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| **Hilliard Horizon Elementary School Age Child Care** Frequently Asked Questions **Jacque Hartigan (614) 921-5811** **Site Coordinator**  |

1. **What are the hours of operation for Hilliard Horizon SACC?**

**Morning Session: T**he morning session is from 7:00 a.m. - 8:50 a.m. when the children are released for school.

**Afternoon Session:** The afternoon session is from 3:30 p.m. when school is dismissed until 6:00 p.m. There is a late fee for children picked up after closing.

1. **Where do I go to sign-in or sign-out my child from the Horizon SACC program?**

**Pull into the back parking lot** and enter through the double doors that are located to the right of the large bank of windows. You will have to enter a code (obtained from SACC) in the keypad to unlock the doors. Once inside the building, enter the cafeteria through the first set of double doors to your left.

**Morning sign-in:** To insure the safety of the children, parents are required to escort their child into the building and to sign them into the SACC program.

**Afternoon sign-out:** If you need another adult to pick-up your child in the afternoon, he or she must be listed on your registration form as a person authorized to pick-up your child and will be required to present a photo I.D. before signing your child out of the program.

1. **Do you serve breakfast? Do you serve a snack in the afternoon?**

**Breakfast is served from 7:00 a.m. – 8:00 a.m. every day.** A selection of cereals, toast, juice, milk, and fresh fruit are offered every day. In addition, a “special” is offered every Monday, Wednesday, and Friday. Selections include items such as pancakes, turkey sausage or bacon, fruit smoothies, scrambled eggs, pastries, etc. If you want your child to eat breakfast at SACC he/she should be here by 7:45 am to give the time to eat. We must close breakfast at 8:00 am to accommodate Aramark staff preparing for school lunch.

**Snack is served at 3:45 pm.** Turkey wraps, trail mix, grapes and cheese, sweet potato fries, Jell-O, applesauce, and chicken noodle soup are among a few of the snacks offered. Fresh fruit and cheese sticks are always a choice during snack if a child doesn’t like what is being served on a given day.

In addition, special treats are provided at least once a month to celebrate birthdays or for other special events or occasions. If your child has special dietary needs or restrictions the SACC staff will work with you to accommodate those needs.

1. **What will my child do while at SACC? What type of activities will he or she get to be involved? Do you have a set schedule?**

**Morning Session:** When children arrive in the morning, they are given the opportunity to have breakfast, work on a craft or art project, engage in free play, or finish homework. At approximately 7:55 a.m. we take the children into the gym to play a game or take part in an activity that allows them to exercise as well as develop social skills. After gym, at approximately 8:30 am, they take a break and then circle up to participate in a quiet game or activity before being dismissed for school at 8:50 am.

**Afternoon Session:** The children check-in, have a brief play period and then have approximately a half hour for snack. After snack, there is longer a free-play and homework period. During this time the children have several choices. They can play with tub toys (Legos, Knex, Zoobs, Barbies, action figure play sets, etc.) any number of board games, or with table top toys. In addition, the arts and craft table is open. On Tuesdays and Thursdays, we have “fun science” activities and on Fridays there is the added option of participating in clubs.

At approximately 4:30 pm the children have gym or play outside until 5:15 pm. They then return to the cafeteria to cool down and play quiet games until parents arrive.

A copy of our weekly menu and activity plan is posted on the bulletin board, and extra copies are available for parents to take home. It is also available on the large display board, that children can check when they first arrive.

1. **What about children who want to do their homework at SACC?**

We provide a dedicated area and basic tools (e.g. pencils, paper, erasers, rulers, dictionary, or atlas) where children can do their homework. We cannot guarantee that your child will complete his or her homework while at SACC, but he or she will have ample opportunity to get a good start on it. As a group care setting we are not able to provide continuing one-on-one assistance to children doing homework; however, we do our best to answer questions or provide guidance to those who need it. Children are always encouraged to follow the guidelines their teacher and parents set for completing homework.

1. **How do you handle guidance and discipline within Horizon SACC?**

We don’t expect children to make positive choices every day, nor do we expect every day to be a good day for every child. We realize that “trying on” different behavior within a safe environment is an integral part of a child’s growth and social development. We emphasize the need for students to be safe, respectful, and responsible. Consequently, students are not permitted to engage in activities where they could hurt themselves or others (safe and respectful) nor are they permitted to abuse equipment or property (responsible). We view discipline as something that should mold, strengthen, correct, or perfect behavior. Therefore, as much as possible, we want the children to think about how their behavior affects themselves and others.

In the event a child has a problem, he or she may be counseled one-on-one, redirected to another activity, or given time away from the group. Occasionally older children are asked to write a brief note to their parents or a staff member about their behavior.

In dealing with minor disputes among children, we encourage them to try and resolve the problem themselves. In many instances, children simply want the reassurance that they can solve their own minor problems regarding issues of fairness.

1. **What happens in the event there is a delay of school or an early dismissal?**

If there is a delay of school or an early dismissal of school, there will be no SACC.

1. **How soon after I register my child can he or she start SACC? Do I have to fill out any paperwork other than the registration form?**

Once you have completed the registration form, paid the registration fee, the first two weeks tuition, and the registration form has been forwarded to the site your child can start attending SACC. The SACC Administrative Office staff e-mail the registration form to the site to speed up the process.

If you decide to register your child for SACC a parent packet will be provided to you by the Site Coordinator, Mrs. Hartigan. The packet contains important information regarding policies, and procedures, information about the SACC staff, activity schedules, menus, and of course, a few forms we will need you to fill out to complete your child’s on-site file.

One can arrange auto-pay for the year, mail tuition payments, or use the drop box at the SACC Administrative Office. All tuition payments are handled by the SACC Administrative Office staff. We are not permitted to handle tuition payments at the site. **Questions regarding tuition payments should to be directed to the Program Coordinator, Laurie Wright, at the SACC Administrative Office (614-771-2267).**

**The following forms will need to be completed and returned to the Site Coordinator to complete your child’s on-site file:**

* **The Emergency Notification Form**
* **Tuition Agreement**
* **Letter of Agreement**
* **Child Interest Survey**