



# SCHOOL AGE CHILD CARE PARENT HANDBOOK 2025-2026



Harry L. Wheeler Community Center & Administrative Offices  
24076 F. V. Pankow Blvd  
Clinton Twp, MI 48036  
SACC Office: 586-493-5660  
Fax: 586-783-6309  
[www.lc-ps.org](http://www.lc-ps.org)

The information contained within the L'Anse Creuse Public Schools – School Age Child Care Parent Handbook is subject to change based on current state and local health and safety guidelines.

## Contents

WELCOME .....	2
PROGRAM CONTACTS.....	2
CONTACTING SITE DIRECTORS.....	2
PHILOSOPHY .....	2
PROGRAM GOALS .....	3
NOTICE OF AVAILABILITY – LICENSING NOTEBOOK .....	3
ADMISSION POLICY .....	3
WITHDRAWAL POLICY .....	3
SACC SCHEDULES/ATTENDANCE RESERVATIONS.....	3
ARRIVAL/DEPARTURE .....	4
DISCIPLINE POLICY .....	4
FIELD TRIPS .....	4
HOMEWORK .....	4
INCIDENTS AND INJURY .....	4
MEDICATION .....	5
HEALTH CARE PLAN .....	5
NUTRITION & FOOD SERVICE PLAN .....	5
OUTDOOR PLAY .....	5
STAFF QUALIFICATIONS AND TRAINING .....	5
RATES/FEE POLICY .....	6
REGISTRATION/TUITION .....	6
ATTENDANCE RESERVATION .....	6
ADDITIONAL FEES .....	6
EMERGENCY DROP-IN.....	6
LATE PICK-UP .....	7
TAX STATEMENTS .....	7
PAYMENT METHODS .....	7
ACCOUNT BALANCES .....	7
DHS.....	7
DISTRICT CALENDAR .....	7

## WELCOME

We are excited to welcome you and your child to the L’Anse Creuse SACC program. Our goal is to provide a safe, supportive, and engaging environment where children can learn, play, and grow outside of regular school hours. The SACC program is available at all L’Anse Creuse elementary schools and operates every school day, including early release or half days.

SACC is designed to meet the needs of working families by offering care before and after school. Morning care begins at 6:30 a.m. and continues until the start of the school day. Afternoon care begins at school dismissal and runs until 6:00 p.m. Pre-registration is required for all participants. Enrollment is based on availability and must comply with state licensing guidelines and staff-to-child ratios.

## PROGRAM CONTACTS

**Program Director** – Tony Sedick | [sedican@lc-ps.org](mailto:sedican@lc-ps.org)

**SACC Coordinator** – Darren Weir | [weirda@lc-ps.org](mailto:weirda@lc-ps.org)

**SACC Secretary** – Marsha Paquette | [paquema@lc-ps.org](mailto:paquema@lc-ps.org)

## CONTACTING SITE DIRECTORS

**Atwood** – Kim Marcero-Lefief | (586) 493-5250 x2001

**Carkenord** – Catherine Williams | (586) 493-5230 x1041

**Graham** – Bryer Asoklis | (586) 783-6460 x2067

**Green** – Susan Shellabarger | (586) 493-5280 x2038

**Higgins** – Becky Williams | (586) 493-5210 x2046

**Lobbestael** – Alexandra Cain | (586) 783-6450 x1060

**South River** – Emily Radcliff-Painter | (586) 783-6480 x2108

**Tenniswood** – Heather Gudenau | (586) 493-5640 x2023

**Yacks** – Melissa LoGrasso | (586) 493-5630 x2078

## PHILOSOPHY

The SACC Program is built on the idea that children learn best through hands-on experiences with people and materials around them. Caregivers and children work together to plan indoor and outdoor activities that match the interests of students. We believe parents and caregivers should be positive role models and partners in helping every child build confidence and feel good about themselves.

### Typical SACC Daily schedule:

#### Morning Session

Quiet activities, board games and crafts  
Active games and sports  
Clean-up and prepare for school

#### Afternoon Session

Check-in, handwashing, and snack  
Outdoor play or gym time  
Quite activities, crafts and games

## PROGRAM GOALS

- Our goal is to provide a safe and caring space where children feel comfortable, supported, and active.
- We encourage independence and responsibility through fun, hands-on activities.
- Kids will have the chance to learn, explore, and be creative every day.
- SACC staff will do their best to meet each child's needs. If your child has special needs or speaks a language other than English at home, please let us know when you register.

## NOTICE OF AVAILABILITY – LICENSING NOTEBOOK

Each SACC site keeps a licensing notebook on-site. It includes all inspection reports, special investigations, and any plans to fix problems found. A summary of what is in the notebook is also included. Parents and those interested in the program can look at the notebook during regular program hours. You can also view reports from the past two years online at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

In September, parents will get a notice explaining that they'll receive advance warnings about any pesticide use. Notices will be sent in writing and through School Messenger or email. Each notice will include the name of the pesticide, why and where it's being used, the date, and contact info for a national pesticide center.

## ADMISSION POLICY

- All elementary students enrolled in L'Anse Creuse Public Schools can attend the SACC program at their home school.
- Children must be pre-registered before attending. This is a requirement from the Department of Human Services (DHS).
- Registration must be completed online, and the required fee must be paid before your child can start the program.

## WITHDRAWAL POLICY

- Parents may withdraw their child at any time.
- SACC may enforce a temporary suspension of any account with an outstanding balance.
- Staff may also request a child's withdrawal for behavioral reasons or for 3rd late pickup of child after 6 pm.

## SACC SCHEDULES/ATTENDANCE RESERVATIONS

- Children must be registered and have their days reserved ahead of time to attend the program.
- All days/sessions must be scheduled at least two weeks in advance.

## ARRIVAL/DEPARTURE

- Parents or authorized contacts must sign children in and out using the provided iPad.
- **Children must be picked up by 6:00 p.m.** A late pick-up fee will be added for pickups after 6 p.m. Two late pickups will result in suspension; a third will result in removal from the program.
- Children will only be released to individuals listed on the online registration form. Photo ID is required to pick up students. Please keep your child's information up to date in Eleyo.

## DISCIPLINE POLICY

Our goal is to help each child learn self-discipline. Staff will encourage kids to control themselves and work well with others. We use positive ways to teach good behavior and build self-esteem. Children will learn the basic rules, and good behavior will be praised. If a child acts out, they will be redirected without any physical punishment or loss of privileges.

- For small problems, children may have a time-out to calm down and get help solving the issue.
- If a child's behavior hurts themselves or others, they will get a caution card that parents must sign.
- The site director or program coordinator may meet with the family and school to create a plan to help the child and try to avoid suspension.
- After 3 caution cards, the child will be suspended from the program.
- Following suspension, parents, the site director, and the program director may meet to make a behavior plan, in order for the student to return to SACC.

## FIELD TRIPS

Some SACC programs may plan a field trip for a half day. All children signed up for SACC on the half day must go on the field trip and must have a signed permission slip. Field trips are an additional fee. **No alternate care is provided at the site during a field trip.** Children who have discipline issues on site may not be able to participate in field trips without a parent attending the trip.

## HOMEWORK

The SACC staff will provide a place for children to do their homework if they choose. It is not the responsibility of the SACC staff to make sure that children complete their homework assignments.

## INCIDENTS AND INJURY

In the event of an accident/injury the following will take place:

### Non-Serious Accident/Injury

- Comfort the child
- Administer basic first aid/monitor child
- Call the parent/guardian/teacher

### Serious Accident/Injury

- Administer basic first aid
- Call 911 for an ambulance if necessary
- Call the parent/guardian & SACC Director

## MEDICATION

- To give your child medication during SACC, a completed medication form must be on file with the site director.
- Prescription meds must be in the original container with the child's name, doctor, dosage, and instructions on the label.
- Non-prescription meds must also be in the original package with clear dosage instructions.
- All medications must be used at home for at least 24 hours before being given at SACC. Staff will record and supervise all doses.

## HEALTH CARE PLAN

If a child becomes sick while at SACC, the staff will:

- Provide a separate and comfortable area for the student.
- Contact the parent and give them specific information about the sick child to find a course of action.

## NUTRITION & FOOD SERVICE PLAN

- SACC will provide an afternoon snack for students, or you can send one with your student.
- Please indicate **any food allergies** your child may have while completing the online registration process.
- Lunch is not provided on half days. Please remember to send a lunch with your child.

## OUTDOOR PLAY

Students in the SACC program will play outdoors on the public school's outdoor play area and equipment every day for at least 20 minutes, weather permitting. Please dress your child for the weather.

## STAFF QUALIFICATIONS AND TRAINING

- Site directors have an Associate's, Bachelor's, or CDA (Child Development Associate) credential.
- All staff pass background checks and are fingerprinted.
- They are certified in CPR and First Aid.
- Each year, staff must complete 16 hours of school-age childcare training.
- Staff also have chances to take part in ongoing professional development.

## RATES/FEE POLICY

Location: **Yacks**

Session	Times	Flat Rate
Before School	6:30 am – 8:00 am	\$8.00
After School	3:04 pm – 6:00 pm	\$12.00
Early Dismissal	2:04 pm – 6:00 pm	\$12.00
*Half Day	11:19 pm – 6:00 pm	\$17.00

Locations: **Atwood, Carkenord, Green, Graham, Higgins, Lobbestael, South River, and Tenniswood**

Session	Times	Flat Rate
Before School	6:30 am – 8:51 am	\$10.00
After School	3:55 pm – 6:00 pm	\$10.00
Early Dismissal	2:55 pm – 6:00 pm	\$10.00
*Half Day	12:10 pm – 6:00 pm	\$15.00

## REGISTRATION/TUITION

- There is a one-time non-refundable registration fee of \$50 per student / \$70.00 per family due at the time of online registration.
- Tuition is based on reservations made in Eleyo
- A flat rate fee is charged for each reserved session. (See Rates/Fee Policy)
- Tuition is paid on the Friday before childcare is scheduled, using autopay.
- Two-week notice is required for any schedule changes. (See Attendance Reservation)

## ATTENDANCE RESERVATION

- SACC Schedules are created in your Eleyo account.
- Sessions must be scheduled at least two weeks in advance.
- Please allow up to two full school days for schedule changes to be processed.

## ADDITIONAL FEES

- \$15.00 Research Fee
- \$10.00 Late Payment Fee
- \$15.00 Late Pick-Up Fee
- \$10.00 Emergency Drop-In Fee (in addition to flat rate)

## EMERGENCY DROP-IN

SACC may be available for emergency situations during non-reserved sessions ***if space allows and licensing rules are followed***. A \$10.00 emergency drop-in fee will be added per session.

## LATE PICK-UP

- \$15 late fee per child for every 15 minutes after 6:00 PM
- 2nd late pick-up – suspension from the program
- 3rd late pick-up – removal from the program

## TAX STATEMENTS

You will be able to access your Tax Statement from the beginning of January through your Eleyo account.

## PAYMENT METHODS

- Tuition is due the Friday before your scheduled week of care
- Auto pay is used to process payments
- Accepted payment methods: Debit, Credit, and ACH
- Cash is not accepted at SACC locations
- For cash payments, contact the SACC office for assistance

## ACCOUNT BALANCES

Students will not be permitted to attend the program if there is an outstanding balance on the account. It is important to stay current with weekly payments to avoid any disruptions in your child's enrollment.

## DHS

We process Department of Human Services (DHS) childcare payments for families approved by DHS. **You are responsible to acquire and follow up on DHS paperwork until authorization is received. It is your responsibility to pay your account balance weekly until we receive authorization papers** from DHS. You are expected to keep your account current by paying your portion weekly. (Late fees are not covered by DHS.)

## DISTRICT CALENDAR

You can find the district calendar by visiting <https://www.lc-ps.org/our-district/calendar/>.