

# SACERS U: Important Program Policies and Procedures



## Staff Knowledge and Insight About Program Policies and Procedures

To ensure the safety and well-being of enrolled children, all staff should be familiar with the policy and procedural guidelines of the childcare setting. Those working with school-age children often play an active role in developing and implementing various policies, as well as explaining them to parents. Staff and administrators should regularly compare program procedures and policies to the requirements of the SACERS-U. This practice ensures a shared understanding of expectations across different policies.

The SACERS-U is primarily an observation-based assessment tool. However, scoring for certain items and indicators relies on staff knowledge of the program's policies and procedures. During the interview process, teachers provide information about these policies. While some items referenced in this resource are not scored for NC's assessment process, it is still considered good practice for all staff to be familiar with the policies and procedures related to the children.



Think about the following and whether staff are aware of the following program policies and procedures considered in the SACERS-U:

- Sick child policy and sick area procedures
  - What are the steps taken to ensure germs are not spread when children could have a contagious illness?
- Reporting concerns about maltreatment
  - What steps are taken if there is a concern about maltreatment?
  - Who is involved in reporting maltreatment concerns?
- Awareness of allergies and medication **(Item 17, 3.4) pg. 24**
  - Are staff aware of current allergies, restrictions and medication of children enrolled?
  - Where is this information located?
- Safety and discipline policies **(Item 31, 3.1) pg. 38**
  - How are families made aware of program policies and procedures?
- Evacuation policy and practice
  - How often do practice drills occur when the school age children are present?
- Departure Policy and Procedure
  - What are the sign out procedures for the adults responsible for picking up children?
- Daily outdoor play, weather permitting **(Item 2) pg. 9, (Item 8) pg. 15, and (Item 36, 5.3) pg. 43**
  - Are staff aware what types of weather conditions permit outdoor play?
  - Are all staff aware of the policy regarding outdoor play?
  - Is this policy followed each day?