

Underwood GT Magnet Elementary

EARLY ARRIVAL PROGRAM PROCEDURES

Welcome to the 2008-2009 School Year. We are glad you have entrusted us to provide your child with early morning care.

Early Arrival Enrollment Procedures:

- Complete the Before-School Program Student Application
- Read and sign the Discipline and Behavior Management Policy
- Complete the Certification of Accident Insurance form.
- Provide a check or money order in the amount of \$71.25 for the first month tuition (Note: this includes a \$10.00 one-time registration fee. Regular monthly tuition is \$61.25 per child.) Please make checks payable to Underwood Elementary. Unfortunately, we cannot accept cash payments.

Upon Arrival at School:

- Students may be signed in as early as 7:00 a.m. beginning the first day of school.
- Parents should park in front of the school and accompany their child into the cafeteria.
- Students are required to be signed in by a designated adult each day.

Payment:

A payment schedule has been included for your records. Please remember that there will be a \$10.00 late fee for tuition received after the 5th business day from the due date.

We look forward to seeing you!!!

Sincerely,

The Early Arrival Staff

WCPSS Before and After School Programs

Before School 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 15 to 20 minutes before the beginning of the instructional day.

Students must have turned 5 years of age by October 16 of the present school year to be served in the Before School Program. This program does not serve preschool children.

PROGRAM POLICIES AND PROCEDURES

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.**

What are *Inclement Weather Procedures*?

The Before-School Program will be delayed the same amount of time that the opening of school is delayed. For example, if school is delayed one (1) hour, then the Before-School Program will be delayed one (1) hour.

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.

Discipline Procedures:

It is important that children respect themselves, other people, and property. Discipline 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 *Discipline Policy and Behavior Management Policy* for parent's signature.**

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 \$10 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. Monthly payments are not refunded if termination occurs before the end of the month 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 20 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.

Monthly Fees:

Monthly 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. Monthly 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 monthly 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 one check is returned from the bank, parents will make all future payments with a certified check or money order. There is a **\$15** 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.

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 \$15.00 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 or certified check.**

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 one check is returned from the bank, parents will make all future payments with a certified check or money order. There is a **\$15** fee for returned checks.

If payment is not received by the fifth of the month, a reminder notice will be sent to parents and a \$10 **"late payment"** fee shall be included in the payment. If payment is not received by the tenth of the month, your child/children shall be removed from the program.

BEFORE AND AFTER SCHOOL PAYMENT DUE DATES

Payment Due Date	Late if payment made after:	Student withdrawn from program if payment is not received by:
August 25, 2008	August 29, 2008	September 8, 2008
October 1, 2008	October 7, 2008	October 13, 2008
November 5, 2008	November 12, 2008	November 18, 2008
December 1, 2008	December 5, 2008	December 11, 2008
January 5, 2009	January 9, 2009	January 15, 2009
February 2, 2009	February 6, 2009	February 12, 2009
March 2, 2009	March 6, 2009	March 12, 2009
April 14, 2009	April 20, 2008	April 24, 2009
May, 11, 2009	May 15, 2009	May 21, 2009
Pay \$61.25 per child	Pay \$71.25 per child	Fee is \$71.25 per child for tuition and late fee plus \$10.00 per child to re-register.

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 and After School Programs Before School Program Student Application

There is a \$10.00 registration fee per applicant. Please make check payable to the school.

School Name: _____

Student's Full Name: _____

Name the Child Is To Be Called: _____

Address: _____

Home Phone: _____ Date of Birth: _____ Age: _____

Cell Phone: _____

Monthly Fee: _____ Track# _____

Grade: _____ Homeroom Teacher's Name: _____

Parents/Guardians: _____

Father's/Guardian's Place of Employment: _____

Phone: _____

Mother's/Guardian's Place of Employment: _____

Phone: _____

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:

Student's Physician _____ Phone _____

Student's Dentist _____ Phone _____

Hospital Preference: first choice _____ second choice _____

Before School Program Student Application continued

Does your student have allergies or chronic illnesses? If yes what are they?

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.).

In case of emergency, I authorize the Before School Program staff to obtain medical attention for my student in the event that I cannot be contacted immediately.

My signature indicates that I have read and understand the procedures for the After-School Program.

Parent Signature

Date: _____

Administration Services Division
Risk Management

CERTIFICATION OF ACCIDENT INSURANCE

To parent/guardian:

The Wake county Public School system (WCPSS) does not carry accident or medical insurance to cover students' accidental injuries or illnesses. A student accident insurance policy is available on individual basis and covers accidental injuries that occur during school-sponsored activities. Application and purchase information can be obtained from your child's school. In addition, parents' insurance also may provide coverage for injuries to their child(ren). Board policy (6720) addresses the insurance requirements for participating in specified activities.

6720.1 Every student participant in a student activity that requires accident insurance shall be required to:

- A. Furnish proof of membership in the student accident insurance program, or
B. Furnish proof that compatible coverage is carried in another insurance policy.

6720.2 Student activities requiring student activity insurance coverage are:

- A. Interscholastic athletic programs
B. Intramural athletic programs
C. Marching bands
D. School patrols
E. Cheerleaders
F. Groups making overnight trips or excursions

Your child has indicated an interest in participating in a student activity that requires accident insurance coverage. Please check A or B below to indicate the method by which the required coverage will be provided. This form must be signed by parent(s)/guardian(s) and returned to your child's school.

I hereby certify that _____
Name of Student

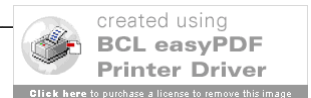
A. ___ is adequately covered by accident, health and/or hospital insurance policy that is in effect during the present school year. This coverage is through an insurance policy identified below:

_____ Name of Insurance Company
_____ Policy Number

B. ___ is enrolled in the WCPSS's voluntary student accident insurance program. I understand that my child is covered upon receipt of the completed application and receipt of the appropriate premium by the WCPSS. Policy provides maximum of \$5,000 payable for any motor vehicle accident and \$100,000 for Basic Coverage or \$250,000 for Standard Coverage payable for accident while on foot on a field trip.

Parent/Guardian _____ Date _____

Parent/Guardian _____ Date _____



Discipline and Behavior Management Policy

Praise and positive reinforcement are effective method of the behavior management of children. When children receive positive, non-violent, 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 discipline and behavior management policy.

We:

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

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. DO NOT make fun of, yell at, or threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting or sleeping.
6. DO NOT leave the children alone unattended or without supervision.
7. DO NOT leave the children in locked rooms, closets or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun or otherwise belittle children’s parents, families, or ethnic groups.

Discipline and Behavior Management Policy cont.

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“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 discipline techniques. The “time-out” space, usually a chair, is located away from classroom activity but within the teacher’s sight. During “time-out”, the child had 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 discusses the incident and appropriate behavior 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 the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College

I, the undersigned parent or guardian of _____
(Child’s full name), do hereby state that I have read and received a copy of the facility’s Discipline and Behavior Management Policy and that the facility’s direct/coordinator (or other designed staff member) had discussed the facility’s Discipline and Behaviors Management Policy with me.

Date of Child’s Enrollment: _____

Signature of Parent or Guardian: _____ Date: _____

Distribution: one copy to parent(s)
Signed copy in child’s facility record.