



PARENT HANDBOOK

School Year 2025-2026

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SACC PROGRAM ESSENTIALS

Mission Statement

The Williamson County Schools' School Aged Child Care (SACC) Program is to provide a high-quality, safe, and nurturing environment that supports the physical, emotional, social, and cognitive development of children. Our program offers opportunities for homework completion, independent play, and structured enrichment activities when school is not in session.

Confidentiality Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA), all SACC records, including registration forms, are confidential, except for information classified as public record. SACC staff will not share sensitive information about enrolled children or their families without written consent from a parent or guardian.

Non-discrimination Policy

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

PROGRAM OVERVIEW

SACC offers two distinct programs – School Year and Summer SACC. Each program requires separate registration and a registration fee of \$45 per child. Enrollment in one program does not automatically register families into the other. SACC will be closed on select dates. Please view the current SACC calendar to plan for SACC closures. All SACC locations are smoke-free environments.

Financial Assistance

Financial Assistance is available for families who qualify for free or reduced meals. A limited number of scholarships are also available for families experiencing financial hardship, homelessness, or foster placement.

2025-2026 School Year Program

- Begins the morning of August 4, 2025
- Ends day 21, 2026
- Kindergarteners can begin August 11, 2025 (first full day of kindergarten)
- Morning hours are 6:30 a.m. until school begins
- Afternoon hours are from school dismissal until 6:00 p.m.
- Enrollment is limited. Wait lists will be used once capacity is reached
- A minimum number of full-time enrollments is required for a school to host a SACC program. Families will be notified by July 28, 2025, if a site will not operate.

Full Day Care

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

Inclement Weather

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

Half Days of School

On half days of school, childcare is available during normal SACC hours in the morning, and then from school dismissal until 6:00 p.m. in the afternoon. Students must be actively enrolled for the current school year to attend. Children will need to bring a sack lunch for half days of care due to food services being closed.

REGISTRATION AND ENROLLMENT

Annual Registration

A separate registration form and \$45 registration fee are required annually for both the School Year and Summer program. The registration fee is non-refundable. Registration for one program does not carry over to the other. Children must attend a WCS elementary school and be in grades K-5 to register for the SACC School Year program.

Enrollment Capacity and Waitlist

Enrollment is capped based on staffing and state regulations regarding student to adult ratios. Once capacity is reached, a waitlist will be implemented. Waitlist placement is determined by the order applications are received. Openings are filled as spots become available due to withdrawals, schedule changes, or staffing increases. We are unable to provide a timeline for the availability of open spots. If a spot is offered and declined, the child will be removed from the waitlist and may lose early registration privileges for upcoming program registrations.

Waitlist Prioritization

Wait list priority is given to current WCS staff members needing childcare, children placed in foster care or experiencing homelessness, or families experiencing financial hardship. Please reach out to the Program Manager for assistance with the waitlist priority. Additionally, we have set aside 10% of our enrollment capacity for incoming kindergarten students who may be unaware of registration dates in advance.

Registration Requirements

Children cannot attend any SACC program until the registration form and a non-refundable registration fee has been received. Immunization records must be up to date and on file with WCS. Medical information must be completed at the time of registration. If a child requires a care plan, registration will not be approved until all required forms are submitted, and a meeting with program leadership has taken place. This must be completed within 2 weeks of registration. If a child has been suspended from the SACC program, they may be ineligible to register for the following School Year and/or Summer SACC. Registration for SACC is available on the WCS website at www.ezchildtrack.com/sacc/parent.

Care Options

SACC will offer four options for childcare during the 2025/2026 school year: full-time, part-time, drop-in, and full day care. A current tuition fee chart, with a listing of the enrollment options, can be found on the WCS SACC website.

1. Full-time care options available include mornings only, afternoons only, or mornings and afternoons at a set weekly tuition fee that is billed in advance. Full-time care is provided at a weekly rate for families needing care 4 or 5 days each week. Parents can enroll their child for mornings only, afternoons only, or mornings and afternoons, but will be billed for all 5 days regardless of attendance.
2. Part-time care is provided on a fixed weekly schedule at a set rate that is billed in advance. Parents can enroll their child on select days to attend morning only, afternoon only, or both morning and afternoon. This option is for families who need care on a set day each week
3. Drop-in care is a convenient option available for families who require intermittent childcare. Drop-in tuition fees are billed at a higher rate and based on attendance. Parents are responsible for notifying their child's teacher, the school office, and SACC site leadership of all dismissal changes **no later than 12:00 p.m. (noon)** on the day of attendance. This ensures children are dismissed correctly and safely to the program. Drop-in care may be limited or suspended at any time if staffing for drop-in care is not available.
4. Full day care is provided at select locations and on select days when school is out of session for a set tuition rate that is billed in advance.

School Dismissal Change Notifications

If a child's dismissal plans change for the afternoon, parents must notify the child's teacher, the school office, and SACC site leadership of this dismissal change **no later than 12:00 p.m. (noon)** on the day of attendance. This will ensure accurate and safe dismissal practices for every child.

FULL DAY PROGRAMS

SACC provides full day care on most days when school is not in session, from 6:30 a.m. to 6:00 p.m., at select locations for WCS students in grades K-5.

Full Day Locations

SACC will be open at the following sites on most days when school is out: Arrington, Clovercroft, Fairview, Heritage, Hunters Bend, Lipscomb, Longview, Nolensville, Trinity and Winstead. Families can register at any open location. Locations are subject to change based on enrollment and maintenance needs. Please see the SACC calendar for specific dates.

Meals

Children will need to bring a sack lunch on full days of care. Breakfast and lunch are not provided. An afternoon snack will be provided.

Eligibility and Registration

Full Days of Care are available to all currently enrolled SACC students in kindergarten through fifth grade. Advanced registration is required, and space is limited based on staff availability. A registration window will be available in advance for each break or full day of care. Registration will open on the promoted dates at 6:30 a.m. and close on the promoted dates at 6:00 p.m. on the EZChildTrack parent portal. Families with outstanding balances may not be eligible to register. Families may cancel or adjust their enrollment until the published registration deadline for each break. After registration closes, changes and cancellations cannot be accommodated, and families are responsible for all fees incurred.

Late Registration

If a family misses the registration deadline, late registration may be accepted if space allows. Space is **NOT** guaranteed. A \$15 late registration fee will be billed for each child enrolling after the deadline.

No-Show Fees

If you register for a full day of care, 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.

INCLEMENT WEATHER

SACC aims to support working families during inclement weather. However, operations may be modified or suspended if conditions pose a safety risk for staff and families. If conditions do not allow safe travel, SACC may be closed or operate on an abbreviated schedule. The rate is \$44 per child on inclement weather days. Families must not have an outstanding balance due for their child to attend.

School Closures and Delays

If schools are closed due to inclement weather, the Superintendent and WCS administration will determine if SACC can safely operate. Notifications will be shared via WCS phone alerts, local media broadcasts, and email (for families opted into SACC Communications).

Operating Hours

SACC will only operate at select locations if school is closed for the entire day due to inclement weather. When open on inclement weather days, parents will be notified of operating hours to ensure that staff members can arrive safely, so children are adequately supervised. This also allows maintenance personnel to clear parking lots and walkways.

Eligibility

Children actively enrolled in SACC may attend their assigned Inclement Care location on an Inclement Weather Day. Children who are registered full-time, part-time, drop-in care or full days of care are eligible to attend on inclement weather days. SACC care is only available for WCS students in grades K-5.

Delayed Start

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 actively enrolled in morning care, morning and afternoon care, or morning drop-in care can attend.

Early Release

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 apply 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 actively enrolled in afternoon care, morning and afternoon care, or afternoon drop-in care can attend.

EMERGENCY CARE

If an emergency care plan is implemented during school illness-related closures, SACC will work with the Williamson County School Board to determine if SACC can safely offer care to families. 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 Williamson County officials to safely provide care during the regular school day, full days of care, and emergency care.

ENROLLMENT CHANGE OR WITHDRAWAL

Enrollment changes can be submitted online through the SACC EZChildTrack Parent Portal. Changes in enrollment are limited to once per semester for the school year program.

To withdraw from the SACC program, families must complete the online SACC Withdrawal Form. Families that withdraw or drop their enrollment from the school year will **not** be eligible for early bird registration.

Accounts must be closed to receive a refund. Once closed, accounts cannot be reactivated within the same school year. Refunds will be issued by **check** to the primary account holder at the address on file and are processed at the **end of each month**.

FEE POLICY

General Billing

Full-time, part-time and full-day fees are due in advance. The primary account holder is responsible for the payment of all charges.

Payments must be made online via credit card (3.5% processing fee) or e-check (\$.50 service fee). Auto-pay is available and is required for drop-in care. Please allow up to 5 days for processing e-checks. It is the primary account holder's responsibility to maintain current auto-payment information on the account.

A \$10 NSF (non-sufficient funds) fee will be charged for each returned check.

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

Weekly tuition fees are pro-rated for planned school closures. For inclement weather closures, families enrolled in full-time or part-time care will receive a 50% tuition credit for the affected day.

Billing disputes must be submitted in writing to the SACC Software Specialist within days of the billing date. After 30 days, all charges are considered valid.

Refunds for active SACC families will only be issued as **credit on the account**.

Payment Schedule

Payment for full-time and part-time childcare is due by 6:00 p.m. each Monday. Payment for drop-in childcare is paid through autopay every Monday to ensure timely payment of charges.

A \$5 late fee will be applied if your account is not paid by 6:00 p.m. on Tuesday. Unpaid accounts will be suspended until paid in full. Children may not attend SACC while the account is suspended. Autopay is strongly encouraged for all families to avoid disruptions in care.

Late Pick-up Fees

A late pick-up fee of \$3 per minute per child will be charged after **6:00 p.m. on regular care days** and **5:00 p.m. (or the stated closing time) on inclement weather days**. If you are running late and can notify your site leader, please do so. Notification does not release you from paying the late fee. Repeated late pick-up of children may result in dismissal from the program.

Discounts and Financial Assistance

Discounts are available for families with multiple children enrolled full-time during the school year.

Financial assistance is available for families who qualify for free or reduced meals as determined by WCS Food Services.

Scholarships are available for families who are experiencing homelessness, have children in foster care, or demonstrate financial hardship.

Past Due Accounts

If your account becomes past due, your child may not attend the SACC program until the balance is paid in full or a written payment plan is approved by the Site Leader or SACC Program Staff.

Families must not have an outstanding balance to sign up for care for full-day care.

Absence of Full-time Children

Fees for full-time enrollment are not adjusted for individual absences, as they cover fixed program costs. If a child is absent for five or more consecutive days due to illness, families may request a 50% credit for missed days. Requests must be submitted in writing to the Site Leader within 7 days the child's return must include a doctor's note specifying the illness dates and return eligibility.

SIGN IN/OUT PROCEDURE

SACC uses an electronic sign-in/out system. A photo ID is required for pick-up.

Drop off begins at 6:30 a.m. on regular days of care. Children must be escorted into the building and signed in using a PIN.

Children may only be released to individuals listed as authorized in EZChildTrack. Changes to the authorized pick-up list must be made in advance via the parent portal and confirmed with the Site Leader. Verbal consent is not accepted.

Each individual child must be signed in and out of the program daily at the designated sign-in/out desk using an individual's PIN, per TN Department of Education licensing requirements. Written permission is required for anyone under the age of 18 to pick up a child. Individuals signing children out must be at least 16 years old and use their assigned PIN. If internet service is unavailable, paper sign-in/out sheets will be used and must be fully complete.

Designated drop-off and pick-up windows align with each school's start and dismissal times. Outside of these designated times, families must use the school's car rider line.

Children will be called to the sign-in/out desk and must be accompanied to the car by the person picking them up.

If a child is not picked up on time, staff will contact the parent/guardian, followed by emergency contacts if necessary.

All individuals interacting with the program are expected to treat staff, children, and others with respect. Inappropriate behavior may result in dismissal from the program.

Children will not be released to individuals exhibiting unsafe behavior. If refusal to release a child poses safety risk, staff may release the child and notify law enforcement and child protective services.

CUSTODY POLICY

For custody-related restrictions, legal documentation must be provided and kept on file. Without it, SACC cannot deny a parent access to their child.

All individuals listed as authorized in EZChildTrack may pick up during program hours. To restrict a person's access, official court documents (e.g., parenting plans, restraining orders) must be submitted to and kept on file with SACC. Please ensure these documents are shared directly with SACC, as school records are not automatically shared with our program.

CHILDREN WITH SPECIAL AND MEDICAL NEEDS

SACC supports inclusive care and complies with the Americans with Disabilities Act (ADA) Title II, providing reasonable accommodations for children with disabilities. Parents/guardians may submit IEP or 504 plans from Williamson County Schools to help inform care. While SACC is not required to follow educational plans, this resource may be utilized to support your child.

Expectations

Children must be able to safely participate in a group setting with approved accommodations. If safety cannot be maintained, the program may issue a demerit or suspension or recommend alternative care.

Care Plan Requirements

Parents must disclose all relevant medical, behavioral, or emotional needs. Parents/guardians must collaborate with SACC staff to complete a care plan **before the first day of attendance**. Registration is not complete and enrollment is not finalized until the care plan is approved and a meeting with SACC leadership is held. Additional meetings may be required to adjust accommodations as needed.

Failure to complete the care plan or meet with site leadership in a timely manner will result in **registration cancellation**.

Drop-In Care

Advance notice is required if additional support is needed for children using drop-in care. An aid is not guaranteed for drop-in attendance.

PARENT/GUARDIAN COMMUNICATION

Open communication helps ensure a positive experience for your child. Parents/guardians should keep all contact and emergency information up to date and inform staff of any changes that may affect your child (e.g., illness, family changes, fears). SACC will communicate updates via email, newsletters, signage, and the SACC website. Opting out of email may limit access to important information.

Each site has a dedicated landline and cell phone that can be contacted during SACC operating hours. If unavailable, leave a detailed voicemail. Parents should not contact the school offices for SACC-related messages.

A bulletin board provides information about the program, snacks, state licensing information, hours of operation, schedules, media lists, and newsletters.

Throughout the year surveys will be distributed gather insight from parents/guardians regarding our program. It is our goal to continually meet the needs of our children and families.

For questions or concerns, speak with your Site Leader. If your questions or concerns are unresolved after speaking with your Site Leader, contact your site's Field Manager (contact information posted at the site).

RELEASE OF INFORMATION

Parents/legal guardians may request access to their child's records, including financial documents, attendance, tax statements, and incident reports.

SNACKS AND LUNCH

During the school year, food services will provide breakfast only at select schools. Check with Food Services for availability and fees.

An afternoon snack is provided daily and is included in your SACC fees. Menus are posted on site. We work closely with food services and their vendors to provide healthful options, and dietary needs listed on the health history form will be considered.

On full half days of care, when lunch is not served by food services, children must bring a sack lunch. Vending machine purchases are not permitted.

DAILY SCHEDULE

Each SACC site follows a structured daily schedule that balances child-led and staff-directed activities. A detailed schedule is posted on the site's bulletin board.

EMERGENCY RESPONSE DRILLS

In compliance with TN Department of Education licensing requirements, SACC conducts regular emergency and severe weather drills. Each site follows an established Emergency Response Plan.

FIREARMS/WEAPONS

Weapons of any kind, including firearms and knives, are strictly prohibited on school property. All premises are monitored by 24-hour video surveillance.

PET POLICY

Animals are not permitted in the SACC programming area.

MEDICAL INFORMATION ESSENTIALS

Illness

SACC follows Williamson County Schools (WCS) Board Policy 6.403 and the current WCS Illness Guidelines. Children who are ill may not attend SACC. If a child becomes ill during the program, a parent or authorized person must pick them up within one hour to minimize exposure to others. Children absent from school due to illness may not attend SACC that day.

Medication

Medication must be delivered by a parent/guardian in its original container (prescription or over the counter). Medication cannot be expired. A completed medication release form with written authorization and instructions is required. SACC will use the medication release form to keep a record of when medication is administered. Non-emergency medications are stored in a locked container; emergency medications are accessible to staff but secured during non-program hours. Medications stored in the school nurse's office are not accessible to SACC staff. A separate supply must be provided to SACC. Unused and expired medication will be returned to the child's parent/guardian.

Medical Care Plans

A care plan is required for certain medical needs. If a child requires a care plan or medical form, registration is not complete until the care plan is submitted, the required meetings are held, and the signed forms are on file. These requirements must be met within two weeks of registration. Children cannot attend SACC until the emergency medication is on-site.

If your child self-carries an emergency medication, please notify the SACC staff when conducting a care plan.

Injury

If a child is injured during SACC, staff will administer appropriate first aid and notify a parent/guardian by pick-up time. All injuries are documented on a student treatment form, which must be signed at pick-up.

Emergency Treatment

In the event of a serious injury, staff will call 911 immediately and parents/guardians will be notified and informed of the hospital location.

For non-emergency but urgent situations, staff will attempt to contact parents first, followed by emergency contacts if necessary.

Medical information must be kept current in the child's file.

SACC STAFF ESSENTIALS

Staff

All SACC staff are employees of the Williamson County Board of Education. A CPR/First Aid certified staff member is always present.

Staff to child ratios are 1 adult per 20 children while on-site and 1 adult per 10 children while off-site. Ratios may change based on guidance from the TN Department of Education or the CDC.

Child Abuse and Neglect Reporting

All SACC staff are mandated reporters Tennessee law and must report any suspected child abuse or neglect to the Department of Children’s Services. Training is available at www.sworps.tennessee.edu/child_abuse_reporting.

Dress Code

SACC follows the Williamson County Schools dress code policy.

CHILD ESSENTIALS

Personal Belongings

Children should not bring personal items such as toys, games, cards, electronics, or valuables (e.g., money, jewelry, phones, tablets) to SACC unless specifically requested in writing by staff for a special activity.

SACC and Williamson County Schools are not responsible for lost, damaged, or stolen items. Personal items are not permitted during emergency care.

Homework Time

Homework time is offered Monday through Thursday during afternoon SACC. Staff provide a quiet environment but do not offer one-on-one tutoring.

Technology Use

In partnership with schools, children may use Chromebooks for educational purposes only during SACC hours. All other electronic devices (e.g. games, phones, virtual pets) are not permitted.

During remote learning or emergency care technology use will be limited to classroom assignments.

Devices must remain in backpacks when not in use for school assignments. SACC and WCS are not liable for lost or damaged devices.

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

Children enrolled in SACC will be expected to follow all SACC and WCS rules to ensure a safe and respectful environment for staff and students. Children are expected to show respect for others, themselves, and materials and equipment.

Respect for Others

- Follow the directions of SACC staff
- Respecting others' personal space and property
- Use appropriate words and behavior (no bullying, vulgar language, or insults)

Respect for Materials and Equipment

- Use materials, equipment, and toys for their intended purposes
- Care for toys and games like they were their own
- Conserve resources and recycle when possible
- Follow school and SACC playground rules

Personal Responsibility

- Clean up after playing or eating
- Be on time and stay in their designated space
- Always ask permission before leaving their group
- Keep hands, feet, and objects in their own space

SACC Staff Responsibilities

- Clearly communicate behavior expectations
- Use fair and consistent discipline aligned with WCS policies
- Apply appropriate behavior modification techniques (e.g., redirection, time-outs, praise, rewards)
- Document incidents using Think It Through Sheets, Incident Reports, or Demerits
- Communicate with parents/guardians when issues arise

Unacceptable Behaviors

- Physical aggression towards another child or staff (spitting, pushing, hitting, fighting, etc.)
- Inappropriate language or topics
- Disrespect towards SACC personnel
- Disruptive behavior, or disregard for rules
- Threats of violence

Family Partnerships

- Discuss SACC behavior expectations with their child
- Review and sign any behavior related documents
- Contact the Site Leader with any questions or concerns
- Refrain from questioning or disciplining children other than your own

Property Damage

SACC encourages accountability by requiring families to reimburse or replace any property that is deliberately damaged by their child.

Immediate Removal

If a child displays dangerous or uncontrollable behaviors, a parent/guardian will be contacted for immediate pick-up.

Accounts will **NOT** be credited if your child is asked to leave the program for behavior issues.

Behavior Management

SACC is committed to fostering a safe, respectful, and supportive environment. SACC promotes positive behavior through encouragement, redirection, and consistent expectations. SACC will not share details about other children involved in incidents.

Demerits

SACC's demerit system reinforces respect for staff, other children in the program, and school property. Demerits will be given to children for the following behaviors:

- Intentionally disrespecting, damaging, or stealing others' personal property
- Using inappropriate words and/or actions; foul language
- Failing to stay with designated group
- Failing to keep hands, feet, and object(s) in own space
- Being exceptionally disruptive, obstinate, or disrespectful towards staff; displaying uncontrollable behavior
- Being physically aggressive and/or deliberately harming another child or SACC staff (spitting, pushing, hitting, fighting, etc.)
- Inappropriate child to child contact
- Threatening other children or staff
- Other severe behaviors deemed inappropriate or dangerous

Notification

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.

Suspension

A one-day suspension from the program will occur after a child receives two demerits during the School Year or Summer SACC.

A one-week suspension from the program will occur after a child receives three or more demerits during the School Year or Summer SACC.

Five demerits during the School Year or during Summer SACC will result in expulsion from the program for the remainder of the semester or Summer SACC, and possibly the following semester and/or Summer SACC program based upon the review of the expulsion.

If a child is suspended, families will be responsible for the payment of tuition fees during the suspension period. Accounts will **NOT** be credited if a child is asked to leave the program for any period due to behavior issues.

Note: In extreme situations, policies may be altered by the Field Manager, Assistant Program Manager, or the Program Manager.

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 a fee agreement
- Accounts are 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 the required emergency contact information
- The Administrative Office determines that the SACC program is unable to meet the needs of the child. If it is determined that a child's participation in the SACC program should discontinue, the parent/guardian will be notified.
- If a parent fails to follow the Board Policy 1.501 for Code of Conduct for Visitors to the school and electronic and verbal communication to employees.