

# ***PARENT HANDBOOK***

## ***WEST MILFORD SCHOOL AGE CHILD CARE (SACC)***

**Michele Watson - Coordinator**  
**973-697-1700 ext. 5054 after 4 p.m.**  
**862-666-0000 Evenings 4:00 p.m. – 6:00 p.m.**  
**[Michele.watson@wmtps.org](mailto:Michele.watson@wmtps.org) (email preferred)**

### **PURPOSE:**

SACC strives to meet the needs of children and parents in our community. SACC is self-supporting, quality child care services. SACC operates on a first come/first serve basis. Once the site has met maximum capacity, you may request to be added to a waiting list. The program is designed to meet the many needs of the students. Activities include homework time, indoor and outdoor play, enrichment and crafts. Our program will establish rules and set guidelines. Discipline will be administered in a positive way to guide the behavior of the students.

### **TRANSPORTATION:**

**If you are utilizing SACC less than 5 days you must provide transportation on those days that your child does not attend.** The safety of our children is first and foremost. Please be sure to notify transportation in this regard. Transportation forms can be accessed from our website. If you sign up for afternoon SACC, the bus will no longer be an option on any day.

### **SCHEDULE:**

The schedule for the West Milford SACC program operates concurrently with the schedule of the West Milford Public Schools. All sites are open when the schools are open, closed when the schools are closed. All SACC sites are open at 7:00 a.m. and close at 6:00 p.m. In the case of scheduled half days, the program still operates as usual with the exception of the **Wednesday before the Thanksgiving holiday, the day before our winter recess, and the last day of school. SACC will not be in session in the afternoon on these days. SACC will be open for the morning session on these days.**

### **ARRIVAL & DISMISSAL:**

In the morning you must escort your child into the site. For the afternoon pick-up, you are asked to sign out your child. **IF THE STAFF IS NOT FAMILIAR WITH YOU OR ANY PERSON PICKING UP YOUR CHILD, THEY WILL ASK FOR IDENTIFICATION.**

## **EMERGENCY CLOSINGS/DELAYED OPENINGS:**

In the event of a district Emergency School Closing or snow day, the **SACC PROGRAM WILL BE CLOSED AS WELL**. The School Messenger system will be utilized as well as the district website: [www.wmtps.org](http://www.wmtps.org) for notification. **In the case of a delayed opening, SACC will open at 8:30 a.m.**

**In the event of an emergency early dismissal during the school day, the Superintendent will make a decision if SACC will also close early\*** Students will report to their afternoon placement as scheduled unless other arrangements have been made. A School Messenger announcement will go out to inform you of the early dismissal.

***\*There may be times when the superintendent determines that SACC will close earlier than 6:00 p.m. or close all together due to unsafe weather conditions. In that case, parents will be notified via School Messenger.***

## **ABSENCES:**

If your child is absent from SACC on his/her scheduled day, it is **required** that you call the SACC site that they attend. The SACC program cannot rely on the school's administration to relay messages. Please be responsible to ensure your child's safety. All SACC phone lines have 24-hour voice mail.

**\*\*\*REPEATED FAILURE TO FOLLOW THIS PROCEDURE CAN LEAD TO DISMISSAL OF YOUR CHILD FROM THE PROGRAM\*\*\*\*\***

## **DISCIPLINE:**

Discipline will be administered in a positive way to guide the behavior of the students. When behavior problems occur appropriate action will be taken immediately. An incident report will be written up and the parent will be asked to sign it. If the parent does not sign the report, but is made aware of the incident, it will still be counted as an incident towards the 3 cumulative incidents. If the behavior still continues and/or is harmful to the students or others the child may be suspended or removed from the program at the discretion of the coordinator. If 3 or more behavioral incidents occur in one school year, we reserve the right to remove your child from the program. Bullying incidents will be written up as per district and state requirements.

## **SCHEDULE CHANGES:**

If there are any changes during the school year pertaining to your child's schedule, phone numbers, addresses or people authorized to pick up your child, please email/call the coordinator and advise the SACC staff at your site. If your child is involved with any after school activities (i.e. scouts, yearbook club, ski club, etc.) you must provide a written schedule to the SACC staff and a note informing them if your child will be returning to the SACC when the activity is over for the day.

## **LATE PICK UPS:**

**LATE PICK UPS WILL NOT BE TOLERATED.** Please be prompt in picking up your child. If you are going to be late due to unavoidable circumstances, then you **MUST** call the site. The site will maintain a drop off and pick up time log. If you are late more than 3x in one month a late fee will be applied of \$15.00 per every 15 minutes late. You will be offered to extend your pick up time to the next half hour increment to avoid these fees going forward. Of course emergencies may arise and that is understandable.

## **HOMEWORK:**

Homework time will be provided at each site. This time could vary based on needs. The SACC staff will do their best to assist your child with homework, but ultimately it is the parent's and child's responsibility to make sure all work is completed as assigned by the teacher. If you elect not to have your child do his/her homework, they will be required to read, do puzzles or another quiet activity by themselves so they do not disturb the children who are doing their homework.

## **SNACKS:**

Children are permitted to bring their own snacks. Please be sure that the staff is aware of any food allergies your child may have. Candy, gum and soda are not permitted.

## **CLOTHING:**

In order to reduce the risk of injury, children **must** wear sneakers or rubber soled shoes for playing on the playgrounds. If your child does not, they will not be allowed to play games or utilize the playground equipment. Please label clothing and backpacks.

## **ILLNESS & MEDICATIONS:**

If your child becomes sick while at SACC (i.e. fever, virus, vomiting), we will contact you immediately to pick him/her up. We must have current parent's work phone numbers, cell numbers and/or emergency numbers to call. Please note, there is no nurse present during SACC hours.

When you give a note to the school nurse regarding limitations to your child's physical activities because of injury, medical tests etc. you **MUST** give a copy to SACC as well. Nurses cannot share this information with us because of privacy laws so we rely on you.

**It is helpful for us to know if your child is currently taking any kind of medication, temporarily or long term.** In case of allergic reactions or behavioral changes the staff will be better able to understand and react more effectively. This information is strictly confidential.

SACC staff cannot administer medications; prescription or over the counter. If your child is taking a prescription medication, it must be administered by the school nurse with a physician's note during school's hours. If your child needs to use an inhaler, we must have a note from the doctor, and your child must be able to self-administer. There is no nurse present during SACC hours.

If your child contracts a contagious illness (i.e. chicken pox, measles, pink eye, strep throat etc.) please inform the SACC staff.

### **PAYMENTS:**

Your contracted amount is based on 181 days and is spread over 10 equal payments. **TUITION IS DUE THE 15<sup>TH</sup> OF THE PRECEDING MONTH. PLEASE KEEP YOUR PAYMENTS CURRENT.** After 2 consecutive months of late or non-payments your child may be removed from the program and you will remain responsible for payment. We are a self supporting program and do not issue refunds for days missed due to illness, vacations, snow days, plays dates, etc.

There is a fee of \$8.00 per hour for extra hours that have been arranged by the parent and coordinator.

There is a \$10.00 fee for late payments. There is a \$25.00 fee for returned checks.

### **MAKE ALL CHECKS PAYABLE TO:**

WEST MILFORD PUBLIC SCHOOLS SACC

### **PLEASE MAIL TO:**

46 HIGHLANDER DRIVE  
WEST MILFORD, NEW JERSEY 07480  
ATTENTION: MICHELE WATSON/COORDINATOR

Please note the school on your check so it is applied correctly

DO NOT SEND PAYMENT WITH YOUR CHILD

On line payments are also available at <https://payschoolscentral.com/> either by credit card or ACH

Parents, please keep these numbers handy (put them into you cell phone) to report:

ABSENCES  
YOUR CHILD HAS BEEN PICKED UP EARLY  
YOU ARE RUNNING LATE

**DO NOT** leave this information with the coordinator or school's offices.  
It may not get to the SACC staff in a timely manner.

### **SACC SITES & PHONE NUMBERS**

<b>APSHAWA:</b>	<b>Media Center</b>	<b>862-248-4018</b>
<b>MAPLE ROAD:</b>	<b>Media Center</b>	<b>862-248-4019</b>
<b>MARSHALL HILL:</b>	<b>Room 5</b>	<b>845-772-1082</b>
<b>PARADISE KNOLL:</b>	<b>Media Center</b>	<b>862-248-4021</b>
<b>UPPER GREENWOOD LAKE:</b>	<b>ROOM 18</b>	<b>862-248-4022</b>

# S.A.C.C. REGISTRATION FORM FOR 2025-2026

A **\$25.00** (PER FAMILY) **Non-Refundable Registration Fee** must accompany this form.

Check should be made payable to: **WEST MILFORD PUBLIC SCHOOLS S.A.C.C.**

**Please include your child's name and school on the memo line**

PARENT/GUARDIAN	HOME PHONE	CELLPHONE
ADDRESS	CITY	ZIP
		DATE

EMAIL ADDRESS

(BE SURE IT IS LEGIBLE AS S.A.C.C. NOTIFICATIONS ARE SENT OUT VIA EMAIL)

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH CHILD YOU ARE ENROLLING

CHILD'S SCHOOL \_\_\_\_\_

CHILD'S NAME	GRADE	CIRCLE DAYS NEEDED	A.M.	P.M.
_____	_____	M TU W TH FRI	_____	_____
_____	_____	M TU W TH FRI	_____	_____
_____	_____	M TU W TH FRI	_____	_____

DROP-OFF TIME \_\_\_\_\_ PICK-UP TIME \_\_\_\_\_

**PLEASE SEND THIS FORM WITH PAYMENT TO:**

**WEST MILFORD PUBLIC SCHOOLS S.A.C.C.  
46 HIGHLANDER DRIVE  
WEST MILFORD, NEW JERSEY 07480  
ATTN: Michele Watson/Coordinator**

**IF YOU ARE UTILIZING SACC REGARDLESS THE NUMBER OF DAYS, THE BUS WILL NO LONGER BE AN OPTION FOR YOUR CHILD, EVEN ON THE DAYS NOT ATTENDING SACC. THIS APPLIES TO THE SESSION YOU ARE ENROLLED IN ONLY. THE SAFETY OF OUR CHILDREN IS FIRST AND FOREMOST. PLEASE BE SURE TO NOTIFY TRANSPORTATION IN THIS REGARD. TRANSPORTATION FORMS CAN BE ACCESSED FROM OUR WEBSITE.**

(Office use only)

**WEST MILFORD S.A.C.C.  
46 HIGHLANDER DRIVE  
WEST MILFORD, NEW JERSEY 07480**

Michele Watson – Coordinator

[Michele.watson@wmtps.org](mailto:Michele.watson@wmtps.org)

973-697-1700 ext. 5054 after 4 p.m.

862-666-0000 evenings 4- 6 p.m.

**CHILD** \_\_\_\_\_ **SCHOOL** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_

**DAYTIME CONTACT INFORMATION:**

**Mother's Name** \_\_\_\_\_ **Father's Name** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_ **Place of Employment:** \_\_\_\_\_

\_\_\_\_\_

**E-Mail** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Cell No.** \_\_\_\_\_ **Cell No.** \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

**In the event of an Emergency/Early Dismissal, sickness or if you are delayed, please be sure this is a local person and they know they are on this list. **At least one contact MUST BE LISTED.****

**Name** \_\_\_\_\_ **Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Address** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Cell No.** \_\_\_\_\_ **Cell No.** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

**WEST MILFORD S.A.C.C.  
MEDICAL INFORMATION FORM**

**CHILD NAME** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

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**The SACC program involves both vigorous and quiet indoor and outdoor play, including the use of climbing equipment. A snack is served to those children enrolled in SACC.**

**PLEASE PROVIDE ANSWERS TO ALL OF THE FOLLOWING QUESTIONS:**

1. Does the child have any physical conditions of which we should be aware?  
\_\_\_\_\_

2. Does this child require any special attention, or routines that would be helpful to take into consideration during SACC? \_\_\_\_\_

3. Is this child physically and emotionally able to participate in the SACC program?  
\_\_\_\_\_

4. List any foods that the child should not be permitted to eat \_\_\_\_\_

5. Please note any special concerns or information that would assist our staff in making your child's  
Experience more enjoyable. \_\_\_\_\_

6. Physician's name \_\_\_\_\_ Physician's phone # \_\_\_\_\_

7. My child's immunizations are up to date as required by the West Milford Township Public School  
Yes \_\_\_\_\_ No \_\_\_\_\_

8. Does your child require the use of an inhaler? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Must be able to self-administer and have Doctor's note)

**Please note: Medications cannot be administered by the SACC staff. Please make arrangements to have any required medications administered either before or after SACC.**

I, \_\_\_\_\_, as Parent or Guardian of the above mentioned child authorize the SACC staff to obtain medical treatment for my child, \_\_\_\_\_, in case of Emergency.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date



## **SCHOOL AGE CHILD CARE (SACC) HOMEWORK POLICY**

Each SACC site allows no more than 45-60 minutes for homework. **If a child is not done at the end of that time, it is at the discretion of the staff whether or not to allot more time.**

The key to good homework policy is based on communication between the parents, the children and the SACC staff. The parent must be sure that the child is aware of their choice so there is not confusion at homework time. The SACC staff will do their best to assist your child with homework, but ultimately it is the parent's and child's responsibility to make sure all work is completed as assigned by the teacher.

### **Role of the SACC staff:**

**Provide a quiet homework area**

**Provide resources (dictionaries, calculators, construction paper, etc.)**

**Help children with homework when necessary**

**Communicate success and/or concerns about homework to families**

### **Role of SACC student**

**Come to homework area prepared (books, worksheets, notes, pencils, assignments)**

**Be quiet as I work**

**Ask for help as I need it**

**The use of cell phones is not permitted during SACC hours. The phone should be kept in a backpack at all times. If a child feels the need to call a parent, the SACC staff will be happy to call for them.**

### **Role of families**

**Check your child's homework**

**Help your child complete any unfinished homework**

**Please indicate your choice below and return immediately**

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**Child's name** \_\_\_\_\_

**School** \_\_\_\_\_

\_\_\_\_\_ **Yes, my child will do homework in SACC**

\_\_\_\_\_ **No, my child will not do homework in SACC**

\_\_\_\_\_ **My child will keep his/her cellphone in their backpack while at SACC**

**Parent's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**WEST MILFORD TOWNSHIP PUBLIC SCHOOLS**  
**2025-2026 RATES**  
**SCHOOL AGE CHILD CARE (SACC)**  
**BEFORE AND AFTER SCHOOL MONTHLY PAYMENT SCHEDULE**

BEFORE SCHOOL FROM	7:00 A.M.	7:30 A.M.	8:00 A.M.
5 DAYS	\$180	\$160	135
4 DAYS	170	150	125
3 DAYS	150	135	120
2 DAYS	135	125	115

AFTER SCHOOL UNTIL	4:00 P.M.	4:30 P.M.	5:00 P.M.	5:30 P.M.	6:00 P.M.
5 DAYS	\$180	205	230	260	290
4 DAYS	175	195	215	235	250
3 DAYS	150	165	180	195	210
2 DAYS	135	145	155	165	175

**10% DISCOUNT FOR SIBLINGS**