

Surry County Schools



Childcare Program Parent Handbook

Statement of Purpose

The purpose of the Surry County Before and After School Childcare Program is to provide quality care for school-age children. This program provides a convenient location for children to stay while their parents work, since they are housed on the campuses of the school district's elementary schools.

It is our goal to provide an organized, safe, and enjoyable environment that children will enjoy and one with which parents will feel comfortable. Activities are scheduled every day and include: healthy snack, homework assistance, socialization, art, toys, games, and outdoor play.

Mission Statement

The Surry County Before and After School Childcare Program exists to provide a safe and caring environment where every child is encouraged to grow through enjoyable activities.

We believe:

- Every child has worth.
- Every child has the ability and need to learn.
- Every child has the right to a safe and caring environment.
- Every parent has the right to affordable and convenient before and after school childcare services.
- Every child has the capacity for self-respect.
- Shared values and common goals shape the culture of successful learning environments for children.

Enrollment Procedures

Parents may obtain enrollment packets by contacting the elementary school principal or childcare staff. All forms must be completed before enrollment is complete. Parents and children are encouraged to visit the childcare location before enrolling their child.

Hours of Operation

Monday through Friday hours of operation:

Before School Care	6:30 - 7:30 AM
After School Care	3:00 - 6:00 PM

Arrival and Dismissal

Children must be signed-in and signed-out each day by a responsible adult. Please do not send another child to pick-up a child. These measures are in place to protect the safety of all children.

Conferences and Visiting

We have an open door policy and hope that you will feel free to visit our programs at any time. Please remember that our staffs' first responsibility is to the children. If you need to speak at length with the principal or childcare staff, please make an appointment. School office phone numbers are as follows:

Cedar Ridge Elementary	336-352-4320
Copeland Elementary	336-374-2572
Dobson Elementary	336-386-8913
Flat Rock Elementary	336-786-2910
Franklin Elementary	336-786-2459
Mountain Park Elementary	336-874-3933
Pilot Mountain Elementary	336-444-8200
Rockford Elementary	336-374-6300
Shoals Elementary	336-325-2518
Westfield Elementary	336-351-2745
White Plains Elementary	336-320-3434

Toys and Possessions

A sufficient number of appropriate games and activities are available at each site. Bringing personal items to childcare is not permissible.

Snacks

Snacks are provided by the Surry County Schools Child Nutrition Department and meet nutritional standards. One snack per day will be provided after school.

Dress

Children and staff follow the Surry County School District's dress code as outlined in the student/parent handbook for elementary grades.

Illness and Accidents

Children who are sick or who have a contagious disease are asked to not attend childcare of the day of their illness. If your child becomes ill while in our care, you will be notified and asked to pick-up him/her. In order to protect the sick child and the other children enrolled, you will need to pick-up your child within one hour of our call to you. Should your child become injured while in our care, first aid will be administered and you will be notified. Medical care will be provided when necessary.

Payment of Fees

Surry County Schools will work to provide the best price possible for childcare. Prices may be subject to change, but a two-week notice will be given if an increase in fees is necessary. Fees are due one week in advance, and remain the same whether a child is present or not, except under conditions listed below:

- Fees will not be charged during a prolonged illness that prohibits attendance to public schools. A prolonged illness is one in which the child is absent from school at least five days.
- Fees will not be charged during a scheduled absence of four or more consecutive full weeks. Prior arrangements must be made for such absences. If attendance is required during such an absence period, parents may either pay full day charges for the time of scheduled absence or the daily drop-in rate.

Should a child be withdrawn from the program and the principal is not given prior notice of such action, the child's slot will be retained for two weeks; fees for these two weeks will accumulate according to the fee schedule. The charges for these two weeks must be paid prior to the child re-enrolling. There is a \$25.00 service charge for returned checks after which the principal may request payment in cash.

Late Fees

A late fee of \$5.00 per child per fifteen minutes, or any part thereof, is payable when children are not picked up within regularly scheduled hours. This charge is payable the day of the tardiness. Habitual tardiness is cause for dismissal from the program. Habitual tardiness is defined as three times in a 30-day period.

Behavior Management

Praise and positive reinforcement are effective methods of behavior management for elementary children. We will not use any form of physical punishment; however, when behavior is out of control, a written report will be sent to parents. At the time of a third written notice to the parents, the child will be suspended for one week, during which the weekly fee must be paid. Upon return to the center, another written discipline report will result in a two weeks suspension; a third written discipline report will be reason for the child to be dismissed from the program.

Misbehaviors that merit a written notice include but are not limited to the following:

- Lack of cooperation
- Fighting, biting, or harming others
- Disrespect toward school personnel
- Inappropriate language
- Rude or discourteous behavior and/or language

Discipline is handled within the program whenever possible. If the school principal becomes involved, he/she has the right to suspend a child as he/she deems necessary.

Inclement Weather Policy

When Surry County Schools are closed because of inclement weather, the childcare program is also closed.

When schools are opening on a delayed schedule for inclement weather, there will be no morning childcare. If schools are closed early for an emergency situation, the childcare program will not open that afternoon; however, on scheduled early dismissal days, the childcare will operate. Parents will be notified when any

change in schedule is necessary. Please be prepared to have your child picked-up early in cases of inclement weather.

We value the safety of you, your children, and our staff and have made these policies to protect all involved. Thank you for your cooperation in these matters.

Other Closings

All holiday schedules apply. If school is closed for holiday or teacher workday, the childcare program will also be closed.

Summary:

North Carolina Child Care Law and Rules

Division of Child Development
North Carolina Department of
Health and Human Services
319 Chapanoke Road
Raleigh, NC 27603

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the

direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours annually including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff must also undergo a criminal records background check. As of December 2008, criminal records rechecks will be done every three years.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age	Teacher : Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

Health and Safety

Children must be immunized on schedule. Each licensed 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.

Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all family child care homes and centers. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during work hours;
- requested via the Division's web site at www.ncchildcare.net; or,
- requested by contacting the Division at 1-800-859-0829.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.

I have read and understand the policies of Surry County Schools Childcare Program, including the discipline policy, and agree to abide by the policies as set forth. I have also received a copy of the N.C. Child Care Law and Rules.

Student Name

School

Parent/Guardian's Signature

Date