by other children within sight or hearing of a staff member, made comfortable in a safe environment, and observed every 15 minutes for worsening conditions. Please do not bring children to SACC in the morning if they exhibit any of these signs or symptoms until you have a doctor's verification that your child does not have a communicable disease or illness. Parents need to notify their SACC site within 24 hours if their child has been sent home from school or kept home due to the possibility that the child has a contagious disease.

Child Abuse & Neglect Protection (Board Policy 8462)

The Board of Education and the School Age Child Care Programs are concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Employees are mandated reporters and are bound by Ohio law to immediately report known or suspected child abuse or neglect to local law enforcement or human services agencies. The Ohio Revised Code (ORC) provides immunity from civil or criminal liability for those who make reports in good faith of possible abuse or neglect. The identity of the referral source is

confidential and Children's Services does not release the identification of the referral source to the family.

All SACC employees and administrators must complete at least six (6) hours of in-service training within six (6) months of the date of employment, and a three (3) hour refresher course every three (3) years after.

Please refer to Board Policy 8462 for additional information. All Board Policies may be found on the Delaware City Schools website at www.dcs.k12.oh.us.

Medications

The program staff will administer medication to a child only after the parent/guardian and physician complete a complete Request for Administration of Medication form. All sections must be completed and the medication given to the site manager. All medications (except inhalers with permission) will be stored in a designated area inaccessible to children/youth. Medication may not be stored in the child's backpack or cubby. An ongoing prescription must be renewed every twelve months on the appropriate medication form. Please see your site manager to obtain these forms.

- Prescription medications must be in their original container with the prescription label identifying the child's name and dosage amount. The medication will be administered in accordance with the instructions on the label. Pacer SACC staff will not administer medications that have expired.
- Over-the-counter medications must also be administered in accordance with written instructions provided by a physician on the Request for Administration of Medication form.
- In the event the parent asks program staff to conduct medical procedures, such as breathing treatments, administering inhalers or epi-pens, changing bandages, or any other medical or physical procedure, the parent and physician must complete a Request for Administration of Medication, a Medical Physical Care Plan form, and provide training for staff on how to properly conduct the procedure.

Use of Inhalers for School-Age Child Care Students

School-age children who have been prescribed an inhaler may carry their inhaler on their person provided the following procedures are followed:

- The inhaler has all required prescription information on the label of the inhaler including the child's name and dosage.
- A Request for Medication Administration of Medication Form has been completed
- A Medical/Physical Care Plan Form has been completed.

Ohio's Early and Periodic Screening, Diagnostic & Treatment



fact sheet

OVERVIEW

Healthchek services are required by the federal government. These services include a comprehensive health and developmental history to assess physical and mental health, screenings for potential health problems – including vision, hearing, and dental screenings.

Healthchek also covers:

- » necessary laboratory tests,
- » vaccines,
- » blood lead screening, and
- » health education and nutritional advice.

Providers may make referrals to other health providers for more specialized care. Healthchek services are also available to individuals covered by a Medicaid managed care plan or who are on a Medicaid home and community-based waiver.

Additional Services

If a screening reveals a medical condition, Ohio Medicaid can be billed for any necessary follow-up services provided to treat the child's medical condition.

SEPTEMBER 2014

HEALTHCHEK: OHIO'S EPSDT PROGRAM

Healthchek is Ohio's Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) service package. These are comprehensive and preventative services for babies, kids, and young adults younger than age 21 who are covered by Ohio Medicaid.

A CLOSER LOOK AT HEALTHCHEK IN OHIO

WHEN SHOULD A CHILD GET HEALTHCHEK SERVICES?

Babies should have at least 8 Healthchek exams by their first birthday. Children should have Healthchek exams at 15, 18, 24, and 30 months. After 30 months, one exam per year is recommended until the age of 21.

HEALTHCHEK COORDINATORS

Every county department of job and family services has a coordinator responsible for informing Ohioans covered by Medicaid about available Healthchek services. The person supports the coordination of non-medical Healthchek support services when requests are made.

Examples of these services include:

- » assistance making appointments,
- » transportation,
- » referrals to food pantries, clothing, and heat assistance, and
- » referrals to lead-free housing options.

For a list of Healthchek Coordinators, visit: <http://medicaid.ohio.gov/Healthchek>

HEALTHCHEK PROVIDERS

Any doctor who accepts Medicaid can provide Healthchek services. Individuals can ask their doctors for Healthchek services at their next appointment. Sometimes, a provider may refer a patient for specialized care. Some services may need prior approval.

HEALTHCHEK AND MANAGED CARE

Healthchek services are a part of the benefit package every managed care plan offers its members. Managed care plans and county Healthchek coordinators work together to ensure Healthchek services are available.

PREGNANCY RELATED SERVICES

In many counties, the Pregnancy Related Services (PRS) and Healthchek coordinators are the same. The county's PRS coordinator can explain the importance of Healthchek services to a mother before a baby is born. They can also assist pregnant women with services like arranging transportation, making prenatal appointments and explaining the importance of attending these appointments to increase the likelihood of a healthy pregnancy and a healthy baby.

OHIO DEPARTMENT OF MEDICAID | WWW.MEDICAID.OHIO

Safety

Safety is the highest priority of the SACC program. Many of the program policies and practices are designed to prevent safety concerns. All staff receive training on safe practices and there are staff on-site at all times who have current training in first aid, child abuse recognition, CPR, and communicable diseases. There are regularly scheduled emergency drills; a plan is posted explaining the action to be taken in case of fire or severe weather alerts. Written reports will be filed on all accidents/incidents and a copy will be given to the parent. A telephone is available at each site for emergencies.

Minor Injury or Illness

In the case of a minor accident/injury staff will administer basic first aid. The parent/guardian will receive a written incident report on the day of the incident. If the injury is more serious, first aid will be administered and the parent/guardian will be contacted immediately to assist in deciding an appropriate course of action.

Serious Incident, Injury or Illness

In the case of a serious incident, injury or illness the parent/guardian will be notified immediately. If EMS are contacted and determine that a child should be transported a staff member will accompany the child until the parent arrives and will provide medical personnel with all available health records for the child.

Swimming Safety

Swimming activities will be provided for school age children during the summer program and occasionally, as a special field trip, during the school year. In the summer children are regularly scheduled to swim on the same day/s of the week at the same time. Dates, times, and pool locations are posted on the parent information board at each summer program site. Children who do not choose to swim will be offered alternative activities at the pool. SACC staff and certified lifeguards at the swimming facility will supervise all swimming field trips and water play events. Staff will be assigned a designated area of the pool to monitor for safety. The staff/child ratio for any swimming activity is 1:15 or less, depending on pool requirements. Lifeguards are not included in the ratio.

A permission form must be signed by the parent/guardian to allow a child to participate in any swimming activity. The child's swimming level must be indicated on the permission form.

The following will apply:

- Please mark all personal items with your child's name and site
- Sharing of personal items (suits, towels, brushes, combs, sunblock, etc) is not permitted.
- On swim days, children must have a swimsuit, sunblock, and a towel. Children who do not have a swimsuit will not be permitted to swim. Please contact the SACC office for resources if you are unable to purchase a swimsuit for your child.
- Money for snacks and game machines at the pool is not permitted.
- We suggest that all children bring a personal water bottle to the pool for easy access to water.
- Children must obey all the Mingo Park pool rules and employees at all times.
- All facilities used by SACC for swimming will be approved and supervised by local authorities.
- Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as Lifeguards or Water Safety Instructors by the American Red Cross, YMCA, or an equivalent Water Safety Program.

Sunscreen and Insect Repellent

We are always concerned about the children's health and safety. Since many of our summer activities take place outdoors, we want to ensure that all children are protected from sunburn. Please help us to protect your child, and ensure that your child has a bottle of sunscreen at Pacer Summer SACC at all times. SACC staff will encourage your child to apply his/her sunscreen any time that they will be exposed for long periods of time to the sun.

- All children enrolled in the Summer SACC Program must bring one bottle of sunscreen on the first day of the program. Students may choose to bring non-toxic insect repellents that will be managed the same as sunscreen.

- The SACC staff will label each child's bottle with their name. This bottle will be kept at SACC for the remainder of the summer. We will let you know if the bottle runs out and we need another one.
- SACC staff are not permitted to apply, or ask a child to apply, sunscreen that was not provided by the parent.
- Children will not be allowed to apply their personal sunscreen to another child.
- SACC will not be responsible if a child does not have any sunscreen and sunburns.
- SACC staff will not provide sunscreen and apply it to any child.
- There is no guarantee of an area at Jack Florance Pool that offers shelter from the sun. Children are permitted to bring a t-shirt or swim shirt to wear in the pool as additional protection from the sun.

Field Trips

Pacer SACC offers field trips throughout the year and during the summer to offer enrichment, enhance learning opportunities and provide new experiences. When your site is scheduled to go on a field trip, it is important for your child to arrive at least one-half hour before the scheduled departure time and for you to report your child absent if he or she will not attend on this day.

Transportation for field trips will be provided by Delaware City Schools Transportation Department, or by a private transportation service. Before departing the program site and after getting on the bus, a count will be taken of all the children. This count will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the program site. During the course of the field trip, each staff member will have specific children that they are responsible for supervising and will conduct frequent headcounts to assure the safety of the children in their care.

The following will be available on all field trips:

- A First Aid kit.
- The emergency transportation authorization for each child.
- The health record of each child.
- A record listing each child on the field trip

Each child will have identification attached showing the SACC Program's address and telephone number to call in the event a child is separated from the group.

Routine Trips

Transportation for routine trips, if needed, will be provided by Delaware City Schools Transportation Department or by a private transportation service. Safety procedures for routine trips are the same as those listed for field trips.

**There is no option for care at the program site during the time of a trip.
Written permission is required from parents for all trips.**

Lunches, Snacks & Nutrition Information

Nutritious snacks are offered in both morning and afternoon sessions. Snacks consist of at least two items from two different food groups. Menus are posted on the Parent Information Board at each site. If needed, nutritious snacks or breakfast items may be brought from home as a supplement to the foods offered. Refrigeration and microwaves are not available for storage or preparation of food brought from home.

Meal Requirements

Parents are responsible for providing children with a nutritious lunch on all All Day SACC and Summer Program days. All foods served at the program follow the USDA Child and Adult Care Food Program guidelines.

Nutritional Information for Lunches

Lunches brought from home during our Summer and All Day SACC programs must consist of nutritious food from the following food groups: (minimum portion for 5-12 year old)

- Protein (2 oz.)
- Grain (1 slice or $\frac{3}{4}$ cup)
- 2 servings of fruits & vegetables ($\frac{3}{4}$ cup)
- Dairy (1 cup fluid milk)

All food items must be stored in a lunch box/bag with your child's name. Please be sure to include ice packs if foods need to be kept cold. Refrigerators and microwaves are not available for storing or heating lunches.

If a child arrives without lunch, or if their lunch does not meet the nutritional requirements, SACC may contact the parent/guardian to return with a lunch or make arrangements to provide one.

Food Supplements and Modified Diets

If a child requires a food supplement or modified diet, written information from the physician is needed and parents are asked to provide the supplement or foods that are appropriate for the child.

Parent Opportunities and Expectations

Parents are always welcome to visit the Pacer SACC sites and are encouraged to participate in all SACC activities. SACC exists to support Delaware City Schools families meet their needs for safe, supportive, and enriching child care. SACC recognizes the need for mutual support between the SACC program, the family, and the school day in order to provide the best environment for Delaware students.

Many opportunities for parent participation are available throughout the year. Some ways parents may participate include:

- Participate in field trips
- Visit the program as a special guest to share a favorite talent or topic with the children
- Complete an annual parent survey, and provide feedback to program staff on an ongoing basis.
- Parents are encouraged to help transition their children from SACC to home by joining them in the conclusion of a current activity or help with clean up of the child's area.

- Informal staff/parent communication at sign-out.

Pacer SACC Programs will hold parent events during the year. Events may include family breakfasts, special activities, performances, and carnivals, among others. These events are special days for our students and we strongly encourage parents to participate whenever possible.

Parent Responsibilities

Parent/guardian contributions in maintaining the peace and cooperative spirit that we strive for in SACC are essential. To accomplish this goal, the parents/guardians in our program have the following responsibilities:

Parents, Guardians, and Persons Authorized to Pick Up will:

- Follow SACC Program Handbook policies and procedures.
- Inform anyone who enters the program, on their behalf, of the Delaware Pacer SACC policies and procedures.
- Ensure respectful communication with staff and children.
- Inform the SACC program if their child will be absent.
- Check parent notices, parent information board, newsletters, and email regularly.
- Communicate with staff on a regular basis. Conferences may be scheduled with the site manager and/or SACC Director at the parent's request.
- Inform the SACC Program of any changes in contact information and address.
- Monitor and be aware of any personal belongings their child may bring to the program from home. Inappropriate items brought from home by a child will be confiscated by SACC staff and returned only to a parent/guardian. SACC staff are not responsible for lost, stolen, or damaged property brought into the program from home. Any questions about what is permitted on site can be addressed with the Site Manager.
- Ensure medications are current (not expired) and that all required paperwork is complete.
- Utilize positive behavior reinforcement when reprimanding their own child while in the program area.
- Only reprimand their own child while in the program area.
- Ensure the safety and supervision of any non-enrolled child accompanying them into the program area.
- Be prepared to show identification when picking up their child.
- Repair or replace any school, SACC or personal property damaged or destroyed by their child.
- Not bring pets into program areas, including the program playground, except for service animals.

Custody Arrangements/Shared Parenting

We recognize that some students have non-married parents or have experienced divorce and/or separation. In order to provide the best possible care for your child it is important that we be able to maintain good relations with all of the significant adults in his/her life. SACC staff are not permitted to prevent a parent from picking up or interacting with a child at SACC without clear, official legal documentation.

Parents must provide:

- Legal court orders identifying custody arrangement (if applicable)
- Legal protective/restraining orders (if applicable)

- Which parent to contact first for general questions and in the event of an emergency
- Whether duplicate program information should be sent to both parents
- Which parent will pick up the child, and on which days

Responsibility for Payment & Split Accounts

By default, the primary parent/guardian listed on the account is the person responsible for tuition payments. Parents who wish to share payment responsibilities may do so by contacting the Pacer SACC office at SACC@delawarecityschools.net to request a “Split” account. A split account enables each parent to have a separate account, with their unique username and password, connected to the same children. Weekly tuition charges may be split as a percentage (50/50 or 80/20 for example) and will be applied to each account holder’s account weekly. Each account holder will also have access to separate statements reflecting the payments that they make, as well as separate statements for tax purposes. Please note that no matter who is responsible for payment, a child cannot continue to attend the program if an unpaid balance remains on the account beyond 10 days.

Non-Discrimination Policy

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such, the Pacer SACC Program does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its employment practices, programs or activities. Pacer SACC supports and adheres to the Board policy on Non-Discrimination (Board Policy 2260), which can be found on the District’s website: www.dcs.k12.oh.us.

Special Needs Policy

Children with special needs are welcome to participate in the SACC program. Registration policies and procedures apply equally to all children. To ensure optimal care for students with special needs, SACC requests that parents share all pertinent information regarding the student’s needs prior to enrollment. This could include information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances. IEP or 504 plans may be shared to enhance collaboration and consistency between the school day and the SACC program.

SACC staff and Administration welcome the opportunity to serve as part of a team of providers (parents, teachers, caseworkers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth). SACC or any other team member would request that this team meet before the first day of enrollment and as needed during the program. All information shared with program staff or contained in program files will remain confidential.

All efforts and reasonable program accommodations will be made to meet the needs of the children enrolled in the SACC Program unless those accommodations would pose an undue financial burden on the program or would alter the fundamental nature of the program. The SACC program serves children in a large group child care setting. The programs are held in large open spaces with bright lights and potentially high volume levels.

The SACC program is not equipped for diapering of school age children. All school age children in the program must be able to solve their own toileting needs. Because of frequent swimming trips, children enrolled in Summer SACC may not wear diapers or pull-ups.

SACC is unable to provide service for children who require one-to-one supervision or assistance on a routine basis.

All children must follow the SACC rules and adhere to the Discipline Policy, and the ability to do so is a qualification for enrollment into the program.

Addressing Concerns

It is our hope that SACC will meet the needs of parents and students through daily communication. If there is a problem that needs further attention, parents should take the following steps:

- Request a formal conference with the Site Manager at the site
- Request further discussion with the SACC Director
- Send a formal letter of complaint to:
Director of School Age Child Care, 74 West William Street, Rm. 104B, Delaware, OH
43015

Program Calendars