



# Before/After School Care 2018-2019

## PARENT HANDBOOK



**Transylvania County Schools is an equal opportunity organization and does not discriminate on the basis of race, color, religion, disability, sex, age, or national origin in its employment, programs or activities.**

*State regulations require that students be signed in each day by parent or guardian for before school program.*

*All students must be signed out by a parent or guardian upon departure.*

*We may release a child only to parents or to individuals authorized on the emergency form.*

*We must release students to either parent unless a court order limiting custody is on file with the site director. If your custody situation changes, we will need written notification.*



The Before and After School Program is not a regular program of the Transylvania County Schools and is not supported by school funds; however, it is directed by the Elementary Grades Curriculum Office. If at any time you have questions or problems, please feel free to contact that office at 884-6173.

## **Welcome to the Before and After School Program**

Family well-being can be assisted when parents know their children are well cared for. The Before and After School Programs are designed to meet this need with conveniently located, well-staffed sites. The programs strive to provide both indoor and outdoor recreational activities for your child. Children will be allowed time to work on homework at parents' request, but the programs are not designed to be a tutorial service.

## **Locations**

Transylvania County schools presently offer Before and After School Programs at the following schools:

Pisgah Forest School (before and after school)	Phone: 885-6688
Rosman Elementary (after school only)	Phone: 885-6734

## **Hours**

Before School:	6:45 am - 7:45 am
After School:	3:00 pm - 6:00 pm

The Before and After School Program begins on the first full student attendance day in August. The program will not operate on scheduled holidays, early dismissals due to inclement weather, or teacher workdays.

## Registration

All children in the Transylvania County Schools Before and After School Program must be registered with the site director. Each child enrolled must have a medical release form and an emergency information card on file with the program site director. Transylvania County Schools Before and After School Program serves students K-5th grade under the age of twelve. A **non-refundable** registration fee of \$25 is required at the time of registration for the After School Program.

## Staff

We provide one adult staff person per twenty (20) children. The site director at each location is on site during operating hours. Conferences with directors should be scheduled in advance.

## Medication Administration

Should it be necessary for your child to receive medication at the Before or After School Program, the procedure below must be followed:

1. Medicine must be brought in the original container.
2. The child's name must be on the container.
3. Medication form must be signed by parent and doctor.

## Before and After School Program Fees

**Per Child / Per Day**  
**AM Care - \$4.00/Day**  
**PM Care - \$12.00/Day**

## Payment Terms

**All payments, either weekly or daily, are to be made in advance.** Credit will be given on the following week if a student is absent. ***No refund will be made if a child is suspended.***

If an account is not cleared by Friday of the current week the child attended, the child affected will not be allowed to return to the program until the account is settled in full. Salaries, supplies, and refreshments are dependent on parents' prompt payments.

A late fee of \$1.00 per child per minute will be charged on a daily basis to parents picking up children after 6:00 pm. ***Repetition of late pickup will result in a child being dismissed from the program.*** A returned check fee of \$30 will be charged for all checks returned and stamped insufficient funds.

***When a child is taken to day care and signed in due to a parent's failure to pick him up, the parent will be charged the daily fee if the child is in the program for 10 minutes or more.***

**Receipts will be given with each payment. Please keep all receipts. It will be the responsibility of the parent to maintain actual fees paid for tax purposes.**



## **DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY**

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive nonviolent, 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 center will practice the following discipline and behavior management policy.

### **We Do**

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

### **We Do Not**

1. spank, shake, bite, pinch, punch, pull, slap or otherwise physically punish the children.
2. make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. shame or punish the children when bathroom accidents occur.
4. deny food or rest as punishment.
5. relate discipline to eating, resting or sleeping.
6. leave the children alone, unattended, or without supervision.
7. place children in locked rooms, closets, or boxes as punishment.
8. allow discipline of children by children.
9. criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.

### **Program Rules**

**All students will.....**

**treat staff and fellow students with respect.**

**behave so as not to be a threat to the safety of themselves or others.**

**respect property.**

**exhibit socially appropriate behavior.**

**follow school regulations for bathroom and hall behavior.**

## Special Weather-Related School Closings

It is very important for you to inform our personnel of the name and phone number of the person who will pick up your child if the program is forced to close when weather conditions are threatening. When it snows, the phone lines at the school are so busy that it may be impossible for you to send word to your child. Please be prepared. We suggest that you establish with your child what he/she should do if school is dismissed early and inform our personnel of your plans in writing.

**If the School Closes Early Due to Weather Conditions . . .** the After School Program *will not* operate.

**If the School Opening is Delayed . . .** the Pisgah Forest Elementary Before School Program *will not* operate. Pisgah Forest Elementary has the only Before School Program.

**If Saturday School Is Required. . .** there *will be no* Before or After School Services Provided.

**If School is Cancelled . . .** the Before and After School Program *will not operate*.

The After School Program will operate on all early dismissal days from 12:00 - 6:00 p.m. with exception to inclement weather. The program **will not** operate on the last day of school.



## Phones

Each program has access to a telephone for emergency use. All incoming calls at our school sites go through the school office. This adds additional work for school secretaries and principals. Please do not call the school to have a message delivered to your child unless it is an emergency.

## Minimum Enrollment

Programs must be self-sustaining. A minimum enrollment at each site is needed to offset costs. If a site is not self-sustaining Transylvania County Schools may not be able to offer an After School Program at that site.

## Snacks

A snack is provided for each child every afternoon.

## Accident Insurance

The program does not provide accident insurance. All students must be covered by personal policy held by parents or by the optional school insurance offered through Transylvania County Schools. Parents are responsible for all medical charges.

## Legal Custody

By law we must release a child to *either* parent unless a court order limiting custody is on file with the site director.

## Staff

The administrator of a child care center must be at least 21. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must also undergo a criminal records background check.

## Health and Safety

Children must be immunized on schedule. Each center must ensure the health and safety of the children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.



## Behavior/Discipline

It is important to us that your child is cared for in a safe, friendly environment; so we *strictly* enforce our behavior policies. Children are required to comply with all regular school rules and regulations. Each child must have a signed discipline form on file with the program site director. Discipline will be handled by the site director, the program assistants, and, in some cases, by the school principal or assistant principal.

Discipline strategies include talking to the child about the problem, removing the child from the group, limiting privileges, and/or consulting with parents. Parents contacted about behavior problems are expected to cooperate with staff in assuring the elimination of inappropriate behavior. **Corporal punishment is not an alternative for the Before and After School Program staff.**

## Suspension for Disciplinary Problems

We will make every effort to accommodate your child in this program; however, all students must abide by program rules. When any student fails to follow rules or when his behavior poses a physical or psychological threat to himself, fellow students, or staff, his parents will receive a written warning. A second offense will cause the student to be suspended for 3 days. A third offense will result in a 2 week suspension. Following a 2 week suspension, a repetition of inappropriate behavior will result in permanent suspension.

The Day Care Program may suspend a student without prior warning in cases of extreme or serious violations.

***Fees are not refunded if a child is suspended***