



MORNING CARE POLICY: Morning Care fees will apply to **ALL OLP STUDENTS** dropped off **before 7:30 a.m.** This includes students who are not registered with the ACED program. Students are not allowed to walk around school campus before 7:45 a.m., unless they are attending a supervised morning program, such as music practices; chess, archery, or robotics clubs; or planned middle school academic meetings with teachers. **See also Non-Registered Attendance Policy, below.**

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. The nurse's office is locked during non-school hours, and ACED staff does not have access to medication or supplies kept in that office. **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 and Full-Time PLUS charges are posted to each child's Sycamore account within the first five working days of each month. Part-Time charges are posted to each child's Sycamore account weekly. Parents are responsible for checking each Sycamore account on a regular basis, and keeping the account paid in a timely manner.

Full-Time and Full-Time PLUS charges are due by the 20th of the current month. Part-Time charges are due within 20 days of the charges. **Overdue payments will result in Quarterly Report Cards being held, and the student's Sycamore account being locked, until all invoices are paid in full.**

Cash or check payments are accepted through the school office or ACED drop box. Online payments may be made through the Parent Sycamore Portal. **Please note that the Sycamore Portal will not be useable if the student's account is locked. If that is the case, please submit your payment directly to the school office, by check or cash.**

NON-REGISTERED ATTENDANCE POLICY: Students are granted three days of attendance, without registration, as we recognize unexpected circumstances for parents. However, **ALL OLP STUDENTS** will be charged for attendance in the ACED Program, whether Morning, Afternoon, Half-Days or Full Days, based on the Part Time Flexible Plan. Charges will be posted in the student's Sycamore Account, and a notice of charges will be sent to parents. After the third day of attendance, the student will be automatically registered and the registration fee will be charged, as noted in the Fee Schedule.

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.