

Important Information Regarding Early Dismissal Days

We have been experiencing a lot of issues regarding early dismissal registration procedures. Hopefully, the information below will clarify what is needed from each parent when registering their child(ren) to participate in the SACC program on early dismissal days:

First and foremost, registration forms and tuition payments should not be handed in to the classroom teacher, placed in the SACC mailbox or handed to the SACC teacher. They have not been reaching us on time or, in some instances, at all.

~Students who attend the afternoon SACC program MONDAY through FRIDAY are automatically registered. However, we do ask that parents inform the SACC teacher at their **school/program** if their child(ren) will not be attending the program on that particular day.

~Students who attend the afternoon SACC program, but not on the day in which the early dismissal day falls or who only attend the morning SACC program will need to fill out an "Early Dismissal Registration Form" only if they need to attend SACC that afternoon. Forms must be received by the date that is indicated on the form. **Forms must also be mailed to or dropped off in person at the SACC office located at 500 Tenafly Road, and should include the early dismissal fee.**

Pick-up is at 3:10 p.m. (as indicated on the form) for your child. The office must be notified in advance if you need for your child to remain after 3:10 p.m. Additional fees will be incurred for the extra time spent in the program after 3:10 p.m.

~Students who are registered on a PER-DIEM basis for morning, afternoon or both AND who will need to attend the afternoon SACC program on an early dismissal day will need to fill out an "Early Dismissal Registration Form". Forms must be received by the date that is indicated on the **form.** **Forms must be mailed to or dropped off in person at the SACC office located at 500 Tenafly Road and should include the early dismissal fee.**

(Over)

Pick-up is at 3:10 p.m. (as indicated on the form) for your child. The office must be notified in advance if you need for your child to remain after 3:10 p.m. Additional fees will be incurred for the extra time spent in the program after 3:10 p.m.

~Finally, you must send lunch, as well as an afternoon snack, with your child, especially if he/she will be staying until 6:00 p.m. Extra food is not always available.

Please call the office if you have any questions.