



PARENT HANDBOOK

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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.

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 \$40 per child. Registration into one program does not automatically register families into the other.

The 2021-2022 School Year program will start the morning of August 6, 2021 and will run through May 25, 2022. Registration will be available starting June 1, 2021 and will close on August 1, 2021. 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 16, 2021.

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

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, when SACC is closed for inclement weather, or school closure days for children in grades K-5. Full days of care includes inclement weather days when SACC is open, breaks, emergency care, and the summer program. Care may only be available at select locations. SACC will operate from 7:00 a.m.—5:00 p.m. when open on inclement weather days. Children will need to bring a sack lunch on full days of care due to food services being closed. Full days of care are available for children in grades K-5 only.

On half days of school, child care is available in the morning and then from the release of school until 6:00 p.m. Care is not available for Pre-K children on half days of school. Children will need to bring a sack lunch on half days of care due to food services being closed.

Summer Day Camp 2022 will operate from May 31, 2022 and will end the week prior to the new school starting to prepare for the upcoming school year. During the summer we will be closed on May 30, 2022 for Memorial Day and the 4th of July.

During the school year, SACC will be closed on select dates. SACC will operate at select locations on full days of care.

In order for SACC to operate at an elementary school, a minimum enrollment of full-time families must be met. Families will be informed by August 2, 2021 if a school location will not operate.

Financial Assistance is available for families who qualify. If eligible, families may utilize one of the following options, if they are available: free or reduced lunch financial assistance, a limited number of scholarships, or an active DHS certificate. Families utilizing the DHS certificate program will be required to pay the overage fee. Contact your Site Leader for more information.

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 \$40 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 and Pre-K children in a WCS Pre-K program. Registration for the school year will be open from June 1, 2021 and will close on August 1, 2021 so that SACC can ensure that our staffing needs are met. Registration may open at sites after August 1, 2021, but that will be determined based upon staffing and space available.

Summer Day Camp is open to any WCS student or Williamson County resident who has completed grades K-5 . Summer registration will be available no later than March 1, 2022. Pre-K students are not eligible to attend Summer Day Camp.

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 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. 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 during the school year:

- Full-time AM/PM care
- Full-time AM care
- Full-time PM care
- Drop-in care

A current tuition fee chart, with a listing of the enrollment options, can be found on the WCS SACC website.

Parents/guardians of children enrolled in Pre-K will need supply their own 2-inch nap mat and covering. Mats are available upon request if needed. Pre-K is not available on half days, full days of care, or Summer Day Camp going into kindergarten. Pre-K children can be picked up at the release of Pre-K or after the elementary car ride line has ended. Please check with your SACC location for the release time. 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.

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

Pre-enrollment is required for full day child care when school is not in session. Full day fees are \$40 for non-field trip days, and \$45 for field trip days.

Parents/guardians must sign up their child/children, make changes, or cancel child care no later than one week in advance to attend full day programs. Signups will be available through the parent portal 3 weeks in advance. They are removed one week prior to the full day of care. Space is not guaranteed once enrollment 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 no-show fee will be assessed to your account reflecting the daily tuition fee. Full day fees are \$40 for regular days, and \$45 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.

Drop-in care is not available on full days of care.

HALF DAY PROGRAMS

Pre-enrollment is required for scheduled half day child care. Pre-enrollment is not required for early dismissal for inclement weather.

Parents/guardians must sign up their child/children no later than one week in advance to attend. Changes and cancellations can be made up to a week in advance of the half day of care.

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.

SUMMER DAY CAMP

Families can choose which weeks they want to enroll in for Summer Day Camp.

SACC offers the following enrollment options for Summer Day Camp:

- Full-time care
- Part-time care
- Part-time care with field trip

A current tuition fee chart, with a listing of the enrollment options, can be found on the WCS SACC website.

Full-time care is billed at \$175 per week/per child when signed up for the week of care, regardless of attendance.

Part-time care is provided during the summer at a higher rate for intermittent child care needs. If a child is enrolled in part-time care on a given week and does not attend, accounts will be billed \$40 per child for one day of attendance for that week.

Accounts will be charged the part-time rate for each day that a child attends the SACC program. The rate for part-time care on site is \$40 per day/per child, and \$45 per day/per child for field trip days.

Changes in enrollment can be made up to two weeks prior to the week of camp as published on the summer information sheet. A change of enrollment form must be submitted online.

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.

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 inclement days. The media, along with WCS and the SACC program, 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 pick-up fees will be billed starting at 5:01 p.m. on inclement weather days.

Care is only available for children in grades K-5 only when school is closed for inclement weather. Care is not available to Pre-K students on inclement weather days.

The rate is \$40 per child on inclement weather days.

SACC will only operate at select 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. Children enrolled in SACC may attend any location. We ask that if you want to attend a location outside of the assigned area to please let your Site Leader know so we have proper documents on file for your child.

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.

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

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

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 \$40 per day/per child. 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.

FIELD TRIPS/SPECIAL EVENTS

SACC will be scheduling field trips for the upcoming school year. Field trips will take place during the Fall and Winter Breaks. Dates of field trips will be shared when enrollment opens for these full days of care.

Special events may be scheduled throughout the school year on full days of care. These events will not require transportation.

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 completing and submitting an online change of enrollment form. Change in enrollment for the School Year program 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.

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. 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. 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. If eligible, families may utilize one of the following options, if they are available: free or reduced lunch financial assistance, a limited number of scholarships, or an active DHS certificate. Families utilizing the DHS certificate program will be required to pay the overage fee. Contact your Site Leader for more information.

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 or full days.

Payments must be made online by credit card or e-check. A 3% 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.

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.

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 (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. 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 number.

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 number. Someone 16 years of age or older is asked to provide the pin number 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.

In order 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 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.

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 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 an emergency contact or 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.

SPECIAL NEEDS

The SACC program facilitates inclusion-based child care programming for children with disabilities/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. SACC is compliant with ADA and will provide reasonable accommodations to children with an ADA identified disability. For those requiring an aide, the program must have a staff member available to provide care.

When registering, parents/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 cannot 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/guardians 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 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.

If a child with special needs is enrolled in drop-in care and requires an aide, please notify your Site Leader one week (7 days), in advance to allow for staffing. This will help SACC with providing the best experience possible for your child and arrange for an aide.

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

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 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.

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

During Summer Day Camp, a light breakfast is served to campers who arrive by the designated time. This is

included as part of your SACC 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.

MEDICAL INFORMATION ESSENTIALS

ILLNESS

The SACC program follows the 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 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. The medication must be in the original prescription bottle/container, and it should not 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 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. 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 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

In the event that 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

SACC staff are Williamson County Board of Education employees.

A first aid/ CPR certified staff member will be present on-site at all times.

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 REPORTING

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 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 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.

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 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, MP3 players, 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 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.

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 other's 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.

SACCTIVITIES

SACCTivities are an opportunity for children to participate in additional enrichment-based learning. SACCTivities are offered each semester for a nominal fee.

After enrollment concludes, families will be billed for SACCTivities. SACCTivity activity fees are non-refundable regardless of participation.

Full-time families that enroll for SACCTivities will be billed the SACCTivity fee for each activity. Drop-in families that enroll for SACCTivities will be billed the SACCTivity fee for the activity and the daily drop-in fee when the child attends SACC on the day that the SACCTivity is held.

Should a SACCTivity be cancelled due to weather, illness, or unforeseen circumstances, a make-up time will be assigned. If WCS is in a remote learning status, SACCTivities could be offered remotely.

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 other's 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.

DON'T HIT BACK POLICY

SACC has a "don't hit back" policy. 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.

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 which 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 an 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 child, 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 in the event that 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.

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.

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 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.