



## SCCCA/ICS Summer Program Policy Agreement Form

### ADMISSION POLICIES AND FEES

#### **Fees**

- Registration Fee: \$35/per family. Registration fees are not refundable.
- Tuition: Tuition prices can be found in the Program Schedule.
- Materials: \$8 per section per week.

#### **Payment**

- Fees are due prior to completion of registration.
- Payments are accepted via checks made out to “SCCCA” and must include the student’s full name and tuition period in the memo.
- Each bounced check is subject to a \$30 fee.

#### **Refund/credit policy**

- There are no refunds, credits or makeup classes for any absences.
- All registration fee and materials fee are non-refundable.
- All tuition refund requests must be submitted in writing at least one week before the first scheduled class of the course. Requests for refunds received on or before 5/26/17 are eligible for a full tuition refund. Requests received after 5/26/17 are eligible for a 60% from tuition fee only not included registration fee (\$35) and material fees.
- After submitting the written refund request, please allow 30 days for the refund checks to be processed.
- Class change requests must be submitted in writing at least one week before the start of the first scheduled class of the course. Class changes, pending availability, are subject to a \$20.00 administrative fee.

#### **Early drop off and late pick up:**

Summer Program operational hours are from 8:00AM to 6:30PM daily. There is no drop off service prior to 8:00 AM. A fee of \$ 1.00 per minute

will be charged if late pick up occurs more than three times. SCCCA reserves the right to withdraw the student from the class if late pick up occurs more than three times.

## **CONDITIONS FOR SERVICE AND GROUNDS FOR TERMINATION**

### **Conditions for service**

Parents must agree in writing to abide by the guidelines and rules listed in the registration package. Families and children must meet the following conditions for service.

- Ready for the group care program. We do not discriminate against any child on the basis of race, religion, color, national origin, sex, marital status of parents. Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff. Children with special needs will be considered for admission to the program on a case by case basis.

### **Grounds for termination**

- Children who pose an actual direct risk of harm to self and others, or who cannot be accommodated safely will not be continued in the program
- Developmentally regressive and/or is unable to participate in a group care program and needs one to one care
- When a child or parent exhibits improper, uncivil, disrespectful, abusive, or dangerous behaviors toward other children, parents, students, teachers and/or any of the program staff

## **SIGN IN/OUT PROCEDURE**

- **Arrival:** All children must be accompanied to the designated area and signed in by an adult with his or her full signature. The program does not and will not accept responsibility for children who have not been signed in whether they are left in the school premises or not.
- **Departure:** Each child must be signed out by a parent or an authorized adult with his or her full signature. Children are only released with parents or authorized adults (over 18 years old) listed in the school's contact system. It is parents' responsibility to provide the program staff with a list of authorized adults or update the information on school's system on a regular basis. If an unauthorized adult attempts to pick up your child, the program staff member will request to check the unauthorized adults' driver license and will record certain information from it.

## **FOOD SERVICE**

### **Snacks and Lunch**

Please bring a healthy snack or lunch for your student. **Due to the increased number of children who are allergic to nuts**, please prepare **nuts free** snacks or lunch for your child that do not need to be heated. Candy and gum are not allowed.

We also offer lunch purchase for your convenience. Each meal is \$7. If you would like to participate, please submit your order form and payment by Friday 4:00PM one week in advance. There is no cancellation or refund. If the lunch box is not picked up for any reason, please pick it up on the next day or it will be trashed at the end of the following day.

## **CODE OF CONDUCT**

SCCCA does not discriminate against any child on the basis of race, religion, color, national origin, sex, marital status of parents. Our goal is to meet the individual needs of each child within the structure of our program while maintaining a safe and healthy environment for all children and staff. We expect parents and children to respect all other parents and children. Unacceptable behavior, including, but not limited to, bullying, name calling, rude behavior, disrespectful behavior, dangerous behavior and fighting, will not be tolerated. Parents and children who exhibit to this behavior are subject to withdrawal of the student from their program.

### **1. School-Wide Rules:**

- 1) Students should respect the rights and needs of others and not act in a disruptive manner.
- 2) Students are responsible for their personal belongings. The school and the program are not responsible for students' personal belongings.
- 3) Students should be respectful of school property and are responsible for damage to property.
- 4) Dangerous toys, weapons, toy guns, and drugs are prohibited in school.
- 5) Chewing gum and candy are prohibited.
- 6) Toys and/or electronic devices are prohibited without teacher's consent, and the school and the program not responsibility to repair and/or replace the items.

### **2. Gymnasium Rules:**

1. Please change to sports shoes with rubber sole before entering the gym.
2. Sports shoes with wheels (Heelys) are prohibited in the gym.
3. Student should take care to not act in a violent or disruptive way.

### **3. Hallway Rules:**

1. No running in hallways.
2. Students are not to be in hallways during class without prior permission.

### **4. School Dress Code:**

1. For safety reason please wear close-toed running shoes. Sandals and slippers are not permitted.
2. Dress and apparel should be suitable for classroom learning and not distracting to other students, teachers or staff.
3. Students may not wear hats, caps, combs, or picks, etc., inside the building.
4. The dress, apparel, ornament, or grooming is free from words, slogans, or pictures, which advertise drugs, alcohol, or sex or which contain vulgar or offensive writing, racial slurs, suggestive pictures or emblems or which may infer membership in gangs.

### **5. Commercial, religious, and Political Activities**

SCCCA/ICS is a non-profit organization and does not endorse any commercial, religious, or political promotion and activities. Children in the program are not permitted to have any of these activities.

### **DISCIPLINARY METHODS**

Generally, the program teachers and staff use positive reinforcement to work with children. However, if the misbehaviors occur continuously, the disciplinary actions will be taken and it may result the termination of the service.

1<sup>st</sup> violation—Verbal Warning: Gather and review evidence; meet the student and explain how he/she violates Student Behavior Guidelines; record the incident.

2<sup>nd</sup> violation—Notify and meet with the student’s parent(s).

3<sup>rd</sup> violation—Dismissal from the program.