

Welcome to Fairfax County Neighborhood and Community Services



Fairfax County
**Neighborhood and
Community Services**



OUT-OF-SCHOOL TIME PROGRAMS



PARENT/GUARDIAN HANDBOOK



INTRO



Fairfax County Neighborhood and Community Services (NCS) is the county’s primary agency for early childhood development and family support. NCS serves as the vital backbone for high-quality care across our community, and child care programs operate under our rigorous guidance. By maintaining strict local oversight, NCS ensures that child care environments are safe, nurturing and educationally enriching. For parents, this means our program is held to high standards of excellence, including regular unannounced health and safety inspections, comprehensive background checks for all staff, and mandatory up-to-date training in early childhood education, CPR and first aid. Through this professional alliance, our program delivers a secure and structured environment where children can thrive socially, emotionally and academically.

Beyond oversight, NCS acts as an invaluable network of resources designed to support your entire family’s well-being and growth. The agency connects parents to essential countywide initiatives, such as the Child Care Assistance and Referral (CCAR) program for financial subsidies, and the Infant and Toddler Connection for specialized early developmental intervention. NCS also champions regional school-readiness goals, ensuring that our daily curriculum aligns with the benchmarks children need to smoothly transition into Fairfax County Public Schools.

By bridging the gap between local government standards and daily classroom care, NCS provides our families with an extra layer of protection, accountability and community-wide support. NCS promotes the well-being of individuals, families and communities by providing a variety of recreation, educational and developmental programs and services; by facilitating community engagement to identify areas of need and enhance countywide capacity for serving those needs; and by connecting residents with a continuum of county- and community-based resources that promote equity and create positive outcomes for people of all ages and abilities.

Our mission is to partner with communities, families and individuals to provide opportunities to access a continuum of resources that promote equity and create positive outcomes for people of all ages and abilities. Our vision is to see connected communities where all individuals and families are supported and empowered to thrive.

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Updated August 18, 2026. This handbook is a working document and will be updated as needed to reflect new information, guidance and practices



NCS VALUES

ACCOUNTABILITY

At all levels of the organization, we are accountable to the community and one another in a way that is transparent and results focused.

CULTURE of LEARNING

We create and champion a culture of learning that fosters employee development and encourages gathering, applying, and sharing knowledge throughout the organization.

EQUITY

We commit to transforming systems and mobilizing resources to enable equitable access to opportunities, experiences, and services for all to succeed.

COLLABORATION

We actively seek opportunities to share ideas, innovate and work cross functionally, internally and externally, to strengthen organizational effectiveness.

DIVERSITY

We respect, embrace, and actively consider the differences, needs, abilities and cultures of the individuals we serve.

INNOVATION

We champion creative thinking so that we are forward focused, embrace technology and continuously find new ways to serve.

COMMITMENT to COMMUNITY

We engage the community to ensure a customer-focused model with programs and services that meet the needs of individuals and the community.

EMPLOYEE WELL-BEING

We strive to create a safe, welcoming, positive environment that promotes a healthy work/life balance, values the well-being of staff, and offers opportunities for self-care.



WELCOME

Since 1979, Fairfax County has provided families with high-quality school age child care through the SACC program. SACC offers before and after care for children attending kindergarten through sixth grade. SACC centers are in most Fairfax County public elementary schools, and some Fairfax County community centers. SACC centers and Key and Kilmer Center programs are licensed by the Virginia Department of Education (VDOE). Key and Kilmer centers are programs that serve youth with multiple types of disabilities ages 5 – 21.

Beyond the Bell is a before- and after-school program that provides safe, engaging, high-quality care that supports children’s learning and development while helping meet the child care needs of families. Following a 2025–26 pilot at 20 schools, Beyond the Bell will expand to additional elementary schools as part of a phased transition from the School Age Child Care program (SACC). All SACC locations will transition to Beyond the Bell by school year 2029-30. Driven by FCPS Superintendent Dr. Michelle C. Reid and supported by the Fairfax County Board of Supervisors, the multi-year expansion will increase access to affordable school-age child care for Fairfax County families. Beyond the Bell operates under Virginia’s regulations for license exempt school-age child care programs offered by local governments and staffed by local government employees. While it is regulated differently than traditional licensed child care centers, it maintains Fairfax County’s long-standing commitment to safety, quality, staff training and enriching experiences for children.



NCS also offers the full-day Camp Fairfax program during winter, spring and summer school breaks.

NCS’ knowledgeable and talented Human Development staff create a safe and welcoming environment and provide exceptional programs that contribute to the goals and priorities families have for their children, such as building self-confidence, developing friendships, having fun and participating in physical activity. The staff utilize a human-centered approach and human development practices to create innovative solutions tailored to meet the needs of program participants of all abilities.

The Human Development staff are trained to be subject matter experts, and they ensure program compliance in accordance with regulatory standards built on improving well-being outcomes. Human Development staff are charged with honoring lived experience and utilizing community feedback to improve programming and performance outcomes.

We value designing programs that focus on recreation, education, health, socialization and positive developmental relationships that are culturally responsive and inclusive. NCS’ Human Development staff implement a curriculum that supports the FCPS Program of Studies providing a wide range of opportunities for children to expand their interests, develop their talents and enhance their learning.

SACC AND BEYOND THE BELL

The SACC and BTB School Year Programs serve children in kindergarten through sixth grade and are designed to serve families seeking care five days a week. Enrollment and fees are not able to accommodate drop-in or short-term service.

During the school year, SACC and BTB offer a Before-School session and an After-School session. Children may be enrolled in one or both sessions. Enrollment and fees are separate for each session.

Before School: Operates from 7 a.m. until the time school begins.

After School: Operates from the end of the school day until 6:15 p.m.

Snack: An afternoon snack is offered each day. Snacks meet the Child and Adult Care Food Program Standards and are provided in partnership with FCPS Food and Nutrition services. A menu is available at the center and on the [website](#).

Arrival: SACC and BTB centers open at 7 a.m. On occasion, it may be necessary for the operational times to be adjusted due to the impact of weather events or facility issues. Children must be walked into the center each morning and signed in by a parent or guardian. This is required to ensure your child's safety.

Children may not be dropped off prior to the designated opening time. Parents must be sure a program staff is present and aware of your child's arrival before you leave. Children may not be left on school grounds until they are under the supervision of program staff.

Pick Up: SACC and BTB centers close at 6:15 p.m. Parents must come into the center to sign out their child. If you are running late to pick up your child, please notify the center prior to the designated closing time. If you have not contacted the center and staff cannot reach you, an emergency contact person listed on your child's information form will be contacted to pick up your child. If staff cannot reach anyone within a reasonable period of time, it may be necessary to contact Child Protective Services. This will only be done with authorization from a Human Development Manager. Late pickup fees will apply.

Please Note: SACC/BTB/Camp Fairfax school-based locations are closed for approximately one week at the end of the school year and for two weeks before the school year begins for school maintenance, closing down and setting up center rooms, and to allow time for open house, staff orientation and trainings.



Teacher Workdays

Program Operations: SACC and BTB provide full day service from 7 a.m. to 6:15 p.m. on some FCPS teacher workdays. Teacher workdays are listed on the SACC/BTB calendar distributed at the beginning of the school year and available on the [website](#). SACC and BTB are generally closed on teacher workdays when the school buildings are closed and FCPS 12-month personnel are not scheduled to work, including but not limited to religious holidays. In order to best ensure the safety of children and staff, SACC, BTB and Camp Fairfax will also be closed on election days when the schools are used as polling locations.

Attendance: On teacher workdays when SACC and BTB are open, children enrolled in Before School or After School programs may attend the full day. In order to ensure appropriate staffing levels are maintained, families must communicate with your center staff to let them know whether or not your child will attend a minimum of two school days prior to the teacher workdays.

Snacks and Lunch: School cafeterias will be closed. A morning and afternoon snack will be offered. Please send a packed lunch and drink that does not require refrigeration or heating, and label both with the child's name and the current day's date.

Activities: A schedule of activities will be posted at the center in advance.

On teacher workdays, centers may have the opportunity to go on a field trip. Staff will not be available to remain at the center when field trips are scheduled. Families will need to make alternate arrangements for their child's care if they do not want them to participate in a scheduled field trip.

CAMP FAIRFAX

Winter and Spring Programs

NCS works in partnership with Fairfax County Public Schools to establish consolidated sites throughout the county for the Camp Fairfax full-day programs held during the FCPS winter and spring breaks. Some centers are licensed by VDOE, other centers will operate as license-exempt. A center’s exempt status will be noted on the website and shared with families. Enrollment and fees are separate for each program. Camp Fairfax centers operate from 7 a.m. to 6:15 p.m. daily.

Snack and Lunch: Snack is offered in the morning and afternoon. Please send a packed lunch and drink that does not require refrigeration or heating, and label both with the child’s name and the current day’s date.

Arrival: Camp Fairfax winter and spring programs opens at 7 a.m. On occasion, it may be necessary for the operational times to be adjusted due to the impact of weather events or facility issues.

Children may not be dropped off prior to the designated opening time. To ensure children’s safe arrival, children must be walked into the center each morning and signed in by a parent/guardian. Parents must be sure a program staff is present and aware of your child’s arrival before you leave. Children may not be left on school grounds until they are under the supervision of program staff.

Pick-Up: The Winter and Spring Camp Fairfax Programs close at 6:15 p.m. Parents must come into the center to sign out their child. If you are running late to pick-up your child, please notify the center prior to the designated closing time. If you have not contacted the center and staff cannot reach you, an emergency contact person listed on your child’s information form will be contacted to pick up your child. If staff cannot reach anyone within a reasonable period of time, it may be necessary to contact Child Protective Services. This will only be done with authorization from a Human Development Manager. Late pickup fees will apply.

Summer Program

Rising first – seventh grade children may be enrolled in the Camp Fairfax summer program. Weekly sessions are offered at consolidated sites throughout the county. Some centers are licensed by VDOE, other centers will operate as license exempt. A center’s exempt status will be noted on the website and shared with families. Enrollment and fees are separate for each weekly session. The Camp Fairfax summer program operates from 7:30 a.m. to 6 p.m.

Snacks and Lunch: Snacks are provided in the morning and afternoon. A lunch is offered each day. Meals are free of charge and meet the USDA Child and Adult Care Food Program Standards. A menu is available at the center and on the [website](#). If your child will not be eating the lunch offered, please send a packed lunch and drink that does not require refrigeration or heating, and label both with the child’s name and the current day’s date.

Program: The Camp Fairfax summer program will provide opportunities for children to participate in a variety of fun experiences that appeal to the artist, performer, explorer and athlete in every child. Children will enjoy the visual and performing arts, STEAM activities, the natural sciences, sports, games and other recreational opportunities, including time outdoors. A center highlights form and large calendar will be available in the center and will provide specific information about the experiences taking place each week.

Field Trips: Field trips are taken throughout the summer. A calendar of activities and field trips will be available at each site. There is no additional charge to participate in field trips, however, please note, no fee adjustments or refunds will be given for field trip cancellations due to weather, energy problems or unanticipated calendar changes.



Please Note: SACC/BTB/Camp Fairfax school-based locations are closed for approximately one week at the end of the school year and for two weeks before the school year begins for school maintenance, closing down and setting up center rooms, and to allow time for open house, staff orientation and trainings.

Arrival: The Camp Fairfax summer program opens at 7:30 a.m. On occasion, it may be necessary for the operational times to be adjusted due to the impact of weather events or facility issues.

Children may not be dropped off prior to the designated opening time. To ensure children’s safe arrival, children must be walked into the center each morning and signed in by a parent/guardian. Parents must be sure a program staff is present and aware of your child’s arrival before you leave. Children may not be left on school grounds until they are under the supervision of program staff.

Pick-Up: he Camp Fairfax Summer Program closes at 6 p.m. Parents must come into the center to sign out their child. If you are running late to pick-up your child, please notify the center prior to the designated closing time. If you have not contacted the center and staff cannot reach you, an

emergency contact person listed on your child’s information form will be contacted to pick up your child. If staff cannot reach anyone within a reasonable period of time, it may be necessary to contact Child Protective Services. This will only be done with authorization from a Human Development Manager. Late pickup fees will apply.

OST AND TEEN PROGRAMS AT COMMUNITY CENTERS

Out-of-School-Time and Teen Programs at NCS Community Centers: Neighborhood and Community Services (NCS) also offers year-round Out-of-School-Time (OST) programs for school-age children and teens at Fairfax County community centers. Participation in community center programs are generally free and follow different eligibility and enrollment processes. These programs provide safe, structured, and welcoming environments where young people can build social connections, stay engaged in learning, develop healthy habits, explore their interests, and grow as individuals. Please contact your local [Community Center](#) for additional information.

Whether participating after school, on a school-closure day, during a school break, or over the summer, NCS programs are designed to complement the school experience and support the whole child and teen through enrichment, recreation, learning, leadership and positive relationships.

Community Center School-Age Programs

NCS Community Center School Age Programs for children in first through fifth grades provide opportunities to learn, explore, create, play and build relationships outside of regular school hours.

Programs may include:

- Homework assistance and academic enrichment
- Project-based learning
- STEM activities
- Creative and performing arts
- Sports, games and recreation
- Health and wellness activities
- Community service and leadership opportunities
- Cross-cultural exploration
- Social and relationship-building activities

Programming is available throughout the school year, including select days when schools are closed, such as teacher workdays. Camp Fairfax [Summer](#), [Winter Break](#) and [Spring Break](#) opportunities may also be available.

For registered after-school participants, a light snack and/or nutritional meal may be provided, depending on the program.



Community Center Teen Programs

Teen programs are designed to support teens' physical, mental, social and developmental well-being while creating opportunities for creativity, leadership, connection and meaningful experiences.

Programs and activities may include:

- Leadership and youth development
- Academic and future-readiness support
- Health and wellness
- Sports, recreation, and games
- Creative and performing arts
- STEM and technology
- Community service and civic engagement
- Social activities and special events
- Field trips and experiential learning
- Opportunities for teen voice, leadership and decision-making

Youth in grades 6–12 are eligible to register for NCS Teen Programs. Some opportunities may also be available to young adults with disabilities based on program eligibility.

Most Teen Center programs and activities are offered at no cost. Some activities, special events or field trips may require a fee. When applicable, fees may be adjusted through a sliding scale based on household income. Programming is available throughout the school year, including select days when schools are closed, such as teacher workdays. Summer, winter break, and spring break opportunities may also be available:

[Teens in Action Camp](#)

[Value In Prevention \(VIP\) Camp](#)

For registered teen participants, a light snack and/or nutritional meal may be provided, depending on the program.

Learn More and Register: For current information about NCS programs and services for School-Age and Teens, including program locations, schedules, eligibility, registration, and available opportunities, visit the Fairfax County NCS [Kids & Teens Programs and Services website](#).



AT-A-GLANCE

Curriculum

NCS school-age programs expand children's learning and enrichment, support children's positive developmental relationships and offer educational, recreational and social-emotional learning activities. In order to maintain high standards for curriculum experiences, staff research and analyze curriculum development and trends and incorporate children's interests in the development of the annual curriculum focus. The curriculum supports FCPS' Program of Studies through experiences in the visual and performing arts; language arts; sports and recreation; science, technology, engineering, art and math (STEAM); and community and culture.

These six areas of exploration provide the structure for creative curriculum activities, experiences and projects designed to expand children's interests, develop their talents and enhance their learning. Each day will include a variety of opportunities for children to participate in both curriculum related and other favorite activities, including outside time and active games in the gym. Children will also have the opportunity each day to work on homework and spend time with friends. Centers also provide opportunities for children to participate in community service projects throughout the year.

Staff engage children in learning and teach competencies and skills that will stay with the children throughout their lives. These opportunities allow children to acquire information and concept development through direct, hands-on experiences and long-term projects. Staff use children's everyday interests and curiosities to spark further exploration. Health and fitness experiences are incorporated throughout the curriculum. Daily opportunities for physical activity and outdoor play (weather and air quality permitting) are provided. In addition, friendships, teamwork, leadership, problem solving, decision making and independent thinking skills are the natural outflow of the NCS school-age experience.

Environment

SACC, BTB and Camp Fairfax provide group care for children and, depending on available space within the center, current staffing and community need, each center may serve up to 150 or more children. The staff-to-participant ratio is 1:18 at SACC and 1:22 at BTB. Some Camp Fairfax centers operate at a 1:18 ratio; other Camp Fairfax centers operating as exempt have a 1:22 ratio. Each center environment is slightly different, with programming being held in gymnasiums, cafeterias, classrooms, and outside areas. Children in kindergarten through sixth grade typically share the same physical space but may be provided with differing activities based on their interests or grade levels. Staff seek to create an environment that reflects children's interests and current explorations.

While there are basic areas of interest such as a reading corner, game tables, art area and science center, the rooms are continually evolving and transforming. What may start as a simple plant growing experiment could evolve into an indoor botanical garden. That in turn, may overflow to the outdoors with the creation of a schoolyard wildlife habitat. Materials and supplies are on hand to support children's interests and imaginations in theatre, dance, sports, building, photography, reading, music, art and games. Access to the school playground, sports fields and gym is also available.



Field Trips

Throughout the year, children may go on occasional field trips including walking, biking, swimming and those requiring use of FCPS, public or chartered transportation. Walking field trips provide an opportunity for children to experience their surrounding community. Information about upcoming trips, including the date, time and destination will be provided in advance. On occasion it may be necessary for an alternate field trip destination to be used due to weather or other unforeseen circumstances.

During the full-day Camp Fairfax programs and on School Year-program teacher workdays, centers may have the opportunity to go on a longer trip that gives children an opportunity to explore areas beyond their immediate surroundings. On teacher workdays and during the school-year program, staff will not be available to remain at the center when field trips are scheduled. Families will need to make alternate arrangements for their child's care if they do not want them to participate. During the Camp Fairfax summer program, children participate in regularly scheduled field trips.

Homework

Children may choose to work on their homework at any time throughout the afternoon. Some children may choose to do their homework right away, while others prefer the opportunity for active play before sitting down to do homework. Homework completion is encouraged, but self-directed. Staff are available to answer questions; however they are not able to provide one-on-one assistance as they will also be facilitating activities for other children during this time.

Center Highlights

Each center posts highlights of activities, events and special visitors. Highlights also list the center staff, Human Development Managers (HDM) and administrative phone numbers.

Staff

All staff who work with children complete regular criminal background checks including a check of the Child Protective Services Registry. Regular TB screenings are also completed. Staff receive First Aid and CPR training, Medication Administration Training (MAT), and participate in mandatory NCS and program trainings throughout the year to ensure the highest quality of programming, service and compliance with safety standards. Program staff may have academic backgrounds in child-related fields and/or experience working with children in small and large group settings. Many have graduate or post graduate degrees in education, psychology, recreation or other related fields. Equally important are the diverse areas of interest and expertise of the center teams. Program staff represent cultures from around the world, and many staff members are bilingual. Each staff member brings something unique and special to the program. There are musicians, artists, writers, athletes, naturalists, carpenters, designers, cooks, gardeners and computer savvy experts – all sharing their talents.

NCS School-Age Program Staff

- Ensure the safety of children;
- Support independent thinking;
- Welcome all children;
- Nurture creative expression;
- Encourage acceptance of differences;
- Encourage cooperation and community;
- Provide experiential learning opportunities;
- Model patience, flexibility, enthusiasm and positive attitude.

Program Supervisors

Each center has an on-site supervisor, Human Development Specialist (HDS); centers are also organized into geographic clusters that are supervised by regional managers, Human Development Managers (HDM). HDMs make regular visits to the centers to ensure adherence to program quality and safety standards by providing oversight, support and guidance. If you have any questions, concerns or feedback about your center or the program, please speak with your HDS and/or call the registration office at 703-449-8989 and ask to speak with the HDM for your child's center.

ASSESSMENT AND IMPROVEMENTS

NCS’ efforts to provide high-quality care and programming include continuous opportunities for program assessment and improvement.

Approaches used include on-site center monitoring visits, health and safety inspections, needs assessment using program support tools, comprehensive staff professional development, individual support plans, and feedback from biannual assessments utilizing the Assessment of Afterschool Practices Tool (APT). The APT, developed by the National Institute on Out-of-School Time, is designed to help school-age child care programs link quality with positive youth outcomes. The Individual Support Plan (ISP), is a joint parent/staff plan developed to identify needs and implement strategies that support an individual participant safely thriving in a group care setting. The program also has an Care Coordination Team that reviews Individual Support Plans and engages behavior coordinator to support classroom success.



ELIGIBILITY AND SUPPORT

Eligibility

Eligibility Criteria: Beyond the Bell (BTB) and School Age Child Care (SACC) are open to children in kindergarten through sixth grade who meet eligibility requirements. Children who reside in Fairfax County or the City of Fairfax and can successfully and safely participate in large group settings are eligible to participate in NCS school age programs. NCS is committed to non-discrimination and inclusion in all programs, services and activities.

Eligibility Requirements:

Safe and successful participation is possible when children can do the following independently or with minimal support:

- Follow simple directions
- Attend to their own personal needs such as toileting, dressing and eating
- Interact appropriately and safely with staff and peers
- Adhere to the code of conduct

Supporting Children’s Development

Staff support each child’s social, emotional and physical development and provide engaging experiences that contribute to children’s learning and promote positive peer relationships. Staff foster ongoing communication with families and, as needed, develop and implement an Individual Support Plan to support children’s success in a group care setting.

Participant Supports

It is the goal of NCS that all children are provided with the opportunity to succeed safely in all programs.

To facilitate success for all children, NCS staff are committed to the following:

- Providing proactive, positive support strategies focused on prevention.
- Addressing minor disruptive behaviors by recognizing positive efforts, validating children’s concerns, and consistently reinforcing classroom rules and expectations.
- Explaining expectations in clear, simple language that all children can understand.
- Adjusting the environment in small, practical ways when possible.
- Developing an Individual Support Plan to identify individual modifications, creative strategies, and adaptations to support a child’s needs.

Transition

When a participant demonstrates the need for a more individualized approach an Individual Support Plan may be developed with parent input and acknowledgment. School professionals will be consulted with parent permission when possible. During this time, strategies are modified as needed and consultation with additional professionals may be necessary to provide every opportunity for the participant to safely participate. When strategies implemented are unsuccessful, NCS reserves the right to end the participant’s enrollment in the program.

**Key and Kilmer Centers have separate eligibility requirements.*

PARTICIPANT CODE OF CONDUCT

Fairfax County Neighborhood and Community Services is committed to providing a safe, welcoming environment where all children, families and staff are respected, supported and able to thrive. Children and families are expected to adhere to program expectations and policies.

Safety, kindness, responsibility and fun are foundational to all NCS school age program communities. All children and families are expected to follow the Program Community Rules and Code of Conduct and Program Expectations. The Code of Conduct outlines program expectations that are intended to ensure the safety, health, and well-being of the children families and staff. Expectations for behavior and interactions help ensure a positive experience for everyone involved. Program expectations apply in all program spaces and environments and during all program activities.

Program Community Rules

In this program/community, we will:

- Be safe
- Be kind
- Make good choices
- Have fun

The Participant Code of Conduct and Program Expectations apply for all NCS Out of School Time programs, including SACC, Beyond the Bell and Camp Fairfax.

Parents/guardians are expected to review and share the expectations with your child(ren). Adherence to these expectations is a condition of continued enrollment.

Be Safe (Safety & Behavior)

Engage safely and positively with peers, program staff and in activities.

- Children are expected to remain with the group, in the designated area, and within the sight and sound supervision of program staff at all times.
- Children are expected to maintain safe behavior. Everyone deserves to feel safe while in our programs. Behaviors, language and actions that are harmful to self or others, unsafe, disruptive to the group and/or destructive are violations of the Code of Conduct. This includes hurting others in any way, including but not limited to verbal or physical fighting, hitting, kicking, biting, spitting, scratching, self or others, throwing items and destroying property.
- Children are expected to keep the program environment safe by not bringing any dangerous items including but not limited to guns, knives, other weapons, ammunition, explosives, or fire-starting tools into the program, onto program property, or on field trips. Children may not use any item as a weapon to hurt or threaten another person including but not limited to tools, sharp objects, rocks, sticks or program supplies.
- Children are expected to maintain a drug-free environment. Children may not have in their possession drugs, alcohol, tobacco products, or e-cigarettes/ vaping products. Children may not use or be under the influence of drugs or alcohol while participating in the program or while on the property.

Be Kind (Care)

Help create a safe and welcoming environment for everyone.

- Children are expected to care for self and others, recognizing we all come from different families and backgrounds, and respect each other's differences (culture, abilities, beliefs, interests etc.).
- Children are expected to use appropriate language and actions at all times. Harassment, name-calling, teasing, bullying, or discrimination of any kind will not be tolerated. Verbal or physical threats to harm self, others or facilities, including threatening language and physical actions, are not permitted and will be reported to the appropriate authorities.
- Children are expected to take care of our space and supplies including personal belongings and the belongings of others, program equipment, facilities, property and the natural environment.

Make Good Choices (Responsibility)

Make good choices with your words, actions and behavior.

- Children are expected to know and abide by all program rules.
- Children are expected to make safe choices. Children should use self-control, follow staff directions and act in ways that help everyone enjoy the program.
- Children are expected to use all technology responsibly and appropriately and should only use personal electronic devices with staff permission and for appropriate reasons. Children may not take pictures, videos or recordings while participating in the program; children should never view, show, share or create anything inappropriate, mean or hurtful.
- Children are expected to keep the room clean and use equipment appropriately. Children should not touch or use another person's property without asking and receiving permission. Children should never take things that do not belong to them, deface, break or destroy the property of others, the program, the facility or the environment.
- Children are expected to not to participate in any form of financial and item exchange with other participants for any reason including but not limited to making bets, gambling or buying/selling things, and from trading items including, but not limited to, food or trading cards with other participants.

Have Fun

Be open to friendships, participate in activities, do your best and ask for help when needed.

- Children are expected to treat self, peers and program staff with kindness and understanding and include others.
- Children are expected to listen to and follow the directions of program staff at all times and ask questions if guidance or assistance is needed.
- Children are expected to solve problems positively and peacefully, to take turns, share materials, work together, use calm words and think before reacting.
- Children are expected to follow all rules for the space and environment they are in (playground, gym, classroom, bus, field trip destinations).

**Key and Kilmer Center programs have a separate Code of Conduct.*



Serious Incidents: Harassment, verbal or physical threats and aggressive behavior or actions exhibited by children or parents/guardians that compromise the safety or well-being of children or staff will not be tolerated, and may result in an immediate pause in services, up to and including dismissal. Serious incidents will be reported immediately to the emergency/non-emergency police and, if the incident occurred at an FCPS location, to the Fairfax County Public Schools Administration and Security Office. Child Protective Services may be notified, as well as the Community Services Board Mobile Crisis Unit. NCS reserves the right to immediately end the participant's enrollment in the program in situations that pose an imminent risk of harm to self, staff and/or peers.

ENROLLMENT

Enrollment and fees are separate for each program and service. Enrollment at each center is limited, and openings are offered on a first-come, first-served basis. Rising kindergartners can be enrolled or placed on a wait list up to one year in advance of their kindergarten school year. Registration opens each July. Check the website for registration information. Children can be enrolled or placed on a wait list up to one year in advance of the start of a school year.

By Phone: Families may call the registration department at 703-449-8989 to enroll in new services or to sign up for Registration Online access. A registrar will guide you through the process.

Registration Online: Registration Online provides the user online access to view enrollment, cancel services, review billing activity, access yearly tax statements and receive administrative announcements.

New Families: Families new to SACC, BTB, Key and Kilmer Centers, and/or Camp Fairfax can [create an account online](#). It may take up to five days for your account to become active. Once your account is active, you may submit a request for any age eligible child services for the school year or Camp Fairfax programs that are currently enrolling. Families will receive an automated response, and a registrar will follow up within five business days regarding enrollment and/or waitlist status.

Families with existing enrollments and waitlists: Families with an account can request to add services or an age eligible additional child for the school year or Camp Fairfax programs that are currently enrolling by [logging in](#).

The following information is needed at the time of registration – parent names, addresses, phone numbers, child information, gross household income, services needed and base school. Proof of your child’s identity may also be required.

Information regarding school boundaries is available from FCPS by calling 571-423-2330 (8:30 a.m. – 4:30 p.m. Monday – Friday) and on the [FCPS website](#).

Re-Enrollment – School Year Program: Current center placement and services automatically roll over each year. For example, if your child is enrolled in Before School and After School at Aldrin SACC this year, they will automatically be enrolled in Before School and After School at Aldrin SACC next year. (Note, as centers begin to transition from SACC to BTB, your child’s school year enrollment at a current SACC site, will roll over as that center transitions to a BTB site.) Automatic re-enrollment is guaranteed (unless services are canceled) if the account is in good standing.

Winter, Spring, Summer Programs: Camp Fairfax consolidates sites for the winter, spring and summer full day programs. Families must register each year for their desired Camp Fairfax program, school-based or community center-based location, and weekly sessions. Enrollment for the Winter and Spring Camp Fairfax opens in October, and enrollment for the Summer Camp Fairfax program opens in March. Enrollment dates are staggered alphabetically based on the location you would like your child to attend. Exact enrollment dates will be [posted online](#).

Please note, delinquent account balances will prevent the ability to enroll in additional services.



Waitlists & Continuous Vacancy Filling: Center enrollment fluctuates based on physical space availability and maintaining applicable staff-to-child ratios. To manage these legal and structural capacities, we utilize a system of continuous vacancy filling where openings are offered as spots become available throughout the year. Because enrollment depends entirely on shifting space and ratio availability, specific timelines for placement cannot be predicted.

If you are on a waitlist and are offered a spot through our continuous vacancy filling, you may accept the service and enroll at the next available start date. If you decline the offer or do not respond within the designated timeframe, your child will be removed from the waitlist to allow the next family in line to be processed. If you become interested in services in the future, you must request to be added back to the waitlist. Future placement remains contingent upon space and ratio constraints.

**During the 2025-2026 school year, NCS piloted Beyond the Bell. BTB was developed with the goal of addressing Fairfax County families need for services by increasing access to Before and After School services. Operating as a program exempt from licensure, BTB was successful in reducing current waitlists while maintaining high-quality standards.*

Waitlist Review Process: Each year during January/February, the registration department reaches out to families on the waiting list to ensure an accurate active pool for our continuous vacancy filling system. This cleanup confirms your continued interest in and need for Before and/or After School services. Once you receive this email, you must indicate your continued need and respond within the designated timeframe, or your child will be removed from the waitlist.

To confirm or update your child(ren)’s status on the waiting list, log in to your Registration Online account and locate the Waitlist Cleanup tab along the top of the page. If you want your child(ren) to maintain their waitlist status for ongoing ratio-based openings, select “YES, Keep My Waitlist” and press the save button.

If you would like to delete your family’s waitlist, please select “No, Delete My Waitlist” and press the save button. Please note, by selecting “No, Delete My Waitlist,” your child will be permanently removed from the continuous vacancy filling pool.

Sibling Enrollment: The registration department works with families to keep siblings together. Beginning each July siblings can be enrolled or placed on a wait list up to one year in advance of the start of the school year. However, enrollment at each center is limited and openings are offered on a first-come, first-served basis. Sibling enrollment is not automatically guaranteed, and registration staff cannot guarantee or predict when space will become available.

Reduced rates are applicable for families with two or more children enrolled. Fees for the second child are discounted by 10 percent. A 20-percent discount is applied to fees for the third child, and each additional child receives a 30-percent discount.

Schools Without SACC/BTB School Year Programs: SACC/BTB centers are located in most Fairfax County public elementary schools. If a child’s base school does not have a SACC or BTB program, or if the center is fully enrolled, families may enroll in services at another center and request a student transfer from Fairfax County Public Schools. When requesting a student transfer from FCPS, families must document attempts made to secure child care within the base school

boundaries. FCPS transfer approval allows a child to attend school where a SACC or BTB center is located that has space available. Approval is limited. Enrollment in SACC or BTB does not guarantee the approval of a student transfer. If approved, parents are responsible for arranging daily transportation to and from the non-base school. For more information regarding the FCPS student transfer process, visit the [FCPS website](#).

Request to Transfer Services to Another Center: Transfers of service are dependent upon the current enrollment and the waitlist of the new center requested. Transferred services are not guaranteed.

Children Attending Private or Parochial School: Children attending private or parochial school may utilize the program. Attendance must follow the scheduled hours and holidays of the program.



Children Who Do Not Live in Fairfax County/City of Fairfax: Out-of-county/city residents may enroll if space is available. In-county/city residents receive priority placement over non-residents. Out-of-county/city residents must pay full fee for each child regardless of income. The sliding fee scale and sibling discounts do not apply.

Children Needing Additional Accommodations and Lower Ratios: NCS works closely with families to provide a successful group care experience for all children. Upon meeting program eligibility requirements, a Human Development Manager will contact the family to discuss the specific needs of their child. HDMs work directly with center staff and parents to support each child’s success.

Key and Kilmer Centers are programs separate from SACC/ BTB/Camp Fairfax. Key and Kilmer Centers serve youth with disabilities, ages 5 – 21 and provide a lower staff to participant ratio,.

Transportation: SACC, BTB, Key and Kilmer Center Programs and Camp Fairfax do not provide transportation. For children enrolled in SACC/BTB at Graham Road Community Building, Jim Scott Community Center, Lorton Community Center and Sully Community Center, transportation is provided to and/or from designated schools by FCPS transportation. If your child attends SACC/BTB at a Community Center location, you must complete the [FCPS Request for Exception to Ride a School Bus \(TR52\)](#) form and submit it to your school office prior to the beginning of each school year.

In a small number of situations, some children may receive approval from FCPS to attend school where a SACC/BTB center is located that has space available. If approved, families are responsible for arranging daily transportation to and from the non-base school.



FEES



Fees are determined annually following the adoption of the County's budget by the Fairfax County Board of Supervisors.

Sliding Fee Scale: Fees are based on gross household income and are reviewed yearly by the Fairfax County Department of Management and Budget. Families whose gross household income is above the top level of the scale are assessed at full fee. Families requesting reduced fees based on the sliding fee scale must complete and submit financial forms to include a self-attestation form, prior to their child's enrollment start date. Services are assessed at full fee until all necessary financial paperwork has been received and reviewed. Families must be residents of Fairfax County or the

City of Fairfax to apply for reduced fees. Out-of-county/city residents pay full fee regardless of income.

Income Recertification: Fees are adjusted on a yearly basis. Income recertification must be submitted each July (regardless of start date). You will be provided with a self-attestation form to attest to your income.

Fees may be adjusted as changes occur throughout the year. Notify registration within 10 business days of any changes in income. Fee adjustments become effective from the point of receipt forward and do not apply to past bills.

Unemployment: Employment is not required for program eligibility. If you become unemployed, please notify registration within 10 days to determine any changes to fees. Please call registration at 703-449-8989 for additional information regarding the sliding fee scale.

Registration Fee: Families pay an annual registration fee. You will be provided with a self-attestation form annually attesting to your income.

Program Fees: Fees are charged monthly for the Before School and After School sessions of the school year program. Fees are billed in 10 equal monthly installments and are the same each month regardless of the number of program days per month. Additional session fees are charged for the winter, spring and summer camp programs. Fees are not adjusted facility closures, based on attendance, absences or early pickup.

School Year Fee Assessments: Fees for school year services are assessed on a half-month basis regardless of the number of days of attendance during that time. The 15th of the month is used for the half-month assessment. If a service is canceled prior to the 15th of the month, you may be eligible for a half-month credit. If you enroll prior to the 15th of the month, you will be billed for a full month of service. If you enroll after the 15th of the month, you will be billed for a half-month of service.

Late Pickup Fees: Families are expected to pick up their child(ren), or to make arrangements for their child to be picked up, by the stated closing time. The account will be billed a fee for every 15 minutes (or portion of 15 minutes) that a child is picked up late. NCS reserves the right to cancel service due to habitual or excessive lateness.

For the first three occurrences, a late pickup fee of \$5 is charged for each 15 minutes (or portion of 15 minutes) that a child is cared for after session hours or the stated closing time. Late pickup fees increase after three occurrences.

After three occurrences, a late pickup fee of \$15 is charged for each 15 minutes (or portion of 15 minutes) that a child is cared for after session hours or the stated closing time.

Late pickup persons will be asked to sign a late pickup form. Failure to sign the form does not relinquish the account holder from the responsibility of payment.

Late pickup fees will be applied to the account, including late pickup fees assessed due to the late arrival of an authorized pick-up or emergency contact person.

BILLING AND PAYMENT

Monthly Billing

Services are billed one month in advance. Service additions or cancellations made after the eighth of each month may not be reflected on that month's bill. Any additional fees or credits that miss the billing cut-off date will appear on the following month's statement. Payment is due prior to service and must be received by the 28th of each month. A notification that your monthly billing statement is available will be sent electronically each month to the email address you have provided to registration.

School Year Program: The total cost of the school year program is billed in 10 equal monthly installments from August through May. Therefore, monthly payments are the same each month regardless of the number of days of service or what month a child begins service.

Camp Fairfax Winter and Spring Programs: Winter and spring full day programs have different fee schedules and appear as a separate charge on your monthly billing statement.

Camp Fairfax Summer Program: The Camp Fairfax summer program has a different fee schedule. Fees will appear as weekly sessions on your June and July monthly billing statements.

Payment Methods

E-Checks, Credit or Debit: You may pay your bill electronically, using your bank account, credit or debit card. Please allow 48 hours for the payment to be processed and reflected on your account. [Make payment online.](#)

Cash or Check: Check payments can be sent by mail to P.O. Box 18103, Merrifield, VA 22118. Cash or check payments are accepted in person at the registration office located at 12011 Government Center Parkway, Suite 936, Fairfax VA 22035. Center staff cannot accept payments of any type or amount.

Late Payment and Delinquent Collections: Services are billed around the eighth of the month for the next month's services. Accounts must be paid in full each month prior to services for the next month. Late payment charges and delinquent collection fees will be applied as follows:

- A late payment fee of 10% will be charged on any account not paid in full on or before the original due date.
- Interest at the rate of 10% per annum will be charged on all past due accounts.
- Accounts past due for more than 30 days are also subject to a \$30 collection fee.
- Pursuant to County policy, delinquent accounts may be placed with the Fairfax County Department of Tax Administration for collection. DTA employs private collection agents to collect all debts. By state law, collection agents may charge debtors an additional collection fee of 20% on all amounts past due.
- Collection actions may include wage liens, bank liens, property seizures, court procedures and flagging of credit records.

Adjustments and Refunds: Fees will not be adjusted or refunded for program closures due to weather conditions, energy problems, unanticipated calendar changes, non-attendance, early pickups, canceled field trips or other emergency situations.

Returned Checks: There will be a \$50 charge for any check returned for insufficient funds.

Added Service: Call registration to enroll in additional services or to add services for another child. Enrollment is limited and available on a first-come, first-served basis. Depending on your child's start date, you will be billed for either a half-month or a full month of service for the school year program. You will be billed for the full session of the winter, spring and summer camp programs regardless of the start date.

Change of Address or Contact Information: Please notify both the registration department and your center staff as soon as possible with any address, phone number or other contact information changes. You may also log in to the Registration Online portal to update your address and contact information.

Federal Tax ID: Fairfax County's federal tax ID number is 54-0787833. You may obtain your yearly tax statement via Registration Online or by calling the registration department.

Billing Questions: If you do not receive your bill or have a question regarding your bill, please contact the billing department at 703-324-3811.



CANCELLATION POLICIES

Cancellations may be made through your Registration Online account, or by calling the registration department at 703-449-8989 or by emailing your cancellation to ncssaccregistration@fairfaxcounty.gov.

If you choose to email your cancellation, please be sure to include the following information:

- Parent’s name
- Child(ren)’s name
- Account number
- Center name
- Services/Session(s) to be canceled
(Before School, After School, Winter, Spring, Summer)
- Last day your child(ren) will attend (for billing purposes)



Two-Week Notification: If you need to cancel services, please notify registration as soon as possible. A minimum of two weeks (10 business days) cancellation notice is required. You will continue to be billed and are responsible for payment unless service is canceled in advance as required. Current school year enrollment cancellations effective on or prior to the 15th of the month will be billed for a half-month of service. Current enrollment cancellations effective after the 15th of the month will be billed for a full month of service. No refunds or credits will be issued for services that are not canceled in advance, even if your child does not attend. Please also let the center staff know your child’s last day of attendance. Once services are canceled, parents must call registration if they would like to re-enroll or be placed on a wait list.



INFORMATION, POLICIES AND STANDARDS

Licensing Standards

All SACC centers are licensed by the Virginia Department of Education (VDOE) and meet or exceed the standards set for licensed child day care programs.

License Exempt: Beyond the Bell is a before- and after-school program that provides safe, engaging, high-quality care that supports children’s learning and development while helping meet the child care needs of families. Beyond the Bell operates under Virginia’s regulations for license exempt school-age child care programs offered by local governments and staffed by local government employees. While it is regulated differently than traditional licensed child care centers, it maintains Fairfax County’s long-standing commitment to safety, quality, staff training and enriching experiences for children. Following a 2025–26 pilot at 20 schools, Beyond the Bell will expand to additional elementary schools as part of a phased transition from the School Age Child Care program (SACC). All SACC locations will transition to Beyond the Bell by school year 2029-30. Some Camp Fairfax locations operate as exempt from VDOE licensure based on a local government exemption as well. Exempt locations are indicated on the [NCS website](#).



Program Standards

All SACC, BTB and Camp Fairfax programs will adhere to established operational guidelines for health, safety and supervision to ensure a safe and welcoming environment and high-quality services for all children. All staff who work with children complete regular criminal background checks, including a check of the Child Protective Services Registry. Regular TB screenings are also completed. Staff receive First Aid and CPR training, Medication Administration Training (MAT), and participate in mandatory NCS and program trainings throughout the year to ensure the highest quality of programming, service and compliance with safety standards. All programs follow policies and procedures relating to emergency preparedness and response, child abuse prevention and reporting, and internal incident reporting and investigation.

Exempt programs may operate up to a 1:22 staff-to-child ratio when possible, with a minimum of two staff on-site whenever children are in care. Ratios are monitored to ensure space, child needs and overall safety is not compromised.

Both announced and unannounced center visits will be conducted by the NCS center management team, including the Human Development Managers (HDM) and Operations Managers (OM). The Quality Assurance and Out of School Time Compliance teams will review information obtained during these visits and make center and program-wide recommendations as needed.

General Information

NCS School Age Program Eligibility Form –

Participant Information: In order to best ensure children’s health and safety, accurate and up-to-date emergency information for all children enrolled must be on file. The center records form must be fully completed, signed and reviewed with center staff a minimum of one day before your child’s start date. A separate form is required for each child. At the beginning of each school year, families must review the form on file for each child and update any information as needed. A signature will be required to verify the accuracy of the information on file. If a form is not already on file, you will need to submit a new form a minimum of one day before your child’s start date.

Emergency Contacts: Contact information for a minimum of two contact persons who are available to pick up your child when you cannot be reached in the event of an emergency situation must be provided. Please advise your contacts that you have listed them as an emergency contact, and provided their names and phone numbers. It is important that your emergency contacts be able to pick up your child if they receive a call.

Authorized Pick-up Persons: Children will be released only to the persons listed on their child information form as emergency contacts or authorized pick-up persons. Appropriate legal paperwork must be on file when the custodial parent requests the center not to release the child to the other parent. Children will not be released to a person not on the licensing form without written authorization from a parent. Staff must have clearly detailed instructions whenever your child is to go home with anyone other than a regular pickup person or if your child is to attend any other after school activity. All authorized pickup persons unfamiliar to center staff must show photo identification. Note: Children will not be released to go home alone.

Change of Contact Information: It is important that all contact information be kept current and up to date. Please notify the center staff as soon as possible of any changes in phone numbers, addresses, emergency contact information and authorized pickup persons. Also notify registration of any changes in your phone numbers, email address or mailing address.

Signatures: An original signature is required on all copies of the form.

Health Form and Immunization Record: Parents must provide a copy of their child’s Commonwealth of Virginia School Entrance Health Form and Certification of Immunization record to the center; this information is required to be on file prior to your child’s first day of attendance. A copy of the form may be obtained from the school office or completed by your child’s physician. Center staff may coordinate with the school office to obtain a copy of the form if requested, however it is the responsibility of the parent to ensure the required documents are on file. If your child is enrolled only during the winter, spring or summer program, please provide staff with a copy of the form which may be obtained from the school office or completed by your child’s physician.

Child Identification: Proof of your child’s identity must be shown if your child is enrolled in the winter, spring or summer camp programs but not enrolled in a school year SACC or BTB program, or if your child does not attend a Fairfax County public school. Acceptable forms of identification include a certified copy of the child’s birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of your child’s identity from a child placing agency, record from a public school in Virginia or certification by a principal or designee of a public school in the United States that a certified copy of the child’s birth record was previously presented. NCS does not keep the proof of the child’s identity, however, staff must document they have viewed proof of identity for each child.

Medication: Staff receive training in first aid, CPR and Medication Administration (MAT). In order for staff to administer any medication, the required appropriate Fairfax County Public Schools (FCPS) authorization form must be completed and turned into center staff. Forms can be found at [School Health Services on the Fairfax County Public Schools website](#). Only the current version of the medication forms will be accepted. Please note, the different forms:

- Medication Authorization
- FCPS Authorization for Anaphylaxis Action Plan, and the Action Steps for Epinephrine Administration – Families must complete both forms and have the physician’s signature on the FCPS Authorization for Anaphylaxis Action Plan.
- Virginia Pediatric Asthma Action Plan – Families must complete both forms and have the physician’s signature on the [Virginia Pediatric Asthma Action Plan](#).

A physician’s signature and written instructions are required for any medication (prescription or over the counter) administered more than 10 consecutive program days, or on an as-needed

basis. Over-the-counter medication must be in the original labeled container, have a valid expiration date and be labeled with your child’s name, dosage, times to be administered, and effective dates. Dosages for over-the-counter medication may not exceed the manufacturer’s guidelines, and the label must match the written instructions on the authorization form. Prescription medication must be in the original pharmacy container and have a valid expiration date. The pharmacy label must be current and contain the child’s name, medication, dosage, times to be administered and effective dates. The pharmacy label must match the written instructions on the authorization form.

An authorized adult must deliver the medication directly to program staff; please do not send it in with your child. In some cases, children may be authorized by their physician to carry emergency medications. This permission must be indicated on the authorization form. All other medication is kept in a locked container and is accessible only to center staff.

Expired Medication: Medication needs to be picked up within 14 days of the authorization expiration and/or medication expiration, or it will be disposed of by center staff.

Sunscreen/Insect Repellent/Diaper Rash Ointment: Written permission noting any possible adverse reactions must be on file in order to apply sunscreen, insect repellent or diaper ointment. Sunscreen must be hypo-allergenic and a minimum SPF of 15. Children 9 and older may apply their own sunscreen. All over-the-counter skin products must be used in accordance with the manufacturer’s recommendations and will not be kept or used beyond the product’s expiration date. Please be sure to label the container with your child’s name and date.

Communicable Diseases: Parents are required to inform the center within 24 hours if your child or a member of your immediate household develops a communicable disease as defined by the Virginia Department of Health. Life-threatening diseases must be reported immediately (see [Communicable Disease Reference Chart](#)). All program families will be notified within 24 hours if a communicable disease is reported at the center.

Direct Support Professional: Allows for the additional support a participant may need to meet eligibility and/or be successful in a camp or program setting. Should you wish to learn more about how to proceed with this accommodation, please contact Registration staff at 703-449-8989. Additional forms are required to be completed for this request.

Weapons: Students are not permitted to possess any gun, knife, explosive device, ammunition or object capable of discharging a projectile on school property. NCS works collaboratively with FCPS on disciplinary procedures related to weapons violations. Disciplinary actions may include suspension or expulsion from both school and NCS programs.

Child Protective Services: Staff are mandated to report suspected child abuse and neglect to Child Protective Services as required by the Code of Virginia.

Extreme Weather: NCS takes detailed steps in making decisions regarding outdoor activities during extreme temperatures, poor air quality, the possibility of thunderstorms/lightning and other extreme weather conditions.

NCS follows the FCPS Office of Safety and Security policy for extreme heat and poor air quality days by eliminating strenuous outdoor activities. Children may, however, be outdoors for a limited time doing non-strenuous activities. Drinks will be available for children while outside. Decisions about field trips under these circumstances are made on a case-by-case basis in conjunction with information from the National Weather Service, media weather forecasts and FCPS weather information. In addition, the length of the bus ride and trip destination (outdoors, swimming pool or inside) are considered.

Emergency Preparedness and Shelter-in-Place: Every center has an emergency preparedness plan and a shelter-in-place plan that will be implemented in the case of weather emergencies, chemical or biological threats or other extreme emergencies. Plans are available to view at each center. In the event of an emergency, families may be notified by email or phone with specific information. Centers implement monthly evacuation drills, as well as two shelter-in-place drills and one lockdown drill each year.

Emergency Relocation of Participants: Emergency Relocation Transportation: At the discretion of the Division Director, and in urgent situations (for example, power outages), it may be necessary to transport and relocate children from one SACC/BTB/Camp Fairfax center to another to ensure safe accommodations. Should this be necessary, parents will be notified of the situation immediately.

Supplemental Accident Insurance: NCS has limited supplemental accident insurance for children participating in the program. This insurance is intended to cover medical costs associated with an injury sustained while participating in program activities that cannot be covered by family insurance. Contact registration immediately if you need to file a claim.

CLOSINGS AND SCHEDULE CHANGES

Full Day School Closings: SACC, Beyond the Bell (BTB), Key and Kilmer centers and Camp Fairfax will be closed whenever schools are closed for the full day due to severe weather conditions, energy problems or other emergencies.

Delayed School Openings: On days when school opens late, SACC, Beyond the Bell (BTB) and Key and Kilmer centers will open at 8 a.m. for children enrolled in the Before School session.

Early School Closings: SACC, Beyond the Bell (BTB) and Key and Kilmer centers will open at the time of school dismissal for children enrolled in the After School session. If closing times need to be adjusted due to weather emergencies, families will be notified as soon as possible. All children will remain safely supervised until they are picked up.

Teacher Workdays: SACC, Beyond the Bell (BTB) and Key and Kilmer centers will be closed whenever schools are closed for the full day due to severe weather conditions, energy problems or other emergencies. If it is announced by the media that FCPS central or school offices are closed, or FCPS teachers do not report to work, SACC, Beyond the Bell (BTB) centers and Key and Kilmer centers are closed.

Camp Fairfax Winter, Spring, and Summer Programs: Listen for Fairfax County Government and FCPS administration announcements on the radio and television. Information about school closings and delayed openings are announced on local radio and television stations. Current information can also be found on the [Fairfax County Public School website](#) or on the [Fairfax County Government website](#).

Note: Fee adjustments or refunds will not be given for closings due to snow, weather, energy problems, emergency school closings, unanticipated calendar changes, early pick-ups or canceled field trips.



COMMUNICATION WITH FAMILIES

Communicating with families is essential. In addition to the opportunity for daily communication with center staff, NCS administration may communicate through email; via Registration Online; the NCS website; and NCS’ Facebook page. Annual surveys provide the opportunity for families to give NCS administration input and feedback about the SACC, BTB and Camp Fairfax programs.

Center Phone Numbers: Please request the phone number for your child’s center directly from the center staff. The phone number is also displayed in the center’s family information area and on the Center Highlights form.

Center Communication: Each center has a family board area. Information posted in this area includes the center’s curriculum highlights, information about any upcoming special events or field trips, the monthly snack menu, inspection information, and other center specific communication as well as program-wide information.

New Text Message Option: Families may opt to receive certain forms of communication from Registration by SMS text message. To enroll, please locate the My Account tab in your [Registration Online](#) account. Please confirm your cell phone number, select “Allow SMS Messages,” and press the save button. By opting to receive text messages you are consenting to automated texts from NCS SACC/BTB/Camp Fairfax to the mobile number provided. Informational texts may include emergency communications, waitlist clean-up notifications and other general account related notifications.

Parent Involvement: NCS encourages parent involvement. Parents are welcome to visit the center, participate in activities and volunteer as special visitors. Participation is also encouraged in the center’s family events offered throughout the year.

Money and/or Gifts: Staff are not permitted to collect money from families for any reason. Account payments should be made directly through the Registration department. Payments for services are not collected at the center. Program fees include the cost of all services. No additional money should be collected for supplies, food or field trip fees. Additionally, while we recognize some families may wish to show their appreciation for staff especially during the holiday seasons, designated appreciation weeks, or at the end of the year, staff are not able to accept individual gifts that exceed a \$20 value.

FREQUENTLY ASKED QUESTIONS

What will my child's day be like?

When your child walks into the room before or after school, they will be greeted by a staff and welcomed to an environment that reflects children's interests and the curriculum focus. Some children will choose to work on their homework, others will join a group on the playground, and some may become involved in a planned group project.

Throughout the day, a number of activities and experiences are offered. Some children like to stick with the same project or stay in the gym for most of the afternoon. Others like to participate in two or three different activities, while some children want to spend time with friends or quietly read a book. Each child chooses the direction their day will take.

Do I need to walk my child into the center?

To ensure children's safe arrival to the Before School session, on teacher workdays and during the Camp Fairfax full day programs, parents must walk their children into the center and sign their child in. Please be sure a program staff is present and aware of your child's arrival before you leave. Children may not be left on school grounds without SACC, BTB or Camp Fairfax supervision.

Can my child leave Before School SACC/BTB to get breakfast in the cafeteria?

Many schools offer a breakfast program. Please let center staff know if your child will be participating in the school's breakfast program.

What is the holiday schedule?

Generally, SACC, BTB, Key and Kilmer centers and Camp Fairfax follow the FCPS and Fairfax County holiday calendars. The calendar is distributed at the beginning of each school year. It is also available on the [website](#). The calendar is subject to change.

What do I do when my child is going to be absent?

If your child is going to be absent, picked up from school early or has other after school arrangements for the day, please notify the center staff as soon as possible. Center staff must account for all children each day. In the event your child can not be accounted for and you can not be reached, staff will contact the local police for assistance in locating your child.

Is my child able to walk home?

Children are not permitted to sign themselves out to go home. Children must be picked up and signed out by an authorized pickup person.

What if I want my child to participate in extracurricular activities?

You must provide center staff with written permission for your child to attend school- sponsored activities, community sports leagues, art classes or other activities during program hours. Children are not permitted to sign themselves out to walk to the activity even if it is held in the school building or on school grounds. Children must be picked up and signed out by an authorized pickup person. Written permission must include detailed information about the program (days, times, effective dates, location) and person(s) authorized to pick up and return your child. If for any reason your child will not return after the activity is over, you must notify center staff.

Is my child able to bring items from home?

Centers are well equipped with a variety of curriculum-focused supplies, and additional games and materials are purchased throughout the year. NCS recommends children leave toys, including handheld electronic devices, at home. Your center may offer occasional opportunities for children to bring items from home on a teacher workday or for other event-focused activities. However, any time children bring items from home, those items remain the responsibility of the child. NCS is not responsible for damaged, lost or stolen items.

How do staff deal with children's behavior?

Center staff promote positive behavior by offering fun and engaging curriculum experiences, building relationships with each child, creating an environment that is conducive to cooperative play and encouraging an atmosphere of mutual respect. Staff also help children learn problem-solving skills and develop a common understanding of acceptable versus unacceptable behaviors (behaviors that offend, exclude or hurt others, and why). Staff may work with families to identify additional services, resources or support that may be needed, including developing an Individual Support Plan.

What should I do if my child has a conflict with another child?

If you are concerned about a child's behavior or a conflict that arises between your child and another child, please discuss your concern with the center staff as soon as possible. Human Development Managers are also available to discuss any issues or concerns you may have, and will work with you and center staff toward a solution. Please call the registration department at 703-449-8989 if you would like to be connected with the Human Development Manager for your child's center.

Does NCS terminate services based on behavior or other situations?

It is NCS's goal to create a successful environment for all children, including children with disabilities and special needs. NCS programs make every effort to problem solve and identify any additional services or support that may be needed to support children's success in a group care setting.

Due to the nature of large group care, there may be instances where the level of support or the environment does not allow for the participant to successfully or safely participate and alternate care arrangements may be necessary. In that instance, the parent will be provided with 10 days notice of discharge. Examples of what may initiate this transition include but are not limited to: frequent disruptive behaviors,

change in medical needs, behaviors that inhibit safe participation in group activities, inability to follow the code of conduct (classroom rules), or persistent elopement and exit seeking.

NCS reserves the right to immediately end the participant's enrollment in the program in situations that pose an imminent risk of harm to self, staff, and/or peers.

What happens if my child becomes ill?

If your child becomes ill, you will be notified and asked to pick up your child as soon as possible, or to make arrangements to have your child picked up by an emergency contact. Your child will be offered a place to rest until you arrive. NCS collaborates with the Fairfax County Health Department and FCPS on health and illness related protocols. If your child leaves school during the regular school day due to illness, they may not return that same day. Health Department regulations governing periods of infection and exclusion will be enforced. Children may not attend SACC/BTB/Camp Fairfax with any illness that threatens the health of other children. You will be asked to pick up your child if any of the following previously undiagnosed or undetermined symptoms are present: cough, diarrhea, fever of 100°F or higher, inflamed eyes with discharge, rash, sore throat or vomiting. These are general symptoms that may or may not be associated with a communicable illness. Without consultation from a physician, it is impossible to determine the nature of the illness, therefore your child will be sent home for further evaluation. If your child or a member of your immediate household develops a communicable disease as defined by the Virginia Department of Health, you must inform your center staff within 24 hours. Any life threatening disease must be reported immediately.

What happens if my child is injured?

Program staff are certified in basic first-aid procedures and CPR. If the injury is minor, you will be notified when you pick up your child. If your child's injury may require a doctor's medical attention you will be notified immediately. If in the event of an emergency you cannot be reached, a staff member will accompany your child for emergency care. By signing your child's Participant Information form, you give permission for staff to obtain professional medical care for your child if an emergency occurs and you cannot be reached immediately. Please be sure your child's center has up to date contact information for you and your emergency contacts at all times.

PARENT/GUARDIAN CODE OF CONDUCT

Parents/guardians are expected to review and share the expectations below with any person responsible for dropping off, picking up or caring for your child. Adherence to these expectations is a condition of continued enrollment.

Parents/Guardians are expected to:

1. Share information with staff: Families are encouraged to share information with staff to support their child’s success in the program.
 - Inform staff of any allergies, medical conditions, specific needs.
 - Complete in its entirety the NCS School Age Programs Eligibility Form – Participant Information, including information for two emergency contacts.
 - Provide a copy of the Commonwealth of Virginia School Entrance Health form and Immunization Record, or the appropriate religious exemption.
 - Inform the center immediately if their child or anyone in their household is diagnosed with a life-threatening disease; and notify the center within 24 hours if their child or anyone in their household develops any reportable communicable disease.
 - Inform the center when their child will be absent for the After School Session; please note, staff may notify the non-emergency police in the event your child is unaccounted for after school if we are unable to get in contact with you.
 - Participate and collaborate with the center staff as requested on the development of Individual Support Plans.

2. Respect Staff and Participants and Address Concerns Appropriately:
 - Communicate with staff, other parents and participants in a respectful manner.
 - Discuss any concerns with program staff in a professional and respectful manner.
 - Parents may not speak to or discipline another participant regarding a concern with that participant’s behavior, actions or interactions with their child.
 - Parents must not engage in behavior that disrupts the program, including verbal or physical confrontations.
 - Harassment, verbal or physical threats and aggressive behavior or actions that compromise the safety and well-being of our staff and/or program participants may result in an immediate and permanent ban of the parent/guardian from all NCS facilities and programs. Any incidents will be reported immediately to the local authorities and Fairfax County Public Schools security office.

3. Support Program Policies:
 - Encourage and reinforce all program rules and expectations with your child.
 - Provide medication if needed, including emergency medication, and the required authorization forms.
 - Hand-deliver any required medications to program staff. Participants may not have in their possession prescription or over-the-counter drugs unless the appropriate authorizations are on file from a physician (self-carry emergency medication such as an EpiPen or inhaler).
 - Keep their child home when they have a fever or are experiencing symptoms of illness.
 - Walk their child into the center in the morning and sign their child into the program. Parents may not drop their child off prior to the center opening time and must verify a staff is on-site before leaving their child.
 - Pick up their child on time, prior to the end of program hours. Late fees will apply when a child is picked up late. Parents are expected to make arrangements to pick up their child as soon as possible when notified that their child is ill. Parents are expected to make arrangements to pick up their child as soon as possible

- or by the designated time when the decision is made by program administration to close early due to weather, facility issues or other emergencies.
- Parents may not pick up their child if they are under the influence of drugs or alcohol. If staff have any reason to suspect the pickup person is under the influence, they will contact the non-emergency police number.
 - Parents may not bring a weapon of any type or illegal drugs onto school property.

If you have any center- or staff-related concerns, please speak with your on-site supervisor and request the contact information of the HDM for your child’s center. You may also email ncssaccregistration@fairfaxcounty.gov



CONTACT INFORMATION

School Age Child Care (SACC), Beyond the Bell (BTB), Camp Fairfax Programs

Administration	703-449-1414
Registration (Monday – Friday, 8 a.m. – 4:30 p.m.)	703-449-8989
Email	ncssaccregistration@fairfaxcounty.gov
Billing	703-324-3811
FAX	703-324-3007
TTY (Virginia Relay)	711



Registration Address

12011 Government Center Parkway, Suite 936 Fairfax, Virginia 22035

Fairfax County Federal Tax ID Number

54-0787833

Neighborhood and Community Services Website & Center Locations

www.fairfaxcounty.gov/NCS

Fairfax County is committed to non-discrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations made upon request; call 703-324-4600.
TTY 711. A Fairfax County, VA publication. Printed: August, 2026.

