

**Borough of Milltown**  
**Middlesex County, New Jersey**  
39 Washington Avenue  
Milltown, NJ 08850  
732-828-2100 ext. 141

**Dear Parents & Guardians:**

The Milltown SACC Program is a Before & After School Program developed to meet the needs of Milltown working parents. There are two sites: **Parkview School, Violet Terrace, which is K – 3<sup>rd</sup> Grade** and **Joyce Kilmer, West Church Street, which is 4<sup>th</sup> – 8<sup>th</sup> Grade**. We will provide an exciting variety of recreational and educational activities designed to meet the needs of the children in a large group setting.

Our staff is highly qualified and meets all of the standards set forth by the Department of Children and Families, DCF, formerly DYFS, with whom we are licensed. We are all very excited about the activities planned and look forward to meeting you.

The SACC Parent Handbook provides a variety of information regarding the program. ***Please take the time to read these materials and note the important phone numbers and guidelines.***

I have also included within the packet a parent “Quick Reference Sheet” for your convenience.

Please feel free to ask questions of our Program Director and Managers; they are very knowledgeable of all procedures and policies and will gladly try to answer any questions you may have. If you have further questions regarding SACC Payments or other related business, please direct your calls to me at the SACC Office at any time, 732-828-2100, Ext.141. We truly do appreciate and value parent input.

Thank you and have a great school year!

Sincerely,

*Julie F. Petry, Director*

**Milltown Recreation/SACC/Pool**

[jpetry@milltownboro.com](mailto:jpetry@milltownboro.com)

732-828-2100 ext. 141

732-342-7105 Fax

## **SACC STAFF**

### **PROGRAM DIRECTOR**

Julie F. Petry

Assumes responsibility of ensuring all licensing requirements are fulfilled including safety, staffing and program contents. Ensures the needs of the staff as well as the children are met. Meets regularly with staff to promote development of the program and staff training.

### **SITE DIRECTOR**

Manages staff and oversees development and implementation of all activities. Keeps records of all pertinent information regarding the health and safety of the children. The managers will communicate regularly with parents and maintain ongoing contact with the Program Director as well as work directly with the children in all capacities.

### **PROGRAM SUPERVISORS**

Assists Program Managers in all areas and works very closely with aides in carrying out job responsibilities. Assist with the development and implementation of activities for the children. The Assistant Manager will assume the role of the Program Manager when either is unavailable.

### **PROGRAM AIDES**

Responsible for implementing plans developed by Managers to provide the children with enriching experiences. Ensure the safety and well-being of all children.

### **Sponsorship**

The School Age Childcare Program has been developed, administered and sponsored by the Milltown Department of Recreation.

### **Licensing**

The Milltown SACC Program is licensed by the New Jersey Department of Children and Families, DCF, and must comply with all applicable provisions of the Manual of Requirements for Childcare Centers. A copy of the Manual is available for your review at the SACC Office.

### **Program Philosophy**

SACC administration and staff are committed to providing your child with a safe, healthy and happy environment, and to work together with parents to create a successful program. Under the guidelines of the DCF, the Program Director, Program Managers, staff and input from parents and children, have designed a program to be appropriate for the age level and interest of the children enrolled in SACC.

### **Structure**

Administrators and staff will work together to plan activities that promote language development, thinking & problem solving skills, curiosity, exploration, large & small motor muscles, social competence, self-esteem, a positive self-identity, which are relevant to the cultural background of the children and will foster intercultural awareness. We will visit the parks in town and sometimes take trips outside of town. You will be given prior notice of all trips in advance. Please feel free to volunteer to come along as a chaperone on any of our trips.

## ***Through the SACC Curriculum our staff will ensure:***

- 1) Your children's social, emotional, intellectual and nutritional needs are met to the best of our abilities and resources, as each child's needs are different.
- 2) Time frames for each activity are geared to the age and developmental level of the children served and is flexible enough to accommodate the spontaneous occurrences or children's suggestions and inquiries;
- 3) Children have opportunities to choose materials and activities freely;
- 4) Children are presented with and encouraged to participate in a mixture of active and quiet experiences;
- 5) Both staff-directed and child selected activities are provided;
- 6) Children are encouraged, but not required, to participate in every group activity;
- 7) Children are provided with the time and space within an area to be apart from the group and to participate in an alternate activity if they choose to do so;
- 8) Children are encouraged to communicate needs freely;
- 9) Children will treat each other, staff members and above all, themselves with respect and will expect the same from their peers and the SACC staff;
- 10) That with their lunch and a healthy snack that we provide, your child's nutritional needs are met;
- 11) Our aim is to ensure a safe, enjoyable and happy environment for your child as well as social enrichment. Your child is our priority at all times.

### **Enrollment**

Children are enrolled for either 3 or 5 days before and/or after school, from the first day of the school year to the last day of the school year. A steady attendance schedule must be adopted to ensure proper planning and staffing and to ensure the safety of the children.

**There are no credits or refunds for missed days, vacation days, sick days, etc., this policy is in effect for PER DIEM registrants as well.**

### **Hours of Operation**

***Parkview School: 7:00am to Beginning of School Day &  
2:45pm (End of the School Day) to 6:00pm  
Joyce Kilmer School: 7:00am to Beginning of School Day &  
3:00pm (End of the School Day) to 6:00pm  
5 days per week***

**Beginning – Thursday, Sept. 5, 2019  
Ending – (tentatively) Friday, June 19, 2020**

### **Absentee Policy**

Please notify staff as soon as possible by calling the SACC Site by 7:00am. If you cannot reach the staff, please leave a message on the **SITE PHONE**. Please **do not** call the Recreation Office, for the SACC Site will **NOT** receive the message on time. Please refer to the Policy on the Management of Communicable Diseases if you are unsure of whether you should send your child to SACC.

### **Tuition & Payment**

Tuition may be paid in full for the school year or may be paid monthly. Monthly payment **is due by the 25th of the preceding month**. There is a “grace period” until the 30<sup>th</sup> of each month; after this period, there will be a **\$15.00 late fee** attached if payments are received past this date. We understand that circumstances can arise; however, the SACC Program is not in a position to carry SACC payments from one month to another. Your child will not be allowed back into the Program until all arrears are paid in full. Please be courteous and prompt with your payment. There will be a \$25.00 charge for returned checks. **It is not up to the parent’s discretion to deduct, change or alter the SACC Payment at any time. Prior authorization must be made through the SACC/Recreation Office ONLY.**

### **Drop-off & Pick-up Policy**

A parent, guardian, or authorized person is required to enter the site building or location and sign the daily attendance sheet when dropping off or picking up a child. Please be sure to fulfill the requirement of submitting the names of those persons who are authorized to drop off or pick up your child as well as those who **ARE NOT ALLOWED BY LAW** to have any contact with your child. Your child will not be released to any person who has not had proper authorization. If you need to designate a new authorized person, please do so by *calling the SACC office* and be sure the person bears a note signed by you, indicating the authorization and date.

- Each child will only be released to an authorized adult, 18 years old and older, with written authorization submitted by the child’s custodial parent(s) or person(s), including name, address and telephone number of the authorized adult.

***Please do not drop your child off to SACC before 7:00am, for there will be no admittance to the building before the designated time. The staff needs their time before opening to set up and retrieve phone messages.*** Be sure to arrive no later than 6:00pm. ***There will be a charge of \$15.00 for every 15 minutes you are late past 6:00pm,*** (i.e. 6:01pm = \$15.00, 6:16pm = \$30.00). You will receive a Late Slip at the SACC Site and payment is due to the SACC Office within 24 hours. Please allow ample time to ensure you will not have this occur. Our staff thoroughly enjoys spending the day with your child, but at 6:00pm they look forward to getting home to their own families. If an emergency situation occurs and you cannot avoid being late, please call your Emergency Contact person and notify the SACC staff, ***at the site***, of the delay. ***DO NOT CALL THE SACC OFFICE.*** At 6:00pm, we will automatically contact this person ourselves, if we have not heard from the parent. If the emergency contact person cannot be reached and we are unable to contact the parent/guardian, the Milltown Police will then be called. ***It is important that you communicate with the SACC Site. Please be sure to keep ALL phone numbers updated and with you at ALL times.***

## *Daily Planned Activities*

Parents will be informed in advance of special activities and trips. Additional permission slips will be required for all activities that take place other than town Parks or the Milltown Library. Our Program Managers will try to alternate special activities, trips and events so that the children that come only 3 days per week or other, have the opportunity to participate in a wide range of activities.

## *Discipline Policy*

The goal of the SACC Program is to create an environment in which children are encouraged to develop an appreciation of their own rights and the rights of others, along with assuming the responsibilities that go together with those rights. Each child is helped to understand the impact of behavior as it might infringe on the rights of others, the need to respect the rights of others and the need to develop an age-appropriate system of self-discipline.

The methods of guidance and discipline used shall be positive; be consistent with the age and developmental needs of the children; and lead to the child's ability to maintain self-control. Children may be removed from a group or activity to another area, provided that the child removed is either under the supervision of another staff member or continuously visible to a staff member. The program staff will ensure that children are made aware of the rules.

When inappropriate behavior is exhibited, it is our policy to employ positive discipline techniques, as opposed to punishment. It is our belief that positive discipline teaches self-esteem while punishment teaches fear. Some of these positive techniques are: redirecting the child to a new activity; providing individualized attention to help the child deal with a particular situation; and using "time-out"-- removing the child for a few minutes, or longer for older children, from the area to an area where they can regain control of their behavior and think about how they could better handle this situation the next time it may occur.

In the event where a child continuously displays inappropriate behavior, which affects the other children in the School Year and Summer SACC program or the staff of the program, the following procedures will be followed:

- Disciplinary/Incident/Conduct Report will be filed.
- After ***two*** filed reports a written notice will be sent to the parent by the Program Director and a conference will be scheduled between Site Director & Parent, if needed, (including child when appropriate).
- If a ***third*** reports is filed, a conference will be schedule with Site Director, Parent and Program Director and the child will receive a 3-day suspension from the program.
- If a further incident occurs, a decision will be made regarding the child's ability to function within the structure of the program, which may lead to dismissal from the program.

## Medication

There will be **NO MEDICATION**, prescription or non-prescription, administered by any staff member at any time. Parents will need to come to the site and administer medication themselves. Please carefully follow the Policy on the Management of Communicable Diseases.

### CELL PHONES/ELECTRONIC EQUIPMENT

Cell Phones, recording devices, radios, Walkman and other solar, battery or electrical powered devices and equipment or the like, must be turned **off** during SACC Hours of operation and stored in backpacks. If a child needs to call home, they may ask the Manager to use the SACC Site phone.

**First offense:** Item will be taken away from the student and may be picked up at the end of SACC day from the SACC Manager.

**Second Offense:** Item will be taken away from student and Parent/Guardian must pick up the item from the SACC Manager.

### How Can You Help?

You can help make this program a great success by making sure the following are fulfilled:

- All paper work is completed and handed in on time.
- Be ***prompt with your monthly payments*** to avoid late fees.
- Be ***prompt in your drop off and pick up times.***
- Read carefully ***ALL*** information in this booklet and refer to it as needed.
- Note ***ALL*** changes to prior Parent Handbooks.
- Keep a copy of important numbers listed in the Parent Handbook in a place where it could be referred to easily.
- Communicate your child's needs to staff so that they can best supply your child with a safe and happy experience.
- Please do ***NOT*** drop off your child prior to the 7:00am start time for AM SACC. There must be 2 Adult Aids in the APR Room **BEFORE** leaving your child. We ask that you ***DO NOT*** have your child walk up alone to the doors or have them walk up with a SACC Aid. Again, it is unknown prior to walking into the APR room whether there are 2 SACC Aids on site. Parents ***MUST*** sign in and sign out their child(ren) each day; AM & PM.
- Upon picking up your child, please be considerate and **DO NOT** walk into SACC while on your cell phone. Please finish your call outside or simply call the person back. There may be important information that you may need to read or be told regarding your child. I have instructed my staff not to assist any parent that is on their cell phone while picking up/signing out their child. ***Please be considerate.***

### ***PLEASE CONSIDER DONATING/LENDING ANY OF THE FOLLOWING ITEMS TO THE SACC PROGRAM***

Board Games  
Legos/Kinex

Puzzles  
Movies (G-Rated)

Books  
Fabric Scraps

Music CD's  
Yarn/Ribbon

## Policy on Common Communicable Diseases

Dear SACC Parent / Guardian:

In keeping with New Jersey's Child Care Center licensing requirements, we are obligated to provide you, as the parent/guardian of a child enrolled at our center, with the Policy on Communicable Disease. Each year this is included in our SACC Packets.

I have attached the List of Communicable Diseases for your review. Please read through the information provided and familiarize yourself again with the Reportable and Communicable Diseases.

Please note the Communicable Diseases that are listed below are more commonly seen in children and **require a Doctor's note of clearance, stating child is free and clear of BOTH Lice AND Eggs, in order to return to the Milltown SACC Program.**

### Lice –

Lice are tiny insects that live on humans and feed on blood. When a large number of lice live and multiply on a person, it is called an infestation.

### **Three different kinds of lice live on humans:**

**Head Lice**: are usually found in hair, most often on the back of the neck and behind the ears. Head lice are common in preschool and elementary school-age children. Adults can get them too, especially adults who live or work with children.

**Pubic Lice**: also called crabs, are usually found in the pubic area. But they may also be found on facial hair, on eyelashes, on eyebrows, in the armpits, on chest hair, and, rarely, on the scalp.

**Body Lice**: live and lay eggs (nits) in the seams of clothing. The lice are on the body only when they feed.

**Chicken Pox**

**Strep Throat**

**Coxsackie Virus**

**Impetigo** – highly contagious skin infection

**Scabies** – skin infestation usually from microscopic mites

If you have any questions regarding the policies of the Milltown SACC Program or the Policy on Communicable Diseases, please contact me at 732-828-2100 ext. 141.

Thank you again for your cooperation in this matter.

Sincerely,  
Julie F. Petry, Director  
Milltown SACC Program

# Borough of Milltown

Middlesex County, New Jersey

39 WASHINGTON AVENUE  
MILLTOWN, NEW JERSEY 08850  
(732) 828-2100 • FAX (732) 249-4568



## Policy on Communicable Diseases

10:122-7.1(d) Excludable communicable diseases  
For reference in identifying excludable diseases

### Reportable and Communicable Diseases

#### What is a reportable disease?

A reportable disease is an illness that the Department of Health wants to know about to keep others from catching it. If a staff member or an enrolled child has a reportable disease, you must call the local health department and the Bureau of Licensing by the next working day.

#### What diseases must be reported?

The following reportable diseases are commonly seen in children:

German Measles	Whooping cough
Hemophilus influenzae	Giardia lamblia
Measles	Hepatitis A
Meningococcus	Salmonella
Mumps	Shigella
Tuberculosis	

A complete list of reportable diseases, including diseases rarely seen in children, is on the next page.

#### What is a communicable disease?

A communicable disease is an illness that can be caught from other people.

All of the reportable diseases listed above are communicable. Other communicable diseases commonly seen in children are:

Chicken pox	Lice
Strep throat	Scabies
Impetigo	

You do not have to report the diseases on the list directly above, but staff members or children with untreated cases of these diseases should not be at the center until they are no longer contagious. A doctor can tell you if someone has one of these diseases and if the person is contagious.

10:122-7.1(d) Excludable communicable diseases  
For reference in identifying reportable diseases

### Reportable Diseases

The following diseases must be reported to the local health department and the Bureau by the next working day after the center learns that a child or staff member has been diagnosed.

Amebiasis	Reye's Syndrome
Anthrax	Rickettsial Diseases, including
Atypical Mycobacterioses	Q Fever
Babesiosis	Rickettsialpox
Botulism	Rocky Mountain Spotted Fever
Brucellosis	Typhus Fever
Campylobacter fetus Diseases	Rubella (German Measles), including
Cholera	Congenital Rubella Syndrome
Dengue	Salmonellosis
Diphtheria	Shigellosis
Encephalitis, Infectious (Specify)	Smallpox
Food/Water-Borne Disease	Tetanus
Giardiasis	Toxic Shock Syndrome
Guillain-Barre Syndrome	Trachoma
Hepatitis	Trichinosis
Type A	Tuberculosis
Type B	Tularemia
Non-A, Non-B	Typhoid Fever
Unspecified	Veneral Diseases
Hydatid Disease	Chancroid
Kawasaki Disease	Gonorrhea
(Mucocutaneous Lymph Node Syndrome)	Granuloma Inguinale
Legionellosis, including	Lymphogranuloma Venereum
Legionnaires' Disease	Ophthalmia Neonatorum
Potain Fever, and diseases caused by atypical Legionella-like organisms	Syphilis, Infectious
Leprosy	Viral Hemorrhagic Fevers
Leptospirosis	including, but not limited to
Lyme Disease	Ebola
Malaria	Lassa
Measles	Marburg
Meningitis, Infectious (specify)	Diseases caused by Vibrio
Meningococcal Disease	species, including Cholera
Mumps	Yersiniosis
Pertussis	Yellow Fever
Plague	
Pneumocystis carinii pneumonia	
Poliomyelitis	
Psittacosis	
Rabies	
Rat Bite Fever	
Relapsing Fever, Louse-borne	

For information on other diseases that are not reportable, contact: The State Department of Health (609) 292-7300.

**Department of Children and Families**  
**Office of Licensing**  
**INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

\* \* \* \* \*

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at [www.state.nj.us/dcf/providers/licensing/laws/index.html](http://www.state.nj.us/dcf/providers/licensing/laws/index.html) or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at [www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html](http://www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html). Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/ (877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/) and select Publications.

OOLB/22/14

## SACC PARENT QUICK REFERENCE SHEET

- **SACC PHONE NUMBERS**

Parkview School SACC CELL PHONE 732-266-3262  
[parkviewsacc@gmail.com](mailto:parkviewsacc@gmail.com)

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Joyce Kilmer School SACC CELL PHONE 732-266-3263  
[joycekilmersacc@gmail.com](mailto:joycekilmersacc@gmail.com)

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**SACC Office Phone** 732-828-2100 ext. 141

- Please do not drop your child off to SACC **before 7:00am**, for there will be no admittance to the building before the designated time. This is for the safety of your child.
- Please inform your child's teacher, via a written note, that your child attends AM/PM or both SACC.
- Be sure to arrive no later than 6:00pm to pick up your child. There will be a charge of \$15.00 for every 15 minutes you are late past 6:00pm, i.e. 6:05pm = \$15, 6:16pm = \$30. You will be billed for this payment from the SACC Office.
- Monthly payment **is due by the 25th of the preceding month**. There will be a \$15.00 late fee attached to payments received past the 30<sup>th</sup>/31<sup>st</sup> of each month. (includes a 5-day "grace" period). Please be courteous and prompt with your payment. There will be a \$25.00 charge for returned checks.
- Parkview students must bring in an extra change of clothes labeled with their names.
- If your child **WILL NOT** be attending SACC for the day, or if there is any type of change in schedule, you **MUST** call the SACC Site phone at **Joyce Kilmer** and/or **Parkview** and leave a message. **DO NOT call the SCHOOL OFFICE or the SACC OFFICE**. The SACC Managers will **NOT** get the message in time and your child will be considered missing. If this occurs, the SACC Managers have been instructed to contact the emergency numbers listed in your child's records.
- We ask that **ALL SACC** parents inform the SACC Staff at each site if your child is or will be involved in any after school activities such as: girl scouts, school play, Art Club, Band, Homework Club, etc. Please send in a **written note** of your child's schedule change and give to the SACC Managers as well as a copy for your child's homeroom teacher.

- We ask that **ALL SACC** parents inform the SACC Staff at each site if you will be picking your child up directly after school. (This means that your child will *NOT* be attending SACC for that day). We need to account for each child and if you are running late and the SACC staff is not informed of your plans to pick your child up at school, your child will be considered “missing”. We need a written note if there is a change in schedule or if someone else other than those designated in your child’s paperwork, will be picking your child up.
- ***It is NOT up to the parent’s discretion to deduct, change or alter the SACC Payment at any time. Prior authorization must be made through the SACC/Recreation Office ONLY! There are no credits for any missed days due to sickness, vacation or work schedule conflict.***
- At the SACC Program we have a ZERO TOLERANCE policy; that is under no circumstances is the SACC Staff to take verbal or physical abuse from either SACC children or any SACC Parent and vice versa. The staff is required to report any such incidences to the SACC Office ***immediately***. Please keep in mind that this type of behavior ***will not*** be tolerated by any child, parent or SACC Staff. If you have any concerns or issues that need to be addressed regarding the SACC Staff, please contact Julie Petry at the SACC Office @ 732-828-2100 Ext. 141 or [jpetry@milltownboro.com](mailto:jpetry@milltownboro.com)
- Please note ***SCHOOL CLOSING/SACC CLOSING Procedures:***

If there is a half-day of school, SACC will be open until 6:00pm.

If there is NO SCHOOL, SACC will be closed.

If there is DELAYED OPENING FOR AM SCHOOL DAY, there will be NO AM SACC.

If there is an emergency closing in the PM, (i.e. snow, emergency dismissal, etc.), there will be **NO PM SACC**; therefore, it is the parent’s responsibility to retrieve your child from school. ***There will no SACC Staff on site*** to receive your child, so please plan accordingly. We will be sending emails to inform you of any emergency school closings.