



May 2019

Dear SACC Camp Parents:

This summer we will have available, for campers who have peanut and other food allergies, a designated table for them to eat their lunch and snack. They will not be isolated or sitting alone, however this is necessary for their health safety.

The SACC Health Director is always on site and aware of any camper with allergies. In addition, the entire SACC staff is certified in CPR and First Aid and trained to recognize signs of an allergic reaction.

**It is important that you note any allergies that your child may have on your summer contract. Your child should be made aware of what they are allergic to and should never take food from another child.**

Should you have any questions or require additional information, please feel free to contact us.

Very truly yours,

Anne B. Dischler, Camp Director

Barbara Kaiser, Administrative Director

Michele Vespoli, Medical Director

**NORTH ARLINGTON SCHOOL AGE CHILD CARE (SACC)**  
**SUMMER CAMP**

**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 Summer Camp – NO REFUND will be given.
2. Notify CAMP (201-955-1695) if your child will be absent on a particular day.
3. Observe the rules of the North Arlington School SACC Summer Camp
4. 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.
5. **Know the Procedures and Policies of the Program.**
6. Replace any equipment that their child is responsible for misusing.
7. Comply with program sign-in and sign-out procedures.
8. Keep all records up-to-date with regard to phone numbers, address, authorized pickup information.
9. Pick up child(ren) on time.

**NORTH ARLINGTON SCHOOL AGE CHILD CARE(SACC)**  
**SUMMER CAMP**  
**GUIDELINES TO FACILITATE PROGRAM OPERATION**

**CHILD RESPONSIBILITIES**

Children need to be responsible for the following:

1. To respect all staff members, as well as other children.  
If a child is continually disrespectful to any staff member, the Program Supervisor and/or the Program Director or Administrative Director reserves the right to remove the child from the program, either by a suspension or final termination.
2. To learn to take the consequences for their own actions.
3. **To not remove any SACC property from the building or remove items from any desk not belonging to them.**
4. For respecting the rules that guide them during the SACC day and for controlling their feelings so that their actions do not harm anyone in the program.
5. For not willfully destructing or harming any equipment or property in the building or anyone else's while they are in the program.
6. For sharing equipment and facilities with all children in the program.
7. For remaining with a staff member at all times and notifying them if they need to go to another area.
8. For respecting the rules of the SACC Program.
9. For dressing appropriately for indoor and outdoor play.
10. For returning materials and equipment to the place they found them before taking out a new activity.
11. For carrying out an activity that they committed themselves to perform.
12. No child enrolled in SACC can interact with a non-enrolled SACC student once the child has been "checked into" the SACC program. This also includes SACC enrolled students playing on the site playground or in and about the elementary school.

If any or all of the above responsibilities are consistently disobeyed, and the disciplinary policy is not followed, the administration has the right to remove this child from the program and no refund will be given.

**Revised 4/19**

NORTH ARLINGTON SCHOOL AGE CHILD CARE(SACC)  
**DISCIPLINARY POLICY – SUMMER CAMP**

Children who know what is expected of them will likely be more responsive to rules. **Behavior that is destructive to oneself or to others will not be tolerated in our program.**

The following policy will be utilized when deemed necessary. However, each individual case will be reviewed and acted upon by the SACC Site Directors as he/she feels is appropriate. Any student involved in a fight or who is disrespectful to any teacher or staff member, will be automatically suspended from SACC for two days. No refund will be given.

**BITING POLICY: Please note that each incident will be evaluated on an individual basis. Any child who bites another child or staff member will be automatically suspended from the program for not less than 2 days, no more than 5 days(no refunds will be given) for the first occurrence. On a second occurrence the child will be suspended for 5 days and on the third occurrence, the child terminated from the camp without a refund.**

**Disciplinary Steps**

•When inappropriate behavior occurs, the child will be given a verbal warning at the first occurrence, however the **incident will be documented on a incident referral form, which the parent will be required to sign.** The child will be redirected to another activity and/or removed from a situation where conflict exists.

**Depending on the severity of the "incident" it will be decided by the Site Director if the write-up will be considered as an "incident" or "disciplinary". The parent/guardian will be spoken to by the Site Director and/or staff member involved when the action occurred.**

The child will be redirected to another activity and/or removed from a situation where conflict exists.

**In the event that inappropriate behavior continues to exist, the following actions will be taken**

**Step 1.** Inappropriate behavior will be documented on a disciplinary referral form. Discussion will take place between the Parent/Guardian and the Site Director(s). The Parent/Guardian will be required to sign the form.

**Step 2.** On the second occurrence, the behavior will be documented on a disciplinary referral form, which the Parent/Guardian will be required to sign. **On this occurrence, the Parent/Guardian will be called to pick up their child.**

**Step 3.** If a child accumulates a total of three(3) disciplinary referrals, the Parent/Guardian will be asked to keep the child home for one(1) week. **No refund will be given.**

**Step 4.** If a serious conflict still exists and a fourth disciplinary referral is written, the child's enrollment in the SACC Camp Program will be **terminated without a refund.**

**Bus Trips: If any child is unruly, disobedient, or disrespectful on a trip, he/she will not permitted to go on the next trip. The parent/guardian will have to make other arrangements for the child on that day. NO REFUND WILL BE GIVEN**

**REMINDER:** Please inform the staff, if your child is having a problem with another child. Do not deal with it on your own. However, please remind your child to notify a staff member immediately, if there is an incident with another child. We appreciate your cooperation.

North Arlington School Age Child Care Program  
(SACC)

**Summer Camp** Policy on Lateness

The SACC Program understands that situations may occur that will cause a Parent/Guardian to pick up their child late. Therefore, the SACC Program has adopted the following Policy on Lateness.

If you pick up your child anytime after 6:00 P.M., you are considered late. The sign out sheet will be highlighted in yellow to signify a late pick up. When the child is eventually picked up, the person picking up the child must initial the time sheet and note the actual time of pick up. **After 6:15 P.M., your Emergency contact will be called, followed by those listed on your Authorized Pick-Up list.** If no one responds to our calls, we will need to follow up with the North Arlington Police Department.

The following procedures will apply for all late pick-ups.

Late 1            A fee of \$25.00 for the first 15 minutes and \$25.00 for each additional fifteen minutes or any part thereof.

**\*IF CHILD(REN) ARE PICKED UP LATE ON A FRIDAY, THE FIRST 15 MINUTES WILL BE \$50.00 AND \$50.00 FOR EACH ADDITIONAL FIFTEEN MINUTES OR ANY PART THEREOF.**

Late 2            A fee of \$50.00 for the first 15 minutes and \$50.00 for each additional fifteen minutes or any part thereof.

Late 3            In addition to the \$50.00 fee, the child will be suspended from the program for 1 week. No refunds for tuition or trips will be given.

Late 4            The child's enrollment in the SACC Program will be terminated without a refund.

**ALL LATE FEES MUST BE PAID IN FULL BY THE FOLLOWING DAY OR YOUR CHILD WILL NOT BE PERMITTED TO RETURN TO CAMP.**

If a Parent/Guardian is late when picking up another child in addition to their own child, only the person picking up the child will incur the late fee. It is highly recommended that you have a back-up plan and/or make alternate arrangements to avoid a late pick up situation.

**Reminder-your child will only be released to those people specifically named on your authorized pick up list, unless we are notified to the contrary.  
Notification must be in writing or emailed to us.**

The SACC Staff appreciates your cooperation and consideration regarding this matter.

Revised 4/19

## NAEF/SACC SUMMER CAMP

### POLICY ON THE RELEASE OF CHILDREN

- A. 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 center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached

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 in the file.

**If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy in the file.**

- B. 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. The procedure shall be as follows:
1. The child is supervised at all times; and
  2. Staff member(s) attempt to contact the parent(s) or person(s) authorized by custodial parent; and
  3. Procedures on late policy will be followed
- C. 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. The procedures shall require that:
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; and
  3. If the center is unable to make alternative arrangements as noted in (B2) above, a staff member shall call the Department's State Registry Hotline(1-877-652-2873) to seek assistance in caring for the child.
- D. No child shall be released from the program unsupervised.

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