



**Parent
Handbook**



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MISSION STATEMENT

The mission of the Williamson County Schools' School Aged Child Care (SACC) Program is to provide a quality program in a safe, nurturing, and familiar environment which supports students interests in physical, emotional, social, and cognitive development by providing students with the opportunity to complete homework, play independently, and participate in structured enrichment activities when school is not in session.

HOURS OF OPERATION

During full school days, all SACC programs operate from 6:30 a.m. until the start of the school day and in the afternoons from when school is dismissed until 6:00 p.m.

Kindergarten students can begin attending on the first full day of kindergarten.

Pre-K care is available at schools offering a WCS sponsored program. Care is offered before school and in the afternoons from dismissal of the pre-K program until 6:00 p.m. **Pre-K care begins on the first full day of Pre-K.**

On half school days child care is available from the release of school until 6:00 p.m. No care for Pre-K available for half days. **Children will need to bring a sack lunch.**

Child care is available on full days, breaks, and during the summer from 6:30 a.m. until 6:00 p.m., with the exception of certain holidays and inclement weather days. Care is not available for Pre-K students on full days of care to include inclement weather, breaks, and summer. **Children will need to bring a sack lunch.**

SACC is open from 7:00 a.m.—5:00 p.m. when open on inclement weather days. **Children will need to bring a sack lunch. Care is available for children in grades K-5 only.**

A late pick-up fee of \$3 per minute per child will be charged beginning at **6:01 p.m. on regular care days** and **5:01 on inclement weather days.** If late pick-up becomes persistent, you may be asked to leave the program. If you are running late and are able to call us, please do so. This however does not release you from paying the late fee.

DAYS OF OPERATION

For the 2018-2019 school year SACC will open the morning of August 10, 2018 through May 24, 2019. Kindergarten students can begin attending SACC on the first full day of kindergarten on August 20. Pre-K care can begin attending SACC on the first full day of Pre-K.

We will be closed on the following dates: Labor Day, Thanksgiving Day & the day after Thanksgiving, December 24-26, New Year's Eve and New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, and July 4th. Summer Day Camp dates will be set when the school board approves the 2019/2020 school year calendar. Locations maybe combined on full days of care as needed. Advanced notice will be provided.

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ENROLLMENT

Children attending a WCS school with a SACC program can enroll in the SACC school year program. SACC cares for children in Kindergarten through 5th grade and pre-K children in a WCS Pre-K program. Care is available before school care, after school care, before and after school care, or drop in care.

Pre-K students must supply their own **2 inch** nap mat and covering. Pre-K is not available on half days, full days of care, or summer 2019. Pre-K children can be picked up at the release of pre-k or when the elementary school dismisses. To minimize disruption during nap time, children staying for pre-k after care cannot be pick up until the elementary school releases for the day.

Summer SACC is open to any WCS student who has completed grades K-5 . Pre-k students are not eligible to attend.

If a child has been suspended from the program they must wait one year to be eligible for enrollment.

Registration forms must be completed each year for each child and for each program. The programs include the school year and summer. There are separate registration fees for the school year and summer.

Immunization records must be up to date and on file with WCS.

Children cannot attend SACC until the registration form and a non-refundable registration fee have been received. Registration for SACC is available on the WCS website at www.ezchildtrack.com/sacc/parent. Registration for the school year will be available before the release of the current school year for the approaching school year. Summer registration will be available no later than March 1 for current SACC participants.

Financial Assistance is available for families who qualify for free or reduced lunch. Contact your Site Leader for more information.

STATUS CHANGE/WITHDRAWAL

A written notice is required if you wish to withdraw or change your enrollment with the SACC program. This can be done by email or by Completing an online change in Enrollment Form.

Change in enrollment are limited to once a semester.

An account must be closed for a refund to be issued. Accounts cannot be reactivated within the same fiscal year.

ILLNESS

The SACC program cannot provide care for sick children. If your child becomes sick, or shows signs of a communicable illness, the staff will notify you and request that you pick up your child as soon as possible. The sick child will be separated from other children.

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DAYS OF OPERATION (CONT.)

SACC will be closed May 27-31 to prepare for summer camp. During the summer we will be closed on Memorial Day and July 4th. SACC will be closed after summer camp ends to prepare for the upcoming school year. These dates will be communicated to families as soon as they are confirmed.

INCLEMENT WEATHER

SACC desires to serve working parents who depend on SACC for their child care needs during inclement weather. If conditions do not allow safe travel for staff and parents, SACC could be closed.

If schools are closed due to inclement weather, the Superintendent of Schools and his administration will make the determination if it is safe to operate the SACC program. You will need to listen to the radio/television announcement, plus your WCS phone call regarding snow days. The media, along with WCS, will report if extended care (SACC) will be open or closed. An email will be sent to SACC families with an email address on file. Voicemail messages will be updated at the SACC office and each location when there are changes in hours of operation or closures. The SACC office phone number is 472-4781.

If open, SACC will operate from 7:00 a.m. until 5:00 p.m. This is to ensure that staff members can arrive and get home safely, to ensure that children are adequately supervised, and grounds personnel are able to clear parking lots and walkways in a timely manner. Late fees will be billed starting at 5:01 p.m. on days inclement weather days.

Care is only available for children in kindergarten through fifth grade only, when school is closed for inclement weather days. Care is not available to pre-k students.

The rate is \$30 per day on inclement weather days.

We will only operate 12 SACC locations on days where school is closed for the entire day due to inclement weather. The locations will be staffed by employees from corresponding locations. Students enrolled in SACC may attend any location. We ask that if you want to attend a location outside of the assigned area please let your Site Leader know so we have proper documents on file for your child.

The following locations will be open on inclement weather days:

- Clovercroft Elementary School** (serving students from Jordan)
- Crockett Elementary School** (serving students from Kenrose and Crockett)
- Grassland Elementary School** (serving students from Scales and Grassland)
- Heritage Elementary School** (serving students in the Spring Hill area)
- Hunters Bend Elementary School** (serving students from Walnut Grove and Hunters Bend)
- Lipscomb Elementary** (serving students from Edmondson and Lipscomb)
- Longview Elementary School** (serving students in the Spring Hill area)
- Nolensville Elementary** (serving students in the Nolensville area)
- Pearre Creek Elementary School** (serving students from Hillsboro and Pearre Creek)
- Trinity Elementary School** (serving students from Clovercroft, College Grove and Trinity)
- Westwood Elementary** (serving students from Fairview and Westwood)
- Winstead Elementary School** (serving students from Oak View, Thompson's Station, and Winstead)

If school opens late, SACC will open at 7:00 a.m. until the start of school at each SACC location. Late fees will be accessed starting at 5:01 p.m.

If school is dismissed early due to weather, SACC will operate at each school SACC location from dismissal until 5:00 p.m. Late fees will be accessed starting at 5:01 p.m.

Families must have not an outstanding balance due in order for their child to attend.

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ILLNESS (cont.)

If a child has head lice, clearance must be obtained from the school office and/or nurse stating the student is free of lice or nits before returning to SACC. During the summer months, the school Site Leader or next in charge will determine re-admittance to the program.

A receipt for purchase of lice riddance shampoo can be requested.

If nits continue to exist, a release from a doctor or Health department can be requested.

A child found with head lice or nits will be immediately separated from the rest of the children and a parent/guardian will be contacted to pick up the child as soon as possible.

FEE POLICY

Fees are due and payable in advance. The primary account holder will be responsible for all fees incurred.

Drop in fees and summer part-time fees are due the day that a child attends the SACC program.

Full-time child care payments are due by 6:00 p.m. each Monday. If your account is not paid by Wednesday, a \$5 late fee will be added to your account balance, and your account will be suspended with SACC until the account is paid in full. My child/ children will not be allowed to attend the SACC program until my balance is paid in FULL.

Discounts are available for multiple children enrolled full-time during the school year SACC program.

Should your account become past due you will be asked to leave the program until the account is current, or a written payment arrangement has been made with the SACC Accountant or Site Leader. Accounts will be suspended and children will not be allowed to attend the SACC program until the balance is paid in FULL.

Drop-in fees are due the day a child attends SACC. If not paid in full, a \$5 late fee will be assessed each week that an account has a balance and your account will be inactivated with SACC.

Families must not have an outstanding balance to sign up for care on half and full days.

Payments must be made online by credit card or e-check. Auto-pay is also an option. Please allow up to 2 days for processing e-checks.

Child care statements and yearly tax statements can be found on the parent portal.

If a child is signed up to attend on a half day or full day and does not attend their account will be charged the daily attendance rate.

A \$3 per minute late fee will be applied per student if child/children are picked up after 6:00 p.m. on regular SACC days and \$3 per minute after 5:01 p.m. on inclement weather days. Fees will be assessed even if you provide notification to the site.

If a parent has not been in communication with the site and the site is unable to locate a parent or emergency contact, a call will be made to local authorities after 30 minutes.

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MEDICATION

If your child requires medication during SACC operating hours, a parent/guardian must give the Site Leader the medication.

Parents/guardians must provide written authorization for SACC to administer medication along with detailed instructions.

The medication must be in the original prescription bottle/container and should not be expired.

Medication will be logged in and out by SACC staff.

SACC will keep a record of when medication is administered.

Unused medication will be returned to the child's parent/guardian.

All non-emergency medications will be stored in a locked container.

Emergency medication may be kept in an unlocked container that is inaccessible to children. If a child requires and epi-pen for allergies, SACC require one separate from the school nurse. Medications in the nurses office are not accessible by the SACC program. A care plan will be required for certain medical needs.

PARENT COMMUNICATION

Parents are responsible for keeping all information supplied to the SACC program accurate and current. This is imperative so we can contact you should your child become ill or injured while attending our program.

The staff will be able to better meet the needs of your children if we are aware of things like an illness in the family, a change in living location, special fears, or change in marital status.

The SACC staff will keep you informed about special activities, changes in the program, and your child's participation in the program.

In an effort to keep parents informed about major changes or implementations, the SACC program will use email, newsletters, websites, and post signs. Opting out of email updates may limit the information available to the parent.

Each SACC program has a bulletin board that provides information about the program, snacks, state licensing, hours of operation, schedule, movie list, and computer games/site listing.

Communication and working together will help your child have a positive, enriching, and safe experience.

Each SACC location has a dedicated landline and wireless phone that can be contacted during SACC operating hours.

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SPECIAL NEEDS

When children with special needs are enrolled reasonable and appropriate efforts shall be made to provide those children equal opportunities to participate in the same program activities as their peers. The SACC program facilitates inclusion based child care programming for children with disabilities/ special needs. SACC is compliant with ADA and will provide reasonable accommodations to students with an ADA identified disability. SACC For those requiring an aide, the program must have a staff member available to provide care.

When registering parents and/ or guardians will be asked to disclose information to provide the best care for their child. This includes the child’s diagnosis, toileting needs, feeding needs, behavioral needs, any accommodations required, and if the child has an aide in the school day. SACC can not provide service to children who require greater than one-on-one supervision or assistance on a routine basis.

In order for staff to understand the child’s needs and to make this experience positive, parents of children with special needs will be asked to meet with site leadership to create a care plan during SACC programming. Communication about the child’s need will assist our staff in meeting the needs of each individual child. Information disclosed will be kept confidential.

If your child with special needs is registered as a drop-in student and requires an aide, please notify your Site Leader one week in advance to allow for staffing. This will help SACC with providing the best experience possible for your child and arrange for an aid.

All children enrolled in SACC must follow the SACC rules and adhere to the discipline policy.

PARENT FEEDBACK AND INPUT

Throughout the year a survey will be emailed out to gain insight from parents regarding our program.

It is our goal to continually meet the needs of children and families involved in our program.

If you have any questions about the activities in your SACC program, or concerns with staff or your child, please discuss them with your Site Leader.

If you still have concerns, call the assigned Field Manager to discuss the situation.

PERSONAL BELONGINGS

From time to time SACC staff may request that students bring items from home to participate in a special activity.

All requests will be done in writing and come from the SACC staff. Otherwise the SACC program does not allow children to bring toys, games, cards, action figures, CDs, electronics, technology, etc. from home.

The program will not be responsible for broken, lost, or stolen items.

Personal technology can be used for completing homework assignments only.

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INJURY

If your child becomes injured while attending SACC, the staff will notify a parent no later than at pick up.

If a child becomes hurt in our care, appropriate first aid will be applied. All known injuries are documented.

A student treatment form will be completed and presented to parents when the child is picked up.

EMERGENCY TREATMENT

In the event that your child is injured while at the SACC program, the Site Leader will take action to obtain emergency medical care.

In the event of a serious emergency, SACC staff will call 911 first. This will be followed by a call to the parents indicating the hospital in which the child has been taken. All medical information must be completed at the time of registration.

For non-emergency treatment, a call will be made to the parents first. If unable to reach the parents, contacts listed under the emergency contact will be contacted.

FIELD TRIPS/SPECIAL EVENTS

Field Trips are taken on full days of care. Children in kindergarten through fifth grade are eligible to attend on these days. Pre-K students are not eligible to attend.

Special events and field trips may be scheduled throughout the school year on full days of care. Advanced sign up is required. The rate is \$35 per day.

If a child is signed up and does not attend a \$35 no show fee will be charged to your account.

Summer field trips are \$38.

Children must be signed in by 8 a.m. to attend the field trip.

All children who attend SACC for the full day program must attend the field trip. Consideration will be given and discussed with parents of special needs children. Please see information under full day programs for signing up.

Parents will be notified in advance of field trip days. Field trips are taken on full days of SACC care.

Children are transported by WCS bus drivers and buses. SACC workers will be on the buses with children.

A first aid kit is aboard the bus on field trips.

Children who are frequently disruptive or cause a hazard for the safe operation of the vehicle may be banned from future field trips.

Children must ride the school bus both to and from the field trip. Children will not be released to parents during a field trip except if they are sick or in the case of an emergency.

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ABSENCE OF FULL-TIME CHILDREN

SACC cannot deduct single days missed from the fees for children registered in SACC full-time.

Weekly fees pay for direct operating costs, child care staff, snacks, crafts, and program supplies.

If your child is absent for five (5) consecutive days due to illness you may arrange to receive a credit for one half of the fees for the days missed.

In order to receive the credit, you must contact your Site Leader immediately upon return to the program and provide a doctor's note stating the days of illness and the date the student is eligible to return to school/SACC.

SNACK/LUNCH POLICY

During the school year, breakfast is provided only at select schools where food services provide breakfast.

Breakfast fees are payable to food services at an additional cost.

During the summer SACC program a light breakfast is served to campers who arrive by 9:00 a.m. This is included as part of your SACC fees.

An afternoon snack is provided daily to students. This is included as part of your SACC fees.

A snack menu is posted on the SACC bulletin board.

SACC will try to accommodate dietary needs listed on the child's health history form.

When SACC is in session for the full day or on a half day, when lunch is not served at the school, children will need to bring a sack lunch.

We work closely with food services and their vendors to provide healthful options.

Purchasing items from the vending machines at the school will not be allowed.

DAILY SCHEDULE

Daily schedules include a balance between child's choice and staff directed activities.

A detailed schedule can be found on the SACC bulletin board.

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STAFF

SACC staff are Williamson County Board of Education employees.

Staff members are first aid/CPR certified.

To maintain state ratios at least 1 adult is present for every 20 children while on site and 1 adult for every 10 children while off site.

RELEASE OF INFORMATION

Financial records, forms, attendance sheets, year-end tax statements, discipline forms, accident/injury reports, and other documents that are part of the child's file may be released to parents and/or legal guardians.

CHILD ABUSE

Any staff who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subject to circumstances or conditions that would reasonably result in child abuse or neglect must immediately report such facts to the Department of Child Services. Child Abuse training is available by visiting www.sworps.tennessee.edu/child_abuse_reporting.

EMERGENCY RESPONSE

As required by the Department of Education licensing, SACC periodically practices and documents emergency and severe weather drills.

DRESS CODE

The SACC program follows the guidelines set forth by the Williamson County School Board.

HALF DAY PROGRAMS

Pre-registration may be required for half day childcare.

Parents must sign up their child or make changes no later than one week in advance to attend. Changes and cancellations can be made up to a week in advance of the full day or break.

In order to sign up you must not have an outstanding balance with SACC.

If your child attends a half day the fee is \$25.

Children will need to bring a sack lunch for the day.

Child care will be provided from school dismissal until 6:00 p.m. when dismissal is not due to inclement weather.

The fee for drop in students or full-time a.m. is \$20. Early dismissal for inclement weather is \$25.

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FULL DAY PROGRAMS

Pre-registration is required for full day childcare when school is not in session. Please see the field trip section for more detailed information on field trips.

Parents must sign up their child, make changes, or cancel child care no later than one week in advance to attend full day programs. Sign ups will be available through the parent portal 3 weeks in advance and removed one week prior to the full days and field trip days. Space is not guaranteed once registration has been closed.

In order to sign up you must not have an outstanding balance with SACC.

If you sign up and do not attend, a \$30 per child no show fee will be assessed to your account. Full day fees are \$30 for non-field trips days and \$35 for field trip days.

Children will need to bring a sack lunch for the day. Breakfast is not provided.

Child care will be available from 6:30 a.m. until 6:00 p.m.

SIGN IN/OUT PROCEDURE

For security purposes, an electronic sign in/out sheet is maintained daily by the program.

Parents may drop off students beginning at 6:30 a.m. Staff may arrive earlier to set up for the program, but are not prepared to care for students until 6:30 a.m.

Children must be accompanied and walked into the building. They must be signed into the program utilizing their individual and unique pin.

A child may NOT be dropped off at the curb or the door and allowed to walk in by him or herself.

Students will be released only to persons listed on the SACC registration paperwork.

Children must be signed out of the program daily at the designated sign in/out desk using an individualized assigned pin or on a paper sheet.

Children will be called from their area and meet the designated person at the sign in/out desk. The child must be accompanied to the car by the designated person.

Anyone unfamiliar to SACC staff will be asked to present a government issued photo ID. Written permission must be provided by the parent for someone under 18 years of age to pick up child/children.

In order to pick up from SACC you must have a government issued photo ID, and be listed on the authorized to pick up list, or you will not be permitted to leave with the child/children.

We cannot accept verbal consent for someone to pick up your child.

All changes to the authorized to pick up list must be made in advance through the parent portal. Please confirm with the Site leader any changes in pick up.

If the site is experiencing an internet issue they may utilize a paper sign in/out sheet. A complete signature is required for each child being signed in/out.

All persons picking up are expected to treat SACC team members with respect and obtain from foul or vulgar language.

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SIGN IN/OUT PROCEDURE (cont.)

In cases where a family has multiple children, each child must be signed in and out of the program. This is compliance with the TN Department of Education state licensing.

If a child is not picked up in a timely manner, SACC workers will try to contact the parents/guardian. If unable to contact the parents, SACC workers will contact those listed under emergency contact and authorized to pick up.

The front desk worker will not release a child to any person that is displaying any type of risky behavior. However, they may release a child should refusal place the staff or other children in the program in imminent risk or danger. Should such an incident occur, law enforcement and the Department of Human and Child Services will be contacted immediately.

In situations involving custody issues, legal documentation will be requested and kept on file at the SACC location. SACC cannot restrict a parent from his/her child without legal documentation.

A government issued photo ID will be required to gain entrance into the program for drop off and pick up.

COMMUNICATION

Each SACC location is equipped with a land line, voicemail, email, and a cell phone.

Phone calls are answered during SACC operating hours.

If unable to reach SACC Leadership directly, please leave a detailed message and your call will be returned as soon as possible.

Occasionally you may call at a time when the phone line is already busy. If this occurs, voice mail will be activated.

SACC cell phones are used during field trips.

Please do not contact your child's school office during the school day to leave a message for the SACC program.

BYOT (Bring Your Own Technology)

In cooperation with Williamson County Schools and the BYOT (Bring Your Own Technology) focus, SACC will allow students to use technology for educational purposes.

Students can bring iPods, Nooks, Kindles, and/or iPads for homework club/instructional purposes only. All other electronic games, toys, MP3 players, virtual pets, hand-held electronic games, etc. are not allowed at school or SACC.

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BYOT (cont.)

Other than homework club children must keep their BYOT devices in their backpack. SACC and WCS cannot assume responsibility for student valuables (money, jewelry, cell phone, iPad, cameras, etc.) which might be lost, damaged, or stolen at school.

When students inappropriately use a device during homework club, the following disciplinary actions will be taken:

- 1st offense: Teacher issues warning
- 2nd offense: Teacher removes personal device for the day and the child completes a choice sheet explaining why the item was taken away. The item will be placed in the child's bag for the remainder of the day.
- 3rd offense: The SACC leader will be notified and the device is removed and kept at the SACC desk. The item will be returned to the parent at pick up. Determination will be made when the item can be used again in homework club.
- 4th offense: Technology will not be permitted for use at SACC.

BEHAVIOR MANAGEMENT

All children enrolled in SACC will be expected to follow SACC and WCS rules and behavior expectations for the purpose of safety and the smooth operation of the program.

It is expected that all children will exhibit acceptable behavior.

The SACC staff is committed to positive reinforcement for good behavior.

The SACC staff will help children turn misbehavior into opportunities to learn.

Behavior management practices are fair, reasonable, consistent with school policies and related to the child's behavior.

Behavior expectations are made clear to students and parents at the onset of care. Reasonable attempts will be made by SACC staff to remind the children what is appropriate and inappropriate behavior while at SACC.

When a child chooses a behavior which disrupts or threatens to disrupt the operation of the program, which interferes in any way with the rights and privileges of others, which endangers the health or safety of any person, or which damages property, disciplinary actions will result.

SACC staff will use appropriate behavior modification techniques including, but not limited to, time outs, redirection, praise and rewards, choice sheets, and demerits.

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BEHAVIOR MANAGEMENT (cont.)

SACC staff will use SACC Incident Reports, Choice Sheets, and Demerit Sheets to document behavior management issues when an incident occurs.

Please stress the importance of good behavior patterns with your child. If an Incident Report, Choice Sheet, or Demerit Sheet is given to a parent, we ask that the parent review the form and talk to their child about appropriate behavior at the SACC program.

Incident reports are to serve as a communication system between parents and the SACC program.

Parents are encouraged to call the Site Leader anytime to discuss the incident resulting in an Incident Report or Demerit Sheet.

It is expected that parents or those authorized to pick up your child will treat all staff, other program participants, and other parents with mutual respect. Serious infractions or repeated deviations from this expected behavior by the parent or designated authorized to pick up person may result in the child's dismissal from the program.

SACC staff are responsible for the discipline of the children registered in the program. We cannot allow a parent or guardian to question or discipline children in the program who are not their own child about any incident that occurs during SACC.

When an incident occurs that involves multiple children, we will not discuss the specifics of the other child/children involved.

BEHAVIOR EXPECTATIONS

As a participant of SACC, some basic student behavior expectations include the following:

- Show respect toward others, including.....
 - Follow the directions of the SACC staff.
 - Respect other's personal space and property.
 - Use words and actions that show respect – (Put downs, vulgar slang or bullying behavior will not be permitted.)
- Be responsible for yourself including.....
 - Clean up after yourself after playing or eating.
 - Be in your group on time and stay in the designated program space.
 - Always ask permission before leaving your group.
 - Keep hands, feet, and objects in your own space.
- Use equipment and materials appropriately, including.....
 - Follow school and SACC playground rules.
 - Care for toys and games like they were your own.
 - Conserve resources and recycle when possible.

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BEHAVIOR EXPECTATIONS (cont.)

Unacceptable Behavior:

Being physically aggressive towards another child or SACC staff. This includes spitting, pushing, hitting, fighting, etc.

Using foul language or speaking about inappropriate topics.

Being obstinate and disrespectful towards SACC personnel.

Constantly being disruptive through disregard for rules, regulations, or directions.

Do Not Hit Back Policy:

SACC has a “don’t hit back” policy.

If a child is having difficulty with another child, they must go to the staff for assistance in resolving the conflict.

Children are responsible for settling confrontations that may arise in a peaceful manner without the use of violence.

When a child feels that they are unable to settle disagreements in a peaceful manner, they should seek assistance from SACC staff.

SACC Rules

I will listen when my leader is speaking and follow directions quickly.

I will walk quietly in the hallways of the school.

I will keep my hands and feet to myself and respect other’s space and property.

I will use my inside voice when I am inside.

I will use kind words.

PLAYGROUND RULES

We will show respect to others and their personal space by taking turns, sharing, keeping our hands and feet to ourselves, not using rough or combative play, and using kind words.

- We will use playground equipment correctly and follow school playground guidelines.
- We will stay in designated playground areas.
- We will be respectful of the playground and equipment by leaving rocks, sticks, mulch, and dirt on the ground and not damaging equipment.

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DEMERIT POLICY

Our demerit policy is based on respect. i.e., respect the SACC staff, respect the building where you attend SACC, and respect the other students in the program.

- Demerits will be given to students who do not adhere to the school and SACC rules.
- The SACC staff will communicate with the parents should a discipline problem occur. Every effort will be made to work with the students and their parents to solve problems as they arise.
- Our goal is to foster responsibility for actions in the event that a child deliberately damages property, it will be the responsibility of the parent and child to reimburse or replace damaged property.
- One day suspension from the program will occur after a child receives two demerits during any 9 week period or receives two demerits during Summer SACC.
- One week suspension from the program will occur after a child receives three demerits during any 9 week period or during Summer SACC.
- Two additional demerits at any time during the school year or during Summer SACC will result in expulsion from the program for the remainder of the school year or summer program. If a child is dismissed from the program they will not be eligible to register for SACC for up to 12 months from the date of removal from the program, provided registration is available.

Parents will be notified if their child receives a demerit and asked to acknowledge receipt of notification by signing the demerit slip. Parents will be given a copy of the demerit.

If a child displays uncontrollable and dangerous behavior a parent will be called to pick up their child immediately.

Accounts will **NOT** be credited if your child is asked to leave the program for the day, several days, or the week due to behavior issues.

Suspension

Immediate suspension from SACC for one to five days can occur if the following inappropriate behavior occurs:

- Deliberately harming another child or staff person.
- Stealing property from SACC, SACC staff, or SACC students.
- Intentionally damaging property.
- The use of foul language.
- Being totally disruptive and/or uncontrollable behavior.
- Inappropriate child to child contact.
- Bullying.

A demerit will be issued if a child is suspended from the SACC program.

ZERO TOLERANCE

Please be aware that the SACC program is a Williamson County School System program and will adhere to the zero tolerance policy as adopted by the Williamson County Board of Education.