

Policy Agreement

ARRIVAL/DISMISSAL

I understand that my child(ren) may not arrive until 7:00 am. The program closes at 6:00 pm. Parents will be charged a late fee of \$1 for every minute the child is in attendance past closing time. Full day hours are 7:00-6:00.

AUTHORIZED PICKUP

Any persons authorized to pick up your child must be listed as an Emergency Contact. Staff will not allow your child to leave the program with an unauthorized person (i.e., a person not listed as an Emergency Contact). Your written permission (dated and signed) must be given to the site supervisor if you wish to add an authorized person. Staff is required to ask for photo identification from any newly authorized person with whom staff is unfamiliar. If the person arriving to pick up your child appears to be under the influence of drugs or alcohol, for the child's safety, staff may have to contact police.

SCHEDULE CHANGES

I will notify the School Age Program office of cancellations, additions or changes to my child's schedule at least 2 weeks in advance of the change. All schedule changes are subject to availability. There is a \$25 fee for any schedule change.

NO-NOTIFICATION FEE

I will notify the site supervisor if my child will not attend on any day for which he/she is scheduled. If we cannot locate your child or contact you, we may need to make a missing person's report to the police. Please notify us by 9:00 am on full days.

CHILD ABUSE

Staff is required by law to report *suspected* cases of child abuse or neglect to local social services.

BEHAVIOR EXPECTATIONS

Disruptive behavior will not be tolerated. It creates an unsafe atmosphere for children and staff. Disruptive behavior will result in a meeting with parents and evaluating if the program can meet the child's needs and whether the child can remain in the program. The children in this program will:

- Be safe with self and others
- Have appropriate verbal and physical conduct
- Respect others
- Be socially cooperative.

MEDICATION

I understand that staff may not dispense medication (over-the-counter or prescription) to my child(ren) without a signed doctor's authorization form. I also understand that I must provide the medication in its original labeled container.

PHOTO RELEASE

I understand that unless requested in writing, photographs of my child in SAC activities may be used as promotional or educational/training purposes for the School Age Care Program.

SUN PROTECTION

I understand that it is my responsibility to provide sun protection for my child. This includes sunscreen, glasses and a hat. I give permission for the School Age Program to provide sunscreen if my child does not have any with him/her. I understand that staff will not apply sunscreen to my child, but supervise my child in applying his/her own sunscreen.

FIELD TRIPS

Field trips are a part of the childcare program and transportation is provided by walking, public transportation, BVSD vehicles or buses. I give my permission for the program to transport my child on field trips. I understand that, due to our commitment to ensure children's safety on field trips, I may not drop off or pick up my child from a field trip destination.

TELEVISION/MOVIE PERMISSION

I understand that my child may occasionally view television shows and G or (pre-viewed) PG rated movies. Parents will be notified of movie viewing in advance on the program's calendar of activities. I understand that if I do not want my child to view a movie it is my responsibility to communicate with the staff prior to movie day. An alternative activity will be available to my child.