

GUIDELINES TO FACILITATE PROGRAM OPERATION

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

PARENT / GUARDIAN RESPONSIBILITIES

If a parent is disrespectful or abusive to any staff member, the SACC administration reserves the right to remove their child from the program and no refund will be given.

PARENTS/GUARDIAN RESPONSIBILITIES
RESPECT ALL STAFF MEMBERS. ANY ISSUE WITH A STAFF MEMBER SHALL BE DISCUSSED PRIVATELY AND BROUGHT TO THE ATTENTION OF THE SUPERVISOR ON DUTY
NOTIFY SACC OFFICE NO LATER THEN 2PM ON THE DAY OF ABSENCE IF YOUR CHILD IS ILL AND WILL NOT BE ATTENDING THE AFTERCARE PROGRAM
NOTIFY SACC OFFICE IN WRITING WHEN YOUR CHILD IS SIGNED UP FOR A DISTRICT SPONSORED EXTRA-CURRICULAR ACTIVITY, IE.MAD SCIENCE, BAND, THEATER - PARTICIPATION WILL NOT BE ALLOWED WITHOUT YOUR SIGNED CONSENT
OBSERVE THE RULES OF THE NORTH ARLINGTON SCHOOL AGE CHILD CARE PROGRAM
LISTEN TO STAFF MEMBERS IF THEY EXPRESS CONCERN ABOUT THE BEHAVIOR OF YOUR CHILD – FIND AN AGREEABLE SOLUTION TO ANY PROBLEM THAT MAY OCCUR
KNOW ALL PROCEDURES + POLICIES OF THE PROGRAM
REPLACE EQUIPMENT THAT YOUR CHILD DAMAGES OR MISUSES
COMPLY WITH PROGRAM SIGN-IN // SIGN-OUT PROCEDURES
WITHDRAWAL FROM PROGRAM REQUIRES WRITTEN NOTIFICATION AT LEAST ONE MONTH PRIOR TO WITHDRAWAL DATE – DOWNLOAD, FILL OUT, SIGN + RETURN THE OFFICIAL WITHDRAWAL FORM
KNOW WHAT YOU OWE - PAY THE EXACT AMOUNT, ON TIME EACH MONTH, AS PER OUR TUITION POLICY
PROVIDE US WITH UP-TO-DATE CONTACT DETAILS – IE. PHONE NUMBER, ADDRESS, EMAIL + AUTHORIZED PICK UP INFORMATION
PICK UP YOUR CHILD(REN) ON TIME