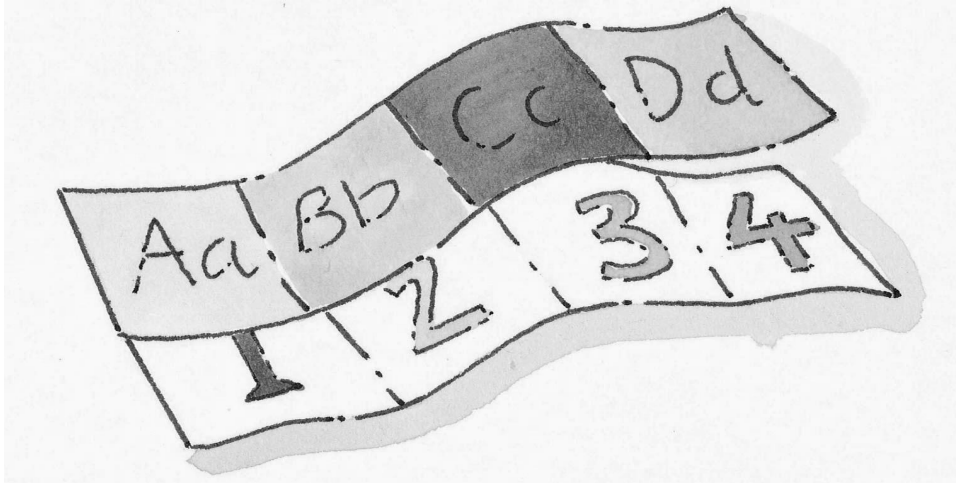


# Early Childhood Center, SAC PROGRAM



Fruitport Community Schools



## **SAC (School-Age Care)**

Child Care for children in Kindergarten through 5<sup>th</sup> grade

Located at:

Edgewood Elementary-AM & PM SAC

Beach Elementary-AM & PM SAC

Shettler Elementary-shuttle service provided for AM & PM SAC to/from Beach

Fruitport Community Schools childcare programs are committed to providing quality childcare to the children in their care. We are committed to supporting, nurturing and befriending them while they are in our care; to offer encouragement always and correction when needed.



Dear Parents and Guardians,

Welcome to Fruitport Community Schools' Childcare Programs. We look forward to getting to know you and your child(ren).

Please read over our policies and schedules in this booklet. If you have any questions feel free to contact us at any time. You and your child are our number one concern. We value any insight about your child you may wish to share with us. We are here to offer your child a safe and friendly atmosphere to grow and be nurtured in while you are away.

Our programs offer well-planned environments that support children's health and safety while fostering learning through play. Our program should be a connection between school and family for your child. We welcome any concerns or comments you or your child may have.

We hope this will be a great experience for all of us.

Sincerely,

*Pam*

Pam Bergey, Program Director  
And the SAC Staff

Edgewood SAC  
AM & PM-Kelly Holmstrom, Stephanie DuBay & Holly White

Beach SAC  
AM- Stephanie Prout & Kimmy Hackney  
PM-Crystal Grover & Dawn Meyers

## **ENROLLMENT ELIGIBILITY**

Under the guidelines of the State of Michigan, Fruitport Community Schools' Childcare Programs have the capacity to care for children ages 6 weeks to 12 years. Enrollment is open to students of Fruitport Community Schools, community residences and employees of Fruitport Community Schools. Fruitport Community Schools will not discriminate against children on the basis of race, color, national origin, sex, disability, creed or ancestry, age or religion. All students are welcome in the childcare programs, regardless of ability. All childcare programs are designed to be self-funded. Therefore, in some rare circumstances, parents could be required to pay higher tuition costs should additional childcare staff be required to meet the needs of their child.

## **ADMISSION**

Before your child's registration is complete, the following forms must be completed and returned to the Early Childhood Office or your child's SAC teacher:

- Service Contract (back page of Handbook)
- Child Information Card
- Medical Form
- First week's schedule & payment

Some additional things we will need from you:

- Payments made on time
- Keep staff informed if your child will be absent
- Keep staff informed if your child goes home early
- Keep staff informed of any changes that your child is experiencing (separation, death, illness, etc.) so we can be understanding and supportive.
- Check your child in & out using the Brightwheel app
- Be on time when you pick up your child. We close at 5:45 pm.

## **REGISTRATION FEE**

There is an annual non-refundable registration fee of \$25.00 for one child, \$35.00 for a family.

## **HOURS**

Edgewood SAC will be open from 6:30 am/8:30 am & 3:42 pm/5:45 pm. Wednesday 6:30 am

Beach SAC will be open from 6:30 am/8:25 pm & 3:37 pm/5:45 pm.

Both locations will be open additional hours on Delayed Start Wednesdays. SAC is not available when school is not in session; this includes breaks, snow days, in-service & records days. SAC will not be available in the afternoon on August 25, August 28 and June 10. A survey will be taken later in the fall to see how many families will require care in the afternoon on the additional half days.

## **FOOD**

Breakfast is available on school days for SAC students through Fruitport Community Schools' food service program.

An afternoon snack is available to children attending PM SAC. Fruitport Community Schools follows the USDA nutritional guidelines for serving food. Snacks will be provided in accordance with the guidelines of the State of Michigan. Menus will be posted.

## **DROP OFF/PICK UP**

All children must be escorted into the building in the morning and check in via the Brightwheel app. by a parent or guardian. A child will only be released to individuals authorized by parents in writing or Brightwheel message. Parents are asked to keep names on emergency cards updated. Picture ID may be required at the time of pick up. Parents are responsible for providing the center with a copy of any court order prohibiting contact by non-custodial parents in order for the center to withhold a child from a parent. Parents are required to use the Brightwheel app. to check their child in and out. It is imperative that children are check in and out daily. If another person is picking up, the SAC staff can check your child out if needed. Parents who are dishonest with checking in and out, may be disenrolled from the program.

## **ILLNESS & INCIDENTS**

If your child should become ill or injured while in care you will be called. If your child needs urgent care the Assistant will call 911, while the Lead Teacher tends to your child. We will try to isolate your child from the other children until you arrive (depending on the nature of the illness or injury). Your child **must** be picked up within one hour (or sooner if possible) of notification of illness. If your child does not require urgent care but the incident is still important enough to notify you, you will be notified first via Brightwheel alert, and if you do not reply you will be contacted via phone. **It is very important to complete the listing of emergency numbers on the Child Information Card, please update it when needed!**

## **MEDICATION**

Medication will only be administered from original containers with the original prescription label on the container. A medical release form must be signed and dated for all medication, including over the counter medication. Administration of medication will be logged. You must hand the medication to the lead teacher or assistant. Children may not carry the medication in themselves.

## **COMMUNICABLE DISEASE**

To ensure the well being of others, parents are responsible for making sure their children are free from communicable diseases. Sick children may be defined as a child with any of the following:

- Temperature of 100.4 F or more
- Vomiting, diarrhea
- Severe cold, sore throat, persistent cough
- Pink Eye
- Skin Eruptions or rashes
- Head Lice
- COVID

Re-entry policy is in accordance with the Communicable Diseases in Child Care Settings brochures prepared by Michigan Department of Consumer & Industry Services and Michigan Department of Community Health. A sick child may not return to childcare until they have had no reoccurrences for 24 hours without the help of medication.

## **COMMUNICATION**

It is very important that you let us know if your child is absent or goes home early from school. Please communicate with staff via the Brightwheel app. If a child does not show up when scheduled, it is the staff's responsibility to locate them. Which can be time consuming. On Brightwheel use the general option for all staff, use Adm. to contact the office staff.

## **PERSONAL BELONGINGS**

Fruitport Community Schools Childcare Programs will not be responsible for loss or damage to personal items brought from home.

## **SEVERE WEATHER**

In case of tornado watch or warning, proper precautions will be taken in accordance with Fruitport Community Schools Tornado Precautionary Procedures.

## **POWER FAILURE & INCLEMENT WEATHER**

If school is **closed** due to **power failure** we will **not have SAC**. Also, if there is a power failure during the day, we may dismiss children early. This will be noted on the television, radio stations and Brightwheel. If school is closed during the day due to bad weather, you will need to pick up your child from school as there will not be staff on site to provide care. If school is closed during the day and the children need to be evacuated, we will follow the building's guidelines for evacuation. The children will then be guided to another site. You will be notified of where you may pick up your child.

## **DELAYED START WEDNESDAYS**

SAC is available until 10:00 am for children scheduled on delayed start Wednesdays.

## **2 HOUR DELAYS-FOG DAYS**

SAC will be available in the morning on days when school is delayed for 2 hours. An additional charge will be added to your account for the 2 hours.

## **DAILY CLASSROOM ACTIVITY SCHEDULES**

Program daily schedules will be posted in each SAC location. Copies are available when requested.

## **DISCIPLINE**

Childcare gives children the opportunity to learn how to interact with others. If an individual child's disruptive or overly aggressive behavior detracts from the group experience and does not allow an appropriate atmosphere, the situation must be corrected.

We believe that many discipline problems can be avoided through positive reinforcement and good, open communication between home and the staff.

### **Discipline Procedures:**

1. Children will be removed from a situation in which harm to themselves or others is being done.
2. Speak to the child of acceptable behavior.
3. Behavior will be redirected; child will be assisted in a solution.
4. Child will be asked to sit and do a quiet activity, or removed from the group for a short period of time to reflect on their behavior.
5. Parents will be contacted to determine course of action.

### **If the child's behavior does not improve the following steps will take place:**

- a. Parent will be given notice in writing of behavior.
- b. Child will be suspended from the program for 2 days; there will be no credit or refund.
- c. Child will be disenrolled.

**We reserve the right to disenroll a child at any time if there is a risk of any harm to the child, other children or staff. We also reserve the right to disenroll a child or family if it is determined that the child/family does not fit into the environment provided.**

## REFUND POLICY

Fruitport Community Schools is required to have adequate staff on-site for these programs. There will be no refunds issued for cancellations or no shows. Also, you will not be able to switch days or hours for time not used.

## WITHDRAW

A two weeks notice, or the equivalent payment of 2 weeks childcare, must be given if you choose to withdraw your child from our childcare programs. This notice must be in writing. Families are still responsible to pay the minimum for 2 weeks, even if they choose not to use the program.

## BILLING INFORMATION

1. You will need to sign up in advance for a flat-rate. The rate will depend on your “normal” drop-off or pick up time. Payments will only be accepted through the Brightwheel app and are due no later than Friday for the following weeks care.
2. Tuition will be adjusted for the last week of school and for the week of November 24. All other weeks will have the same rate (you will not be charged for full weekly school breaks).
3. A **\$15** late fee will be added weekly to delinquent invoices. Chronic late payments will not be tolerated.
4. The center closes at **5:45 pm**. If you pick your child up late you will be charged \$1.00 per minute for each minute after 5:45 pm. Also, the center does not open until 6:30 am, this same charge will apply to children arriving before this time. This is to be paid directly to the closing/opening staff person.
5. Children may be dropped from the program if any of the above items become an issue.

## SCHEDULES

You have the option of having a set schedule, and not have to fill out a weekly form, OR if your schedule changes weekly, we will require a new schedule every Wednesday, by noon. Schedules can be emailed to Program Director and Administrative Assistant. A copy of the schedule form is expected, not an email with the times. A photo copy of the schedule may also be emailed.

It is VERY important that we know if your child will not be attending, if previously scheduled. All children must be accounted for if they are scheduled. **Please use the Brightwheel app. to let staff know if your child will not be attending after school. Families that consistently do not follow the requirement of notifying staff that their child will not attend, may be disenrolled from the program.**

STAFF WILL BE SCHEDULED ACCORDING TO THE TIMES THE CHILDREN ARE SCHEDULE. Which means; staff may not be available at 6:30 am if there are no children scheduled at this time, also staff will plan on leaving when the last child is scheduled to leave. If you need to change your child's schedule, please call or email the director.

## **INTEGRATED PEST MANAGEMENT ADVISORY**

As part of the Fruitport Community Schools' Integrated Pest Management Program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies however, pesticides may be applied without prior notice, but you will be provided notice following any such application.

If you need prior notification, please contact your building principal's office to obtain a notification form. You may also contact the office of Operations at 231-865-4018 if you have any questions regarding this program. Notification requests will be handled by the Department of Operations.

## **PLAYGROUND**

Children will have access to use the elementary playground when weather and schedules permit.

## **VOLUNTEERS/STAFF/PARENTS**

Any individual registered on the public sex offender registry is prohibited from having contact any child in our care.

## **FINANCIAL ASSISTANCE**

If you apply for assistance through the DHHS, you will be responsible for the total weekly charge until we have confirmation from DHHS they will reimburse your charges. Families are responsible for the balance not covered by DHHS reimbursement. When we are reimbursed from the State of Michigan for your childcare cost, we will issue a credit on your account. Families will be responsible to fill out a Provider's Child Care Daily Time and Attendance Record. These forms must be turned into our office by Tuesday for the previous week. Families who do not turn in the attendance report on time, will be required to pay their account in full.

## **PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

The center does not keep a licensing notebook on site. Internet is available and reports from at least the last three years are available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)



## SAC Service Contract

I understand the policies and procedures stated in this handbook. I realize if I don't abide by these policies and procedures my child may be dropped from the program.

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Parent or Guardian Signature

Date

Child's Name

**Please return this service contract with all of the required childcare packet materials.**

Revised: August 2025

