



NON-REGISTERED ATTENDANCE POLICY: The ACED program is intended for children who are registered with the program, for both Morning Care and Afternoon Care. If a child who is not registered with ACED is dropped off before 7:30 a.m., or picked up after 3:30 p.m. (or 12:15 on noon dismissal days), they will automatically be sent to the ACED program and incur attendance charges for supervision outside of the regular school day. If this occurs more than 3 times, registration fees will automatically be applied, based on the date of first attendance.

MORNING CARE POLICY: Only students who are registered with the ACED Program will be admitted into the building before 7:30 a.m. Non-registered students will have to wait by the entrance doors/school office until the building opens at 7:30. At 7:30 a.m., students will be admitted to the building and will proceed directly to their home room.

LATE PICK UP POLICY: Parents who pick up their children after 6:00 p.m. will be assessed a late fee of \$1.00 per minute, per child, for each minute that the child is left in the ACED program. We realize weather can affect road conditions, and we encourage parents to use extreme caution while driving in poor conditions. ACED reserves the right to adjust and/or waive the late fee according to weather/road conditions. Recurrent lateness may result in loss of use of the ACED program.

EMERGENCY DEVICES & MEDICATION POLICY: If your child needs an emergency device or medication, such as an inhaler or EpiPen, please provide a separate device or medication to be kept in the ACED Office. Health Room medications are locked up during non-school hours, and ACED staff does not have access to them. **Note: NOT providing emergency medication is a decision to be made at parental discretion, and the ACED Program assumes no responsibility in the event that medical provisions are necessary, but not available.**

ACCOUNT PAYMENT POLICY:

- ◆ **Full-Time charges** are posted to Sycamore accounts within the first five working days of each month, and are due by the 20th of that month.
- ◆ **Part-Time charges** are posted to each child's Sycamore account approximately weekly. Once all charges for a month have been posted, a Sycamore system notification will be sent, which includes the current account balance. That balance is due by the 20th of the month.

Parents are responsible for checking Sycamore accounts on a regular basis, and keeping the account paid in a timely manner. Overdue payments will result in Quarterly Report Cards being held, and the student's Sycamore account being locked, until your account is paid in full.

Cash or check payments are accepted through the school office, or children may give them to their homeroom teacher. Online payments may be made through the [Parent Sycamore Portal](#).

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DISCIPLINE AND DISCHARGE POLICY: Your child is entitled to a pleasant and harmonious environment. The ACED Program cannot serve children who display chronically disruptive behavior. The administrative team retains the right to modify these procedures and take whatever disciplinary action is deemed appropriate on a case-by-case basis. Chronically disruptive behavior is defined as verbal or physical activity, which may include, but is not limited to, behavior that: requires constant attention from the staff; inflicts physical or emotional harm on other children; abuses the staff (physically and/or verbally); ignores and disobeys the rules which guide behavior during the school day and during the program time. If a child cannot adjust to the program setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

1. If a child misbehaves, he/she will be given a five-minute time out, in order to cool off and think about his/her actions.
2. If a second time out is given in the same day, a Discipline Form will be written by a staff member. This form will be given to the parent/guardian to read and sign. The report will be returned to ACED to remain in a discipline file.
3. If a child has received three written Discipline Forms, the child will be suspended beginning the next school day and the suspension will last for 5 school days. PARENTS WILL STILL BE RESPONSIBLE FOR PAYMENT DURING THE WEEK OF SUSPENSION.
4. If, after reinstatement, a fourth behavior-related Discipline Form is given, the ACED Director may expel the child immediately, without the right of reinstatement.
5. Any behavior, regardless of prior incidents, that endangers other children in the program, may result in immediate expulsion from the program without the right of reinstatement.