



**CAMDEN COUNTY SCHOOLS
AFTERSCHOOL/SUMMER PROGRAM**

PARENT / STUDENT HANDBOOK

Revised: August 9, 2017

CAMDEN COUNTY SCHOOLS AFTER SCHOOL/SUMMER PROGRAMS

SECTION I: STATEMENT OF PURPOSE

One of the Camden County Board of Education's objectives has been to develop strong support programs, such as afterschool daycare, to enhance each child's developmental experience. The After School Program offered by Camden County Schools is designed to meet this goal by supporting the needs of Camden County School employees and working parents.

STATEMENT OF PURPOSE: The purpose of this program is to provide after school care for the students in grades K through 6, enrolled in the Camden County School System. The operational site is at Grandy Primary School. The intent of the program is to provide supervised enrichment, hands on and recreational activities for the students of working parents who need afterschool care.

SECTION II: PROGRAM DESCRIPTION

A daily activity plan will be developed which includes the following:

1. Physical Activities: To include outside play, weather permitting.
2. Snack Time: Your registration fee includes an afternoon snack each day. **A monthly calendar will be posted for parents to review scheduled snacks for that month.**
3. Quiet Time. A quiet time where students will be given an opportunity to begin their homework. NOTE: IT IS NOT POSSIBLE, NOR IS IT THE RESPONSIBILITY OF THE STAFF TO ASSIST EACH INDIVIDUAL CHILD WITH HOMEWORK. WE MERELY PROVIDE A PERIOD OF QUIET TIME SO THAT THE CHILD CAN START ON HIS/HER HOMEWORK. THE STAFF WILL ASSIST WHEN POSSIBLE.
4. Creative Activities: May include working in creative arts, farm science projects, drama and music, nutritional activities, and educational field trips. Creative time will be both teacher directed and free choice.

POLICIES AND PROCEDURES

Enrollment in the Afterschool Program constitutes an understanding that you will abide by the policies listed as follows:

SECTION III: PARENT'S EXPECTATIONS OF THE PROGRAM

Parents may expect that:

1. Their children are cared for in a safe and supportive environment.
2. They may visit with the Program Coordinator about concerns related to their child or the program.
3. They will be informed of any misbehavior on the part of their child, and to visit with the Program Coordinator in order to bring about improvement in the situation.
4. The Program Coordinator will regularly inform them about program activities.

SECTION IV: PROGRAM'S EXPECTATIONS OF THE PARENTS

The program expects that parents will:

1. Pay fees on time as explained in SECTION VII: FEES AND PAYMENT POLICY. **This policy will be strictly enforced.**
2. Keep the child's records up-to-date as explained in SECTION X: ENROLLMENT FORMS.
3. Pick up children on time as explained in SECTION XII: HOURS OF OPERATION.
4. Follow health policies as explained in SECTION XVI: HEALTH AND SAFETY.
5. Pay attention to any communication from the Program Coordinator regarding the behavior of your child/children, and cooperate in an effort to bring about improvement in the situation.
6. Refrain from any form of loud, abusive or threatening language toward any staff member or a child. NOTE: SUCH BEHAVIOR WILL NOT BE TOLERATED AND COULD LEAD TO THE DISMISAL OF YOUR CHILD/CHILDREN FROM THE PROGRAM.

them with the first week's payment to the Program Coordinator. A complete set of forms is required for each child enrolled in the program.

2. Children will be allowed to attend the program after all forms have been completed, returned and payment has been submitted.

SECTION X: ENROLLMENT FORMS

Parents will be asked to complete the following forms:

1. Travel And Activity Authorization
2. Child's Application for Child Care Form
3. Parent's Handbook Statement
4. Discipline And Behavior Management Policy

The program expects the forms to be kept current. The parent must provide new information to the Program Coordinator regarding information such as emergency person's names, employers, phone numbers, arrival/departure changes, medication changes, etc. This information must be filled in completely. Failure to provide information requested might result in suspension until such information is provided.

SECTION XI: WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child/children from the program must provide a statement, in writing, at least five (5) days prior to discontinuation of this service.

SECTION XII: HOURS OF OPERATION

The Camden County After School Program begins at 2:45 pm.

The program closes at 6:00 pm. Parents whose child/children remain past 6:00 pm will be required to pay an overtime fee.

A **\$1.00 per minute** fee will be charged to late pick-ups. The school clock is the official clock.

Late fees must be paid to the Program Coordinator **immediately**. Your child may not return to the program until this fee is paid. Childcare service may be withdrawn if three (3) overtime charges occur during the course of an eight (8) week period.

It is essential that parents pick their child/children up on time or send a responsible party to get their child/children by closing time. If someone else is picking up your child, please make sure that he/she is listed on your application and that you advise him/her that the program closes at 6:00 pm. Late fees are the responsibility of the parent/guardian and must be paid before your child/children can return to the program. Late fees begin at 6:01 pm.

Late pick-up policies will be strictly enforced.

Once your child has been signed out, the After School Program is no longer responsible for the care of your child/children.

SECTION XIII: ABSENCES

In case of planned vacations or planned absences, please notify the Program Coordinator in advance. **There is no deduction in fees for absences.** This means that if your child does not attend the program for any reason on a scheduled day, you are still responsible for the fees.

SECTION XIV: RELEASE OF CHILDREN

Children will be allowed to leave with persons other than the parent only if permission has been given to the Program Coordinator on the application form or is in writing by the parent. **ALL CHILDREN MUST BE SIGNED OUT BY A PARENT/GUARDIAN OR DESIGNATED PERSON. THIS MEANS THAT THE ADULT MUST COME INSIDE THE SCHOOL TO PICK THE CHILD UP. THE PICK-UP PERSON'S SIGNATURE SHOULD BE ON THE SIGN-IN SHEET.**

- The program should be notified if your child/children are enrolled in any extra-curricular activities.
- Once your child/children have been signed out, the After School Program is no longer responsible for the care of your child/children.

SECTION XV: PROGRAM CLOSINGS AND DISMISSALS

- Scheduled No-School Days- There will be no program on days when the schools are closed during the school year. (Please review your school calendar)
- Unscheduled No-School Days- There will be no program on days when the schools are closed due to water main breaks, cooling/heating failures, electrical problems, weather, etc.
- Unscheduled Early Dismissal Days- The program is not available when school is dismissed early due to water main breaking, cooling/heating failures, electrical problems, weather, etc. **THE CHILDREN MUST BE PICKED UP WITHIN ONE (1) HOUR OF SCHOOL CLOSING. EVERY**

EFFORT WILL BE MADE TO NOTIFY PARENTS SHOULD THIS OCCUR.

SECTION XVI: HEALTH AND SAFETY

If your child/children has a known medical condition (asthma, diabetes, seizure disorder, food allergies, etc.) please be sure the Program Coordinator knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.

1. If a child has any one of the following conditions, the parents will be notified to pick-up the child immediately:
 - A. Contagious disease
 - B. Fever over 100 F
 - C. Vomiting
 - D. Accident requiring attention
2. In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by ambulance for treatment and the parents will be called as soon as possible.
3. Every effort to keep a child from getting into a car with a parent under the influence of drugs or alcohol will be made. The sheriff's department will be called to give the child/children and the parent/guardian a ride home. Not under any circumstances will school personnel give transportation to a parent who appears to be impaired by drugs or alcohol. The program insurance does not cover transportation not related to the program.
4. North Carolina policy requires caregivers to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by drugs or alcohol.

SECTION XVII: INSURANCE

Families must provide their own insurance coverage since the program has no financial resources of its own. Many families are covered by the parent's policy at work or public school students may sign up for accident insurance in the fall of each year.

Parents who wish to enroll should check with the school office.

SECTION XVIII: SNACKS

At the After School Program we serve only ONE snack per day during the regular year and TWO snacks per day during the summer. Children can only bring a snack that meets the state's licensing "Meal Patterns". Students will not be able

to eat snacks from home if they do not meet “Meal Patterns”. A copy of “Meal Patterns” is attached in the Appendix of this Handbook. We request that no carbonated drinks be sent as part of the snack due to the Reauthorization Act (Senate Bill 961).

Parents may want to provide a treat in honor of a child’s birthday. In this case, they should contact the daycare staff to determine the number of children to be served and plan the date.

A monthly calendar will be posted for parent information.

SECTION XIX: CHILD’S PERSONAL PROPERTY

1. Children must bring all books, coats, and other personal items with them when they arrive at the program. Children will not be allowed back into the classroom after they check into the After School Program.
2. Children’s personal property, clothing, school bags, towels, etc., must be cleared from the child’s care room after each session of the program. Any personal property that remains after the end of the day will be taken to the lost and found box. Although the program attempts to help children stay organized, **we cannot be held responsible for lost personal property.**
3. Children should not bring money, toys, food or other items not necessary for school activities to the program.

SECTION XX: VISITORS AND OBSERVATIONS

Parents and community members who check with the Program Coordinator are welcome to observe the program. For liability and supervision reasons, it is not possible for children who visit the program to take part in activities.

SECTION XXI: DISCIPLINE AND DISMISSAL

Children are entitled to a pleasant and harmonious environment at the program. The Camden County Schools After School Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during a regular school day and program time. If a child cannot adjust to the program setting and behave properly, then the child will be discharged.

WE ASK THAT A PARENT/GUARDIAN SIT DOWN WITH THEIR CHILD/CHILDREN AND DISCUSS THE FOLLOWING RULES:

1. I will follow directions.
2. I will keep my hands and feet to myself.
3. Quiet time means quiet voices.
4. I will be polite to teachers and other classmates.
5. I always walk and never run in the school building.
6. I will always ask permission to leave the room.
7. I will not use bad language.
8. I will not fight. **This offense means automatic suspension.**
9. I will not climb on desks, tables or other furniture.

Field Trip Rules

1. Stay with your assigned group and teacher during the entire trip.
2. We use inside voices on field trips.
3. Always ask permission to use the restroom.

Bus Rules

1. Use inside voices on the bus.
2. Listen to directions.
3. Stay in your seat. Keep your feet in front of you and your hands to yourself.
4. Keep hands and other body parts inside the bus.
5. You may not stand in the aisle, put your feet in the aisle, or change seats on the bus.
6. Always enter and exit the bus quietly and orderly without pushing or breaking in line.

Outside Rules

1. Playing rough is not permitted. This includes pushing, pulling, or tackling.
2. Throwing mulch or any other object is not permitted.
3. Please play tag away from the swings.
4. Please stay seated when swinging- no jumping, twisting, standing, etc. will be allowed on the swings.
5. Always ask permission to use the restroom.
6. Always stay in the play area with the group.
7. Line up quickly and quietly with no pushing when called to go in.
8. When playing inside the gym try to use inside voices.

Reasonable efforts will be made to assist children to adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

Rules of Dismissal

1. The misbehaving child will be given a warning and/or a five (5) minute time-out, in order for him/her to cool off and to think of his/her actions.
2. An incident report will be written for students that repeatedly disobey rules.
3. If a child receives two (2) written behavior-related incident reports, he/she will be suspended effective at the end of the day of the second report for three (3) consecutive days. During the first suspension, the parents and Program Coordinator will meet in a conference to discuss the terms, if any, of the child's reinstatement. Parents will be responsible for tuition during the suspension period.
4. If the child is reinstated into the program and receives a third behavior-related incident report, the Program Coordinator may terminate the child from the program immediately.
5. If the severity of a problem is great enough that it could endanger the safety of the child, other children in the program, or a staff member, termination from the program will be effective immediately.
6. If a child misbehaves on a field trip, he/she may be excluded on future field trips.

7. A child may be discharged if he/she is picked up late three (3) times in a nine (9) week period.
8. A child may be discharged for non-payment of fees, or two (2) late payments.
9. A child may be terminated from the program if a parent displays an abusive behavior, either verbal or physical, towards any staff member, child, or other parent of the program.

SECTION XXII: SPECIAL CIRCUMSTANCES

When special circumstances arise (death, separation, crisis, etc.), we ask that the parent informs the Program Coordinator so that we may give your child the best possible care at such times.

SECTION XXIII: PARENT INVOLVEMENT

Parents are encouraged to participate in the following ways:

1. Talk to the daycare staff about ideas to improve the program and specific ways you would like to help.
2. Volunteer to help in the program; help by making presentations to the children.
3. Visit/observe and schedule parent conferences.

**SECTION XXV:
NUTRITION RESOURCES AND
NORTH CAROLINA CHILD CARE
LAW**

SECTION XXVI: OTHER FORMS

**(To be filled out and returned to the Program
Coordinator)**

**CAMDEN COUNTY SCHOOLS
AFTER SCHOOL AND SUMMER DAYCARE STAFF**

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Program Coordinator

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**CAMDEN COUNTY SCHOOLS
AFTER SCHOOL/SUMMER DAYCARE
PROGRAMS**

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