

**TRANSYLVANIA COUNTY SCHOOLS
BEFORE AND AFTER SCHOOL DAY CARE PROGRAM**

APPLICATION AND EMERGENCY CARD FOR 2016 - 2017 SCHOOL YEAR

Child's Name _____ Home Phone _____ Date Enrolled _____

Registration Fee \$25.00: Cash _____ or _____ Check _____

Date of Birth _____ Grade _____ Teacher _____

Child's Address _____

Directions to Child's Home _____

Father/Guardian _____ Employed by _____

Work Hours _____ Business Phone _____ Cell Phone _____ Email Address: _____

Mother/Guardian _____ Employed by _____

Work Hours _____ Business Phone _____ Cell Phone _____ Email Address: _____

Legal Custody of Child _____ Court Order on file? Yes _____ No _____

Doctor _____ Telephone _____

Dentist _____ Telephone _____

Hospital preference when possible _____

Allergies or other known medical problems _____

Other information and helpful comments _____

Persons authorized to pick up child or to be contacted in case parents cannot be reached.

***Two names are mandatory.**

*Name _____ Telephone/cell phone _____

*Name _____ Telephone/cell phone _____

Name _____ Telephone/cell phone _____

Name _____ Telephone/cell phone _____

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.

Parent Permission and Acknowledgement of Discipline Policy

I realize that the program for my child, (child's full name) _____, involves a wide variety of activities including but not limited to: hiking, exploring, games, and sports activities. I grant permission for my child to participate in these activities and agree not to hold the Transylvania County Schools or its employees responsible in case of an accident. Also, I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event neither I nor the family physician can be contacted immediately. For minor injuries, I authorize the after school staff to administer first aid.

I, the undersigned parent or guardian of (child's full name) _____, do hereby state that I have read the center's discipline and behavior management policy (on the back page) and that I have either discussed the policy or feel no need to do so with center personnel.

Signed: _____

Parent or Guardian

Date: _____



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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.

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.

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.

If behavior does not improve, the student will receive a 3 day suspension.

After a three day suspension, continued inappropriate behavior 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 when students are suspended.

The program may refuse to serve students whose parents are repeatedly late picking them up.

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 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.

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.