

Borough of Milltown
Middlesex County, New Jersey
39 Washington Avenue
Milltown, NJ 08850
732-828-2100 ext. 141

Dear Parents & Guardians:

The Milltown SACC Program is a Before & After School Program developed to meet the needs of Milltown working parents. There are two sites: **Parkview School, Violet Terrace, which is K – 3rd Grade and Joyce Kilmer, West Church Street, which is 4th – 8th Grade.** We will provide an exciting variety of recreational and educational activities designed to meet the needs of the children in a large group setting.

Our staff is highly qualified and meets all of the standards set forth by the Division of Child Protection and Permanency, formerly DYFS, with whom we are licensed. We are all very excited about the activities planned and look forward to meeting you.

The SACC Parent Handbook provides a variety of information regarding the program. ***Please take the time to read these materials and note the important phone numbers and guidelines.***

I have also included within the packet a parent “Quick Reference Sheet” for your convenience.

Please feel free to ask questions of our Program Directors and Managers; they are very knowledgeable of all procedures and policies and will gladly try to answer any questions you may have. If you have further questions regarding SACC Payments or other related business, please direct your calls to me at the SACC Office at any time, 732-828-2100, Ext.141. We truly do appreciate and value parent input.

Thank you and have a great school year!

Sincerely,

Julie F. Petry, Director
Milltown SACC Program

SACC STAFF

PROGRAM DIRECTOR

Julie F. Petry

Assumes responsibility of ensuring all licensing requirements are fulfilled including safety, staffing and program contents. Ensures the needs of the staff as well as the children are met. Meets regularly with staff to promote development of the program and staff training.

SITE DIRECTOR

Manages staff and oversees development and implementation of all activities. Keeps records of all pertinent information regarding the health and safety of the children. The managers will communicate regularly with parents and maintain ongoing contact with the Program Director as well as work directly with the children in all capacities.

ASSISTANT MANAGERS

Assists Program Managers in all areas and works very closely with aides in carrying out job responsibilities. Assist with the development and implementation of activities for the children. The Assistant Manager will assume the role of the Program Manager when either is unavailable.

PROGRAM AIDES

Responsible for implementing plans developed by Managers to provide the children with enriching experiences. Ensure the safety and well being of all children.

Sponsorship

The School Age Childcare Program has been developed, administered and sponsored by the Milltown Department of Recreation.

Licensing

The Milltown SACC Program is licensed by the New Jersey Department of Human Services Bureau of Licensing, Division of Child Protection and Permanency, formerly DYFS, and must comply with all applicable provisions of the Manual of Requirements for Childcare Centers. A copy of the Manual is available for your review at the SACC Office.

Program Philosophy

SACC administration and staff are committed to providing your child with a safe, healthy and happy environment, and to work together with parents to create a successful program. Under the guidelines of DCCP, the Program Director, Program Managers, staff and input from parents and children, have designed a program to be appropriate for the age level and interest of the children enrolled in SACC.

Structure

Administrators and staff will work together to plan activities that promote language development, thinking & problem solving skills, curiosity, exploration, large & small motor muscles, social competence, self-esteem, a positive self-identity, which are relevant to the cultural background of the children and will foster intercultural awareness. We will visit the parks in town and sometimes take trips outside of town. You will be given prior notice of all trips in advance. Please feel free to volunteer to come along as a chaperone on any of our trips.

Through the SACC Curriculum our staff will ensure:

- 1) Your children's social, emotional, intellectual and nutritional needs are met to the best of our abilities and resources, as each child's needs are different.
- 2) Time frames for each activity are geared to the age and developmental level of the children served and is flexible enough to accommodate the spontaneous occurrences or children's suggestions and inquiries;
- 3) Children have opportunities to choose materials and activities freely;
- 4) Children are presented with and encouraged to participate in a mixture of active and quiet experiences;
- 5) Both staff-directed and child selected activities are provided;
- 6) Children are encouraged, but not required, to participate in every group activity;
- 7) Children are provided with the time and space within an area to be apart from the group and to participate in an alternate activity if they choose to do so;
- 8) Children are encouraged to communicate needs freely;
- 9) Children will treat each other, staff members and above all, themselves with respect and will expect the same from their peers and the SACC staff;
- 10) That with their lunch and a healthy snack that we provide, your child's nutritional needs are met;
- 11) Our aim is to ensure a safe, enjoyable and happy environment for your child as well as social enrichment. Your child is our priority at all times.

Enrollment

Children are enrolled for either 3 or 5 days before and/or after school, from the first day of the school year to the last day of the school year. A steady attendance schedule must be adopted to ensure proper planning and staffing and to ensure the safety of the children.

There are no credits or refunds for missed days, vacation days, sick days, etc., this policy is in effect for PER DIEM registrants as well.

Hours of Operation

***Parkview School: 7:00am to Beginning of School Day &
2:45pm (End of the School Day) to 6:00pm
Joyce Kilmer School: 7:00am to Beginning of School Day &
3:00pm (End of the School Day) to 6:00pm
5 days per week***

**Beginning – Thursday, Sept. 6, 2018
Ending – (tentatively) Friday, June 21, 2019**

Absentee Policy

Please notify staff as soon as possible by calling the SACC Site by 7:00am. If you cannot reach the staff, please leave a message on the **SITE PHONE**. Please **do not** call the Recreation Office, for the SACC Site will **NOT** receive the message on time. Please refer to the Policy on the Management of Communicable Diseases if you are unsure of whether you should send your child to SACC.

Tuition & Payment

Tuition may be paid in full for the school year or may be paid monthly. Monthly payment **is due by the 25th of the preceding month**. There is a “grace period” until the 30th of each month; after this period, there will be a **\$15.00 late fee** attached if payments are received past this date. We understand that circumstances can arise; however, the SACC Program is not in a position to carry SACC payments from one month to another. Your child will not be allowed back into the Program until all arrears are paid in full. Please be courteous and prompt with your payment. There will be a \$25.00 charge for returned checks. **It is not up to the parent’s discretion to deduct, change or alter the SACC Payment at any time. Prior authorization must be made through the SACC/Recreation Office ONLY.**

Drop-off & Pick-up Policy

A parent, guardian, or authorized person is required to enter the site building or location and sign the daily attendance sheet when dropping off or picking up a child. Please be sure to fulfill the requirement of submitting the names of those persons who are authorized to drop off or pick up your child as well as those who **ARE NOT ALLOWED BY LAW** to have any contact with your child. Your child will not be released to any person who has not had proper authorization. If you need to designate a new authorized person, please do so by *calling the SACC office* and be sure the person bears a note signed by you, indicating the authorization and date.

- Each child will only be released to an authorized adult, 18 years old and older, with written authorization submitted by the child’s custodial parent(s) or person(s), including name, address and telephone number of the authorized adult.

Please do not drop your child off to SACC before 7:00am, for there will be no admittance to the building before the designated time. The staff needs their time before opening to set up and retrieve phone messages. Be sure to arrive no later than 6:00pm. **There will be a charge of \$15.00 for every 15 minutes you are late past 6:00pm,** (i.e. 6:01pm = \$15.00, 6:16pm = \$30.00). You will receive a Late Slip at the SACC Site and payment is due to the SACC Office within 24 hours. Please allow ample time to ensure you will not have this occur. Our staff thoroughly enjoys spending the day with your child, but at 6:00pm they look forward to getting home to their own families. If an emergency situation occurs and you cannot avoid being late, please call your Emergency Contact person and notify the SACC staff, **at the site**, of the delay. **DO NOT CALL THE SACC OFFICE.** At 6:00pm, we will automatically contact this person ourselves, if we have not heard from the parent. If the emergency contact person cannot be reached and we are unable to contact the parent/guardian, the Milltown Police will then be called. **It is important that you communicate with the SACC Site. Please be sure to keep ALL phone numbers updated and with you at ALL times.**

Daily Planned Activities

Parents will be informed in advance of special activities and trips. Additional permission slips will be required for all activities that take place other than town Parks or the Milltown Library. Our Program Managers will try to alternate special activities, trips and events so that the children that come only 3 days per week or other, have the opportunity to participate in a wide range of activities.

Discipline Policy

The goal of the SACC Program is to create an environment in which children are encouraged to develop an appreciation of their own rights and the rights of others, along with assuming the responsibilities that go together with those rights. Each child is helped to understand the impact of behavior as it might infringe on the rights of others, the need to respect the rights of others and the need to develop an age-appropriate system of self-discipline.

The methods of guidance and discipline used shall be positive; be consistent with the age and developmental needs of the children; and lead to the child's ability to maintain self-control. Children may be removed from a group or activity to another area, provided that the child removed is either under the supervision of another staff member or continuously visible to a staff member. The program staff will ensure that children are made aware of the rules.

When inappropriate behavior is exhibited, it is our policy to employ positive discipline techniques, as opposed to punishment. It is our belief that positive discipline teaches self-esteem while punishment teaches fear. Some of these positive techniques are: redirecting the child to a new activity; providing individualized attention to help the child deal with a particular situation; and using "time-out"-- removing the child for a few minutes, or longer for older children, from the area to an area where they can regain control of their behavior and think about how they could better handle this situation the next time it may occur.

In the event where a child continuously displays inappropriate behavior, which affects the other children in the program or the staff of the program, the following procedures will be followed:

- Disciplinary/Incident/Conduct Report will be filed.
- After ***two*** filed reports a written notice will be sent to the parent by the Program Director and a conference will be scheduled between Site Director & Parent, if needed, (including child when appropriate).
- If a ***third*** reports is filed, a conference will be schedule with Site Director, Parent and Program Director and the child will receive a 3-day suspension from the program.
- If a further incident occurs, a decision will be made regarding the child's ability to function within the structure of the program, which may lead to dismissal from the program.

Medication

There will be **NO MEDICATION**, prescription or non-prescription, administered by any staff member at any time. Parents will need to come to the site and administer medication themselves. Please carefully follow the Policy on the Management of Communicable Diseases.

CELL PHONES/ELECTRONIC EQUIPMENT

Cell Phones, recording devices, radios, Walkman and other solar, battery or electrical powered devices and equipment or the like, must be turned **off** during SACC Hours of operation and stored in backpacks. If a child needs to call home, they may ask the Manager to use the SACC Site phone.

First offense: Item will be taken away from the student and may be picked up at the end of SACC day from the SACC Manager.

Second Offense: Item will be taken away from student and Parent/Guardian must pick up the item from the SACC Manager.

How Can You Help?

You can help make this program a great success by making sure the following are fulfilled:

- All paper work is completed and handed in on time.
- Be ***prompt with your monthly payments*** to avoid late fees.
- Be ***prompt in your drop off and pick up times.***
- Read carefully ***ALL*** information in this booklet and refer to it as needed.
- Note ***ALL*** changes to prior Parent Handbooks.
- Keep a copy of important numbers listed in the Parent Handbook in a place where it could be referred to easily.
- Communicate your child's needs to staff so that they can best supply your child with a safe and happy experience.
- Please do ***NOT*** drop off your child prior to the 7:00am start time for AM SACC. There must be 2 Adult Aids in the APR Room ***BEFORE*** leaving your child. We ask that you ***DO NOT*** have your child walk up alone to the doors or have them walk up with a SACC Aid. Again, it is unknown prior to walking into the APR room whether there are 2 SACC Aids on site. Parents ***MUST*** sign in and sign out their child(ren) each day; AM & PM.
- Upon picking up your child, please be considerate and ***DO NOT*** walk into SACC while on your cell phone. Please finish your call outside or simply call the person back. There may be important information that you may need to read or be told regarding your child. I have instructed my staff not to assist any parent that is on their cell phone while picking up/signing out their child. ***Please be considerate.***

PLEASE CONSIDER DONATING/LENDING ANY OF THE FOLLOWING ITEMS TO THE SACC PROGRAM

Board Games
Legos/Kinex

Puzzles
Movies (G-Rated)

Books
Fabric Scraps

Music CD's
Yarn/Ribbon

Policy on Common Communicable Diseases

Dear SACC Parent / Guardian:

In keeping with New Jersey's Child Care Center licensing requirements, we are obligated to provide you, as the parent/guardian of a child enrolled at our center, with the Policy on Communicable Disease. Each year this is included in our SACC Packets.

I have attached the List of Communicable Diseases for your review. Please read through the information provided and familiarize yourself again with the Reportable and Communicable Diseases.

Please note the Communicable Diseases that are listed below are more commonly seen in children and **require a Doctor's note of clearance, stating child is free and clear of BOTH Lice AND Eggs, in order to return to the Milltown SACC Program.**

Lice –

Lice are tiny insects that live on humans and feed on blood. When a large number of lice live and multiply on a person, it is called an infestation.

Three different kinds of lice live on humans:

Head Lice: are usually found in hair, most often on the back of the neck and behind the ears. Head lice are common in preschool and elementary school-age children. Adults can get them too, especially adults who live or work with children.

Pubic Lice: also called crabs, are usually found in the pubic area. But they may also be found on facial hair, on eyelashes, on eyebrows, in the armpits, on chest hair, and, rarely, on the scalp.

Body Lice: live and lay eggs (nits) in the seams of clothing. The lice are on the body only when they feed.

Chicken Pox

Strep Throat

Coxsackie Virus

Impetigo – highly contagious skin infection

Scabies – skin infestation usually from microscopic mites

If you have any questions regarding the policies of the Milltown SACC Program or the Policy on Communicable Diseases, please contact me at 732-828-2100 ext. 141.

Thank you again for your cooperation in this matter.

Sincerely,
Julie F. Petry, Director
Milltown SACC Program

SACC PARENT QUICK REFERENCE SHEET

- **SACC PHONE NUMBERS**
Parkview School SACC CELL PHONE 732-266-3262
parkviewsacc@gmail.com

Joyce Kilmer School SACC CELL PHONE 732-266-3263
joycekilmersacc@gmail.com

SACC Office Phone 732-828-2100 ext. 141

- Please do not drop your child off to SACC **before 7:00am**, for there will be no admittance to the building before the designated time. This is for the safety of your child.

- Please inform your child's teacher, via a written note, that your child attends AM/PM or both SACC.

- Be sure to arrive no later than 6:00pm to pick up your child. There will be a charge of \$15.00 for every 15 minutes you are late past 6:00pm, i.e. 6:05pm = \$15, 6:16pm = \$30. You will be billed for this payment from the SACC Office.

- Monthly payment *is due by the 25th of the preceding month*. There will be a \$15.00 late fee attached to payments received past the 30th/31st of each month. (includes a 5-day "grace" period). Please be courteous and prompt with your payment. There will be a \$25.00 charge for returned checks.

- Parkview students must bring in an extra change of clothes labeled with their names.

- If your child **WILL NOT** be attending SACC for the day, or if there is any type of change in schedule, you **MUST** call the SACC Site phone at **Joyce Kilmer** and/or **Parkview** and leave a message. **DO NOT call the SCHOOL OFFICE or the SACC OFFICE**. The SACC Managers will **NOT** get the message in time and your child will be considered missing. If this occurs, the SACC Managers have been instructed to contact the emergency numbers listed in your child's records.

- We ask that **ALL SACC** parents inform the SACC Staff at each site if your child is or will be involved in any after school activities such as: girl scouts, school play, Art Club, Band, Homework Club, etc. Please send in a **written note** of your child's schedule change and give to the SACC Managers as well as a copy for your child's homeroom teacher.

- We ask that **ALL SACC** parents inform the SACC Staff at each site if you will be picking your child up directly after school. (This means that your child will *NOT* be attending SACC for that day). We need to account for each child and if you are running late and the SACC staff is not informed of your plans to pick your child up at school, your child will be considered “missing”. We need a written note if there is a change in schedule or if someone else other than those designated in your child’s paperwork, will be picking your child up.
- ***It is NOT up to the parent’s discretion to deduct, change or alter the SACC Payment at any time. Prior authorization must be made through the SACC/Recreation Office ONLY! There are no credits for any missed days due to sickness, vacation or work schedule conflict.***
- At the SACC Program we have a ZERO TOLERANCE policy; that is under no circumstances is the SACC Staff to take verbal or physical abuse from either SACC children or any SACC Parent and vice versa. The staff is required to report any such incidences to the SACC Office ***immediately***. Please keep in mind that this type of behavior ***will not*** be tolerated by any child, parent or SACC Staff. If you have any concerns or issues that need to be addressed regarding the SACC Staff, please contact Julie Petry at the SACC Office @ 732-828-2100 Ext. 141 or jpetry@milltownboro.com
- Please note ***SCHOOL CLOSING/SACC CLOSING Procedures:***

If there is a half-day of school, SACC will be open until 6:00pm.

If there is NO SCHOOL, SACC will be closed.

If there is DELAYED OPENING FOR AM SCHOOL DAY, there will be NO AM SACC.

If there is an emergency closing in the PM, (i.e. snow, emergency dismissal, etc.), there will be **NO PM SACC**; therefore, it is the parent’s responsibility to retrieve your child from school. There will be not be SACC Staff on site to receive your child, so please plan accordingly. We will be sending emails to inform you of any school closings.