

WCPSS Before School Program Parent Information

The After-School Program operates from the close of the regular school day until 6:00 p.m. Children enrolled in the regular day program may enroll in the after-school program. Students must have turned 5 years of age on or before August 31 of the present school year to be served in the After School Program. This program does not serve preschool children.

PROGRAM POLICIES AND PROCEDURES

Program Participation: All students (kindergarten and above) are eligible to participate in the WCPSS Childcare program at the school in which they are currently enrolled. Parents/guardians must acquaint themselves with the program policies and procedures and determine if the program parameters meet the needs of their child and family schedule.

Principals have the option to include other WCPSS students (kindergarten or above) enrolled at another school. Inclusion of students from another school must not interfere with:

- Safe operation of the program
- The ability of the program to provide required staffing levels for safe supervision of students
- Waiting list slots for students enrolled at the school

Staff Ratio: WCPSS Childcare programs are staffed at a minimum of 2 program staff members at all times, with a recommended ratio of 1 program staff to 25 student participants. The staff ratio is designed to be a guideline.

Departure of Children: Parents are required to enter the school to pick up their children from After School Programs and **sign them out at departure**. Children are released to designated adults only. Parents are to advise the school of any changes that may need to be made for someone other than the designated adult to pick up their child.

Scheduled Early Release Days: The After School Program will start at the time of early release dismissal and extend until regular closing time.

Inclement Weather Procedures:

- If school closes early due to inclement weather, the After School program will not operate. Parents are to pick up their children as soon as possible.
- If Wake County cancels school due to inclement weather, the After School Program will not operate. The program will operate on the make-up day(s) designated by the Board of Education.
- If the Superintendent cancels all after school activities, the after school program will not operate. Parents are to pick up their children at the close of school.

Inclement Weather Credits

- Credits/Refunds are not given when the After School Program is cancelled due to early dismissal or cancellation of after school activities by the Superintendent.
- When an entire school day is cancelled due to inclement weather, the After-School Program will operate on the school make-up day. No credit or refund will be made for those days. If the principal makes a decision to not offer the childcare program on the make-up day, a credit is due. The principal is responsible for notifying parents about the decision to not offer the program.
- When the Board of Education decides to make up inclement weather days outside of the predetermined make up days, refunds/credits will be determined by the WCPSS leadership team.
- For Early Release Only participants, a refund will be issued if the Board of Education cancels early release days.

In Case of Illness: If a child becomes ill, the parent, or designated adult, will be called to pick up the child as soon as possible. All parents must provide an emergency number, which can be called, if the parent cannot be reached. In addition, the name of the child's family physician is kept on file at program site. The child will be kept comfortable and watched until someone arrives. Slight injuries that occur will receive first aid. If a child contracts a communicable disease other than a cold, parents should notify the school.

Discipline Procedures: It is important that children respect themselves, other people, and property. Discipline should be viewed in a very positive manner with appropriate activities, mutual respect, adequate planning, and consistent supervision contributing to a climate in which self-discipline can flourish.

The teacher will set aside time during the first week of school to develop and discuss guidelines, procedures and rules with the children. These will be reviewed as necessary throughout the school year

Occasionally, children will need to be removed from a situation when they cannot act appropriately. The student may be taken to the office or another place to regain his/her composure.

If problems with a child seem to arise frequently, the parent will be notified and a conference scheduled to discuss these concerns. Persistent and/or severe misbehavior may result in the child being withdrawn from the program. **Please see the *Discipline Policy and Behavior Management Policy* for parent's signature.**

Enrollment Information: Parents fill out a WCPSS After School Registration Form to enroll their child. Forms are available in the school office. There is a registration fee of \$15 per child. Registration fees are collected every time a student enters or reenters the program. Registration fees are not refunded.

If a parent wishes to end their child's enrollment in the program, an Enrollment Termination Form must be completed by the parent. Payments are not refunded if termination occurs before the end of the payment period without notice. With advance notice the program coordinator is allowed to offer an "adjusted tuition rate" for students who enter the program or leave the program between payment periods. The "adjusted tuition rate" is calculated by dividing the monthly fee by 20 to calculate the daily rate. Apply the daily rate to the number of days the student will be/was in the program.

Activities: Supervised activities such as games, stories, music, arts and crafts, and outside play are offered. Students may also do homework, however at least three different activities will be provided. In addition, field trips may be planned or resource people brought in on special days.

Fees: Fees are due on the dates designated on the WCPSS payment schedule for each school calendar. Fees are not prorated for any reason including a child's illness, family vacation, or change in the work schedule, etc. Fees will vary depending on the opening/closing times for a school. Each payment covers 20 school days. You do not pay for teacher workdays, track out days, or holidays when children are not in school. School is in session for a total of 180 days. The full fee is due regardless of the number of days the child is absent from the program for illness, family trips, etc.

Cash cannot be accepted. Checks are made payable to the school with the children's name and grades written on the bottom of checks. If a check is returned from the bank, parents will make all future payments with a certified check or money order. There is a **\$10** fee for returned checks.

Late Payments: If payment is not made by the late date on the payment schedule, a reminder notice will be sent, and a \$10 "late payment" fee will be charged. If payment is not made within five business days of the late date the student shall be withdrawn from the program. Any past due fees are still required to be paid.

Non-Sufficient Fund Checks (NSF): Non-sufficient fund checks are held until a money order is received by the program to cover the amount of the check. **Cash cannot be accepted.** Parents will pay a \$10.00 charge for the NSF check. Parents will be notified immediately upon receipt of the NSF notice and shall have ten school days in which to pay the charge in full. If the charge is not paid in full by the end of the ten days, the child will be withdrawn from the program. **Once a NSF check is returned to the program, parents are required to make all future payments by money order, on-line or certified check..**

Late Pick-Up Fee: \$5.00 per 15 minutes after 6:00 p.m., \$10.00 per 15 minutes after 6:30 p.m. Excessive instances of late pick-up may result in termination of program participation by the principal.

WCPSS Before/After Childcare Discipline and Behavior Management Policy

North Ridge Elementary School

Discipline and Behavior Management Policy

The WCPSS Code of Student Conduct applies to all programs operated by WCPSS and occurring on school campuses. The Code of Student Conduct is outline in the *WCPSS Student Handbook*.

Praise and positive reinforcement are effective method of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

We:

1. DO praise, reward and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environments to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use shore supervised periods of "time-outs."
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. DO NOT make fun of, yell at, or threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children with bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting or sleeping..
6. DO NOT leave the children alone unattended or without supervision.
7. DO NOT leave the children in locked rooms, closets or boxes as punishment.
8. DO NOT criticize, make fun or otherwise belittle children's parents, families, or ethnic groups.

Discipline Procedures:

It is important that children respect themselves, other people and property. Discipline should be viewed in a very positive manner with appropriate activities, mutual respect, adequate planning, and consistent supervision contributing to a climate in which self-discipline can flourish.

The Coordinator will set aside time during the first week to develop and discuss guidelines, procedures and rules with the children. These will be reviewed as necessary throughout the school year.

Occasionally children will need to be removed from a situation when they cannot act appropriately. The Coordinator should be contacted to assist with these situations in order to minimize disruption to the childcare program. The student may be taken to the office or another place to regain his/her composure.

If problems with a child seem to arise frequently, the parent will be notified and a conference scheduled to discuss these concerns. Persistent and/or severe misbehavior may result in the child being withdrawn from the program.

“Time-Out”

“Time-out” is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space, usually a chair, is located away from classroom activity but within the teacher’s sight. During “time-out”, the child had a chance to think about the misbehavior, which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College

I, the undersigned parent or guardian of _____
(Child’s full name), do hereby state that I have read and received a copy of the facility’s Discipline and Behavior Management Policy and that the facility’s direct/coordinator (or other designed staff member) had discussed the facility’s Discipline and Behaviors Management Policy with me.

Date of Child’s Enrollment: _____

Signature of Parent or Guardian: _____ Date: _____

Distribution: one copy to parent(s)
Signed copy in child’s facility record.

Before and After School Programs Parent Payment Schedule Traditional Calendar

<u>Payment Due Date</u>	<u>Late After</u>	<u>20-Day Period Covered</u>
August 27, 2018	August 31, 2018	August 27-September 25, 2018
September 26, 2018	October 2, 2018	September 26-October 23, 2018
October 24, 2018	October 28, 2018	October 24-November 27, 2018
November 28, 2018	December 4, 2018	November 28 –January 4, 2019
January 7, 2019	January 11, 2019	January 7-February 5, 2019
February 6, 2019	February 12, 2019	February 6-March 7, 2019
March 11, 2019	March 15, 2019	March 8-April 5, 2019
April 8, 2019	April 12, 2019	April 8-May 13, 2019
May 13, 2019	May 17, 2019	May 14-June 11, 2019

Payments are due on the preceding due dates for a total of nine equal payments. Each payment covers 20 school days. You do not pay for teacher workdays, track out days, or holidays when children are not in school. School is in session for a total of 180 days. The full monthly fee is due regardless of the number of days the child is absent from the program for illness, family trips, etc.

Late Payments: If payment is not made by the late date on the payment schedule, a reminder notice will be sent, and a \$10 “late payment” fee will be charged. If payment is not made five days after the “late after” date, the student shall be withdrawn from the program. Any past due fees are still required to be paid.

Non-Sufficient Fund Checks (NSF): Non-sufficient fund checks are held until a money order is received by the program to cover the amount of the check. **Cash cannot be accepted.** Parents will pay a \$10.00 charge for the NSF check. Parents will be notified immediately upon receipt of the NSF notice and shall have ten school days in which to pay the charge in full. If the charge is not paid in full by the end of the ten days, the child will be withdrawn from the program. **Once a NSF check is returned to the program, parents are required to make all future payments by money order, certified check or on-line credit card.**

Late Pick-Up Fee: \$5.00 per 15 minutes after 6:00 p.m., \$10.00 per 15 minutes after 6:30 p.m. Excessive instances of late pick-up may result in termination of program participation by the principal.

Wake County Public Schools 2017-18 Before/After School Care Program Fee Schedules

Fee Schedule					
School Starts	Before School Starts	Before School Ends	Pay Period Fee	Registration	Yearly Fee (Including Registration)
9:15	6:45	8:45	\$110.00	\$15.00	\$1005.00
Daily Rate Fee Schedule					
Before School Starts	All Mondays	All Tuesdays	All Wednesdays	All Thursdays	All Fridays
6:45	\$20.17	\$23.22	\$21.39	\$23.22	\$22.00

AFTER School Program					
Fee Schedule					
School Ends	After School Starts	After School Ends	Pay Period Fee	Registration	Yearly Fee (Including Registration)
3:45	4:00	6:00	\$114.58	\$15.00	\$1046.22
Daily Rate Fee Schedule					
After School Starts	All Mondays	All Tuesdays	All Wednesdays	All Thursdays	All Fridays
3:15	\$20.17	\$23.99	\$21.39	\$23.22	\$25.82

- Children enrolled in a Daily Rate Program can attend ONLY on the days of the week they are registered for. Days of the week cannot be exchanged.
- This fee schedule includes all Early Release Days.

Wake County Public Schools 2017-18
Early Release Only
After-School Program Fee Schedule

Early Release-Only programs operate in conjunction with established WCPSS After School programs. The program cost includes **all six** Early Release Days in the school calendar. If you are interested in this program and your school already operates a Monday through Friday After-School tuition program, please contact your child's school for more information.

Regular Dismissal	Early Release Dismissal	After School Ends	Fee	Registration	Total Due
3:45	1:15	6:00	\$74.25	\$15.00	\$89.25

WCPSS schools with established After School Programs now have the ability to offer an after school program on Early Release days. This is in place to support parents needing childcare on the six early release days built into the school calendar. Schools will use the approved Early Release-Only Fee Schedule. All program policies and procedures used for the Monday-Friday program apply to the Early Release-Only program.

The Early Release-Only Program is not a drop-in program. Parents must enroll for the year to take advantage of childcare on all Early Release Days. Parents must pay a registration fee of \$15.00 for the program. **The entire amount for the six-day program is due by the first payment period due date for the year.** Late fees apply.

WCPSS Before School Program Student Registration

School Year: _____

Student Start Date: _____

There is a \$15.00 registration fee per applicant. Please make check payable to the school. Put your child's name on the check.

Student ID (required) _____

Student First Name _____

Student Last Name _____

Name Student is to be called _____

Homeroom Teacher _____ Grade Level _____ Track _____

Date of Birth _____

Home Address:

Street _____

City _____

Zip _____

Primary Parent/Guardian First Name _____

Last Name _____

Address is the same as child: yes no

If different:

Street _____

City _____

Zip _____

Please include all applicable phone numbers, and check one for primary contact:

Home Phone (_____) _____ - _____

Day Phone (_____) _____ - _____

Cell Phone (_____) _____ - _____

Primary email to send receipts _____@_____

Place of employment _____

Secondary Parent/Guardian First Name _____

Last Name _____

Address is the same as child: yes no

If different:

Street _____

City _____

Zip _____

Please include all applicable phone numbers, and check one for secondary contact:

Home Phone (_____) _____ - _____

Day Phone (_____) _____ - _____

Cell Phone (_____) _____ - _____

Secondary email _____@_____

Check those that apply:

- Monday-Friday Program
- PLT Days-Staff Only

Daily Rate Program

- All Mondays
- All Tuesdays
- All Wednesdays
- All Thursdays
- All Fridays

**WCPSS Before and After-School Programs
After School Parent Information Continued...**

In case of emergency, notify the following person(s) if parents/guardians cannot be reached:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Names of Individuals to Whom the Program Staff May Release the Child as Authorized by the Person Who Signs the Application:

Does your student have allergies or chronic illnesses? If yes what are they?

Does your student take medications and/or have a medical plan on file with the school? If yes, please explain.

Please give any other information that you would like the Before School Program staff to know about your student (special interests, fears, behaviors, custody arrangements, etc.).

My signature indicates that I have received, read and understand the information outlined in:

- the *Before School Fee Schedule and Payment Schedule*
- the *Before School Parent Information*, and
- the *Discipline and Behavior Management Policy*

Parent/Legal Guardian Signature

Date: _____

Distribution: Original signed registration kept in program files; Copy of signed registration given to parent