

WCPSS Before School Program Student Registration

School Year **2024-2025**
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 \$85.45

Daily Rate Program
 All Mondays \$14.97
 All Tuesdays \$17.86
 All Wednesdays \$18.35
 All Thursdays \$17.86
 All Fridays \$16.41

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*

_____ Date: _____

Parent/Legal Guardian Signature

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

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, with a **supervising** ratio of 1 program staff to 25 student participants. Due to additional tasks and responsibilities that, at times, may not permit the coordinator to be actively supervising students at all times, the coordinator does not count towards the 1:25 staff to student ratio.

Arrival of Children:

Upon arrival, parents are required to enter the school to drop their children off for Before School Programs. **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 canceled 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.

WCPSS Before School Program Parent Information

- 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 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. 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 in between payment periods. The "adjusted tuition rate" is calculated by dividing the monthly fee by the number of days in the payment period 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:

WCPSS Before School Program Parent Information

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, 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.

If space in the program permits, a student that is removed from the program for lack of timely payment will be allowed to return to the program when the payment amount owed is paid in full. If a student is removed from the program more than once for lack of timely payment, the student *may* be allowed to return to the program after the payment owed has been paid in full at the principal's discretion.

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.**

Wake County Public Schools 2024-2025 Before-School Program Fee Schedule

School Starts	Before School Starts	Before School Ends	Pay Period Fee	Registration	Yearly Fee
9:05	7:00	8:35	\$85.45	\$15.00	\$784.05



Wake County Public Schools 2024-2025 Before School Program-Daily Rate Fees

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.

Traditional Calendar Fees per Payment Period (9 even payments)

School Starts	Before School Starts	All Mondays (31)	All Tuesdays (37)	All Wednesdays (38)	All Thursdays (37)	All Fridays (34)
9:05	7:00	\$14.97	\$17.86	\$18.35	\$17.86	\$16.41

- 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 evenly 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.)

**Before and After School Programs
Parent Payment Schedule
Traditional Calendar 2024-25**



Payment Due Date	Late After	Period Covered
August 27, 2024	September 3, 2024	August 27-September 25, 2024
September 26, 2024	October 2, 2024	September 26-October 25, 2024
October 28, 2024	November 4, 2024	October 28-December 2, 2024
December 2, 2024	December 6, 2024	December 3 –January 10, 2025
January 13, 2025	January 17, 2025	January 13-February 11, 2025
February 11, 2025	February 19, 2025	February 12-March 12, 2025
March 13, 2025	March 20, 2025	March 13-April 21, 2025
April 21, 2025	April 25, 2025	April 22-May 20, 2025
May 21, 2025	May 28, 2025	May 21-June 13, 2025

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 by 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.

3 Late Pick-Ups will result in a warning. 6 or more Late-Pick-Ups will result in termination from the program.

Safe Arrival and Departure Procedures

- Upon arrival, all children must be accompanied inside the facility by an adult.
- Staff must be notified of the child's arrival.
- Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving. (Use sign-in roster in the morning and sign-out roster in the afternoon)
- Authorization is required in writing when anyone other than the designated adult arrives to pick up the child.
- When a child is transported by the facility to the child's home, an adult must be available to receive the child from the bus or van.
- Children must never be left unattended.

WCPSS Before/After Childcare Behavior Management Procedures

School Name: Poe Magnet Elementary School

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**