

Bethel Elementary Haywood County Schools After-School Application 2023-2024

Bethel Elementary School offers an After-School Program Monday through Friday, which operates each day from 3:00 p.m. until 6:00 p.m. This program is for children kindergarten through fifth grade.

Our Mission

To meet every child's needs by offering a secure and warm atmosphere that compliments both home and school. We offer a variety of structured and non-structured activities and provide experiences that foster social, emotional and intellectual growth of each child.

Discrimination Policy

Haywood County Schools' Afterschool's Programs are licensed child care facilities which follow standards set up by the NC Department of Human Services of Agriculture policy. This institution is prohibited from discriminating on the basis of race, color, national origin, sex age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Right, 1400 Independence Avenue, SW Washington, DC 202050-9410 or call (800)795-3272 or (202)720-6382. USDA is an equal opportunity provider and employer.

Childcare Strong NC Public Health Toolkit

Although we hope that Covid 19 is behind us, there are still protocols in place in our program stemming from the pandemic. Here is a web address/link to that document: <https://covid19.ncdhhs.gov/media/220/download>

Program Highlights

- BES After-School contact number is **(828)400-7668**.
- An application needs to be filled out completely, **(Please leave NO empty questions- fill in N/A if necessary)** and **return to the BES school office**.
- After-School care will begin **Tuesday, August 22, 2023**
- Days/Hours of Operation: Monday through Friday, 3:00 p.m. until 6:00 p.m.
- Cost: **\$50.00** for one child per week. **Each additional child is \$40.00 a week**. There will be no daily rates.
- Late Fees: **There will be a \$1 per minute late charge after 6:00 p.m.**
- **Payments:** All payments are due in advance. Payments are due on Monday of each week or the first day your child/children attend after-school care each week. If payments are not made in full each Monday, your child/children cannot return until payment is made.
- Payments also need to be given to an after-school staff member at pickup, do not send payment through the child's teacher.
- If you have any questions you can contact Macie Lanning, After-School Program Coordinator @ (828) 400-7668 or email mlanning@haywood.k12.nc.us. You may also contact Amanda Watson, Principal at awatson@haywood.k12.nc.us or the BES office at (828) 646-3448.

Bethel Elementary

After-School Program Operational Policies

Days and Hours of Operation

- Monday-Friday 3:00 p.m.- 6:00 p.m.
- Late fee of \$1.00 per minute per child for each minute any child remains after 6:00 p.m. in After-School care.
- After-School care will follow the Haywood County School's Calendar. We will not be open on teacher workdays, holidays, or snow days.
- If school is dismissed early for inclement weather, the program will remain open as long as we can depending on the severity of the weather. If we need to close before 6:00 pm, we will call parents and ask you to come pick your child up earlier.

Price and Payment

- **Price:** Weekly Rate: \$50.00 for one child. \$40.00 for the second.
- **Payments:** All payments are due in advance. Payments are due on Monday of each week or the first day your child/children attend after-school care each week. **There will be NO daily rates.** If payments are not made in full each Monday, your child/children cannot return until payment is made.
- Payments need to be handed to after-school staff at pickup.
- **Tax documentation:** A receipt will be given to whoever is making the payment each time a payment is made. **Please keep those receipts for your tax records.**

After-School Departure

- When coming to pick up your child/children, please call the BES After-School phone number **(828)400-7668**, and an employee will bring your child to the car lot. Please put the program phone number in your phone and share it with all the people on your child's pick up list.

Emergency Contacts

- Each child's records and emergency information must be up to date the entire time they are enrolled in the program. Parents/guardians must notify the Director immediately when their child/children's information changes (phone numbers, address, pickup list and etc.). This is for the safety of the children, so that a parent/guardian can be notified at any time in the event of an emergency situation.

Snack

- Haywood County Schools Child Nutrition Program will be providing snacks. Haywood County Schools is an equal opportunity provider and employer.

Toys & Personal Items

- **Students do not need to bring their personal toys or electronics to After-school care. There will be a structured schedule of activities for the students. The After-School Program is not responsible for any lost, stolen, or damaged items your child/children bring to school.**

Behavior

- All school rules will apply during After-School Care.
- Safety is our top priority.
- We are committed to providing a nurturing and positive environment for all our students. We make it our mission to discuss problems and solutions with the students when they arise. The parent/guardian of the child will be notified if the problem continues and the child may be suspended from After-School Care at the Director or Principal's discretion if the problem persists further.

Remind app

- To sign up for remind to get important updates
- Text- **81010** and send this message **@hfgk9a**

BES AFTER-SCHOOL PROGRAM

DISCIPLINE POLICY

AFTER-SCHOOL MANNERS

- ★ LISTEN AND FOLLOW DIRECTIONS
- ★ TREAT OTHERS WITH RESPECT AND KINDNESS
- ★ USE YOUR POLITE MANNERS AT ALL TIMES
- ★ KEEP HANDS, FEET, AND OBJECTS TO YOURSELF
- ★ USE AN INSIDE VOICE WHEN YOU'RE INSIDE
- ★ TREAT EVERYTHING WITH CARE
- ★ BE HONEST
- ★ THINK BEFORE YOU SPEAK AND ACT

CAUSE AND EFFECT BEHAVIOR!

1ST TIME- WARNING

2ND TIME- REMOVED FROM ACTIVITY, TIME OUT

3RD TIME- FIX IT. (RESPONSE IN WRITING) PARENT SIGNATURE

4TH TIME- TIME OUT WITH MS. MACIE
AND THE STUDENT WILL CALL THEIR PARENT.

5TH TIME- THE STUDENT WILL GO TO MRS. WATSON AND
POSSIBLE REMOVAL FROM AFTER-SCHOOL CARE.

Must Be in Child's File

*****PLEASE INITIAL, SIGN, AND DATE WHERE INDICATED.*****

_____ I have read, understand and agree to all terms listed within this After-School packet.

_____ I have received a Copy of the NC Summary of Child Care Law.

_____ I have received A Copy of the Center's Operational Policy.

_____ I have read, understand, and agree to the Discipline and Behavior Management Policy.

****Student's Signature** _____
(Discipline/Behavior Policy) **Date** _____

****Parent / Guardian Signature** _____
Date _____

Date Application Completed _____ Date of Enrollment _____

BES Parent Participation Plan

****Please leave in packet****

- We are so glad you have chosen the BES After School and/or Summer Camp Program to meet your family's child care needs. As the parent or guardian, your participation in our program and its activities are welcome and encouraged. Our after school program is available throughout the school year and is open almost every day that students are in school. We provide a wide range of activities for your child, including indoor and outdoor play, healthy snacks, academic support, and overall high quality childcare.
- Completing this application packet is required for enrollment in our program. If you would like to visit the program facilities before enrolling your child, please contact the school office to set up an appointment.
- Our child care staff members are available to speak with you at any time during our operating hours. There is an opportunity for you to speak with a staff member about your child's needs and progress each day as the child is walked to the vehicle by an adult.
- If you would like to participate in any of our program activities, we welcome you to do so.
- If you need information or have a complaint about our program, please speak with the program director, Macie Lanning, who is on site almost every day the program is open or call Mrs. Watson, BES principal, at 828-646-3448.

_____ I have read and understand the BES After School/Summer Camp Parent Participation Plan.

Parent Signature _____ Date _____

CHILD'S APPLICATION FOR ENROLLMENT

To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually

CHILD INFORMATION:

Date of Birth: _____

Full Name: _____
Last First Middle Nickname

Child's Physical

Address: _____

FAMILY INFORMATION:

Child lives with: _____

Father/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

Mother/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

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 Number
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Name	Relationship	Address	Phone Number
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Name	Relationship	Address	Phone Number
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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 health care professional. Is there a medical action plan attached? **Yes**__ **No**__

List any allergies and the symptoms and type of response required for allergic reactions.

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns

List any particular fears or unique behavior characteristics the child has

List any types of medication taken for health care needs

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

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care professional _____ 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 an 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 _____

Tobacco-Free Policy for North Carolina Child Care Centers

Purpose/Belief Statement

We, Bethel Elementary, understand that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

Background

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with development of cancer during adulthood.

Applicable NC Child Care Laws/Rules

N.C. Child Care Rule 10A NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that:

- Children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the child care facility, on vehicles used to transport children or during off-premise activities. All smoking materials shall be kept in locked storage.
- Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.
- The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

Application

This policy applies to all children, families, visitors, volunteers, and staff.

Procedures/Practice

Smoking and the use of tobacco products are prohibited at all times:

- on the premises of the child care facility
- on vehicles used to transport children
- during any off-premise activities sponsored by our facility

Signs are posted at each entrance to the facility and on vehicles used to transport children. The signs are posted in a manner and location that adequately notify families, visitors, volunteers, and staff of the tobacco-free child care facility policy.

Communication

Our facility will review this policy with parents/guardians, volunteers, and staff in writing and verbally at child care-sponsored or related events. Copies of the policy are in staff and parent handbooks. We may provide materials and information provided by the local health department.

Staff*

- All current staff members and newly hired staff will review the **Tobacco-Free Policy** before providing care for children.
- Staff will sign an acknowledgement form that includes the individual's name, the date the facility's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
- The child care facility shall keep the signed **Tobacco-Free Policy staff acknowledgement form** in the staff member's file.

Parents/Guardians

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the signed **Tobacco-Free Policy parent acknowledgement form** in the child's file.

* For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

Enforcement

Parents and visitors using tobacco products will be asked to refrain while on the child care premises or to leave the premises.

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies.

Definitions

- "Premises" – the entire child care building and grounds including but not limited to natural areas, outbuildings, dwellings, vehicles, parking lots, driveways, and other structures located on the property.
- "E-cigarette" – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- "Off-premise activity" – any event sponsored by our facility that is not on the child care facility premises, including but not limited to field trips and educational or entertainment activities.
- "Smoking" – The use or possession of a lighted or heated cigarette, e-cigarette, cigar, little cigar, pipe, hookah or any other lighted or heated tobacco product containing, made or derived from tobacco and intended for inhalation in any manner or in any form.
- "Tobacco product" – Any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars; little cigars, hookah, snuff, snus, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Tobacco Cessation Resources

Our facility will consult with the local health department or other appropriate health and community-based organizations to provide staff and administrators with information and access to treatment programs and services to support them in complying with this policy. The North Carolina

Quitline 1-800-QUIT-NOW (1-800-784-8669) offers free coaching sessions, helps develop a plan to quit, provides reading materials, and offers counseling. See <http://www.quitlinenc.com>.

References

- NC DHHS Tobacco Prevention and Control Branch,
<http://tobaccopreventionandcontrol.ncdhhs.gov/smokefreenc/>
- Caring for Our Children 3rd Edition, Standard 3.4.1.1: Use of Tobacco, Electronic Cigarettes, Alcohol, and Drugs <http://cfoc.nrckids.org/StandardView/3.4.1.1>
- Caring for Our Children 3rd Edition, Standard 9.2.3.15: Policies Prohibiting Smoking, Tobacco, Alcohol, Illegal Drugs, and Toxic Substances
<http://cfoc.nrckids.org/StandardView/9.2.3.15>

Effective and Review Dates

8/2024 Effective Date

This policy was reviewed and approved by:

Director/Owner

Print name: Macie Lanning	Date: 8/22/24
Signature: <i>Macie Lanning</i>	

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements

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. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

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 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

Additional Staff/Child Ratio Information:

Centers located 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.

Reviewing Facility Information

From the Division's Child care Facility Search Site, the facility and visit documentation can be viewed. A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. -5 p.m.) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division's web site at www.ncchildcare.ncdhhs.gov.

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/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. 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 919-814-6300 or 1-800-859-0829.



Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

Division of Child
Development and Early
Education

North Carolina Department of Health and Human Services 333 Six
Forks Road

Raleigh, NC 27609

Child Care Commission

<https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission>

Revised June 2019

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 • relative - receiving care from a non •
- at least once a week - on a regular basis •
- for more than four hours per day but less than • 24 hours.

The North Carolina Department of Health and Human Services through done is is responsible for regulating child care. Th the Division of Child Development and Early Education. The - well health, safety, and purpose of regulation is to protect the being of children while they are away from their parents. The eneral law defining child care is in the North Carolina G 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.

Care Homes Family Child

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, age children. The - and can include three additional school Family age children are not counted. - provider's own school child care home operators must be 21 years old and have a Family child care high school education or its equivalent. homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child ants. Licenses are issued to family child care home care consult providers who meet the following requirements:

Child Care Centers

Licensure as a center is required when six or more preschool children are cared for in a residence or when three or more n care in a building other than a residence. children are i sponsored programs are exempt from some of the - Religious regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star t operate for less Rated License. Recreational programs tha 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. ey are Centers will be visited at least annually to make sure th following the law and to receive technical assistance from child care consultants.

Parental Rights

Parents have the right to enter a family child care home • or center at any time while their child is present. se displayed in a Parents have the right to see the licen • 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. Local 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 your community. in agency I Child Care Resource and Referra For more information, visit the Resources page located on the For more . gov www.ncchildcare.ncdhhs.gov Child Care website at: information on the law and rules, contact the Division of Child -800-6300 or 1-814 Development and Early Education at 919 -0829 (In State Only), or visit our homepage at: 859 ncchildcare.ncdhhs.gov.

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 does not ld It also occurs when a chi risk of serious injury. receive proper care, supervision, appropriate discipline, or **requires any w Carolina la h Nort** when a child is abandoned. **care d suspects child maltreatment at a chil who on pers the Intake Unit at Division o report the situation t o facility t** ~~6300-814 at 919- Early Education d Development an d of Chil~~ Reports can be made anonymously. A . 0829 - 859 - 800 or 1- for a report made in good faith. le person cannot be held liab must notify parents of children m The operator of the progra currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative **law na Caroli h Nort** action against the child care facility. **abuse or neglect d suspects chil who on requires any pers the county department of o report the case t o a family t n i social services.**

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 and le requirements. Children may never be left alone in a vehic child-staff ratios must be maintained.

Requirements ord Rec

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and -place or lockdown drills practiced must also in quarterly shelter be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

Behavior Management nd Discipline a

must have a written policy on discipline, must m Each progra discuss it with parents, and must give parents a copy when the

child is enrolled. Changes in the discipline policy must be in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all licensed child care centers and family child care homes. Religious programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from this law.

Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create a minimum number of health and safety training as well as annual ongoing training.

Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the child's development in development domains, Carolina Foundations for Early Learning and Development. 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 family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCHs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. 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. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care homes that are meeting the minimum licensing requirements will receive a 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, and one quality point option.

Criminal Background Checks

pre-service Criminal background qualification is a requirement. All staff must undergo a criminal background check initially, and every three years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.