



WINDHAM-RAYMOND SCHOOL AGE CHILD CARE

Family Handbook 2023-2024

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Welcome to the Windham/Raymond School Age Child Care program. The purpose of this program is to provide affordable, quality child care to the children of Windham and Raymond at RSU-14. The Windham/Raymond School Age Child Care Program is an independent, non-profit organization. The program is not sponsored by, operated or financially supported by the RSU#14 School Department. Children participating in the program shall be under the care of the program, not the RSU#14 School Department. All communications concerning the program should be directed to the Program's Board of Directors or the program's staff.

Many families in the Windham/Raymond area require before and/or after school care for their children. To meet this need the Windham School Age Child Care (Windham SACC) committee was formed by several volunteers to bring a school age program to our community. The committee worked over 5 years to start this program in Windham. As a result of this committee's work, they have created a non-profit organization with a board of directors to administer this program. The SACC program meets the State of Maine child care certification requirements. All SACC locations participate in the Quality Rating and Improvement System and are step 4 rated.

Sincerely,
Donna Cobb, President
Jeanette Lamb
Susan Dexter
Bonnie Miller
Heather Marden
Max Bangs
Pam Whynot
Stacy Davis

Board of Directors
Windham/Raymond SACC Program

windhamraymondsacc.com

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Mission Statement

The Windham/Raymond SACC program was designed to provide students with quality, affordable childcare before and after school. A special emphasis is placed on creating an environment that fosters friendships, responsibility, respect and cooperation.

Purpose and Philosophy

Windham/Raymond School Age Child Care Program (SACC) provides a safe, creative environment for children and youth, K-8th grade. Through a diverse program, provided by trained staff, the SACC Program seeks to help each child achieve his/her potential in terms of emotional development, physical well-being, social and emotional growth. Our intent is to provide a fun-filled experience. We believe that children learn best when they are involved and having fun. To this end, the program provides many fun, varied experiences that are developmentally appropriate.

Children's Responsibilities

To ensure a positive atmosphere, children will be asked to show respect and courtesy for others and their belongings. Children will be responsible for cleaning up after themselves while attending SACC or Café Teen. This may mean at times that parents may need to wait for their child at pick up time.

Family Responsibilities

It is the responsibility of the parents/guardians of each child to keep staff at SACC informed. Staff will work to keep communication lines open and ensure that families have information about what is happening within the program at all times. The best way for staff to meet the needs of the vast number of children we see is for families to trust the staff with information that is sometimes sensitive and often very relevant to the daily care of the child.

All families must fill out required forms before children can begin attending the program. Families have the option to refuse to sign permission forms located within the packet including picture permissions, facebook permission, walking field trip permission, and permission to communicate with school personnel. All other signatures are required to be in compliance with SACC policies. Children may not be enrolled if the required signatures are not obtained.

Staff:Child Ratios

All SACC programs maintain a staff:child ratio of 1:13 per state licensing regulations. There is a minimum of 2 staff on site with children at all times.

Continuous Quality Improvements

- The Windham Raymond SACC program is constantly working to provide quality programming that meets the needs of the children and families of Windham and Raymond. In order to be sure we understand those needs, the following steps take place each year:
- Surveys will be sent out to all families, children and staff involved with the program two times per year (fall & spring). The results of these surveys will be reviewed by administration and an action plan will be formulated.
- A family advisory committee will be formed each fall at each Site. This committee will consist of a minimum of four family members of enrolled students that will answer monthly questions through email. These questions will initially be vague and will be more specific as individual needs of each Site are identified.

- Site Directors will bring any identified needs to weekly Site Director meetings to be addressed within the group. Any changes that are identified as a necessity will be documented in the meeting minutes and put into the action plan.
- The Program Director will identify any administrative needs to the Board at least annually, to be addressed with the Board of Directors.

Board of Directors

The SACC Programs are assisted, supported and directed by a Board of Directors, consisting of interested adults from the community. Other people who are interested in being involved with this board are encouraged to contact the SACC Director.

Calendar

The SACC Program operates on regular school days from 6:30 am to the start of school and from school dismissal time to 6:00 pm. The programs also offer services on early release days, snow days if safe, teacher workshop days and school vacations. The programs will be open during some school holidays. We will also be open in February and April for school vacations. Please confirm holidays with the SACC Director.

Daily Plan/Children's Schedule

What will the children do? PLAY! The time that children spend in our care is intended to be FUN and flexible, allowing them to make daily choices regarding their activities while supervised by our trained and professional staff members. The location of our Child Care space at the schools provides easy access to the playgrounds and the gymnasium. There are opportunities during the program times to do homework, relax with a friend, or do a special project. Toward the end of day there is time allowed for cleaning up to give children a sense of being responsible for their surroundings.

Hours of Operations:

Windham Primary Regular School Days: 6:30 a.m.-8:15 a.m. & 2:45 p.m.-6:00 p.m.
 Windham Primary Early Release Wednesdays: 12:45 p.m.-6:00 p.m.
 Windham Manchester Regular School Days: 6:30 a.m.-8:00 a.m. & 3:00 p.m.-6:00 p.m.
 Windham Manchester Early Release Wednesdays: 1:00 PM-6:00 p.m.
 Raymond Regular School Days: 6:30 a.m.-8:30 a.m. & 3:10 p.m.-6:00 p.m.
 Raymond Early Release Wednesdays: 12:45 p.m.-6:00 p.m.
 Raymond Café Teen: 2:10 p.m. – 6:00 p.m.

Summer SACC: 7am-6pm

Full days: 6:30 a.m.-6:00 p.m.

Holidays

Labor Day
 Indigenous Peoples' Day
 Veteran's Day
 Thanksgiving (November 23-24)
 Winter break (December 22-31)
 New Year's Day

Martin Luther King Jr. Day
President's Day
Patriot's Day
Memorial Day
Juneteenth
Independence Day

These dates are subject to change when the school calendar is released by RSU-14.

It may, at times, be necessary for the program to close early due to circumstances beyond our control (e.g. power outage, inclement weather, unsafe internal building temp). In this instance, families will receive notification and be given adequate time to pick up children. Children will always be left with qualified staff members until a family member or emergency contact can be notified and arrive at the site.

During colder weather, parents will provide weather appropriate clothing and additional layers. This includes but is not limited to: snow boots, snow pants and jacket, mittens, hat, gloves, scarf. In order to go outside, children are required to be properly dressed. Outside time is a part of the daily routine, if children do not come to SACC with appropriate clothing, parents will be called to pick up their child or drop off appropriate clothing.

Family Communication

Families are strongly encouraged to keep in regular communication with the site staff. All information will be kept confidential within SACC and only used to help children be successful. Staff will keep families informed of any changes in children's behavior or other significant information in a timely manner. If you would like to have a conference with your child's staff, please contact either the Site Director or Program Director and a meeting will be set up as soon as possible.

If at any time you have concerns about the care your child is receiving, please contact the Site Director or Program Director by phone or email. All concerns will be addressed quickly and reviewed quarterly to be sure no further action is needed. In addition, you will be notified within one week (in writing or in person) what was done to rectify the issue.

Please note that SACC staff are responsible for ensuring all legal and program requirements are being met. This includes—but is not limited to—Child Care Licensing rules, Council on Accreditation Standards, CDC regulations, RSU-14 facility rules, and guidelines set forth by the Board of Directors. At times, SACC staff are required to enforce rules and regulations that may be inconvenient for families. Parents and Guardians are welcome and encouraged to provide feedback, ask questions, and express concerns. All communication with SACC staff is expected to be respectful and courteous. If at any point, parents/guardians are using derogatory language, profanities, or blatantly disrespectful language, this may be grounds for dismissal from the program.

Enrollment/Registration Information

An annual registration fee is required. The fee is \$75.00 per child. The fee is non-refundable and non-transferable. Parents are encouraged to register their children as soon as registration opens for the following school year if they wish to hold a space. The parent will need to complete a new enrollment form and pay the non-refundable \$75.00 registration fee each school year.

We are required by the State Department of Human services to have all children registered before they attend the program. The following paperwork must be included in each child's file prior to enrollment:

1. Registration Information
2. Program Admission Information
3. Emergency & Medical Form
4. Additional paperwork needed to provide proper care for child

The program maintains a file on each child enrolled in the program. These files are confidential and should only be accessed by SACC staff on a regular basis. Parents and legal guardians are allowed access to these files any time by request. State Licensing agents may access files during routine visits as well as endorsers from the Council on Accreditation. Requests from other parties must come in writing on the appropriate document & will be approved by the parent or legal guardian.. Enrollment will be handled on a first come, first served basis, with first registration opportunity given to currently enrolled students and their siblings.

Fees

You are responsible for the days your child is signed up to attend. (e.g. if your child is signed up to attend every afternoon you must pay \$100.00 each week, regardless of attendance).

If you would like to change your child's schedule, you must provide written notification and two weeks notice. Payment is due every week that SACC is open, whether or not your child attends. This includes vacation weeks.

Refunds are not guaranteed for closures related to COVID-19, storm days, facility related issues, or any other reason. During the 2021-2022 school year, SACC was able to provide partial refunds thanks to ARPA grant funding. This grant funding is not continuing into the 2022-2023 or 2023-2024 school years and refunds will not be provided.

Basic Rates & Payment Policies:

Monday – Friday, Afternoons only	\$100 / week
Monday – Friday, Mornings only	\$60 / week
Monday – Friday, Mornings & Afternoons	\$135 / week
Single Afternoon (Monday, Tuesday, Thursday, Friday)	\$27 / day
Single Afternoon (Wednesday)	\$30 / day
Wednesday Only	\$40 / day
Single Morning	\$17 / day
JSMS Early Release	\$15 additional
Full Day (prorated based on weekly enrollment)	\$45 / day
Full Week (full day care 6:30am-6:00pm)	\$210 / week
Registration fee (due at time of registration)	\$75 / child

Summer Activity Fee	\$100 / child
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Vacation fee policy: All regular weekly fees will be due during vacation weeks regardless of attendance. For those students who sign up for full day care the charges will go as follows:

- Parents paying a regular weekly fee of \$135 will pay \$18.00 additional for each single full day that they are signed up for.
- Parents paying \$100.00 will pay \$25.00 additional for each single full day that they are signed up for.
- Parents paying \$60.00 will pay \$33.00 additional for each single full day that they are signed up for.

Parent fees may increase at any time during the year. Parents will have a one month notice prior to an increase.

Children must attend for a minimum of two slots (one morning and one afternoon, two afternoons, or two mornings). Exception: Wednesday afternoon early release days - children may be enrolled for early release Wednesdays for a weekly fee of \$40.

Daily fees are not prorated based on hours attended.

One week of winter break (December) is an unpaid week for all families.

Expulsion for Non-Payment

The Board of Directors recognizes that many parents may experience financial difficulty, but at the same time, this program must pay all operating costs. The Board will follow the steps below in dealing with non-payment.

1. The program Director will issue a statement to a parent or guardian when payment is not received in advance on Friday and payment will be expected on the following Monday.
2. If payment is not received until the next Friday a warning will be issued with the amount due.
3. If the amount due is not paid within two weeks your child may not return to SACC on the following Monday, and cannot return until balance is paid.

*Scholarships are available through the SACC program for financially eligible families. For more information regarding the scholarship program, please reach out to the Program Director.

The Windham/Raymond School Age Child Care program reserves the right to dismiss or suspend enrollment of any child for the following reasons: 1) repeated late pick-up; 2) repeated non-payment for services rendered; 3) failure to comply with policies put forth by this Program.

Amendments to this handbook may be made from time to time and become effective with 1 week's notice.

Late Fees

The program closes at 6:00 pm. Parents arriving after 6:00 pm will be charged \$1.00 for each minute they are late. This fee will automatically be added to the family's online payment portal and due immediately. Repeated late pick-ups could lead to dismissal from the program.

Attendance & Absences

If your child will be absent from SACC, please notify staff via phone call, text, or email.

Children may not arrive before 6:30 am for SACC (or 7:00AM for Summer SACC). When you drop your child off in the morning, you must walk him or her to the cafeteria and sign in the child. The SACC Program is not responsible for any child dropped off outside of the building.

The afternoon SACC staff will check all children in, daily. If a child is unaccounted for and staff have not been notified of their absence, calls will be made as necessary to track them down. This process takes valuable time away from the other children, so please remember to call.

Departure

Parents must sign their children out from the program. Your child will never, on any occasion, be allowed to leave the building with someone who is not listed on his or her record unless other arrangements have been made with the parent/legal guardian. If different arrangements have been made, the staff members need to know before the child's pick up time. A signed, dated note or a personal phone call from you must accompany your child if he/she will be leaving the program with someone other than those stated.

Minors under the age of 16 are not allowed to pick up children from the program. When children are picked up from the program, it is expected that all safety requirements are in place. This includes but is not limited to proper carseat safety and sober drivers. Please follow all state of Maine laws regarding car safety including only allowing children old enough/large enough to ride in the front seat. If staff suspect an unsafe pickup situation, they will take the necessary precautions up to and including notifying the police.

Photo identification will be required from those who are not known to staff members.

Note: it may be necessary, at times, for parents to walk out to the playground to pick up their children.

Abuse and Neglect

The staff of SACC and Café Teen are mandated by law to report any suspected child abuse and/or neglect.

Behavior Management

Staff shall treat each child according to their individual needs. Staff use positive reinforcement and strengths focus with children as often as possible to focus on positive behavior patterns. Children will be encouraged to resolve conflicts on their own (possibly with staff guidance) and staff will step in when this is unsuccessful. The Windham/Raymond SACC program is committed to strengths-based strategies with children. Prevention is the primary goal regarding challenging behavior, and when prevention isn't successful, some methods of behavior management that are allowed and encouraged are:

Redirection: Young children often respond to the appeal of another activity, toy or person to play with. This is a tool to use when the problem cannot be solved.

Stop & Breathe: Have the children stop and take a breath, a moment to relax. Listen to everyone involved and all sides of the story. Remember to be fair to everyone involved.

Take a Break: Allow the child to separate from the group to regain composure before talking about the problem. Be sure they are safe and all other children are safe and check in after a short period of time. Staff should be available during this break to observe and intervene if necessary.

Special Needs: Behavior management for children with identified special needs will be determined based on his/her "plan". A plan may be set forth by the school system, the Center for Community Inclusion or similar organizations, or the plan may be set up by staff of the program to meet the needs of the child. No child will be discriminated against based on special needs unless it is determined that the needs of the child cannot be met by making reasonable accommodations. As a preventive measure, parents are encouraged to reach out to the Program Director to set up individualized plans as necessary and appropriate.

Note: Parents of children with specific special needs including individualized medical care or significant interventions/supports should contact the Director to determine if and how this program can provide required services.

Discipline, Suspension and Expulsion

SACC strives to provide a nurturing and safe environment for all children. To achieve this kind of environment, it is vital that appropriate discipline be maintained. Both the childcare staff and the children have rights and responsibilities. The staff and the children have the right to be treated with respect and have the responsibility to treat others that way. The staff will discuss the rules with the children and will attempt to help the children to make positive choices. In return, the children will follow the rules and talk to a staff member if they have a problem. The Board of Directors will support the efforts of the staff to maintain appropriate discipline, including the enforcement of rules. The Board of Directors also encourages regular communication between staff, parents and children. Parental involvement is an important part of creating a safe and nurturing environment for everyone. In all possible situations, children will be encouraged to resolve conflicts with other children before asking an adult to step in.

When disruptive behavior is chronic, unsafe, or requires constant attention from the staff, this is grounds for dismissal.

The Windham/Raymond School Age Child Care Program's Discipline Policy is as follows:

1. First, the child receives a verbal reminder of the rules and a reminder to discontinue inappropriate or disruptive behavior.
2. The child is redirected or removed from the situation, but is still within sight of the staff. This will be well explained to the child. The student's parent or guardian will be informed at pickup. If developmentally appropriate, the child will be asked to fill out a Responsibility Planning Sheet and brainstorm strategies as well as alternative appropriate behaviors with a staff member..
3. Another offense will result in both of the above and an incident report being filed and a copy given to the parent/guardian.

4. After a third incident, parents will be asked to meet with the Program Director to discuss events and determine steps for student success. These may include accommodations, positive reinforcement, or other reasonable interventions.
5. There are times when a suspension from the program is necessary. This is always a last resort and every step is taken to prevent having to suspend a child. The Program Director shall have the authority to place the child on a suspension from the program. The suspension is not to exceed 10 days.
6. If the above procedures have been followed and the child has not modified his/her behavior, then the Director shall present a request for expulsion from the program to the Board of Directors and the Board shall recommend expulsion from the program and shall notify the parent or guardian.
7. If at any point, a child is being physically unsafe and de-escalation strategies are not effective, the parent/guardian will be called to pick up the child immediately. Unsafe behavior includes but is not limited to: exiting the designated room/building without staff permission; physical aggression with intent to harm directed at another child or at staff members; explicit vocalizations that are threatening or violent; or self injury.

The program and its educators will give their best efforts to support any and all children, however, immediate suspension may also result in the instance of severe misbehavior that threatens the safety of others or violates the rules of conduct.

The Board of Directors has empowered the Director with the ability to immediately suspend students for ten (10) days or less. Reasons for immediate suspension are listed below:

1. Significant physical harm done to another student or staff member.
2. Deliberately causing significant property damage to any building, fence, tree or other item of the RSU #14 Schools or to the RSU #14 School property, grounds or materials.
3. Failure to pay for any damage done to property belonging to Schools of RSU #14 or the SACC, including books and supplies.
4. Repeated use of explicit or disrespectful language while attending the program.
5. Writing profane or obscene language or making obscene characters on school grounds, property or material or on the SACC supplies and equipment.
6. Use of tobacco or intoxicating drugs in any form on or about the Program or school premises.
7. For other severe and sufficient reasons as determined by the Program Director.

After suspension, the program Director must report the suspension to the Board of Directors within 48 hours.

Expulsion from the program will only be undertaken if all attempts to change unacceptable behavior have failed and the above procedure has been followed.

Family Rights & Expectations

Families have the right to contest a decision at any time during the process of suspension or expulsion. Parents or legal guardians may speak with the Site Director, Program Director or any member of the Board of Directors. If the result of these conversations is not satisfactory, the parent/guardian may request a meeting with the Board of Directors. The meeting will be scheduled within a week of the request being received (sooner if at all possible). Any decisions made at this meeting will be documented in the meeting minutes and the family will be notified within 24 hours (in writing or verbally).

Anytime a family member does not agree with a decision, it is recommended that a letter be written to all parties (Site Director, Program Director and Board Members) addressing the grievance. The leadership team meets and develops resolution strategies to be implemented within one week of filing. All grievances will be reviewed at Board Meetings to be sure no further action is needed. The person lodging the complaint will receive either a written resolution or a verbal resolution within one week that will be noted by the person notifying for future reference. A review will be done after 30 days to monitor improvement.

Prohibited Interventions for Staff

Corporal punishment, verbal abuse, punishment that is humiliating or frightening, threats, and derogatory remarks about the child or his/her family are not permitted at any time.

Bathroom Policy

The children will be allowed to use the school bathrooms. A child must notify a staff member and receive a verbal approval or a staff member will escort a group to use the bathrooms. This policy will be enforced as a safety measure. Children attending SACC must be independent to complete all toileting routines as staff are not to provide any hands-on assistance in the bathroom. Children will be given full privacy to maintain dignity. If a child is not fully independent toileting, SACC may not be the best fit.

Summer

A summer program is available to a limited number of children. The location will be decided annually amongst RSU14, the Program Director and the Board of Directors. Families are responsible for their own transportation to and from the program. Parents must sign up for the full nine weeks of the summer with consistent weekly schedules. Families will be held responsible for payment once they have signed up for the program. No changes can be made after the deadline.

Extra-Curricular Activities

If, during the school year, your child will be involved in special extra-curricular activities after school hours, but is scheduled to come to SACC, please inform SACC staff. Also, if a child is to return to SACC after the activity, a written schedule will be necessary. This is for the safety of your child. If the child fails to return at the scheduled time, the parent will be notified. The Site Coordinator must be notified if your child is not going to return from his or her planned activity.

Curriculum

The SACC program uses developmentally appropriate practices for each of its age groupings. Each day, children will have the opportunity to socialize, play outside, choose from a variety of enrichments and activities, including science, cooking, arts & crafts, music, and many other subjects, have snacks, work on homework or other quiet activities, and enjoy free choice play time.

Confidentiality

Confidentiality regarding information about children or their families is essential.

At no time during or following employment with the program may a staff member discuss information about children, parents or other employees other than with staff and for SACC purposes. Information is shared only when it benefits the family and/or the child. In most situations, family partnerships are encouraged to resolve any issues. If in doubt, Site Coordinators contact the Program Director to determine if release of information is appropriate.

Family packets include release forms for field trips, communication between SACC staff and school teachers as well as permission to use child photos and names in publications and projects. Please consider these permissions carefully before deciding whether to sign. All forms are kept in student files on site.

Discrimination

It is the policy of the Windham/Raymond SACC programs to serve all children to the best of our ability while functioning within our state guided child/adult ratios. The programs are open to all RSU-14 students in grades kindergarten through fifth grade, with a limited number of spaces for Jordan Small Middle School students. We will work with reasonable accommodations to include all children and families with and without special needs in our program. This includes and is not limited to disabilities, language barriers, economic barriers, etc. In the event the Director denies eligibility to a child, the parents/guardians of that child shall have the right to appeal the decision to the Board of Directors. Within 10 days of receipt of a written request for reconsideration, The Board of Directors will meet with the parents/guardians who shall be given the opportunity to address the Board. At the conclusion of this meeting the Board will meet and render a decision. The decision of the Board shall be final and binding upon all parties.

Withdrawal Policy

Please submit a two (2) week written notice from a parent or guardian before withdrawal from all SACC programs. All fees--current and past due--must be paid by the last day the child is in attendance. You are responsible for paying for the two week notice, even if your child is no longer attending the program.

Transportation/Bussing

Morning care in Windham is provided at Windham Manchester and Windham Primary. Bussing will not be provided between locations--children must be dropped off at the school they attend. Jordan Small students walk to Raymond Elementary School every afternoon.

Returning to Classrooms

As they leave the classroom, the students are responsible to bring with them all books, supplies, coats, etc. that they need to take home. Students are not allowed to return to a classroom. The students must come directly to the site as soon as they are dismissed. They are not allowed to go to any other area of the building or grounds. Children are only allowed in the rooms designated for this Program. All usual rules of the school apply to the program.

Snacks

Afternoon snacks will be provided every day by SACC. The children do not always enjoy the snack we provide or are still hungry after the two snacks, please consider packing an extra snack for them. If your child will attend all day because of a storm day or workshop, etc. they need to bring

a cold lunch with them. Morning and afternoon snacks will be provided on full days. Please notify the SACC staff of any food allergies your child has, so the necessary precautions can be taken.

All children must wash hands before sitting down for any food at the program. Children will be brought in groups or can ask to go on their own to wash hands at any time.

Full Days (this includes all teacher in-service, holidays and vacations that SACC is open)

All scheduled full days for SACC will be on the annual calendar with locations determined several weeks prior to the full days. There are deadlines in place to sign up for a space on a full day. If a child is not signed up we cannot guarantee a space will be available. If your child is not enrolled in the full day and arrives for care and we have space available, there is an additional fee.

Children are expected to bring lunch on all full days. If your child does not bring lunch, parents/guardians will be called to bring lunch for their child. If this cannot happen, one will be provided for him/her and your account will be charged \$20. We do not keep lunch food at the centers, so it is costly and an inconvenience to provide lunch for a child that has forgotten it. Please remember to pack one for your child.

Insurance

The Windham/Raymond SACC Program does not provide accident insurance. We are unable to take responsibility for injuries that may be suffered as a result of participation in our program. Insurance is offered through the school system, which is available to all children at the beginning of the school year.

General Health

Please keep the staff informed as to the health and well being of your child. If your child is ill with an infection, please notify the staff as soon as you know. If your child exhibits signs of diarrhea, elevated fever, vomiting, lethargy, or appears ill the parent will be notified and asked to remove the child. After a severe infection or illness, please send a copy of the physician's note to SACC to allow the child to resume at the program. Children with a contagious illness (including vomiting or fever above 100F) will not be allowed to return to the program for 24 hours minimum, or the amount of time recommended by a doctor.

COVID-19

SACC follows all updated policies and requirements set forth by the Center for Disease Control as well as Child Care Licensing. Please note, SACC is a Child Care Facility and is not governed by the department of education or RSU-14. At times the policies may differ from those of RSU-14.

Medication

If your child takes prescription medication and it needs to be administered while at SACC, the medicine must be in the original container and labeled with the child's name, name of medication, dosage and when to be taken. A medication form will need to be filled out. It is recommended that pill form be used as often as possible. In order to dispense over the counter medications, including topicals, a signed parent medication form is required along with the medication. All medicines should be handed directly to a staff member and a form should be filled out and signed at that time. We will not administer any meds without the signed release

form. All meds will be locked in a box for staff to administer and records will be kept as to when each dose was administered. Medications, including over the counter medications, inhalers, epipens, and topical creams, CANNOT be in a child's backpack.

Emergencies/Accidents

Staff work hard to prevent emergencies and accidents from occurring while children are in our care. Unfortunately, this is not always possible. In the event of an emergency/accident, the following necessary steps may be used to obtain emergency medical care for your child. These steps may include but are not limited to the following:

1. Provide immediate first aid treatment as necessary.
2. Attempt to contact the child's parents.
3. Attempt to contact the child's physician.
4. Attempt to contact the emergency contact persons. If we cannot contact you or your spouse, or the child's physician, or if we consider it necessary, we will do any or all of the following:
 - a. Administer additional first aid treatment
 - b. Call an ambulance

In the event that severe weather or fire occurs and all of the children are at risk, all parents will be contacted as soon as children are out of harm's way and notified where to pick up children. The above steps will be taken if medical help is necessary.

Expense as a result of the above action will be the responsibility of the parent or legal guardian.

Toys from Home

Absolutely no guns, knives, weapons of any sort, and no electronics. Toys from home are to be kept in the child's backpack during SACC hours, except during designated "home toys" times.. Please do not send toys that have great value or lots of small parts. The SACC Program will not take responsibility for replacing these items or tracking down misplaced home toys.

SACC provides a variety of activities, toys and games for your child to use. Bringing any toys or games from home is discouraged.

These policies have been put into place by the Windham/Raymond S.A.C.C. board of directors. If you have concerns or questions about the policies, please direct them to the Program Director or any member of the Board of Directors.

Windham/Raymond School Age Board of Directors

Donna Cobb – President	Bonnie Miller	Max Bangs
Susan Dexter – Clerk	Pam Whynot	Stacy Davis
Jeanette Lamb – Treasurer	Heather Marden	Sharon Rankin

Date revised: August 2023