



PARENT HANDBOOK

School Year 2024-2025

TABLE OF CONTENTS

SACC PROGRAM ESSENTIALS	3
○ MISSION STATEMENT	
○ CONFIDENTIALITY POLICY	
○ NON-DICRIMINATION POLICY	
○ SACC PROGRAM OPERATION	
○ REGISTRATION AND ENROLLMENT	
○ FULL DAY PROGRAMS	
○ INCLEMENT WEATHER	
○ EMERGENCY CARE	
○ STATUS CHANGE/WITHDRAWAL	
○ FEE POLICY	
○ ABSENCE OF FULL-TIME CHILDREN	
○ SIGN IN/OUT PROCEDURE	
○ CUSTODY POLICY	
○ CHILDREN WITH SPECIAL AND MEDICAL NEEDS	
○ PARENT/GUARDIAN COMMUNICATION	
○ RELEASE OF INFORMATION	
○ COMMUNICATING WITH YOUR SACC LOCATION	
○ SNACK AND LUNCH	
○ DAILY SCHEDULE	
○ EMERGENCY RESPONSE DRILLS	
○ FIREARMS/ WEAPONS	
○ PET POLICY	
MEDICAL INFORMATION ESSENTIALS	9
○ ILLNESS	
○ MEDICATION	
○ INJURY	
○ EMERGENCY TREATMENT	
SACC STAFF ESSENTIALS	10
○ STAFF	
○ CHILD ABUSE AND NEGLECT REPORTING	
○ DRESS CODE	
CHILD ESSENTIALS	11
○ PERSONAL BELONGINGS FROM HOME	
○ HOMEWORK TIME	
○ TECHNOLOGY	
○ SACC PROGRAM AND PLAYGROUND RULES	
BEHAVIOR AND DISCIPLINE ESSENTIALS	11
○ BEHAVIOR EXPECTATIONS	
○ BEHAVIOR MANAGEMENT	
○ DEMERIT POLICY	
○ SUSPENSION	
○ ZERO TOLERANCE	
○ TERMINATION OF ENROLLMENT	

SACC PROGRAM ESSENTIALS

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 children's interests in physical, emotional, social, and cognitive development by providing children with the opportunity to complete homework, play independently, and participate in structured enrichment activities when school is not in session.

CONFIDENTIALITY POLICY

Under the Family Educational Rights and Privacy Act (FERPA), all SACC records, including Registration Forms, are considered confidential, except that information which is considered public record. SACC staff will maintain confidentiality in matters regarding sensitive information relating to enrolled children and their families. No information will be released to third parties unless the appropriate written permission has been received from a parent or guardian.

NON-DISCRIMINATION POLICY

The SACC Program does not discriminate in our enrollment policies or procedures based on race, color, sex, religion, national origin, creed, or disability.

SACC PROGRAM OPERATION

SACC offers two programs for families – School Year and Summer Day Camp. Each program has a separate registration form to complete. The registration fee for each program is \$45 per child. Registration into one program does not automatically register families into the other.

The 2024-2025 School Year program will start the morning of August 5, 2024, and will run through May 22, 2025. Registration will be capped, and sites may fill to capacity. A wait list will be used once a site reaches capacity. During a regular school day, the SACC hours of operation are from 6:30 a.m. until the start of the school day, and from dismissal until 6:00 p.m.

Kindergarteners can begin attending SACC on the first full day of kindergarten on Monday, August 12, 2024.

SACC offers full day of care most days when school is out of session. During breaks, child care is available from 6:30 a.m. until 6:00 p.m. at select assigned locations for WCS students in grades K-5. Advanced registration is required on a full day of care. Drop-in care is not provided.

Inclement weather care is offered at select assigned sites when WCS determines it is safe for SACC to operate.

SACC will be closed on select dates. Please view the current SACC calendar to plan for SACC closures.

On half days of school, child care is available in the morning and then from the release of school until 6:00 p.m. **Children will need to bring a sack lunch on half days of care due to food services being closed.** Students must be signed up for the day of care and session to attend.

For SACC to operate at an elementary school, a minimum enrollment of full-time families must be met. Families will be informed by July 29, 2024, if a school location will not operate.

Financial Assistance is available for families who qualify through food services for free or reduced meals. A limited number of scholarships are available to assist families experiencing homelessness, children placed in foster care, or whose family is having financial need.

All SACC locations are smoke-free environments.

REGISTRATION AND ENROLLMENT

Registration forms must be completed each year for each child and for each program - School Year and Summer Day Camp. There are separate registration fees for the School Year and Summer Day Camp programs. The registration fee for each program is \$45 per child. Registration into one program does not automatically register families into the other. **The registration fee is non-refundable.**

Children attending a WCS elementary school can register for the SACC School Year program. SACC cares for children in grades K-5. Registration will be capped, and sites may fill to capacity. This cap is set based on current staffing to meet the adult to child licensing ratios. Once an enrollment cap is met, a wait list will be implemented. Students from the wait list will be added based on the order their application was received. Spots become available as enrolled students' withdrawal, change their registration or additional team members are added. We are not able to guarantee a spot will become available or provide a timeline for when an opening will take place. If a spot is offered and the parent declines, they will forfeit their spot on the waitlist and jeopardize their early bird registration status.

The wait list will be prioritized based on the following criteria; WCS has given priority to current WCS staff members needing childcare. If a student is placed in foster care, experiencing homelessness, or whose family is having financial need please reach out to the Program Manager for assistance, should space be available. In addition, we have set aside 10% of our enrollment cap for incoming kindergarten students.

Children cannot attend any SACC program until the registration form and a non-refundable registration fee have been received. If a child requires a care plan, registration will not be approved until the required forms are on file and meetings have taken place. These meetings must be done with site leadership and the parent/guardian prior to approving an application and are required to be on file within 2 weeks of completing registration. Registration for SACC is available on the WCS website at www.ezchildtrack.com/sacc/parent.

Immunization records must be up to date and on file with WCS. Medical information must be completed at the time of registration.

SACC offers the following enrollment options for children in grades K-5 during the school year:

- Full-time AM/PM care
- Full-time AM care
- Full-time PM care
- Part-time AM/PM care
- Part-time AM care
- Part-time PM Care
- Full Day care

A current tuition fee chart, with a listing of the enrollment options, can be found on the WCS SACC website. Full-time and part-time tuition fees are billed weekly in advance regardless of attendance. On planned school closure days for breaks and holidays, weekly tuition fees will be pro-rated to reflect the closure.

If a child has been suspended from the SACC program, they may not return for the rest of the current semester/Summer Day Camp, and possibly the following semester and/or Summer Day Camp, based upon review, and provided registration is available.

FULL DAY PROGRAMS

SACC offers full day of care most days when school is out of session. During breaks, child care is available from 6:30 a.m. until 6:00 p.m. at select assigned locations for WCS students in grades K-5.

Pre-enrollment is required for full day child care when school is not in session. Full day fees are \$44 per child/ per day. Advanced registration is required. Registration for full days of care will be available when school year registration opens.

Parents/guardians must sign up their child/children, make changes, or cancel child care no later than one week in

advance of the start of the break or full day. Signups will be available through the parent portal in advance. Registration will conclude one week prior to the break or full day of care or when a site reaches capacity. After registration closes for the break families are responsible for all fees incurred.

If a family misses the registration deadline consideration will be given to add the student provided space is available. Space is **NOT** guaranteed. A \$15 late registration fee will be added to your account for each child adding after the deadline.

To sign up, you must not have an outstanding balance with SACC.

If you sign up and do not attend, a no-show fee will be assessed to your account reflecting the daily tuition fee. Full day fees are \$44 per child/ per day of care.

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

Children who are registered as full-time, part-time and full days are eligible to register for a full day of care, provided space is available.

SACC will close for certain holidays. Please view the current SACC calendar to plan for SACC closures.

INCLEMENT WEATHER

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

If schools are closed due to inclement winter 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 inclement days. The media, along with WCS and the SACC program, will report if extended care (SACC) will be open or closed. An email and text will be sent to SACC families who have opted into receiving messages.

If open, SACC will notify parents of the hours of operation. This is to ensure that staff members can arrive safely, to ensure that children are adequately supervised, and grounds personnel are able to clear parking lots and walkways in a timely manner.

SACC will only operate at select assigned locations and limited hours on days when school is closed for the entire day due to inclement winter weather. The locations will be staffed by employees from corresponding locations. Children actively enrolled in SACC may attend assigned locations. SACC care is only available for WCS students in grades K-5. The rate is \$44 per child on inclement weather days.

If schools have a delayed opening, SACC will open at 7:00 a.m. and keep children until the start of school at each SACC location. Students enrolled weekly in that day of care and session can attend. For example, if a late start is on a Tuesday morning a student must be enrolled in full-time am care, full-time am/pm care or part-time Tuesday morning care. Students enrolled in pm only care or part-time morning care on another day are not eligible to attend.

If school is dismissed early due to weather, SACC will operate at each school SACC location from dismissal until 5:00 p.m., unless otherwise stated. Late pick-up fees will be billed starting at 5:01 p.m. when SACC closes at 5:00 p.m., and 6:01 p.m. when SACC closes at 6:00 p.m. Students enrolled weekly in that day of care and session can attend. For example, if an early dismissal is on a Thursday afternoon a student must be enrolled in full-time pm care, full-time am/pm care or part-time Thursday afternoon care. Students enrolled in am only care or part-time morning care on another day are not eligible to attend.

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

Children who are registered as full-time, part-time, or full days of care are eligible to attend on inclement winter weather days.

EMERGENCY CARE

An emergency care plan will be implemented during school-related illness closures. SACC will work with the Williamson County School Board to determine if SACC can safely offer child care to families. Child care may be provided at a limited number of locations at \$44 per child/ per day. Communication will be available through WCS, the SACC program, and local media outlets.

Changes may be made in the SACC program as advised by the CDC and various Williamson County departments, to safely provide care during the regular school day, full days of care, and emergency care.

STATUS CHANGE/WITHDRAWAL

Enrollment changes can be made online through the parent portal. Change in enrollment for the School Year program is limited to once a semester.

If you wish to withdraw from the SACC program you will need to complete an online SACC withdrawal form.

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

Families that withdraw from the school year will not be eligible for early bird registration.

FEE POLICY

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

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. Children will not be allowed to attend the SACC program until the account balance is paid in FULL.

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 or the stated closing time**. 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. However, this does not release you from paying the late fee.

Discounts are available for multiple children enrolled full-time during the School Year SACC program.

Financial Assistance is available for families who qualify through food services for free or reduced meals. A limited number of scholarships are available to assist families experiencing homelessness, children placed in foster care, or whose family is experiencing a financial need.

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 SACC Program Staff 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.

Families must not have an outstanding balance to sign up for care on half or full days. A \$15 late registration fee will be added to your account for each child added after the deadline, provided space is available.

Payments must be made online by credit card or e-check. A 3.5% processing fee will be billed per transaction for credit card payments and a \$.50 service fee for e-check payments. Auto-pay is also an option. Please allow up to 5 days for processing e-checks. It is the primary account holder's responsibility to keep current auto-payment on file.

An NSF (non-sufficient funds) fee of \$10 will be billed to the account for each returned check.

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

Weekly tuition fees will be pro-rated on planned school closure days. On inclement weather days when school is closed, families signed up for full-time or part-time care will receive a partial credit on the day school is closed. 50% of your daily tuition fee will be credited to your account if you are signed up for care on the school closure day.

ABSENCE OF FULL-TIME CHILDREN

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

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 (including a start and end date) and the date the child is eligible to return to school/SACC.

SIGN IN/OUT PROCEDURE

For security purposes, an electronic sign-in/out system is maintained daily by the SACC program. A photo ID will be required to gain entrance into the program for drop off and pick up.

Parents/guardians may drop off children beginning at 6:30 a.m. on regular days of care. Staff may arrive earlier to set up for the program but are not prepared to care for children until 6:30 a.m.

Children must be accompanied and walked into the building and may NOT be dropped off at the curb or the door and allowed to walk in by themselves. They must be signed into the program utilizing the parent/guardian's individual PIN, or QR code if available.

Written permission must be provided by the parent/guardian for someone under 18 years old to pick up children.

Children will be released only to persons listed on EZChildTrack as authorized to pick up.

Children must be signed out of the program daily at the designated sign-in/out desk using an individual's PIN, or QR code if available. We require a person 16 years of age or older to provide the PIN, or QR code if available, since this documentation is considered an electronic signature and can be used in a court of law.

Children will be called from their area and meet the person picking them up at the sign-in/out desk. The child/children must be accompanied to the car by the person who picked them up.

To pick up from SACC, a photo ID must be shown to enter the building, and the person picking up must be listed on the authorized to pick up list, or they will not be permitted to leave with the child/children. We cannot accept verbal consent for someone to pick up your child/children.

All changes to the authorized 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.

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

If a child is not picked up in a timely manner, SACC workers will try to contact the parent/guardian. If unable to contact the parent/guardian, SACC workers will contact those listed as emergency contacts or persons authorized to pick up.

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

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/guardian from their child/children without legal documentation.

CUSTODY POLICY

All parents/guardians listed in the EZChildTrack software as authorized to pick up shall be authorized to pick up your child on any day that SACC is in session. Copies of official court documents must be provided to and on file in the SACC office before we can restrict a parent from picking up his/her child. We ask that the custodial parent communicate in detail with the SACC Office and site staff in order to avoid any confusion and/or conflict arising from such a situation. Please do not assume because paperwork is on file in your child's school office that we are aware of the situation.

CHILDREN WITH SPECIAL AND MEDICAL NEEDS

When children with special needs and/or medical needs are enrolled in the SACC program all reasonable and appropriate efforts will be made to provide those children an equal opportunity to participate in the same program activities as their peers. In accordance with state licensing guidelines, the SACC program facilitates inclusion based child care programming for children with medical needs, disabilities and/or special needs. SACC is compliant with Title II of the Americans with Disabilities Act and will provide reasonable accommodations to children with an ADA identified disability.

To ensure optimal care for students with special needs, SACC requests that parents share all pertinent information regarding the child's needs. This could include information regarding physical, emotional, or behavioral needs, medications, allergies, or any other special circumstances. SACC staff and Administration welcome the opportunity to serve as part of a team of providers (parents/guardians, teachers, case workers, counselors, social workers, probation officers, or any other persons who deal directly with the child/youth). SACC or any other team member would request that this team meet before the first day of enrollment and as needed during the program. All information shared with program staff or contained in program files will remain confidential. All efforts and reasonable program accommodations will be made to meet the needs of the children enrolled in the SACC Program.

Registration is not complete until a current care and/or medical plans are on file.

Parents or guardians may provide the SACC program with a copy of their child's IEP or 504 plans that are on file with Williamson County Schools. SACC will use this as a resource to support and care for your child.

SACC is not required to follow the plan on file for the educational day but will work to make reasonable accommodations.

PARENT/GUARDIAN COMMUNICATION

Communication and working together will help your child/children have a positive, enriching, and safe experience in the SACC program.

Parents/guardians 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 they are aware of things like an illness in the family, a change in living location, special fears, or a 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/guardians 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/guardian.

Each SACC location has a dedicated landline and wireless phone that can be contacted during SACC operating hours, and a bulletin board that provides information about the program, snacks, state licensing, hours of operation, schedules, media list, and newsletters.

Throughout the year a survey will be emailed out to gain insight from parents/guardians 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 after discussing it with site leadership, call the site's assigned Field

Manager to discuss the situation. Contact information for your program's field manager can be found at the SACC entrance.

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.

COMMUNICATING WITH YOUR SACC LOCATION

Each SACC location is equipped with a landline phone, 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, voicemail will be activated.

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

SNACK AND LUNCH

During the school year, breakfast is provided only at select schools where food services provide breakfast. Please check with Food Services on fees.

An afternoon snack is provided daily to children. This is included as part of your SACC fees. A snack menu is posted on the SACC bulletin board. We work closely with food services and their vendors to provide healthful options. SACC will try to accommodate dietary needs listed on the child's health history form.

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

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.

EMERGENCY RESPONSE DRILLS

As required by the TN Department of Education for licensing, SACC periodically practices emergency and severe weather drills and documents them. In the event of an emergency, each SACC location has an Emergency Response Plan to follow.

FIREARMS/WEAPONS

Guns, knives, and weapons of any kind are banned on school premises. Premises have 24-hour video surveillance.

PET POLICY

Animals are not permitted in the SACC programming area.

MEDICAL INFORMATION ESSENTIALS

ILLNESS

The SACC program follows the current WCS Illness Policy regarding sending children home when they are sick, and when they are allowed to return.

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, or someone on your authorized pick-up list, pick up your child within 1 hour. Sick children will be separated from the other children.

If a child is absent from school due to illness, they will not be permitted to attend SACC that day.

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. If a child has head lice, clearance must be obtained from the school office and/or nurse stating the child is free of lice or nits before returning to SACC. During the summer months, the school's site leadership will determine re-admittance to the program. A receipt for the purchase of lice riddance shampoo can be requested. If nits continue to exist, a release from a doctor or the health department can be requested.

MEDICATION

If your child requires medication during SACC operating hours, a parent/guardian must deliver the medication to site leadership. ALL medication must be in the original packaging for over-the-counter medications, and in the original prescription bottle/container for prescription medications. Medication cannot be expired.

Parents/guardians must also provide written authorization for SACC to administer medication along with detailed instructions on the provided medication release form. SACC will use the medication release form to keep a record of when medication is administered. Unused and expired 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 but will be locked up during non-programming hours. Medications in the nurse's office are not accessible to SACC staff members, so if a child requires an epi-pen for allergies, one must also be given to the SACC program.

A care plan will be required for certain medical needs. If a child requires a care plan or medical form, registration will not be approved until the required meetings and signed forms are on file. These meetings must be done with site leadership and the parent/guardian prior to approving an application and are required to be on file within 2 weeks of completing registration. Children cannot attend SACC until the emergency medication is on-site.

INJURY

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

If a child becomes hurt in our care, appropriate first aid will be administered. All known injuries are documented on student treatment forms. The student treatment form will be completed and presented to the parent/guardian at pick up for review and to be signed.

EMERGENCY TREATMENT

If your child is seriously injured while attending the SACC program, site leadership will take action to obtain emergency medical care.

SACC staff will call 911 first. This will be followed by a call to the parent/guardian informing them which hospital their child has been transported to. Medical information completed at the time of registration must be updated when needed.

For serious, but non-emergency situations, a call will be made to the parents/guardians first. If unable to reach the parents/guardians, persons listed as an emergency contact or authorized to pick up will be contacted.

SACC STAFF ESSENTIALS

STAFF

All SACC staff are Williamson County Board of Education employees. A first aid/ CPR certified staff member will always be present on-site.

To maintain required 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. Ratios could change as recommended by the Department of Education or the CDC.

CHILD ABUSE and NEGLECT REPORTING

All employees of SACC are required under Tennessee State law to report any suspicion of child abuse or neglect to the Department of Children's Services. Child Abuse Reporting training is available by visiting www.sworps.tennessee.edu/child_abuse_reporting.

DRESS CODE

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

CHILD ESSENTIALS

PERSONAL BELONGINGS FROM HOME

From time-to-time SACC staff may request that children bring items from home to participate in a special activity. When this occurs, all requests will be made 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.

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.

During emergency care items from home will not be allowed into the facility.

HOMEWORK TIME

On normal school days, Monday through Thursday, children will be given an opportunity to complete homework during afternoon SACC.

TECHNOLOGY

In cooperation with Williamson County Schools, SACC will allow children to use technology for educational purposes. Children can utilize their Chromebooks for homework/instructional purposes only. All other electronic games, toys, cell phones, virtual pets, hand-held electronic games, etc. are not allowed at school or SACC.

During emergency care technology will be limited to Chromebooks for classroom participation and learning assignments.

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

SACC PROGRAM AND PLAYGROUND RULES

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 others' space and property.
- I will use my inside voice when I am inside.
- I will use kind words.

SACC 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.

BEHAVIOR AND DISCIPLINE ESSENTIALS

BEHAVIOR EXPECTATIONS

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.

Children will show respect toward others by:

- Following the directions of the SACC staff.

- Respecting others' personal space and property.
- Using words and actions that show respect. (Put-downs, vulgar slang, or bullying behavior will not be permitted.)

Children will be responsible for themselves by:

- Cleaning up after themselves after playing or eating.
- Being in their group on time and staying in the designated program space.
- Always asking permission before leaving their group.
- Keeping hands, feet, and objects in their own space.

Children will use equipment and materials appropriately by:

- Caring for toys and games like they were their own.
- Conserving resources and recycling when possible.
- Following school and SACC playground rules.

Some behaviors are unacceptable while participating in SACC.

- 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.

BEHAVIOR MANAGEMENT

The SACC staff is committed to positive reinforcement for good behavior and will help children turn misbehavior into opportunities to learn. Behavior expectations are made clear to children and parents/guardians 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. Behavior management practices are fair, reasonable, consistent with school policies, and related to the child's behavior.

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

SACC staff will use appropriate behavior modification techniques including, but not limited to, time outs, redirection, praise and rewards, Think It Through sheets, and Demerits. Think It Through Sheets, Incident Reports, and Demerits will be utilized by SACC staff to document behavior management issues when an incident occurs. SACC staff will communicate with the parents/guardians should a discipline problem occur. Every effort will be made to work with the child and their parents/guardians to solve problems as they arise.

Please stress the importance of good behavior patterns with your child. If a Think It Through Sheet, Incident Report, or Demerit is given to a parent/guardian, we ask that the parent/guardian review the form and talk to their child about appropriate behavior at the SACC program. Parents/guardians are encouraged to call the Site Leader anytime to discuss the incident resulting in a Think It Through Sheet, Incident Report, or Demerit.

SACC staff are responsible for the discipline of the children registered in the program. We cannot allow a parent/guardian to question or discipline children in the program, who are not their own children, about any incident that occurs while in SACC. When an incident occurs that involves multiple children, SACC will not discuss the specifics of the other child/children involved with other parents/guardians.

Our goal is to foster responsibility for actions if a child deliberately damages property. It will be the responsibility of the parent/guardian and child to reimburse or replace damaged property.

If a child displays uncontrollable and dangerous behaviors a parent/guardian will be called to pick up their child immediately. Any threats of violence will be taken seriously and follow the Demerit policy.

Please be aware that in extreme situations, policies may be altered by the Field Manager, Assistant Program Manager, or the Program Manager.

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.

DEMERIT POLICY

Our demerit policy is based on respect - respect for SACC staff, respect for the building where children attend SACC, and respect for other children in the program. Demerits will be given to children who do not adhere to the school and SACC rules.

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

A 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 Day Camp.

A one-week suspension from the program will occur after a child receives three demerits during any 9-week period or during Summer Day Camp.

Two additional demerits at any time during the School Year or during Summer Day Camp will result in expulsion from the program for the remainder of the semester or Summer Day Camp program, and possibly the following semester and/or Summer Day Camp program based upon the review of the expulsion, and provided registration is available.

SUSPENSION

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

- 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 displaying uncontrollable behavior
- Inappropriate child to child contact
- Bullying
- Or other severe behavior deemed inappropriate or dangerous

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.

TERMINATION OF ENROLLMENT

A child's enrollment may be terminated at any time for any of the following reasons:

- Failure to comply with fee agreement.
- Account is not paid in full by the end of the school year.
- Late payment of fees.
- Continual late pick-up.
- If the child's conduct is unmanageable or unsafe.
- Parent(s)/guardian(s) are unable or unwilling to work with site staff to resolve a problem.
- Parent(s)/guardian(s) are unable or unwilling to provide staff with required emergency contact information.
- It is determined by the Administrative Office that our program is unable to meet the needs of the child. If it is determined that a child's participation in the School Age Child Care (SACC) program should discontinue, the parent/guardian will be contacted accordingly.

