

## **WCPSS Before School Program 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 30 minutes before the beginning of the instructional day.

Students must be enrolled in kindergarten of the present school year to be served in the Before School Program. This program does not serve preschool children.

### **PROGRAM POLICIES AND PROCEDURES**

**Program Participation:** All students (kindergarten and above) are eligible to be enrolled in the WCPSS Childcare program at the school in which they are currently enrolled. Parents/guardians must acquaint themselves with the program policies and procedures and determine if the program parameters meet the needs of their child and family schedule.

Principals have the option to include other WCPSS students (kindergarten or above) enrolled at another school. Inclusion of students from another school must not interfere with:

- Safe operation of the program
- The ability of the program to provide required staffing levels for safe supervision of students
- Waiting list slots for students enrolled at the school

**Staff Ratio:** WCPSS Childcare programs are staffed at a minimum of 2 program staff members at all times, with a **supervising** ratio of 1 program staff to 25 student participants. Due to additional tasks and responsibilities that, at times, may not permit the coordinator to be actively supervising students at all times, the coordinator does not count towards the 1:25 staff to student ratio.

#### **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.**

#### **Inclement Weather and Other System Closures Procedures**

- If Wake County cancels school due to inclement weather, the Before School Program will not operate. The program will operate on the make-up day(s) designated by the Board of Education.
- If Wake County delays the opening of school due to inclement weather, the Before-School Program will be delayed the same amount of time that the opening of school is delayed.

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### **Inclement Weather and Other System Closures Credits/Refunds**

- When an entire school day is canceled due to inclement weather, the Before-School Program will operate on the school make-up day. No credit or refund will be made for those days. If the principal makes a decision to not offer the childcare program on the make-up day, a credit is due. The principal is responsible for notifying parents about the decision to not offer the program.
- When the Board of Education decides to make up inclement weather days outside of the predetermined make up days, refunds/credits will be determined by the WCPSS leadership team.
- For other system closures, action regarding credits/refunds will be determined by the WCPSS leadership team.

### **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.

### **Behavior Management Procedures:**

It is important that children respect themselves, other people, and property. Redirections 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 *Behavior Management Procedures*.**

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### **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 \$15 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. Payments are not refunded if termination occurs before the end of the payment period 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 the number of days in the payment period 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.

### **Fees:**

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. 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 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 a check is returned from the bank, parents will make all future payments with a certified check, on-line, or money order. There is a **\$10** 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.

If space in the program permits, a student that is removed from the program for lack of timely payment will be allowed to return to the program when the payment amount owed is paid in full. If a student is removed from the program more than once for lack of timely payment, the student *may* be allowed to return to the program after the payment owed has been paid in full at the principal's discretion.

**Non-Sufficient Fund Checks (NSF):** Non-sufficient fund checks are held until a money order or on-line payment is received by the program to cover the amount of the check. **Cash cannot**

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**be accepted.** Parents will pay a \$10.00 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, on-line credit card or certified check.**

