

## School Age Child Care (SACC)

Northrop Community Education Center  
Independent School District #535  
201 8<sup>th</sup> Street NW • Rochester, Minnesota 55901-6820



SACC • Telephone (507) 328-4040 • FAX (507) 328-4015 • Email: [saccoffice@rochester.k12.mn.us](mailto:saccoffice@rochester.k12.mn.us)

## Welcome to the 2018 Rochester Community Education School Age Child Care Summer Program at Gage, 1300 40<sup>th</sup> Street NW Monday, June 11 through Friday, August 10, 2018

Dear Parent/Guardian and Children:

The School Age Child Care staff are looking forward to an exciting 2018 Summer Program. We would like to provide you with the following information as you put together your summer calendar.

### Important Information Follows

- 6/06..... Last Day of Public School
- 6/07 and 6/08 ..... **School Age Child Care Closed**
- 6/08..... Parent/Guardian Open House at Gage, Franklin, and Sunset Terrace from 4:30 to 6:00 p.m.
- 6/11 - 7/03..... Care at Summer Sites -- Gage, Franklin, and Sunset Terrace
- 7/04..... **School Age Child Care Closed**
- 7/05 - 8/10..... Care at Summer Sites -- Gage, Franklin, and Sunset Terrace
- 7/24..... First Day of School and 2018-2019 School Age Child Care at Longfellow
- 7/26..... First Day of Kindergarten at Longfellow
- 8/10..... Last Day of Summer School Age Child Care at Gage, Franklin, and Sunset Terrace
- 8/13 - 8/17..... SACC ON THE GO at Gage, Franklin, and Sunset Terrace
- 8/20 – 8/24..... **School Age Child Care Closed**
- 8/27..... First Day of 2018/2019 School Year Program (except Bishop)
- 8/29..... First Day of Kindergarten **and** Bishop School Year Program

Note: There may be construction projects, painting, or other cleaning happening throughout the summer. SACC works with school personnel and the maintenance department to collaborate on building usage. Specific site information will be communicated as necessary on a site-by-site basis.

Team Leaders, Nate Schriever (507) 328-4049, Megan Swanson – Inclusion Specialist (507) 328-4039, and Tina Manning - Inclusion Specialist (507) 328-4051 will be located at **Gage** from June 11<sup>th</sup> through August 17<sup>th</sup> to assist with your needs and answer your questions.

Additional Team Leader assistance may also be provided by Mark Ponto (507) 328-4047, Dawn Guenther (507) 328-4041, and Michael Helland - Inclusion Specialist (507) 328-4061 who will be located at **Franklin**, as well as Elizabeth Hansen (507) 328-4048, Michelle Braem (507) 328-3778, and Nick Connett - Inclusion Specialist (507) 328-4062 who will be located at **Sunset Terrace**.

1. **Parent/Guardian Open House at Gage, 1300 – 40<sup>th</sup> Street NW (Friday, June 8<sup>th</sup>, from 4:30 p.m. to 6:00 p.m.):** This will give families an opportunity to visit children's rooms, meet the staff, bring items to be stored in lockers, drop off medication, purchase shirts, verify schedules, and answer any other questions you may have.

2. **First Day of 2018 Summer Program (Monday, June 11<sup>th</sup>):** Summer School Age Child Care will begin at Gage, Franklin, and Sunset Terrace. Children registered at Gage enter through the front door #1 and report directly to the Welcome Center and then their assigned room(s) or the opening room(s).
3. **SACC ON THE GO** (August 13 – 17) will be available on a limited basis at each summer location. Programming will be different during this week. All-day field trips will be included **and** required. A separate registration and fee will be available online beginning Monday, June 18th.
4. **Schedules and Changes:** Parents/guardians enter schedules by logging on to your account and following these steps:
  - a) Go to <https://rochester.ce.eleyo.com>, enter your email address and password.
  - b) Click on "Your Account."
  - c) Below the "Current and Upcoming Contracts" header, click on your contract and you will then have options of changing your schedule/managing authorized pick-ups, etc..
  - d) Your current schedule (calendar) will appear on the right, and "Change Schedule" will be on the left. Click on that and you will be taken to a screen to add and delete days. Make sure you are putting your changes in the correct section (Before School and/or After School).
  - e) Save your changes by clicking "Submit Contract Schedule Changes."

**Changes to your schedule require a one week (7 days) notice prior to when care or a change is needed.**
5. **Field Trips/Calendars:** Parents/guardians must register for all field trips online. To register:
  - a) Go to <https://rochester.ce.eleyo.com>, enter your email address and password.
  - b) Click on "Browse All Programs" (upper right).
  - c) Click on "Courses" (left).
  - d) Click on "School Age Child Care/Trips & Lunches."
  - e) Click on "Learn More."
  - f) Select the site you would like, then register for all of the trips you would like.
6. **All trips are pre-paid and non-refundable after registration closes each month.**  
 All children must travel to and from trip locations with School Age Child Care--no exceptions will be made for this policy. All field trips are optional. Children not attending the field trip will participate in activities at the school site. If a field trip is cancelled due to weather or other unforeseen circumstance, every attempt will be made to find an alternate field trip for that day.

**PLEASE REMEMBER YOUR CHILD MUST BE SCHEDULED TO ATTEND SACC WHEN SCHEDULED FOR A FIELD TRIP.**

MONTHLY FIELD TRIPS	REGISTRATION OPENS	REGISTRATION CLOSES
June	Monday, May 7 <sup>th</sup>	Monday, June 4 <sup>th</sup>
July	Tuesday, May 29 <sup>th</sup>	Monday, June 25 <sup>th</sup>
August	Wednesday, June 27 <sup>th</sup>	Wednesday, July 25 <sup>th</sup>

7. **Field Trip Spending Money:** Spending money is optional. There may be opportunities to purchase souvenirs and snacks/treats. Children will be responsible for the spending, handling, and safe keeping of his/her money. School Age Child Care staff are not responsible for any lost or missing monies. **Toys of a violent nature may not be purchased on field trips.**
8. **Breakfast/Lunches/Snacks:** Children attending summer SACC will have the option to receive a free breakfast and lunch (bag lunch on field trips) through the Student Nutrition Service's Summer Feeding Program. A monthly menu will be posted online. Children may also choose to bring their own lunch from home if they wish. Refrigeration and microwaves are not available for general use.

All children attending summer SACC will have the option to receive a free healthy afternoon snack with beverage.

9. **Medications:** Just a reminder for parents/guardians that, if a child will be taking any medication (prescription or over the counter) during scheduled School Age Child Care time, you **must** check “yes” for the **Release of Information** (question 13) on the registration page. Also, the School Age Child Care Office **must** receive **Medication Authorization forms** prior to the start of the Summer Program. (This includes any type of pill, cough drops, inhaler, syrup, and/or Epi-Pen.) Medication forms are available on the School Age Child Care web site, as well as at the School Age Child Care Office. This form may be mailed, faxed or dropped off at the Northrop School Age Child Care Office. As stated in the 2018/2019 School Age Child Care Parent/Guardian Handbook, we request that you bring in no more than one (1) week’s supply of medication at a time for summer to Gage (1300 - 40<sup>th</sup> Avenue NW) on Open House Night (June 8<sup>th</sup>) or on your child’s first scheduled day. Please call the School Age Child Care RN with any questions or concerns (507) 328-4046.
  
10. **Dietary Needs:** If your child will be eating school meals and/or snacks and will be needing substitutions due to a **food intolerance** or other medical conditions, please contact Student Nutrition Services prior to starting SACC at (507) 328-4250 or visit their webpage at: [http://rochester.k12.mn.us/departments/student\\_nutrition\\_services](http://rochester.k12.mn.us/departments/student_nutrition_services) to ensure all dietary needs are met.
  
11. **Daily Schedule:** For your information, an example of a typical daily schedule follows:
 

<u>Morning</u>	<u>Afternoon</u>
6:30 – 8:00 Structured Choice Time	12:00 – 12:45 Rest & Relaxation Time
8:00 – 8:15 Breakfast 3-6 Grades	12:45 – 1:00 Group Time
8:15 – 8:30 Breakfast K-2 Grades	1:00 – 2:45 Activity Time/Cleanup
8:30 – 9:30 Group Time/Outside	2:45 – 3:15 Snack
9:30 – 11:00 Activity Time/Cleanup	3:15 – 4:00 Outside
11:00 – 11:30 Lunch 3-6 Grades	4:00 – 6:00 Structured Choice Time
11:30 – 12:00 Lunch K-2 Grades	
  
12. **Summer Library Use at the Building:** Library check-out, sponsored by School Age Child Care, will be available while at Gage. If you have not completed a Library registration form, click on the following link: [2018 Summer SACC Program Library Registration - Click Here](#). Parents/guardians are responsible for making sure books are returned on time or the Library is reimbursed for lost or damaged books. Children will be offered the opportunity to read and use the Library frequently.
  
13. **Practice Drills:** School Age Child Care will conduct practice tornado drills, fire drills, and lock downs at Gage this summer. Please do not be alarmed if this is occurring when you arrive at the site. The children’s safety is top priority, and we want both the staff and children to be familiar with the procedures.
  
14. **Rooms:** Children are divided according to their grade level for the **2018/2019** school year. This allows for age-appropriate activities and field trip planning. Room assignments will be sent at a later date.

<u>Initials</u>	<u>Room Name</u>	<u>Grade</u>
BB.....	Bouncin’ Bunnies.....	K/1
DD.....	Dancin’ Ducks.....	K/1
JG.....	Jivin’ Giraffes.....	2
ZZ.....	Zippy Zebras.....	2
RR.....	Rockin’ Rhinos.....	3
KK.....	Kool Koalas.....	3
TT.....	Terrific Tigers.....	4
CC.....	Courageous Cheetahs.....	4
JJ.....	Jammin’ Jaguars.....	5/Entering 6 <sup>th</sup>

15. **\*\*NEW\*\* Billing:** Individuals will receive e-mail notification that billing statements are available online **every week (Summer Only)**. Payment is due upon receipt and may be paid online or mailed to School Age Child Care (201 8<sup>th</sup> Street NW, Rochester, MN 55901). Payments may also be placed in the Northrop Community Education drop box located across from the main entrance by the flagpole. **Staff will not accept payments at the sites.** Please consider **Auto pay** for a 10% discount if you are not receiving any other assistance or discounts. Questions may be directed to the School Age Child Care Bookkeeper at (507) 328-4045.

**Billing Schedule for Summer SACC (Weekly)**

Billing Date	Due Date
06/18/18	06/20/18
06/25/18	06/27/18
06/29/18	07/04/18
07/09/18	07/11/18
07/16/18	07/18/18
07/23/18	07/25/18
07/30/18	08/01/18
08/06/18	08/08/18
08/13/18	08/15/18

**School Age Child Care Main Office:** Northrop Education Center  
 201 - 8<sup>th</sup> Street NW  
 Rochester, MN 55901

**Office Hours:** 8:00 a.m. to 6:00 p.m., Monday through Friday

Please review the [2018/2019 School Age Child Care Parent/Guardian Handbook](#) for additional or clarifying information. It is posted on the SACC web site <https://www.rochester.org/sacc>. If you do not find answers to your questions, you may call the School Age Child Care Office at (507) 328-4040. Team Leaders Nate Schriever (507) 328-4049, Megan Swanson (507) 328-4039, and Tina Manning (507) 328-4051 will also be happy to assist you. Please call (507) 328-3390 (Gage site) **after June 11<sup>th</sup>**. We are looking forward to creating special summer memories with your children!

Sincerely,

Nate Schriever  
 School Age Child Care Team Leader  
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