

NORTH ARLINGTON SCHOOL AGE CHILD CARE (SACC)

GUIDELINES TO FACILITATE PROGRAM OPERATION

PARENTS/GUARDIANS RESPONSIBILITIES:

Parents/Guardians are responsible to do the following:

1. Be respectful of all Staff members. If there is an issue which needs to be discussed with a Staff member it must be directed to the **Supervisor** on duty and **not in front of other children.** **If a parent is disrespectful or abusive to any staff member, the Administration has the right to remove your child from the SACC program – no refund will be given.**
2. **Notify SACC Office if their child(ren) are out sick and will not be attending the AFTER CARE PROGRAM NO LATER THEN 2:00PM ON DAY OF ABSENCE.**
3. To notify the SACC office if you have signed your child(ren) up for any district sponsored extra-curricular activities, e.g. Mad Science, Band extra practices, theater. Parent/Guardian must notify SACC in writing if child(ren) attending any of these activities or they will not be allowed to participate in them, as SACC is responsible for child(ren) from 3:00pm on.
4. Observe the rules of the North Arlington School Age Child Care Program.
5. Listen to concerns that staff members have about their child's behavior and to work through an agreeable solution to any problem that may occur.
6. Know **ALL THE PROCEDURES AND POLICIES** of the Program.
7. Replace any equipment that their child is responsible for misusing.
8. Comply with program sign-in and sign-out procedures. If picking your child(ren) up at 3pm from their respective school, you must sign them out in the designated SACC area. All SACC enrollees will be dismissed to the SACC area in their respective school.
9. **Notify SACC of withdrawal from program at least one month in advance. IN WRITING**
10. **One bill will be given upon enrollment; it is up to you to remember the EXACT AMOUNT (SAME EVERY MONTH) AND PAY ON TIME PER OUR TUITION POLICY.**
11. **Keep all records up-to-date with regard to phone numbers, address, authorized pickup information.**
12. Pick up child(ren) on time.

Revised 5/2018