



**Transylvania
County Schools**

**After School Care
2020-2021**

**PARENT
HANDBOOK**

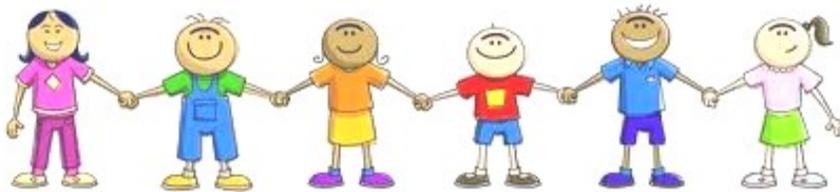


Transylvania County Schools is an equal opportunity organization and does not discriminate on the basis of race, color, religion, disability, sex, age, or national origin in its employment, programs or activities.

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 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.

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.

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

Health and Safety

Children must be immunized on schedule. The 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 will be given opportunity to play outdoors each day, weather permitting.

Nutrition

A prepackaged COVID compliance meal will be served to each child from Transylvania County Schools Department of Child Nutrition.



Welcome to the Before and After School Program

Family well-being can be assisted when parents know their children are well cared for. The After School Program is designed to meet this need with a conveniently located, well-staffed site. The program strives 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 program is not designed to be a tutorial service.

Locations

Transylvania County Schools presently offer an After School Program at the following school:

Pisgah Forest School

Phone: 885-6688

Hours

After School:

3:00 pm - 6:00 pm

The 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.

After School Program Fees
Per Child / Per Day
PM Care - \$12.00/Day

Registration

All children in the Transylvania County Schools 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 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.

*****Registration for 2020-2021**

Due to COVID restrictions, we are limiting our numbers to 20 for each day (20 students for M/W; 20 students for T/Th). These spots will be filled on a first come first serve basis. Act quickly! If you register (\$25 fee), it is expected that your child regularly attends. It is imperative that we keep the contact between students consistent. Thank you in advance for working with us in this matter.

Staff

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

Phones

The program has access to a telephone for emergency use. All incoming calls at our school site go through the school office until 5 pm. This adds additional work for the school's secretaries and principal. Please do not call the school to have a message delivered to your child unless it is an emergency.

Pick up

Please ring the doorbell at the side door . A sign out sheet will be at that entrance for you to sign your child out as we are following safety procedures for COVID-19.

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.

Special Weather-Related School Closings

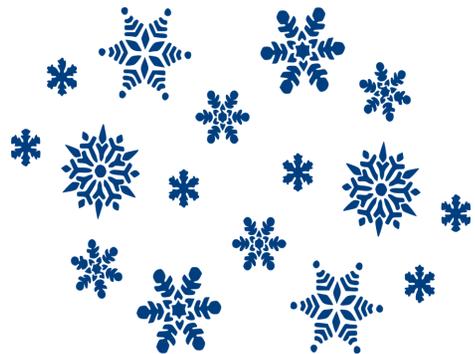
It is very important for you to inform our personnel of the name and phone number of the person who will pick up your child if the program is forced to close when weather conditions are threatening. When it snows, the phone lines at the school are so busy that it may be impossible for you to send word 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 Saturday School Is Required. . . there *will be no* After School services provided.

If School is Cancelled . . . the 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.



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.

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.

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.