

## **WCPSS After 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 be enrolled in kindergarten 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 to achieve safety for all participants. There is a maximum ratio of 1 adult to 25 students.

**Departure of Children:** Parents are required to enter the school to pick up their children. **Parents must 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.

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

- If school closes early, the after school program will not operate. Parents are to pick up students in alignment with the closing of the school for all students.
- If Wake County cancels school, the after school program will not operate. In the case of inclement weather, 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 and Other System Closures Credits/Refunds**

- 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 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 After 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 between payment periods. Typically, 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 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.