



RIVERBEND ELEMENTARY

Growing together as a community of learners, every day in every way.

Jill Chambers, Principal

AFTER SCHOOL CARE PROGRAM

Dear Parent/Guardian:

We are glad to offer an After School Care Program at Riverbend Elementary School again this year beginning Thursday, August 23. **ALL PAPERWORK AND A DEPOSIT OF \$8 MUST BE PAID BEFORE A STUDENT MAY STAY ON AUGUST 23.** This service is operated as a childcare convenience to students after school from **3:00 until 6:00 pm.**

If school is dismissed early, we will operate the After School program for 3 hours after dismissal, unless weather is a factor. We will call if children need to be picked up earlier if weather conditions warrant it.

For a child to stay in our After School program, state childcare laws require that all pertinent paperwork be in place. Registration for our After School program is open throughout the school year; however, ALL families are Encouraged to register their children at the first of the year for emergency purposes. Every year we get calls from parents requesting that their child stay in the program at the spur of the moment. A COMPLETED APPLICATION AND A DEPOSIT OF \$8 MUST BE ON FILE BEFORE A STUDENT MAY STAY, EVEN FOR YOUR EMERGENCY AND/OR SPUR OF THE MOMENT SITUATION. Stress is reduced when the paperwork is already in place and ready to go. Account balances are communicated by the director through email. Please be sure to provide on the application, a current email address that you check on a regular basis.

Rates will be as follows:

The cost of our program will be \$35.00 per calendar week or \$8.00 per day up to 2 days per calendar week. We do operate on a **PREPAY** basis. The cost of 3 or more days in attendance per calendar week requires the full weekly amount of \$35.00. If you have more than one child participating, the cost will be \$35.00 per calendar week for the first child and \$25.00 per calendar week for the second child. Each additional child after the first and second will be \$20.00 per calendar week. The daily rate is the same regardless of the number of children. Students who are picked up after 6:00 pm may be assessed an additional charge.

We are able to offer this program due to the fees we collect. Fee collection can be an uncomfortable situation, particularly when the payments are not forthcoming. We ask for the fees to be paid up front, and we will deduct from the balance each day or week depending on the amount of days used. This declining balance system is similar to the system used in the cafeteria. ***A child cannot start the program this year if they have any outstanding fees from last year and/or their minimum \$8 deposit is not received with the completed application.***

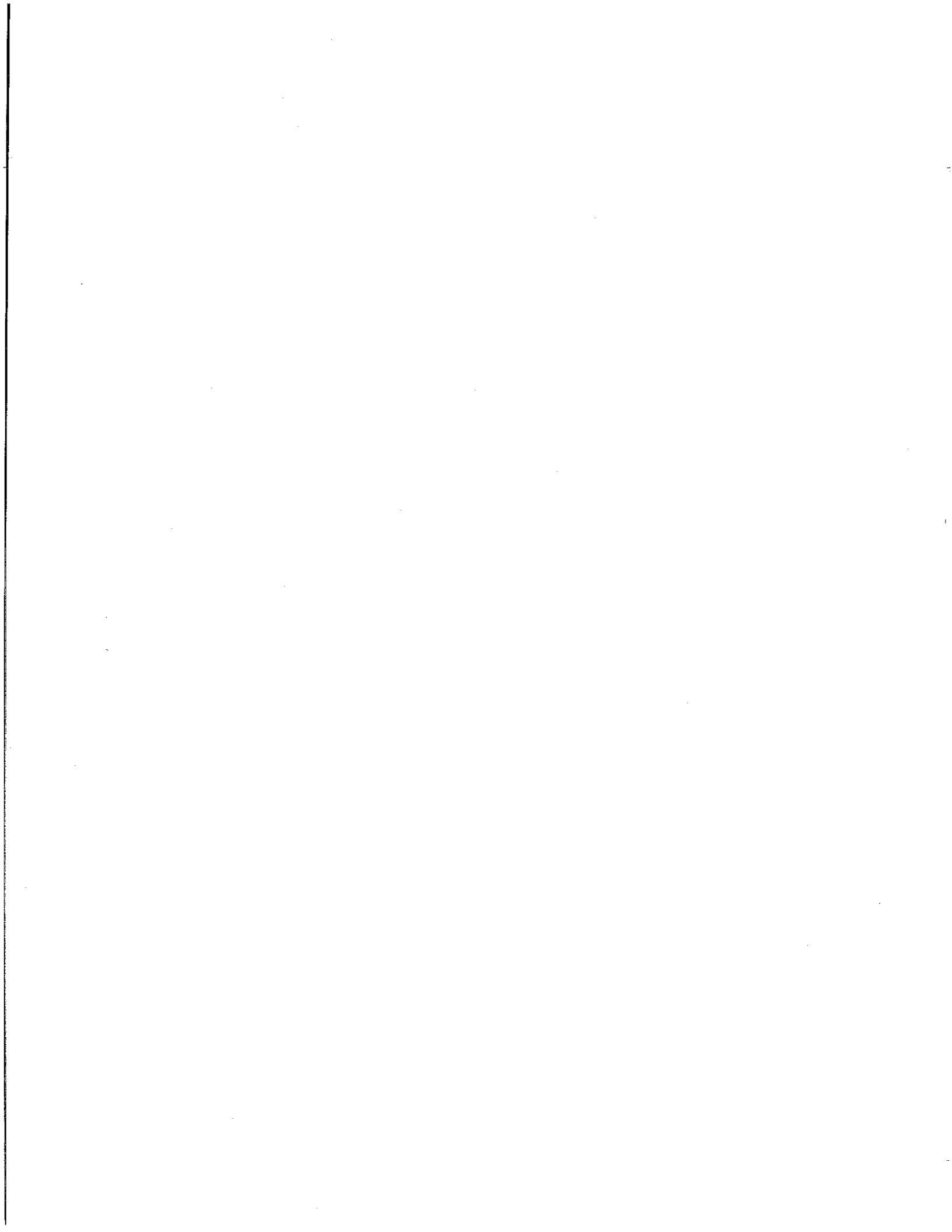
Occasionally we have parents who only need the After School care for a few minutes. We will offer a reduced rate of half price to those who plan to be here between 3:10 and 3:30 to pick up their child(ren). Keep in mind that we have to meet the ratio of caregiver to child regardless of the length of time they stay.

An afternoon snack will be provided as a part of the program. All of our snacks meet USDA guidelines and consist of two nutritional components per each serving. Menus are posted.

Thank you for being proactive, and whether you ever use this service or not, you know it is immediately available if we have all applicable paperwork completed and a minimum deposit of \$8.00.

Sincerely,

Jill S. Chambers
Principal



RIVERBEND ELEMENTARY AFTER SCHOOL CARE INFORMATION PACKET

We encourage all parents/guardians, even those who are not planning to use the program on a regular basis, to review and fill out the necessary forms. State law requires all paperwork to be in place before student can stay. You must turn in completed application with a minimum deposit of \$8 before student may stay.

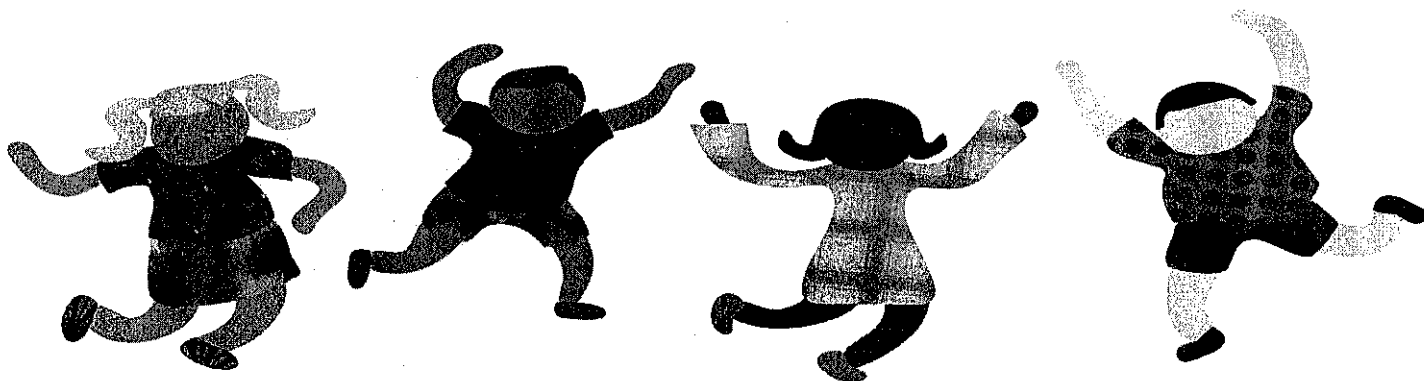
Hours: 3:00 pm to 6:00 pm on Student Days ONLY

Early Dismissal Hours: 3 hours after dismissal unless weather is a factor. We will call if student should be picked up sooner.

Rates: PREPAY BASIS

- 1. \$4 per day if picked up by 3:30 pm*
- 2. \$8 per day for 1 or 2 DAYS*
- 3. \$35 per calendar week for 3, 4 or 5 DAYS*

INCLUDES SNACK



Date Application Completed by parent/guardian: _____ **FOR OFFICE USE ONLY:**
\$8 recd Date: _____ Enrollment Date: _____

CHILD'S APPLICATION FOR ENROLLMENT AT RIVERBEND ELEMENTARY AFTER SCHOOL 2018-19

TO BE COMPLETED, SIGNED, AND PLACED ON FILE IN THE FACILITY ON THE FIRST DAY. IT IS PARENT/GUARDIAN RESPONSIBILITY TO UPDATE AFTER SCHOOL CONTACT INFORMATION AS CHANGES OCCUR THROUGHOUT THE SCHOOL YEAR.

CHILD INFORMATION:

Full Name: _____ Date of Birth: _____
Last First Middle
Child's Physical Address: _____ Child Lives with: _____
Street City Zip

FAMILY INFORMATION:

Father/Guardian's Name: _____
Address (if different from child's) _____
Cell Phone _____ Work Phone _____ Home Phone _____
Email: _____
Mother/Guardian's Name: _____
Address (if different from child's) _____
Cell Phone _____ Work Phone _____ Home Phone _____
Email: _____

CONTACTS:

Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application. In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals:

Name	Relationship	Address	Phone

HEALTH CARE NEEDS:

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or healthcare professional. Is there a medical action plan attached? Yes _____ No _____

List any allergies, symptoms, type of response and **medication** required for allergic reactions: _____

List additional health care needs or concerns, symptoms, type of response, and **medication** for these health care needs or concerns: _____

_____ List any particular fears or unique behavior characteristics the child has: _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child: _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of Doctor: _____ Office Phone: _____
Name of Dentist: _____ Office Phone: _____
Hospital preference: _____ Phone: _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature of Parent/Guardian _____ Date _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator _____ Date _____

AFTER SCHOOL CARE - RIVERBEND ELEMENTARY

Telephone: 828-627-6565/6465

Fax: 828-627-3269

Jill Chambers, Principal

71 Learning Lane

Clyde, NC 28721

Maggie King, After School Care Director

PERMISSION AGREEMENT

- A. I/We grant permission for my child to use all of the play equipment and participate in all of the activities of the After School Program, unless exceptions are noted here:
B. I/We grant permission for my child to be included in evaluations and pictures connected with the After School Program.
C. I hereby grant permission for the staff to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps included, but are not limited to, the following:
1. Assess the injury.
2. Administer first aid as needed.
3. Attempt to contact parent or guardian.
4. Attempt to contact the parent through any of the persons listed on the emergency contact information completed for the After School Program.
5. If we cannot contact the parent or guardian, we may do the following:
a. Call 911 for emergency help.
6. Any expenses incurred under #5 above will be the responsibility of the child's family.
D. The After School Program will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
E. The After School Program will not assume responsibility for a child who has not been signed in when he/she arrives for the day.

Signed: _____ Date: _____
Parent or legal guardian

Revised 06/2018

OFF-PREMISE ACTIVITY AUTHORIZATION

Off-premise activities refer to any activity which takes place away from a licensed and approved space. License and approved space includes primary space, outdoor space, single use room, or other administrative areas that have been approved for use.

I, _____ parent/guardian of _____ give my permission

Print Name of Child

to Riverbend After School for my child to participate in an off-premise activity.

Location of off-premise activity: Gym, Computer Lab, rest of building

Purpose of the activity: Recreation, facility's use

Additional information: _____

Parent/Guardian Signature _____ Date _____

This authorization is valid from ____/____/____ to ____/____/____ (up to 12 months.)

Revised 06/2018

Discipline and Behavior Management Policy

Date Adopted: 8/24/2015

Praise and positive reinforcement are effective methods 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.

<p>We:</p> <ol style="list-style-type: none">1. DO praise, reward, and encourage the children2. DO reason with and set limits for the children3. DO model appropriate behavior for the children4. DO modify the classroom environment to attempt to prevent problems before they occur5. DO listen to the children6. DO provide alternatives for inappropriate behavior7. DO provide the children with natural and logical consequences of their behavior8. DO treat the children as people and respect their needs, desires, and feelings9. DO ignore minor misbehaviors10. DO explain things to children on their level11. DO use short supervised periods of "time-out"12. DO stay consistent in our behavior management program	<p>We:</p> <ol style="list-style-type: none">1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children3. DO NOT shame or punish the children when bathroom accidents occur4. DO NOT deny food or rest as punishment5. DO NOT relate discipline to eating or exercise
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The following requirements apply to both centers and homes.

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Program Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced 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 and Behavior Management

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 the 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 centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education 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 laws 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.nc.gov. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (in State Only), or visit our homepage at: ncchildcare.nc.gov

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 business hours (9 a.m. - 5 p.m.)
- requested via the Division's web site at www.ncchildcare.nc.gov, or
- requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829, 800-859-0829.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It 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. It also occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829.** 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 maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**



Summary of the North Carolina Child Care Law and Rules

Division of Child Development
and Early Education

North Carolina Department of
Health and Human Services
820 South Boylan Avenue
Raleigh, NC 27699

Revised March 2016

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

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. 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.

Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid,

complete an ITS-SIDS training (if caring for infants 0 - 12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per day, if weather conditions permit.

Child Care Centers

Licensing as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License.

Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

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 including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

Staff/Child 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	Max Group Size
0-12 mths	1:5	10
12-24 mths	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

Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

Centers must have 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 indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

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 centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.