



2024/25

POLICY HANDBOOK

// READ + UNDERSTAND ALL POLICIES BY

9/1/24

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

COMMUNICABLE DISEASE POLICY

If the school district has called for a child to be picked up, she/he may not attend the SACC program. Once symptom-free and readmitted to their district school, the child may return to SACC unless contraindicated by local health department or Department of Health. If illness or injury occur during the SACC program, we will notify parent/guardian of the child. In some cases, we may request that you immediately come for your child, and in others we may call only to inform you of your child's situation so you can decide if action should be taken.

SYMPTOMS + SIGNS OF COMMUNICABLE DISEASES
✓ SEVERE PAIN AND DISCOMFORT
✓ ORAL TEMPERATURE OF 101.5° FARENHEIT
✓ SEVERE COUGHING
✓ YELLOW EYES OR JAUNDICED SKIN
✓ INFECTED, UNTREATED SKIN PATCHES
✓ SKIN RASHES IN CONJUNCTION WITH FEVER OR BEHAVIOR CHANGES
✓ SKIN LESIONS THAT ARE WEEPING OR BLEEDING
✓ ACUTE DIARRHEA OR EPISODES OF ACUTE VOMITING
✓ LETHARGY
✓ RED EYES WITH DISCHARGE
✓ DIFFICULT OR RAPID BREATHING
✓ MOUTH SORES WITH DROOLING
✓ STIFF NECK

COMMUNICABLE DISEASE REPORTING GUIDELINES //

Some excludable communicable diseases must be reported to the health department by the center. For the Department of Health's Reporting Requirements for Communicable Disease + Work-Related Conditions Quick Reference Guide/ A Complete List of Reportable Excludable Communicable Diseases WWW.NJ.GOV/HEALTH/CD/DOCUMENTS/REPORTABLE_DISEASE_MAGNET.PDF

POLICY ON DISCIPLINE

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

DISCIPLINARY STEPS

Children who know what is expected of them will likely be more responsible to rules. Behavior that is destructive to oneself or to others will not be tolerated in our program. The severity of each incident will be reviewed and appropriately acted upon by the SACC Director or Site Supervisor and documented as either, an incident or a disciplinary violation.

DISCIPLINARY PROCEDURE SHALL BE AS FOLLOWS

**VERBAL WARNING WILL BE GIVEN AT FIRST OCCURRENCE OF INAPPROPRIATE BEHAVIOR
CHILD WILL BE REDIRECTED TO ANOTHER ACTIVITY OR REMOVED FROM THE CONFLICT
BEHAVIOR WILL BE DOCUMENTED ON AN INCIDENT OR DISCIPLINARY REFERRAL FORM
SACC DIRECTOR / SITE SUPERVISOR WILL SPEAK PRIVATELY WITH PARENT/GUARDIAN
PARENT/GUARDIAN WILL BE REQUIRED TO SIGN THE REFERRAL FORM**

SUSPENSION + TERMINATION

Suspension period begins the day after the incident occurs and does not include weekends. Suspension from SACC includes all programs the child is attending, and no refund will be given.

THE FOLLOWING MAY RESULT IN AN IMMEDIATE, 1-WEEK SUSPENSION FROM SACC

**FIGHTING OR BEING DISRESPECTFUL TO A TEACHER, STAFF MEMBER OR PEER
BITING ANOTHER CHILD OR STAFF MEMBER
REMOVING THEIR SEAT BELT BEFORE THE BUS STOPS COMPLETELY
BEING UNRULY, DISOBEDIENT, OR DISRESPECTFUL ON THE BUS**

AFTER MULTIPLE OFFENSES, THE FOLLOWING DISCIPLINARY ACTION WILL BE TAKEN

**UP TO 3 DISCIPLINARY REFERRALS // 1-WEEK SUSPENSION PER INCIDENT
4 DISCIPLINARY REFERRALS // TERMINATION OF ENROLLMENT WITHOUT A REFUND**

PLEASE NOTE // Do not deal with conflict(s) between children on your own. Tell us if your child is having a problem with a peer. Remind your child to notify our staff if an incident occurs so it can be dealt with immediately.

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

GUIDELINES TO FACILITATE PROGRAM OPERATION

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

DISCIPLINARY POLICY FOR CHILDREN

If any of the following responsibilities are consistently disobeyed and the disciplinary policy not followed, the SACC administration reserves the right to remove the child from the program and no refund will be given. The Program Supervisor, Director or Administrative Director will enforce the penalty of child suspension or final termination.

CHILD RESPONSIBILITIES
RESPECT ALL STAFF MEMBERS, AS WELL AS OTHER CHILDREN
ACCEPT THE CONSEQUENCES FOR THEIR OWN ACTIONS
RESPECT ALL SACC PROPERTY – NOT TO REMOVE ITEMS FROM THE BUILDING OR ANY DESK NOT BELONGING TO THEM
RESPECT THE RULES THAT GUIDE THEM DURING THE SACC DAY AND CONTROL THEIR FEELINGS SO THAT THEIR ACTIONS DO NOT HARM ANYONE IN THE PROGRAM
NOT WILLFULLY DAMAGE EQUIPMENT OR PROPERTY IN THE BUILDING NOR ANYONE ELSE’S WHILE THEY ARE IN THE PROGRAM
SHARE EQUIPMENT AND FACILITIES WITH ALL CHILDREN IN THE PROGRAM
REMAIN WITH A STAFF MEMBER AT ALL TIMES AND NOTIFY THEM IF THEY NEED TO GO TO ANOTHER AREA
RESPECT THE RULES OF THE SACC PROGRAM
DRESS APPROPRIATELY FOR INDOOR AND OUTDOOR PLAY
RETURN MATERIALS AND EQUIPMENT TO THE PLACE THEY FOUND THEM BEFORE TAKING OUT A NEW ACTIVITY
CARRY OUT AN ACTIVITY THAT THEY COMMITTED THEMSELVES TO PERFORM
AVOID INTERACTION WITH NON-ENROLLED SACC STUDENTS AFTER BEING “CHECKED IN” @ THE SACC PROGRAM BEFORE OR AFTER SCHOOL

PLEASE NOTE // Written permission is required in order for an enrolled SACC child to participate in district sponsored after school activities, playing on the site playground or in and around the elementary school.

POLICY ON LATENESS

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

LATE POLICY

The SACC Program understands that situations may occur that will cause a parent/guardian to pick up their child late. It is highly recommended that you have a backup plan or make alternate arrangements to avoid a late pick-up situation, especially in the winter months. We have adopted the following Policy on Lateness. Please refer to the SACC [POLICY ON THE RELEASE OF CHILDREN](#) for our procedure when a child is not picked up an hour or more after closing time. Children will only be released to those specifically named on their [AUTHORIZED PICK-UP LIST](#), unless we receive written notification to the contrary.

Any pick up after 6PM is considered late. After 6PM, authorized pick up person(s) will be called, followed by child's emergency contact. The sign-out sheet will be highlighted in yellow to signify a late pick up. The person who picks up the child must initial the highlighted area and note the actual time of pick up. If a Parent/Guardian is late when picking up other children in addition to their own, only the person picking up the child will incur the late fee.

LATE PICK UP FEES

LATE 1

\$25 FOR THE FIRST 15 MINS + \$25 FOR EACH ADDITIONAL 15 MINS OR ANY PART THEREOF.

FOR LATE FRIDAY PICK UPS // \$50 FOR THE FIRST 15 MINS + \$50 FOR EACH ADDITIONAL 15 MINS OR ANY PART THEREOF

LATE 2

\$50 FOR THE FIRST 15 MINS + \$50 FOR EACH ADDITIONAL 15 MINS OR ANY PART THEREOF

LATE 3

\$50 FEE + 1 WEEK SUSPENSION FROM THE PROGRAM

LATE 4

ENROLLMENT IN THE SACC PROGRAM WILL BE TERMINATED WITHOUT A REFUND

PLEASE NOTE // All late fees must be paid in full by the following day or the late fee will increase \$10 per day for up to 3 days. If not paid by day 3, removal of your child from the program may occur.

POLICY ON THE RELEASE OF CHILDREN

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

A. RELEASE TO AUTHORIZED PARENT/GUARDIAN

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s), to take the child from the program and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.

1. A CHILD SHALL NOT BE VISITED BY OR RELEASED TO A NON-CUSTODIAL PARENT UNLESS THE CUSTODIAL PARENT SPECIFICALLY AUTHORIZES THE CENTER TO ALLOW SUCH VISITS OR RELEASE IN WRITING. THIS WRITTEN AUTHORIZATION, INCLUDING NAME, ADDRESS AND TELEPHONE NUMBER SHALL BE MAINTAINED ON FILE.
2. IF A NON-CUSTODIAL PARENT HAS BEEN DENIED OR GRANTED LIMITED ACCESS TO A CHILD BY A COURT ORDER, WE WILL COMPLY WITH THE THOSE TERMS. THE PROGRAM SHALL SECURE DOCUMENTATION TO THAT EFFECT AND MAINTAIN A COPY ON FILE.
3. NO CHILD SHALL BE RELEASED FROM THE PROGRAM UNSUPERVISED.
4. PICK UP PERSONS MUST PRESENT THEIR ID WHEN PICKING UP CHILD(REN). NO CHILD SHALL BE RELEASED FROM THE PROGRAM UNLESS ID OF PICK UP PERSON IS PROVIDED.

B. PROCEDURE FOR FAILURE TO PICKUP

Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in A, above, fails to pick-up a child at the time of the center's daily closing. PROCEDURE SHALL BE AS FOLLOWS

1. THE CHILD IS SUPERVISED AT ALL TIMES.
2. STAFF MEMBER(S) ATTEMPT TO CONTACT THE PARENT(S) OR PERSON(S) AUTHORIZED BY CUSTODIAL PARENT.
3. AN HOUR OR MORE AFTER CLOSING TIME, AND PROVIDED THAT OTHER ARRANGEMENTS FOR RELEASING THE CHILD TO HIS/HER PARENT(S) OR PERSON(S) AUTHORIZED BY THE CUSTODIAL PARENT(S), HAVE FAILED AND THE STAFF MEMBER(S) CANNOT CONTINUE TO THE CHILD AT THE CENTER, THE STAFF MEMBER SHALL CALL THE 24-HOUR STATE CENTRAL REGISTRY HOTLINE 1-877-NJ-ABUSE (1-877-652-2873) TO SEEK ASSISTANCE IN CARING FOR THE CHILD UNTIL THE PARENT(S) OR PERSON(S) AUTHORIZED BY THE CHILD'S CUSTODIAL PARENT(S) IS ABLE TO PICK-UP THE CHILD.

C. PROCEDURE FOR ALTERNATIVE ARRANGEMENTS

Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the custodial parent appear to physically and/or emotionally impaired to the extent that, in the judgement of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. **PROCEDURE SHALL BE AS FOLLOWS**

1. CHILD MAY NOT BE RELEASED TO SUCH AN IMPAIRED INDIVIDUAL
2. STAFF MEMBERS ATTEMPT TO CONTACT THE CHILD'S OTHER PARENT OR AN ALTERNATE PERSON(S) AUTHORIZED BY THE CUSTODIAL PARENT
3. IF THE CENTER IS UNABLE TO MAKE ALTERNATIVE ARRANGEMENTS AS NOTED IN **B.2** ABOVE, A STAFF MEMBER SHALL CALL THE DEPARTMENT'S STATE CENTRAL REGISTRY HOTLINE 1-877-652-2873, TO SEEK ASSISTANCE IN CARING FOR THE CHILD.

HOMWORK POLICY

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

SUPERVISED HOMEWORK TIME

Children have the opportunity to do homework while attending our After School program. Because homework is an integral part of classroom activity, we developed a Homework Policy in accordance with the mission statement of the North Arlington Elementary Schools, found in their Parent Handbook.

GUIDELINES FOR HOMEWORK TIME ARE AS FOLLOWS

HOMWORK TIME IS APPROXIMATELY 60-90 MINS // MONDAY - THURSDAY

STAFF MEMBERS WILL SUPERVISE CHILDREN AT ALL TIMES WHILE DOING HOMEWORK. NO TUTORING WILL BE PROVIDED, BUT OUR TEAM WILL GLADLY OFFER GUIDANCE TO STUDENTS DURING THIS TIME.

SACC DOES NOT PROVIDE MATERIALS NEEDED BY STUDENTS IN ORDER TO COMPLETE THEIR ASSIGNMENTS, I.E. PENCILS, PENS, CRAYONS, SCISSORS OR GRAPH PAPER. EACH CHILD IS RESPONSIBLE FOR BRINGING THESE ITEMS OR ASKING PARENTS/GUARDIANS TO PROVIDE THE PROPER TOOLS TO COMPLETE ASSIGNMENTS.

STAFF IS NOT RESPONSIBLE FOR THE CORRECTNESS OR COMPLETION OF YOUR CHILD'S HOMEWORK. AS AN EXTENSION OF THEIR CLASSROOM LEARNING, WE WILL GUIDE THEM TO ASSUME A WILLING RESPONSIBILITY FOR THE COMPLETION OF THEIR OWN HOMEWORK.

DISRUPTIVE BEHAVIOR DURING THE HOMEWORK SEGMENT OF SACC IS NOT TOLERATED. CHILDREN NEED A QUIET, DISTRACTION-FREE ENVIRONMENT FOR HOMEWORK AND STUDYING. THE FOLLOWING DISCIPLINE POLICY HAS BEEN IMPLEMENTED FOR ANY CHILD WHO DOES NOT ADHERE TO THE RULES OF THE HOMEWORK ROOM.

DISCIPLINE POLICY

OFFENSES DURING THE HOMEWORK SEGMENT OF SACC WILL BE DISCIPLINED AS FOLLOWS

OFFENSE 1 // A VERBAL WARNING IS GIVEN AND THE PARENT/GUARDIAN WILL BE NOTIFIED. THE CHILD WILL BE ALLOWED BACK IN THE HOMEWORK ROOM THE FOLLOWING DAY.

OFFENSE 2 // THE CHILD IS ASKED TO LEAVE THE HOMEWORK ROOM, RETURN TO THE SACC ROOM AND A WRITTEN NOTICE WILL BE GIVEN. THE CHILD WILL BE ALLOWED TO RETURN TO THE HOMEWORK ROOM THE FOLLOWING DAY.

OFFENSE 3 // THE CHILD IS NOT ALLOWED BACK IN THE HOMEWORK ROOM FOR THE REMAINDER OF THE YEAR.

NOTE // If you have any concerns regarding homework for your child(ren), speak privately to a staff member.

POLICY ON TECHNOLOGY

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

USE OF TECHNOLOGICAL DEVICES

THE USE OF PERSONAL ELECTRONIC DEVICES IS PROHIBITED AT SACC, OTHER THAN NORTH ARLINGTON SCHOOL DISTRICT ISSUED CHROMEBOOKS.

All SACC enrolled students will receive a "Welcome Back" email from the Director of SACC; This email will provide a link to a permission slip for the use of technological devices, which is required to be filled out in order for your child(ren) to use their Chromebook(s) at SACC Aftercare.

PLEASE NOTE: Prohibited electronic devices include, but are not limited to, "personal" computers, iPads, iPods, tablets, cell phones, smart watches and hand-held devices.

POLICY ON SOCIAL MEDIA

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

SAFE USE OF SOCIAL MEDIA

The SACC Program recognizes the value of online social media tools for connecting with the staff and parents. The purpose of this policy is to establish enforceable rules for the use of social media by employees and families. Social media refers to the Internet, Facebook, Instagram, Snap Chat, texting and any other communication that provides information to the public.

THE FOLLOWING RULES SHALL APPLY

1. THE FACE OF A CHILD SHALL NEVER BE PLACED ON A SOCIAL MEDIA SITE WITHOUT THE WRITTEN CONSENT FROM A PARENT. (SEE CONTRACT)
2. THE POSTING OF CONFIDENTIAL AND/OR IDENTIFYING INFORMATION ABOUT THE CHILDREN, PARENTS, OR STAFF AT THE PROGRAM IS STRICTLY PROHIBITED.
3. EMPLOYEES SHALL BE HELD RESPONSIBLE FOR ANY STATEMENTS, POSTS, COMMUNICATIONS OR OTHER BEHAVIOR OR CONTENT THAT IS NOT COMPLIANT WITH THE PROGRAM'S MISSION AND PHILOSOPHY.
4. EVERY EMPLOYEE AND FAMILY HAS THE RIGHT TO USE SOCIAL MEDIA TO MAINTAIN AND ENHANCE THE PROGRAM'S IMAGE AND TO USE THE INTERNET IN A RESPONSIBLE MANNER.
5. ALL POSTS WILL BE CONSISTENT WITH THE PROFESSIONAL STANDARDS OF THE PROGRAM.