



PUTNAM COUNTY
School System
ENGAGE *INSPIRE* ACHIEVE

2023-2024

PARENT HANDBOOK

School Age Care Program

Our Mission: To provide quality child care in an environment that is safe and enriching for each child enrolled.

The Putnam County School Age Care Program (SAC) is a parent-tuition funded group childcare program licensed by the Tennessee Department of Education. The Putnam County Board of Education is the governing body for this program, authorizing use of public school buildings for before and after school childcare, and full day programs during holidays, intersession, and summer vacation.

SAC is an equal access program for students enrolled in Putnam County Schools, ages four through thirteen. The program includes numerous creative and cultural activities including crafts, sports, games, snacks, art, music, and technology. A special time each day will be allotted for homework and homework assistance, if needed. The program is designed to meet the needs of children.

ENROLLMENT

The SAC Program provides safe, quality care at nine locations in the Putnam County School System. Students attending a school where an SAC Program is located may enroll at that location. SAC serves students ages four through thirteen (age of child on August 15 of the current school year.) When you register for the SAC Program, you are reserving the time, space, staff, and provisions for your child, whether he/she attends or not.

To enroll your child(ren) in the SAC Program, you must set up an online account by visiting www.MyProcure.com. New families will be able to register or be placed on a waiting list. Families that have been previously enrolled will be able to re-register children in the program. All MyProcure accounts will have access to view account information and make payments online.

TUITION

At the time of enrollment, you may choose either a daily rate or a weekly rate. This is the rate at which you will be charged during the year unless you update your account information in myprocure.com and notify the Site Director. Changes in enrollment and/or vacation weeks may be taken at the rate of four per year. A minimum 48 hour notice is required.

SAC operates on a Monday to Friday billing schedule. Three days or more constitutes full-time enrollment. Part-time enrollment is based on two days or less. Children may attend only for the time period enrolled. Drop-in care is not available.

Tuition Rates

	First Child	Second Child	Third and Subsequent
A.M. Weekly	25.00	18.75	12.50
A.M. Daily	10.00	7.50	5.00
P.M. Weekly	45.00	33.75	22.50
P.M. Daily	13.50	10.13	6.75
A.M. & P.M. Weekly	51.00	38.25	25.50
A.M. & P.M. Daily	21.50	16.13	10.75
Full Day Weekly	95.00	71.25	47.50
Full Day (Breaks, holidays, etc.)	22.50	16.88	11.25
Full Day (in addition to regular p.m. enrollment)	12.00	9.00	6.00

A sibling discount of 25% for the second child in the same household is reflected in the prices above. A 50% discount is also available for the third and all subsequent children. Ask your Site Director for a Sibling Verification form if you are interested in receiving a discount.

Putnam County Board of Education employees will receive a 20% discount after an Employee Verification has been completed.

Payments

- A non-refundable registration fee of \$10.00 per child is required each year and is due upon registration.
- Fees will be prepaid. Payment can be made by credit/debit card through MyProcare.com, or by check or money order paid directly to the SAC Site Director.
- All payments are due on Friday before-no later than Tuesday. Should accounts not be paid in full by the close of business on Tuesday, a late charge of \$5.00 will be added. All unpaid tuition will receive a late fee. Should payment not be made by the second Monday, the child(ren) will no longer be able to attend the program).
- After two late payments/late fees, families will be required to make payments by money order or credit card.
- There will be a \$20.00 service charge on all returned checks. Upon receipt of two returned checks, families will be required to make payments by money order or credit card.

Delinquent Accounts

Accounts which are one week past due (maximum \$80.00) will be considered delinquent. Immediate payment is expected. If payment is not made within ten [10] business days, you will receive a certified letter from the Putnam County Board of Education. Should the account remain delinquent and payment is not received within ten days following receipt of the certified letter, legal counsel will pursue payment through a collection agency.

HOURS OF OPERATION

SAC is open Monday-Friday, from 6:00 AM-6:00 PM. SAC is available during two week and summer breaks upon completion of a special registration and prepayment, which are separate from before and after school registration.

SAC is closed:

- All Election Days
- Labor Day
- Wednesday before Thanksgiving, Thanksgiving Day, and Friday following Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday and Monday following Easter
- Memorial Day
- Independence Day and one day in addition
- All Teacher Work Days

PROGRAM PROCEDURES

The following procedures have been developed to ensure effective operation at each of our sites, with your child's safety as our main concern.

Drop Off/Pick up

SAC students must be "signed in" and "signed out" of the program by a legal parent/guardian or designated person listed on the child's registration card. Children will be released only to those individuals listed on the registration card -- **no exceptions**. Please be prepared to show photo identification at pick up.

Late Pick Up

- If a child is not picked up by 6:00 PM, an additional fee of \$5.00 / child for each 5 minutes, or a portion thereof, will be added to the bill.

- Failure to comply with the 6:00 PM closing time on 3 occasions *will result in dismissal from the program.*
- In the event, a child has not been picked up and all emergency phone contacts have been tried, the local authorities and/or Department of Children Services will be called for assistance.

Vacation/Change of Enrollment

When you register your child for SAC, you are responsible for the weekly fee, regardless of whether your child attends or not. Changes in enrollment and/or vacation weeks may be taken at the rate of four per year, with a minimum 48 hour notice.

Please remember that advance registration is required for care during Fall, Winter, Spring, and Summer Breaks. Registration forms for breaks are available in your myprocare account approximately one month before each break. These forms should be submitted no later than the deadline listed in myprocare.com. Payment must be made in full within 72 hours of submitting the registration form to reserve your child's spot. Forms submitted without timely payment will not be processed. Please note that spaces are limited and registration may be closed at any time prior to the deadline. If you choose not to enroll for break care, you will not be charged.

SNOW/INCLEMENT WEATHER PROCEDURE

SAC Snow Care is available to all SAC students who are regularly enrolled. Our locations on Snow Days vary based on when schools are canceled for the day. If you are unsure where to take your child for snow care, please contact your Site Director or the Snow Site Director for more information.

When schools release early due to inclement weather, SAC will be held at all locations from the time of early dismissal. We will make every attempt to remain open until 6:00 pm but may close earlier due to extreme or quickly developing weather conditions. We will notify families of any changes to our closing schedule via local news, the Putnam County Schools Website, pcsstn.com, and the Putnam County Schools Facebook page. There is no additional charge for early dismissal days for students with a regular p.m. weekly enrollment.

When schools delay opening (one or two hour delay), SAC will be held at all locations, starting at 6:00 a.m. There is no additional charge for late opening days for students with a regular a.m. weekly enrollment.

When schools close due to inclement weather prior to 6:00 am, SAC will offer combined care at one central location. Please check with your Site Director for more information.

When schools close due to inclement weather after 6:00 am, SAC will attempt to combine locations. You may be asked to transport your child to the SAC snow site if staff is limited or attendance is low at your regular location. If it is deemed necessary to close a site, SAC Staff will contact parents directly.

ILLNESS

We are concerned for the health and welfare of all children. It is our program's responsibility to maintain a healthy environment and prevent the spread of contagious diseases among our children. The SAC program is not designed to provide care for sick children.

- You will be notified to pick your child up should he/she become ill.
- In the event a child is dropped off with an illness or symptoms of an illness without proper medical attention, the Department of Children Services will be called to provide assistance.
- The Putnam County Board of Education Head Lice policy applies to the SAC Program.

Medication

According to Putnam County School Board Policy (section 6.405), "All prescription medicine brought to school must be in the original labeled container from the pharmacy and must include the name of the student, name of the medication, dosage, administration route and/or other directions, the date, pharmacy name, address, and phone number."

- Medication can only be dispensed when the legal guardian completes a Medication Form. Completed Medication Forms will be kept on file at each site.
- Over-the-counter medicines [cough syrup, aspirin, or cold medication] **CANNOT** be administered by SAC personnel.

DISCIPLINE

- Good behavior is the key to providing quality programs. Please discuss the importance of cooperation and the importance of demonstrating acceptable behavior with your child.
- Children are expected to exhibit acceptable behavior and follow all directions given by the adult in charge.
- Acceptable behavior does not disrupt or interfere with the learning environment or the safety of children.
- Parents will be called and notified in writing when discipline problems occur.
- When a child receives three [3] written notifications for misconduct, the child will be withdrawn from the program for the remainder of the school year **with no tuition refund.**
- Should a "major incident" occur involving the safety and welfare of children and/or adults in the program, the child (ren) exhibiting inappropriate behaviors will

immediately be suspended for the remainder of the program **with no tuition refund.**

- Childcare will not be terminated due to parent complaints regarding alleged violations, reports of abuse or neglect against the program, or questions regarding the program's adherence to the Department of Education's rules and regulations.
- Parents are requested to use appropriate behavior.
- Parents exhibiting abusive language and/or inappropriate behavior will be asked to leave the premises--should occurrences continue, the child will be withdrawn from the program **with no tuition refund.**
- **The safety of all children is our #1 priority.**

PARENT INVOLVEMENT

Parents and families are very important to the success of a child care program. A successful program is the result of a trusting partnership between the home and the school. Please keep the Site Director informed of any changes in your child's emergency information or other factors concerning the welfare of your child. Also, you are requested to follow security procedures at each of the school locations to insure the safety and protection of your child and all children.

By working together, we are able to provide your child with quality care in a quality child care program.

PARENT RESPONSIBILITIES

- Share child concerns with the Site Director
- Listen to concerns voiced by the Site Director
- Notify staff of changes in schedules or procedures
- Sign children in & out of the center
- Pick up child(ren) on time
- Keep registration information and phone numbers current
- Keep account current
- Pay for any damages to equipment/materials/building
- Treat children and staff with respect

SAC RESPONSIBILITIES

- Share child concerns with parents
- Listen to concerns voiced by parents
- Work through problems toward agreeable solutions
- Notify parents of changes in schedules or procedures
- Keep registration & account information up-to-date
- Treat children and parents with respect
- Provide a quality childcare program

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