

# **WCPSS Before School Program Parent Information**

## **PROGRAM OVERVIEW**

**The Before-School Program** provides a safe, stimulating environment for students whose family situations require student supervision before school hours. Students who attend the regular day program are eligible for enrollment in the Before-School Program. Start hours for Before School Programs are determined by the school. The typical program ends 30 minutes before the beginning of the instructional day.

Students must be enrolled in kindergarten of the present school year to be served in the Before School Program. This program does not serve preschool children.

## **PROGRAM POLICIES AND PROCEDURES**

**Program Participation:** All students (kindergarten and above) are eligible to be enrolled 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 to achieve safety for all participants. There is a maximum ratio of 1 adult to 25 students.

### **Arrival of Children:**

Upon arrival, parents are required to enter the school to drop their children off. **Parents must sign them in.**

### **Inclement Weather and Other System Closures Procedures**

- If Wake County cancels school due to inclement weather, the Before School Program will not operate. The program will operate on the make-up day(s) designated by the Board of Education.
- If Wake County delays the opening of school due to inclement weather, the Before-School Program will be delayed the same amount of time that the opening of school is delayed.

### **Inclement Weather and Other System Closures Credits/Refunds**

- When an entire school day is cancelled due to inclement weather, the Before-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 other system closures, action regarding credits/refunds will be determined by the WCPSS leadership team.

### **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 the 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.

### **Behavior Management Procedures:**

It is important that children respect themselves, other people, and property. Redirections 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 *Behavior Management Procedures*.**

**Enrollment Information:**

Parents fill out a WCPSS Before School Registration Form to enroll their child. 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 in between payment periods. The "adjusted tuition rate" is calculated by dividing the monthly fee by the number of days in the payment period. The parent will be charged based on the number of days remaining in the payment period.

**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, on site 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. You do not pay for teacher workdays, track out days, or holidays when children are not in school. 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, on-line, 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 or on-line payment 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 credit card or certified check.**

# WCPSS Before/After Childcare Behavior Management Procedures

School Name: **Briarcliff Elem.**

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

**Praise and positive reinforcement are effective methods to ensure a safe, inclusive, and positive environment for children. When children receive positive 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 behavior management policy.**

## We Do:

1. Praise, reward and encourage children
2. Redirect and set limits for children
3. Model appropriate behaviors for children
4. Modify classroom environments and activities to prevent problems from occurring
5. Treat children with respect and listen to their needs, desires, and feelings
6. Coach replacement behaviors for children behaving inappropriately
7. Ignore minor misbehaviors
8. Explain things to children at their developmental level
9. Use short, supervised periods of "Time-Out"
10. Remain consistent with procedures and expectations for all children

## We Do Not:

1. Spank, shake, bite, pinch, pull, hit, or otherwise physically punish children
2. Make fun of, yell, threaten, use sarcasm, profanity, or otherwise verbally abuse children
3. Shame or punish children when bathroom accidents occur
4. Deny food or rest as punishment
5. Leave children alone or isolated without supervision
6. Allow children to discipline other children
7. Criticize, make fun of, or otherwise belittle parents, families, or ethnic groups

## Behavior Management Procedures:

It is important that children respect themselves, other people and property. Behavior management should be viewed in a 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, rules and expectations with children. These will be reviewed as necessary throughout the school year.

Occasionally children will need to be removed from a situation when they cannot behave appropriately or in a safe manner. 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 the 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 redirection interventions. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out", the child has 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 will discuss the incident and coach more appropriate replacement behaviors 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 to all children.

**\*\*Ensure each parent is provided this document upon signing the registration form**



<u>Payment Due Date</u>	<u>Late After</u>	<u>Period Covered</u>
August 23, 2021	August 27, 2021	August 23-September 22, 2021
September 23, 2021	September 29, 2021	September 23-October 21, 2021
October 22, 2021	October 29, 2021	October 22-November 23, 2021
November 29, 2021	December 3, 2021	November 29 –January 7, 2022
January 10, 2022	January 14, 2022	January 10-February 8, 2022
February 9, 2022	February 15, 2022	February 9-March 10, 2022
March 11, 2022	March 17, 2022	March 11-April 18, 2022
April 18, 2022	April 22, 2022	April 19-May 17, 2022
May 18, 2022	May 24, 2022	May 18-June 10, 2022

Payments are due on the preceding due dates for a total of nine payments. Eight payments cover 20 school days. The ninth payment covers 17 school days. School is in session for a total of 177 days. You do not pay for teacher workdays, track out days, or holidays when children are not in school. 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.

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# WAKE COUNTY PUBLIC SCHOOL SYSTEM

## Wake County Public Schools 2021-22 Before-School Program Fee Schedule

Schools starts	Before School Starts	Before School Ends	Pay Period Fee	Registration	Yearly Fee (including Registration)
8:10	6:30	7:40	\$63.28	\$15.00	\$584.52
8:15	6:30	7:45	\$67.60	\$15.00	\$623.40
8:30	6:30	8:00	\$81.13	\$15.00	\$745.13
9:05	6:30	8:35	\$112.49	\$15.00	\$1027.44
9:10	6:30	8:40	\$117.36	\$15.00	\$1071.25
9:15	6:30	8:45	\$121.69	\$15.00	\$1110.19
9:20	6:30	8:50	\$126.01	\$15.00	\$1149.13

Schools starts	Before School Starts	Before School Ends	Pay Period Fee	Registration	Yearly Fee(including Registration)
7:45	6:45	7:15	\$27.04	\$15.00	\$258.36
8:10	6:45	7:40	\$49.76	\$15.00	\$462.81
8:15	6:45	7:45	\$54.08	\$15.00	\$501.72
8:30	6:45	8:00	\$67.60	\$15.00	\$623.44
9:05	6:45	8:35	\$98.97	\$15.00	\$905.73
9:10	6:45	8:40	\$103.84	\$15.00	\$949.56
9:15	6:45	8:45	\$108.17	\$15.00	\$988.53
9:20	6:45	8:50	\$112.49	\$15.00	\$1027.41

Schools starts	Before School Starts	Before School Ends	Pay Period Fee	Registration	Yearly Fee (including Registration)
8:10	7:00	7:40	\$36.24	\$15.00	\$341.16
8:15	7:00	7:45	\$40.56	\$15.00	\$380.04
8:30	7:00	8:00	\$54.08	\$15.00	\$501.72
9:05	7:00	8:35	\$85.45	\$15.00	\$784.05
9:10	7:00	8:40	\$90.32	\$15.00	\$827.88
9:15	7:00	8:45	\$94.65	\$15.00	\$866.85
9:20	7:00	8:50	\$98.97	\$15.00	\$905.73

- The fee schedule is based on an hourly rate of \$ 2.75 per hour. A starting time that is earlier than 7:00 a.m. will be contingent on enrollment and availability of staff. A minimum of 30 students and sufficient staff members are needed to operate the program.
- Payments are spread out over 9 pay periods.
- Registration fee is \$15.00 per child and is non-refundable unless the program does not operate prior to school opening.
- Returned check fee is \$10.00 and late check fee is \$10.00
- Fees reflect before school program ending 30 minutes before the start of the instructional day

(Hourly Fee approved by WCPSS Board of Education 3/02/2010.)

April 2021

## Before-School Program Daily Rate Fees 2021-2022

### Traditional Calendar

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.

School Starts	Before School Starts	All Mondays (32)	All Tuesdays (36)	All Wednesdays (37)	All Thursdays (36)	All Fridays (36)
7:45	6:30	\$7.33	\$8.25	\$8.84	\$8.25	\$8.25
	6:45	\$4.84	\$5.50	\$5.65	\$5.50	\$5.50
8:10	6:30	\$11.44	\$12.87	\$13.23	\$12.87	\$12.87
	6:45	\$9.00	\$10.12	\$10.40	\$10.12	\$10.12
	7:00	\$6.55	\$7.37	\$7.57	\$7.37	\$7.37
8:15	6:30	\$12.20	\$13.72	\$14.10	\$13.72	\$13.72
	6:45	\$9.78	\$11.00	\$11.31	\$11.00	\$11.00
	7:00	\$7.32	\$8.24	\$8.47	\$8.24	\$8.24
8:30	6:30	\$14.67	\$16.50	\$16.96	\$16.50	\$16.50
	6:45	\$12.22	\$13.75	\$14.13	\$13.75	\$13.75
	7:00	\$9.78	\$11.00	\$11.31	\$11.00	\$11.00
9:05	6:30	\$20.34	\$22.88	\$23.52	\$22.88	\$22.88
	6:45	\$17.89	\$20.13	\$20.69	\$20.13	\$20.13
	7:00	\$15.45	\$17.38	\$17.86	\$17.38	\$17.38
9:10	6:30	\$21.22	\$23.87	\$24.53	\$23.87	\$23.87
	6:45	\$18.77	\$21.12	\$21.71	\$21.12	\$21.12
	7:00	\$16.33	\$18.37	\$18.88	\$18.37	\$18.37
9:15	6:30	\$22.00	\$24.75	\$25.44	\$24.75	\$24.75
	6:45	\$19.56	\$22.00	\$22.61	\$22.00	\$22.00
	7:00	\$17.11	\$19.25	\$19.78	\$19.25	\$19.25
9:20	6:30	\$22.78	\$25.63	\$26.34	\$25.63	\$25.63
	6:45	\$20.34	\$22.88	\$23.52	\$22.88	\$22.88
	7:00	\$17.89	\$20.13	\$20.69	\$20.13	\$20.13

The fee is based on an hourly rate of \$2.75 per hour. Registration fee is \$15.00 per child. Returned check fee is \$10.00. Late check fee is \$10.00

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

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Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

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**WCPSS Before School Program  
Student Registration**

School Year: **21-22**  
Student Start Date: \_\_\_\_\_

Check those that apply:  
**Monday-Friday Program**  
**Daily Rate Program**  
All Mondays  
All Tuesdays  
All Wednesdays  
All Thursdays  
All Fridays

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 \_\_\_\_\_@\_\_\_\_\_

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 *Behavior Management Procedures*

\_\_\_\_\_  
Parent/Legal Guardian Signature Date: \_\_\_\_\_

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