

M.S.D. WARREN TOWNSHIP
SCHOOL AGE CHILD CARE SERVICES
2011-2012

School Age Child Care is a before and after school program which runs from 6am-8:40am and from 3:30pm-6pm, Monday – Friday when school is in session.

Nancy Bellinger – Coordinator - Offices at 1401 N. Mitthoeffer Rd, Indianapolis, IN 46229
(Warren Early Childhood Center), **869-4771**

REGISTRATION PRIOR TO SCHOOL STARTING
JULY 19TH – NOON-8:00pm
Check locations below

SITE LOCATIONS for ELEMENTARY SCHOOLS

Early Childhood Center: host site for **Eastridge, Brookview, Sunny Heights, and Grassy Creek**

Lakeside: host site for **Lakeside, Hawthorne, Lowell, Liberty Park and Pleasant Run** students

SITE LOCATION for 5th & 6th graders – AFTER SCHOOL CARE ONLY

Early Childhood Center: host site for all 3 middle schools – 5th & 6th graders only

REGISTRATION PRIOR TO SCHOOL STARTING – On July 19, 2011 between noon – 8pm parents must go to the Site their school is assigned and fill out registration/health form and pay for first full week of attendance at time of registration.

REGISTRATION – (once school has started) –

For **initial registration** a minimum of 2 full school days' notice is required prior to attending AND 1 full school day written notice is required for any change in attendance. Registration is done with the School Age Child Care (SACC) Site Manager between the hours of 6:00-8:30am or 3:30-6pm on school days and requires the first week payment at time of initial registration. The cafeteria is our base of operation. **Please do not take registration forms and/or money to the school office area. Parents must give 1 full school day notice in writing of any changes in attendance to the Site Manager.**

PROGRAM FEES - Warren Township Child Care Service Programs are designed to benefit persons of all backgrounds. Fees are based on the cost of providing the program. While participants are expected to pay their fair share, we will attempt to assist individuals who want to participate but cannot afford the fee and qualify for financial assistance. Financial Assistance is through the Child Care Development Fund Program (CCDF). For assistance information contact Nancy Bellinger, 869-4771 or nbelling@warren.k12.in.us.

SCHOOL AGE CHILD CARE FEES -

\$48/week/child for before school care (6-8:40am)

\$50/week per child for after school care (3:00-6pm)

\$75/week per child for both before and after school care

\$17/day daily rate per child for am or pm care

\$17/day additional to weekly or daily fee for full day programs

NO REFUNDS

Please be aware once a childcare payment has been made, there will be no refunds, credits, or transfers.

SCHOOL AGE CHILD CARE is not available Labor Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr's Birthday, Presidents' Day, Memorial Day, or Independence Day Break. All Day Child Care will be offered Fall Break, Spring Break, parent/teacher Conference day, and staff development day. Conference and staff development day programs are for **currently** attending participants only **(defined as - regular attendance for at least 3 weeks prior to full day)**. Fall & Spring programs have open enrollment upon meeting specific registration deadlines. All day programs are held at **Warren Early Childhood Center (1401 N. Mitthoeffer Rd) from 6am-6pm.**

SCHOOL CLOSINGS DUE TO WEATHER – If schools are canceled for the entire day due to weather, Childcare will be offered from **8:00am-6:00pm** for **currently attending** participants at **Warren Early Childhood Center (1401 Mitthoeffer Rd)**. There is an additional fee for snow days and all days. Two hour delays and/or early releases are held at your child's designated SACC site for currently attending participants at no extra fee.

STAFF - We strive to maintain a 1:12-15 ratio of staff/children in School Age Child Care.

DAILY COMPONENTS OF THE SCHOOL AGE CHILD CARE PROGRAM – The SACC program is designed to provide much more than supervision. Each day may include sharing, special projects and games. Each day we provide homework time, snack (after school care only), board games, physical activity, and free time.

ATTENDANCE AND ARRIVAL – Parents must enter the child care site and sign in children for the Before School Care. It is extremely important that you instruct your child to go immediately to after school care and check in or to the SACC designated bus. In addition to informing Site Manager, please inform your child's teacher, and the school office in writing 1 full school day in advance, if there is a change in your child's attendance in the School Age Child Care Program.

CLOTHING AND OUTDOOR PLAY - Children should wear comfortable play clothes every day. NO sandals please. We will attempt to be outdoors for at least a portion of each day. Please prepare your child to be outdoors in cold weather by sending them in warm clothing, with hats, gloves, and boots as the weather dictates. *Please keep in mind some of our projects/crafts/activities are messy.*

BEHAVIOR EXPECTATIONS - We believe children are entitled to a pleasant and harmonious environment in our program. The Warren Township Child Care Service Program cannot serve children who choose chronically disruptive behavior. Our definition of chronically disruptive behavior is outlined in our Parent Handbook. If a child cannot adjust to the program setting and chooses to behave inappropriately, then the child may be discharged. Reasonable efforts will be made to assist children to adjust to the program setting and to keep parents informed of disruptive behavior.

BASIC RULES - Our main rules are: **PLAY SAFE -- PLAY FAIR -- HAVE FUN**

Play is defined as the entire time a child is in our program. In order to achieve these rules we ask all children to listen and follow all directions given by the staff. The safety of all children is our highest priority. The emotional well-being and self-esteem of all persons involved in Child Care Services is our second priority.

Please keep in mind this flyer is intended to give a quick overview of our School Age Child Care Program. Parents receive a complete Parent Handbook upon registering their child in the program. If you have any questions please contact Nancy Bellinger, 869-4771 or nbelling@warren.k12.in.us.