

# SACC

School Age Child Care  
*A great place to be a child!*

*High Quality School Age Child Care -  
helping families succeed and children thrive*



## Welcome to School Age Child Care (SACC)

*SACC - A great place to be a child!*

Since 1979 SACC has provided working families with high quality school age child care services. SACC, a Fairfax County Office for Children program, offers before and after school care for children attending kindergarten through sixth grade. SACC centers are located in most Fairfax County public elementary schools, and Key and Kilmer Centers which serve youth with multiple types of disabilities, ages 5-21. SACC also offers full day winter, spring and summer camp programs during school breaks.

SACC's knowledgeable and talented staff create a safe and welcoming environment and provide an exceptional program that contributes to the goals and priorities families have for their children such as building self-confidence, developing friendships, having fun, and participating in physical activity. SACC staff implement a curriculum that supports the FCPS Program of Studies providing a wide range of opportunities for children to expand their interests, develop their talents, and enhance their learning.

# Parent Handbook

Fairfax County Office for Children

Updated 8/2015



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# SACC Programs

SACC offers four programs: school year, winter, spring and summer camp for children in kindergarten through sixth grade. The SACC program is designed to serve children who need care five days a week. SACC enrollment and fees are not able to accommodate drop-in or short term service.

## School Year Program

During the school year, SACC offers a Before School session and an After School session. Children may be enrolled in one or both sessions. Enrollment and fees are separate for each session.

**Before School (BS):** Operates from 7:00 a.m. until the time school begins.

**After School (AS):** Operates from the end of the school day until 6:15 p.m.

**Snack:** Snack is offered by SACC in the afternoon. Snacks are provided through FCPS food services and meet United States Department of Agriculture guidelines. A menu is available at the center and on the SACC website at [www.fairfaxcounty.gov/ofc/sacc.htm](http://www.fairfaxcounty.gov/ofc/sacc.htm).

**Teacher Workdays:** SACC provides full day service from 7:00 a.m. to 6:15 p.m. on most FCPS teacher workdays. Children enrolled in BS or AS programs may attend the full day. Please communicate with your center staff to let them know whether or not your child will attend. School cafeterias will be closed. On teacher workdays, please send a packed lunch and drink that does not require refrigeration or heating and label both with the child's name and date. Snack will be provided by SACC in the morning and afternoon.

Teacher workdays are listed on the SACC calendar distributed at the beginning of the school year and available on the SACC website at [www.fairfaxcounty.gov/ofc/sacc.htm](http://www.fairfaxcounty.gov/ofc/sacc.htm). A schedule of activities and field trips will be posted at the center in advance. On teacher workdays, SACC teachers will not be available to remain at the center when field trips are scheduled. Families will need to make alternate arrangements for your child's care if you do not want him/her to participate in a scheduled field trip.



## Winter and Spring Programs

SACC works in partnership with the Fairfax County Public Schools to establish consolidated sites throughout the county for SACC's full day programs held during the FCPS winter, spring and summer breaks. Centers operate from 7:00 a.m. to 6:15 p.m. daily. Enrollment and fees are separate for each program.

**Snack and Lunch:** Snack is offered in the morning and afternoon. Please send a packed lunch and drink that does not require refrigeration or heating and label both with the child's name and date.

## Summer Camp Program

Weekly sessions are offered at consolidated sites throughout the county. Children may be enrolled in one or more weeks. Enrollment and fees are separate for each weekly session. Centers operate from 7:00 a.m. to 6:15 p.m. daily.

**Snack and Lunch:** Snack is offered in the morning and afternoon. A refrigerated packed lunch is offered by SACC each day. A menu is available at the center and on the SACC website at [www.fairfaxcounty.gov/ofc/sacc.htm](http://www.fairfaxcounty.gov/ofc/sacc.htm). If your child will not be eating the lunch offered, please send a packed lunch and drink that does not require refrigeration or heating and label both with the child's name and date.

**Field Trips:** Field trips are taken throughout the summer. A calendar of activities and field trips will be available at each site. No fee adjustments or refunds will be given for field trip cancellations due to weather, energy problems or unanticipated calendar changes.

**Please Note:** SACC is closed for approximately one week at the end of the school year and for two weeks before the school year begins for school maintenance, closing down and setting up center rooms, and to allow time for open house, staff orientation and trainings.



# SACC Curriculum

**Annual Focus:** In order to maintain high standards for curriculum experiences, SACC researches and analyzes curriculum development and trends and incorporates children's interests in the development of the annual curriculum focus. The curriculum supports FCPS' Program of Studies through experiences in language arts, science and mathematics, social studies, visual arts and the performing arts. Centers also provide opportunities for children to participate in community service projects throughout the year.

SACC teachers use engaging learning techniques to teach competencies and skills that will stay with the children throughout their lives. These opportunities allow children to acquire information and concept development through direct hands-on experiences and long-term projects. Teachers use children's everyday interests and curiosities to spark further exploration. Health and fitness experiences are incorporated throughout the curriculum. Daily opportunities for physical activity and outdoor activity (weather and air quality permitting) are provided. In addition, friendships, teamwork, leadership, problem solving, decision making and independent thinking skills are the natural outflow of the SACC experience.

**The Environment:** SACC teachers seek to create an environment that reflects children's interests and current explorations. While there are basic areas of interest such as a reading corner, game tables, art area, and science center, the rooms are continually evolving and transforming. What may start as a simple plant growing experiment could evolve into an indoor botanical garden. That in turn, may overflow to the outdoors with the creation of a schoolyard wildlife habitat.

Materials and supplies are on hand to support children's interests and imaginations in theatre, dance, sports, building, photography, reading, music, art and games. Access to the school playground, sports fields and gym is also available.

**Field Trips:** Throughout the year children may go on occasional field trips including walking, biking, swimming and those requiring use of FCPS, public or chartered transportation. During the school year, centers may use teacher workdays to go on an all-day trip that gives children an opportunity to explore areas beyond their immediate surroundings. The winter and spring programs, as well as regular SACC days, provide perfect opportunities for experiencing the surrounding community on foot, bicycle or by riding a local bus. During the summer camp program, children participate in regularly scheduled field trips.

Information about upcoming trips including the date, time and destination will be provided in advance. On teacher workdays, and during the school year program, SACC teachers will not be available to remain at the center when field

trips are scheduled. Families will need to make alternate arrangements for your child's care if you do not want him/her to participate.

**Homework:** SACC will provide the space and a designated time for children to complete their homework. Children may also choose to do their homework at any time throughout the afternoon. Some children prefer to do their homework right away, while others find they first need the opportunity for active play before sitting down to do homework. Homework completion is encouraged, but self-directed. SACC teachers are available to answer questions; however they will also be facilitating activities for other children during this time.

**Center Highlights:** Each center posts highlights of activities, events and special visitors. Highlights also list the center staff, regional supervisors and administrative phone numbers.

**Teachers:** SACC teachers have both academic backgrounds in child-related fields and experience working with children in small and large group settings. Many have graduate or post graduate degrees in education, psychology, recreation or other related fields. Equally important are the diverse areas of interest and expertise of the SACC staff. SACC teachers represent cultures from around the world, and many are bilingual. Each teacher brings something unique and special to the SACC program. There are musicians, artists, writers, athletes, naturalists, carpenters, designers, cooks, gardeners and computer savvy experts — all sharing their talents. SACC teachers:

- Ensure the safety of children;
- Welcome all children;
- Encourage acceptance of differences;
- Provide experiential learning opportunities;
- Support independent thinking;
- Nurture creative expression;
- Encourage cooperation and community;
- Model patience, flexibility, enthusiasm and positive attitude.

**Regional Supervisors:** The SACC centers are divided into clusters that are supervised by regional supervisors. Regional supervisors make regular visits to the centers. If you have any questions, concerns or comments about your center or the program, please call the SACC administrative office at 703-449-1414 to speak with the regional supervisor for your child's center.

**Program Assessment and Improvement:** SACC's efforts to provide high quality programming include continuous opportunities for program assessment and improvement. Approaches used include bi-monthly on-site center monitoring visits, comprehensive staff professional development, state licensing compliance and feedback from bi-annual assessments utilizing the Assessment of Afterschool Practices Tool. The APT, developed by the National Institute on Out-of-School Time, is designed to help school age child care programs link quality with positive youth outcomes.

# Eligibility

Children are eligible to attend the SACC program when all adults living in the child's home meet one or more of the criteria below, or any equivalent combination:

- Work 30 or more hours a week;
- Attend school full time (at least 12 semester hours);
- Attend a job training program 30 or more hours a week;
- Unable to work due to a disability.

SACC is committed to nondiscrimination and inclusion in all programs, services and activities.



# SACC Enrollment

Call SACC registration at 703-449-8989 to enroll in new services. A registrar will guide you through the process. Enrollment and fees are separate for each program and service. Enrollment at each center is limited and openings are offered on a first come, first served basis. Beginning each July children can be enrolled or placed on a wait list up to a year in advance of the start of a school year.

The following information is needed at the time of registration: parent names, addresses, phone numbers, child information, gross household income, services needed and base school. Information regarding school boundaries is available from FCPS by calling 571-423-2330 (8:30 a.m. - 4:30 p.m. Monday-Friday) and on the FCPS website at [www.fcps.edu/boundary](http://www.fcps.edu/boundary).

Proof of your child's identity may also be required (see page 19, "Child Identification").

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## Automatic Re-enrollment

Automatic re-enrollment is guaranteed (unless services are cancelled) as long as the account is in good standing.

### *School Year Program:*

Current center placement and services automatically roll over each year. For example, if your child is enrolled in BS and AS at Aldrin SACC this year, he/she will automatically be enrolled in BS and AS at Aldrin SACC next year, unless you cancel services.

### *Winter, Spring, Summer Programs:*

SACC consolidates sites for the winter, spring and summer full day programs. Full day program enrollment automatically rolls over each year for the same program however program locations may be different.

- If you enroll in the winter, spring or any weekly session of the summer camp program and do not use the service, you are no longer guaranteed automatic re-enrollment. Those sessions will be automatically cancelled for the next year. Parents must call to re-enroll, or be placed on a wait list.
- Account balances that are delinquent will jeopardize services and automatic re-enrollment is not guaranteed.

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### Wait Lists

Enrollment at each center is limited. Openings are offered on a first come, first served basis as space becomes available throughout the year. SACC cannot guarantee or predict when space will become available at a particular center. If you are on a wait list and are offered service, you have the option to accept the service or be moved to the bottom of the wait list. Future placement is not guaranteed.

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### Sibling Enrollment

SACC works with families to keep siblings together. Beginning each July siblings can be enrolled or placed on a wait list up to a year in advance of the start of the school year. However, enrollment at each center is limited and openings are offered on a first come, first served basis. Sibling enrollment is not automatically guaranteed and SACC cannot guarantee or predict when space will become available. Reduced rates are applicable for families with two or more children enrolled. Fees for the second child are discounted by 10 percent. A 20 percent discount is applied to fees for the third child and each additional child.

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### Schools Without SACC Centers

SACC centers are located in most Fairfax County public elementary schools. If a child's base school does not have a SACC center, or if the center is fully enrolled, families may enroll in services at another SACC center and request a student transfer from Fairfax County Public Schools. When requesting a student transfer from FCPS, families must document attempts made to secure child care within the base school boundaries. Transfer approval allows a child to attend school where a SACC center is located that has space available. Approval is limited. Enrollment in SACC does not guarantee the approval of a student transfer. If approved, parents are responsible for arranging daily transportation to and from the non-base school. For more information regarding FCPS student transfer process, visit [www.fcps.edu](http://www.fcps.edu).

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### Request to Transfer Services to Another SACC Center

Transfers are dependent upon the current enrollment and the wait list of the new center requested. Transferred services are not guaranteed.

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### Children Attending Private or Parochial School

Children attending private or parochial school may be enrolled in the SACC program. Attendance must follow the scheduled hours and holidays of the SACC program.

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### Children Who Do Not Live in Fairfax County/City of Fairfax

Out-of-county/city residents may use the SACC program if space is available. In-county/city residents receive priority placement over non-residents. Out-of-county/city residents must pay full fee for each child regardless of income. The sliding fee scale and sibling discounts do not apply.

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### Children With Special Needs

SACC works closely with families to provide a successful experience for all children. Children with special needs are integrated into all SACC centers. Key and Kilmer Centers are self-contained programs which serve youth with multiple types of disabilities, ages 5-21. Upon enrollment, a SACC Regional Supervisor will contact the family to discuss the specific needs of their child. Regional Supervisors work directly with center staff and parents to support each child's success.



**Please Note:** SACC does not provide transportation.

# Fees

Fees are determined annually following the adoption of the County's budget by the Fairfax County Board of Supervisors.

**Sliding Fee Scale:** Fees are based on adjusted gross household income (see [www.fairfaxcounty.gov/ofc/sacc.htm](http://www.fairfaxcounty.gov/ofc/sacc.htm)). Families must be residents of Fairfax County or the City of Fairfax to apply for reduced fees. Out-of-county/city residents and graduate students pay full fee regardless of income. Families whose adjusted gross household income is \$83,000 or above are assessed at full fee. Families requesting reduced fees must complete and submit financial and income verification forms prior to their child's enrollment start date. Fee adjustments start from the date SACC registration receives completed financial forms. Income recertification must be submitted each July (regardless of start date) and as changes occur throughout the year. Notify SACC registration within 10 business days of any changes in income or family size. Fee adjustments become effective from the point of receipt forward and do not apply to past bills.

**Unemployment:** If you become unemployed, please notify SACC registration within 10 days to determine continuing eligibility and any changes to fees. Please call SACC registration at 703-449-8989 for additional information.



month (see page 14, "Billing and Payment"). Fees are not adjusted based on attendance, absences or early pick-up. Additional session fees are charged for the winter, spring and summer camp programs.

**School Year Fee Assessments:** Fees for school year services are assessed on a half-month basis regardless of the number of days of attendance during that time. The 15<sup>th</sup> of the month is used for the half-month assessment. If a service is cancelled prior to the 15<sup>th</sup> of the month you may be eligible for a half-month credit. If you enroll prior to the 15<sup>th</sup> of the month, you will be billed for a full month of service. If you enroll after the 15<sup>th</sup> of the month you will be billed for a half-month of service.

## Late Pick-Up Fees

SACC centers close at 6:15 p.m. If you are running late, please notify the center by 6:15 p.m. If you have not contacted the center and staff cannot reach you, an emergency contact person listed on your child's SACC licensing information form will be contacted to pick up your child. If staff cannot reach anyone within a reasonable period of time, it may be necessary to contact Child Protective Services. This will only be done with authorization from a regional supervisor.

- The account will be billed a fee for every 15 minutes (or portion of 15 minutes) that a child is picked up late. SACC reserves the right to cancel service due to habitual or excessive lateness.
- For the first three occurrences, a late fee of \$5 is charged for each 15 minutes (or portion of 15 minutes) that a child is cared for after session hours. Late fees increase after three times.
- After three times, a late fee of \$15 is charged for each 15 minutes (or portion of 15 minutes) that a child is cared for after session hours.
- Late pick-up persons will be asked to sign a late pick-up form.
- The account will be billed for payment of all late fees, including late fees assessed due to the late arrival of an authorized pick-up or emergency contact person.



# Billing and Payment

**Monthly Billing:** SACC services are billed one month in advance. Service additions or cancellations made after the eighth of each month may not be reflected on that month's bill. Any additional fees or credits that miss the billing cut-off date will appear on the following month's statement. Bills are mailed mid-month for the next month of service. Payment is due prior to service and must be received by the 28<sup>th</sup> of each month. If you have signed up for Parent Online, notification that your monthly billing statement is available will be sent electronically each month to the email address you have provided to SACC registration.



**School Year Program:** The total cost of the school year program is billed in 10 equal monthly installments from August through May. Therefore, monthly payments are the same each month regardless of the number of days of service or what month a child begins service.

**Winter and Spring Programs:** Winter and spring full day programs have different fee schedules and appear as a separate charge on your monthly billing statement.

**Summer Camp:** SACC's summer camp program has a different fee schedule. Fees will appear as weekly sessions on your June and July monthly billing statements.

## Payment Methods

- **E-Checks:** You may pay your bill electronically, using your bank account, at [www.fairfaxcounty.gov/ofc/sacc.htm](http://www.fairfaxcounty.gov/ofc/sacc.htm). Please allow 48 hours for the payment to be processed and reflected on your SACC account.
- **Cash or Check:** Check payments can be sent by mail to P.O. Box 18103, Merrifield, VA 22118. Cash or check payments are accepted in person at the SACC registration office.

SACC teachers cannot accept SACC payments.

**Late Payment and Delinquent Collections:** SACC services are billed around the eighth of the month for the next month's services. Accounts must be paid in full each month prior to services for the next month. Late payment charges and delinquent collection fees will be applied as follows:

- A late payment fee of 10% will be charged on any account not paid in full on or before the original due date.
- Interest at the rate of 10% per annum will be charged on all past due accounts.
- Accounts past due for more than 30 days are also subject to a \$30 collection fee.
- Pursuant to County policy, delinquent accounts may be placed with the Fairfax County Department of Tax Administration for collection. DTA employs private collection agents to collect all debts. By state law, collection agents may charge debtors an additional collection fee of 20% on all amounts past due.
- Collection actions may include wage liens, bank liens, property seizures, court procedures and flagging of credit records.



**Adjustments and Refunds:** Fees will not be adjusted or refunded for absences, early pick-ups, cancelled field trips, unanticipated calendar changes or closings due to weather conditions, energy problems, or other emergency situations.

**Returned Checks:** There will be a \$50 charge for any check returned for insufficient funds.

**Added Service:** Call SACC registration to enroll in additional services or to add another child. Enrollment is limited and available on a first come, first served basis. Depending on your child's start date, you will be billed for either a half-month or a full month of service for the school year program. You will be billed for the full session of the winter, spring and summer camp programs regardless of the start date.

**Change of Address or Contact Information:** Please notify both SACC registration and your SACC center staff as soon as possible with any address, phone number or other contact information changes.

**Federal Tax ID:** Fairfax County's federal tax ID number is 54-0787833. You may obtain your yearly tax statement via Parent Online or by calling SACC registration.

**Billing Questions:** If you do not receive your bill, are unable to make a payment or have a question regarding your bill, please contact the SACC billing department at 703-324-3811.



# Cancellation Policies

To cancel SACC services, you may either call SACC registration at 703-449-8989 or you may email your cancellation to: [saccregistration@fairfaxcounty.gov](mailto:saccregistration@fairfaxcounty.gov).

Please be sure to include the following information:

- Parent name;
- Child name;
- Account number;
- Center name;
- Session(s) to be cancelled (BS, AS, winter, spring, summer);
- Last day your child will attend SACC (this is important for SACC billing purposes).

## Two Week Notification

If you need to cancel services, please notify SACC registration as soon as possible. A minimum of two weeks cancellation notice is required. You will continue to be billed and are responsible for payment unless service is cancelled in advance. Current school year enrollment cancellations effective on or prior to the 15<sup>th</sup> of the month will be billed for a half-month of service. Current enrollment cancellations effective after the 15<sup>th</sup> of the month will be billed for a full month of service. No refunds or credits will be issued for services that are not cancelled in advance, even if your child does not attend. Please also

let the SACC center staff know your child's last day of attendance. Once services are cancelled, parents must call SACC registration if they would like to re-enroll or be placed on a wait list.



# General Information, Policies, and Licensing Standards

All SACC centers are licensed by the Commonwealth of Virginia Department of Social Services and meet or exceed the standards set for licensed child day care programs. The purpose of the standards is to reduce risks in center environments and protect children by ensuring the activities, services and facilities of centers are conducive to their well-being. Compliance with licensing standards is monitored by announced and unannounced center visits and inspections by licensing staff.

**Licensing Information for SACC Center Records Form:** In order to best ensure children's health and safety, accurate and up-to-date emergency information for all children enrolled in the SACC program must be on file. The licensing information form must be fully completed, signed and reviewed with center staff a minimum of one day **before** your child's start date. A separate form is required for each child. At the beginning of each school year, families must review the form on file for each child and update any information as needed. A signature will be required to verify the accuracy of the information on file. If a form is not already on file, you will need to submit a new form a minimum of one day before your child's start date.



**Emergency Contacts:** Contact information for a minimum of two contact persons who are available to pick up your child when you cannot be reached in the event of an emergency situation must be provided. Please advise your contacts that you have listed them as an emergency contact and given their names and phone numbers to SACC. It is important that your emergency contacts be able to pick up your child if they receive a call.

**Authorized Pick-Up Persons:** Children will be released only to the persons listed on their SACC licensing information form as emergency contacts or authorized pick-up persons. Appropriate legal paperwork must be on file when the custodial parent requests

the center not to release the child to the other parent. Children will not be released to any person not on the licensing form without written authorization from a parent. SACC must have clearly detailed instructions whenever your child is to go home with anyone other than a regular pick-up person or if your child is to attend any after school activity other than SACC. All authorized pick-up persons unfamiliar to center staff must show photo identification.

**Note:** Children will not be released to go home alone.

**Change of Contact Information:** It is important that all contact information be kept current and up-to-date. Please notify the center staff as soon as possible of any changes in phone numbers, addresses, emergency contact information and authorized pick-up persons. Also notify SACC registration of any changes in your phone numbers or address.

**Signatures:** An original signature is required on all copies of the form.

**Health Form and Immunization Record:** A copy of each child's school entrance health form and immunization record is required to be on file. SACC staff will coordinate with the school office staff to obtain a copy of the form, however you may be asked to provide a copy of the form if needed. If your child is enrolled only during the winter, spring or summer program, please provide SACC staff with a copy of the form which may be obtained from the school office or completed by your child's physician.

**Child Identification:** Proof of your child's identity must be shown if your child is enrolled in the winter, spring or summer camp programs but not enrolled in a school year SACC program, or if your child does not attend a Fairfax County public school. Acceptable forms of identification include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of your child's identity from a child placing agency, record from a public school in Virginia or certification by a principal or designee of a public school in the United States that a certified copy of the child's birth record was previously presented. SACC does not keep the proof of the child's identity, however, SACC must document it has viewed proof of identity for each child.



**Medication:** In order for staff to administer any medication, the appropriate FCPS/SACC authorization form must be completed by a parent or legal guardian and turned in to SACC center staff. Medication, inhaler and epi-pen authorization forms are available on the FCPS website or at the SACC center. A physician's signature and written instructions are required for any medication (prescription or over-the-counter) administered more than 10 consecutive SACC days, or on an as-needed basis. Over-the-counter medication must be in the original labeled container, have a valid expiration date and be labeled with your child's name, dosage, times to be administered and effective dates. Dosages for over-the-counter medication may not exceed the manufacturer's guidelines and the label must match the written instructions on the authorization form. Prescription medication must be in the original pharmacy container and have a valid expiration date. The pharmacy label must be current and contain the child's name, medication, dosage, times to be administered and effective dates. The pharmacy label must match the written instructions on the authorization form. An authorized adult must deliver the medication to a SACC teacher; please do not send it in with your child. In some cases children may be authorized by their physician to carry emergency medications. This permission must be indicated on the authorization form. All other medication is kept in a locked container and is accessible only to center staff.

**Expired Medication:** Medication needs to be picked up within 14 days of the authorization expiration and/or medication expiration or it will be disposed of by center staff.

**Sunscreen/Insect Repellent/Diaper Rash Ointment:** SACC must have written permission noting any possible adverse reactions in order to apply sunscreen, insect repellent or diaper ointment. Sunscreen must be hypo-allergenic and a minimum SPF of 15. Children 9 and older may apply their own sunscreen. All over-the-counter skin products must be used in accordance with the manufacturer's recommendations and will not be kept or used beyond the product's expiration date. Please be sure to label the container with your child's name and date.



**Communicable Diseases:** Parents are required to inform the center within 24 hours if your child or a member of your immediate household develops a communicable disease as defined by the Virginia Department of Health. Life threatening diseases must be reported immediately (see page 26, "What Happens If My Child Becomes Ill?"). All SACC parents will be notified within 24 hours if a communicable disease is reported at the center.

**Weapons:** Students are not permitted to possess any gun, knife, explosive

device, ammunition, or object that is capable of discharging a projectile on school property. SACC works collaboratively with FCPS regarding disciplinary procedures related to weapons violations. Disciplinary actions may include suspension or expulsion from both school and SACC.

**Child Protective Services:** SACC staff are mandated to report suspected child abuse and neglect to Child Protective Services as required by Virginia State law.

**Extreme Temperatures/Poor Air Quality/Thunderstorms:** SACC takes careful and detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality, the possibility of thunderstorms, and other extreme weather conditions.

SACC follows the FCPS Office of Safety and Security policy for extreme heat and poor air quality days by eliminating strenuous outdoor activities. Children may, however, be outdoors for a limited time doing non-strenuous activities. SACC provides drinks for children while outside. Decisions about field trips under these circumstances, as well as with the possibility of lightning, are made on a case-by-case basis in conjunction with information from the National Weather Service, media weather forecasts and FCPS weather information. In addition, the length of the bus ride and trip destination (outdoors, swimming pool or inside) are considered.

**Emergency Preparedness and Shelter-in-Place:** Every SACC center has an emergency preparedness plan and a shelter-in-place plan that will be implemented in the case of weather emergencies, chemical or biological threats or other extreme emergencies. Plans are available to view at each center. SACC centers implement monthly emergency drills.

**Supplemental Accident Insurance:** The SACC program has limited supplemental accident insurance for children participating in the program. This insurance is intended to cover medical costs associated with an injury sustained while participating in SACC activities that cannot be covered by family insurance. Contact SACC registration immediately if you need to file a claim.

**Staff:** SACC teachers have both academic backgrounds in child-related fields and experience working with children in small and large group settings. All staff who work with children complete a criminal background check and check of the Child Protective Services Registry every three years. A TB screening/test is done every two years. Teachers receive Medication Administration Training (MAT), basic first aid and CPR training as well as mandatory training throughout the year to ensure the highest quality of programming and service.



# Emergency School Closings, Delayed Openings, and Early Closings

**Full Day School Closings** – SACC will be closed whenever schools are closed for the full day due to severe weather conditions, energy problems or other emergencies.

**Delayed School Openings** – On days when school opens late, SACC centers will open at 7:00 a.m. for children enrolled in the Before School session.

**Early School Closings** – SACC will open at the time of school dismissal for children enrolled in the After School session, and remain open until 6:15 p.m., the regular SACC closing time. In the event of severe weather conditions, energy problems or other emergencies, SACC administration requests parents make every effort to pick up children earlier if possible.

**Teacher Workdays** – SACC will be closed whenever schools are closed for the full day due to severe weather conditions, energy problems or other emergencies. If it is announced by the media that FCPS teachers do not report to work, SACC teachers do not report to work and centers are closed.

**Winter, Spring, and Summer Programs** – Listen for Fairfax County Government and FCPS administration announcements on the radio and television.

Information about school closings and delayed openings are announced on local radio and television stations. Current information can also be found on the FCPS website at [www.fcps.edu](http://www.fcps.edu) or on the Fairfax County Government website at [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov).

**Note:** Fee adjustments or refunds will not be given for SACC closings due to snow, weather, energy problems, emergency school closings, unanticipated calendar changes, early pick-ups or cancelled field trips.



# Frequently Asked Questions

## What will my child's day in SACC be like?

When your child walks into the SACC room before or after school, he/she is greeted by a teacher and welcomed to an environment that reflects children's interests and the curriculum focus. Some children will choose to work on their homework, others will head outdoors to the playground, and some may become involved in a planned group project.

Throughout the day a number of activities and experiences are offered. Some children like to stick with the same project or stay in the gym for most of the afternoon. Others like to participate in two or three different activities, while some children want to spend time with friends or quietly read a book. Each child chooses the direction his/her day in SACC will take. As parents arrive they are welcome to join in a project or sit down and relax.

## Do I need to walk my child into the SACC center?

To ensure children's safe arrival to SACC's Before School session, on teacher workdays, and during SACC's full day programs, parents must walk their children into the SACC room. Please be sure a SACC teacher is present and aware of your child's arrival before you leave. Children may not be left on school grounds without SACC supervision.

## Can my child leave Before School SACC to get breakfast in the school cafeteria?

Many schools offer a breakfast program. Please let SACC center staff know if your child will be participating in the school's breakfast program.

## What is SACC's holiday schedule?

Generally, SACC follows the FCPS and county holiday calendars. The SACC calendar is distributed at the beginning of each school year. It is also available on the SACC website at [www.fairfaxcounty.gov/ofc/sacc.htm](http://www.fairfaxcounty.gov/ofc/sacc.htm).



## What do I do when my child is going to be absent?

If your child is going to be absent, picked up from school early or has other after school arrangements for the day, please notify the SACC center staff as soon as possible. Center staff must account for all children each day. In the event your child can not be accounted for and you can not be reached, SACC staff will contact the local police for assistance in locating your child.

## Is my child able to walk home from SACC?

Children are not permitted to sign themselves out from SACC to go home. Children must be picked up by an authorized pick up person.

## What if I want my child to participate in extracurricular activities?

You must provide SACC with written permission for your child to attend school sponsored activities, community sports leagues, art classes or other non-SACC programs during SACC hours. Children are not permitted to sign themselves out from SACC to walk to the activity even if it is held in the school building or on school grounds. Children must be picked up by an authorized pick-up person. Written permission must include detailed information about the program (days, times, effective dates, location) and person(s) authorized to pick up and return your child to SACC. If for any reason your child will not return after the activity is over, you must notify SACC staff.

## Is my child able to bring items from home?

SACC centers are well equipped with a variety of curriculum focused supplies and additional games and materials are purchased throughout the year. SACC recommends children leave toys, including handheld electronic devices, at home. Your SACC center may offer occasional opportunities for children to bring items from home on a teacher workday or for other event focused activities. However, any time children bring items from home, those items remain the responsibility of the child. SACC is not responsible for lost or stolen items.



## How do SACC teachers deal with children's behavior?

SACC teachers promote positive behavior by offering fun and engaging curriculum experiences, building relationships with each child, creating an environment that is conducive to cooperative play and encouraging an atmosphere of mutual respect. Teachers also help children learn problem-solving skills and develop a common understanding of acceptable versus unacceptable behaviors (behaviors that offend, exclude or hurt others, and why).

## What should I do if my child has a conflict with another child?

If you are concerned about a child's behavior or a conflict that arises between your child and another child, please discuss your concern with the SACC center staff as soon as possible.

Regional supervisors are also available to discuss any issues or concerns you may have and will work with you and center staff toward a solution. Please call SACC administration at 703-449-1414 if you would like to talk with a regional supervisor.



## Does SACC terminate services on the basis of behavior?

It is SACC's goal to create a successful environment for all children, including children with disabilities and special needs. SACC makes every effort to problem solve and help children succeed in a group care setting. However, on occasion alternate care may be necessary for a particular child. If a child is unable to function successfully in SACC, an alternate care situation will be discussed. The decision will be considered jointly by center staff, parents and SACC administrative staff.



## What happens if my child becomes ill?

If your child becomes ill, you will be notified and asked to pick up your child as soon as possible, or to make arrangements to have your child picked up by an emergency contact. Your child will be offered a quiet place to rest until you arrive. If your child leaves school during the regular school day due to illness, (s)he may not return to SACC that same day. Health Department regulations governing periods of infection and exclusion will be enforced. Children may not attend SACC with any illness that threatens the health of other children. You will be

asked to pick up your child if any of the following previously undiagnosed or undetermined symptoms are present: cough, diarrhea, fever of 100° or higher, inflamed eyes with discharge, rash, sore throat or vomiting. These are general symptoms that may or may not be associated with a communicable illness. Without consultation from a physician it is impossible to determine the nature of the illness, therefore your child will be sent home for further evaluation. If your child or a member of your immediate household develops a communicable disease as defined by the Virginia Department of Health, you must inform your SACC center staff within 24 hours.

## What happens if my child is injured?

SACC teachers are certified in basic first-aid procedures and CPR. If the injury is minor, you will be notified and given information regarding the injury when you pick up your child. If your child's injury may require a doctor's medical attention you will be notified immediately. If you cannot be reached, a staff member will accompany your child for emergency care. By signing your child's licensing information form, you give permission for SACC staff to obtain professional medical care for your child if an emergency occurs and you cannot be reached immediately. Please be sure the center and SACC registration have current contact information at all times.

# Communication With Families

Communicating with families is essential. In addition to the opportunity for daily communication with SACC center staff, SACC administration uses technology (via Parent Online, an electronic bulletin board for SACC announcements; SACC's website; and OFC's Facebook page) and Parent Advisory Council meetings for ongoing communication with families. An annual survey provides the opportunity for families to give SACC administration input and feedback about the SACC program.



**Center Communication:** Each SACC center has a parent board area. Information posted in this area includes the center's curriculum highlights, information about any upcoming special events or field trips, the monthly snack menu, licensing information, and other center specific communication as well as programwide information.

**Parent Involvement:** SACC encourages parent involvement. Parents are welcome to visit the center, participate in activities and volunteer as special visitors. Participation is also encouraged in the center's family events offered throughout the year.

SACC's Parent Advisory Council is another way for parents to

become involved. The PAC is composed of parent representatives from each SACC center and meets several times each year. These meetings facilitate communication between PAC representatives and SACC administration and provide the opportunity to discuss program-wide initiatives and issues that affect the program as a whole. PAC representatives share information with parents at the SACC center and advocate on behalf of quality school age child care services.

**Parent Online:** Parent Online provides the user online access to view enrollment, cancel services, review billing activity, access yearly tax statements and receive SACC administrative announcements. Online access is available for one email address per account. To sign up for Parent Online access, call SACC registration at 703-449-8989.



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