



**PUTNAM COUNTY**  
**School System**  
ENGAGE *INSPIRE* ACHIEVE

2024-2025

# 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.

## **ABOUT SAC**

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 (age of child on August 15 of current school year.) 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**

Students that are enrolled in Putnam County Schools are eligible to enroll in the SAC Program. Students attending a school where the SAC Program is located may enroll at that location. Should capacity be reached at an SAC location, a waiting list will be enabled. When a spot becomes available, applicants will be contacted in the order in which they were received. 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](http://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.

## **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. In order to register for break care, your account balance must be current. You will not be permitted to register for full day programs if there is an outstanding balance on the account.

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

## 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 myprocare.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	30.00	22.50	15.00
A.M. Daily	12.00	9.00	6.00
P.M. Weekly	50.00	37.50	25.00
P.M. Daily	15.00	11.25	7.50
A.M. & P.M. Weekly	56.00	42.00	28
A.M. & P.M. Daily	21.50	16.13	10.75
Full Day Weekly	100.00	75.00	50.00
Full Day (Breaks, holidays, etc.)	23.00	17.25	11.50
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 MyProcure.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.

## 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 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.**
- Persons checking out children must be sixteen years old or older.
- Please be prepared to show photo identification at pick up.
- **A full signature, along with the printed name and time is required when signing a child in and/or out of the program.** In cases where a family has multiple children, each child must be signed in and out of the program. This is required by the TN Department of Education state licensing requirements.

- In situations involving custody issues, legal documentation will be requested and kept on file at the site. SAC can not restrict a child from his/her parents without legal documentation.

### **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 portion thereof, will be charged to the account. (Example: 10 minutes late—one child =\$10.00 fee, two children =\$20.00 fee.)
- 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 cancelled 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](http://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.

- Children who are ill or who have had a fever within the past 24 hours should not be brought to the program.
- You will be notified to pick your child up should he/she become ill.
- In the case of an emergency, as determined by the program staff, the paramedics will be called and parents notified immediately. Parents will be responsible for all costs incurred in such emergencies.
- SAC does not have access to a student's educational, medical, or other records that are maintained by the school. To provide a smooth transition from school to afterschool, it is mandatory that a parent/guardian list all medical or special needs of the student on the enrollment forms. Please note that we do not provide one-to-one accommodations.
- 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 medication, dosage, administration route and/or other directions, the date filled, the date of expiration, pharmacy name, address and phone

number. All non-prescription medication brought to school must be in the original manufacturer's labeled container with the child's name affixed to the container.

A Medication Form shall be filled out, signed by the parent/legal guardian, and brought to the school with the medication. The school nurse, principal, or the principal's designee will assist in administration of medication.

- 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**

All students will be expected to follow the rules established by the Putnam County Schools Board of Education while in attendance. 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.**
- Physical altercations with staff members or any incident/situation of a student running or leaving the premises (runner) are not permissible and will result in immediate removal. Acceptance into our program means that all parents/guardians understand and agree upon the guidelines stated above.
- 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 program **with no tuition refund.**
- **The safety of all children is our #1 priority.**

## **PARENT COMMUNICATION**

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. Parents are responsible for keeping 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.

Parents are encouraged to make themselves aware of information concerning the program and its operation by regularly checking the parent Sign In/Sign Out table. **It is the parent's responsibility to read any and all notices posted.** Lack of awareness over events, full day sign ups, tuition/collection accounts, etc. will not be the responsibility of the staff.

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 contact 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

Putnam County SAC Administrative Office  
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