

SACERS U: Important Program Policies and Procedures



Staff Knowledge and Insight About Program Policies and Procedures

The SACERS U is primarily an observation-based assessment tool. However, scoring for several items and indicators is based upon staff knowledge of program policy and procedures. This information is gathered during an interview with the teacher. To ensure the safety and well-being of the children enrolled, all staff should be aware of policy and procedural guidelines for the childcare setting.

Staff working with school age children are likely to have active involvement in developing and implementing various policies, and explaining them to others, such as parents. To prepare for a SACERS-U assessment staff and administrators should compare program procedures and policy to the requirements of the SACERS-U. This assists with all staff having the same understanding of the variety of expectations for different policies. The NC Additional Notes found at ncrlap.org offer further clarification for many of the indicators mentioned below.



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 (**Item 12, 3.1, 3.2 and 5.1) pg. 19**
 - What are the steps taken to ensure germs are not spread when children could have a contagious illness?
- Reporting concerns about maltreatment (**Item 12, 3.4) pg. 19**
 - What steps are taken if there is a concern about maltreatment?
 - Who is involved in reporting maltreatment concerns?
- Awareness of allergies and medication (**Item 12, 3.3) pg. 19 and (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 14, 7.2) pg. 21 and (Item 31, 3.1) pg. 38**
 - How are families made aware of program policies and procedures?
- Evacuation policy and practice (**Item 14, 3.5) pg. 21**
 - How often do practice drills occur when the school age children are present?
- Departure Policy and Procedure (**Item 16, 3.1) pg. 23**
 - 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?