Junaluska Elementary School
2238 Asheville Rd., Waynesville, NC 28786
Phone: (828) 456-2407 Fax: (828) 456-2446

August 14th, 2013

Dear Kids' Club Parents:

Welcome to Kids' Club!
I hope everyone had a restful and fun-filled summer break! Now we can "hit the ground running!"

Our Kids' Club staff has lots of exciting things planned for this school year. First, we will be busy getting to know new friends and catching up with old ones! As we settle in to our routine, we will have lots of games and activities to both entertain and teach our kids.

I do have a few reminders and/or program policy changes for you,

1) Our program will begin Monday, August 25th
2) Please be sure all applications are current and accurate for the 14-15 school year. Your child will not be able to stay without this information being current.
3) Payment is due each Monday for the week. If payment is not received, your child will be unable to attend our program until it is paid. This includes private pay and subsidy pay.
4) All applications must be filled out completely in order for your child to attend. This includes doctor, dentist, etc.
5) Please be sure to read your copy of the Kids' Club Policies and Procedures. It contains important information about our program including schedules, cost, etc.

I look forward to another great year at Kids' Club!

Thanks in advance for your support this school year.

Jennifer Stutts

Jennifer Stutts
EC Teacher, Kids' Club Director, Summer Camp Director

Junaluska Elementary School

Kids' Club

After-School Policies and Procedures

2014-2015

Junaluska Elementary offers an After School Program Monday-Friday 3pm-6pm

We accept children ages Kindergarten through Fifth grade.

Director: Jennifer Stutts

Group Leaders: Gina Plemmons, Craig Messer, Bailey Duncan

Mission Statement:

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

Highlights of the program include:

- Planned activities such as: Outdoor recreation, Homework time (grades 3-5), Story/Reading Time, Arts & Crafts, Game Playing, Computer Lab, etc.
- Cost: 1st and 2nd day--$8 per day. First child is $35 a week; each additional child is $25 per week. **If you child attends the program 3 or more days a week you will be charged the weekly rate. There will be no prorating. Pre-payment will be required on Monday of each week. If payment is not received, your child will not be allowed to return until the bill is made current. (If you plan on using this program as a tax deduction, please save your receipts as we do not hand out anything during tax season.)**
- **Operating Hours:** 3:00-6:00, Monday-Friday
- A healthy snack and drink will be provided each day.
- We will be closed all school workdays and holidays.
- If school dismisses before noon due to weather or staff training, Kids' Club will not operate.
- If school dismisses after lunch due to weather, Kids' Club will operate for one hour.

We are a licensed childcare facility and are required to follow standards established by the North Carolina Department of Human Services Division of Child Development in accordance with Federal Law and U.S. Department 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 Rights
1400 Independence Avenue
SW Washington, DC 20250-9410
Or call (800) 795-6392 or (202) 720 -6382
USDA is an equal opportunity provider and employer.

1. **Information:** All parent information is posted on the bulletin board outside the Cafeteria. Kids' Club has an "Open Door" policy. We are available for you at anytime. **You may contact Ms. Jennifer Stutts at school (828) 456-2407 or at jpayne@haywood.k12.nc.us**
2. **Snacks:** Healthy snacks are provided daily an are included in the price of attendance.
3. **Sign out procedure:** There will be a sign out sheet with a staff member at all times. **YOU MUST SIGN OUT YOUR CHILD EACH AFTERNOON and inform a staff member that your child is leaving.** The only people allowed to sign out your child are adults (16 yrs or older with a valid driver's license), listed on the registration form. Please be prepared to show your I.D. when picking up your child.
4. **Emergency Contacts:** Please make sure that our records are current. This includes home numbers, work numbers, cell numbers, addresses as well as emergency contact information. We must be able to contact you at all times in case of an emergency.
5. **Behavior:** We are committed to providing a nurturing and positive environment for all our students. We discuss problems and solutions with students. We use "time out" for the first offense. Second offense, the Director may request a meeting with the student and the student's parent/guardian. If issues continue, the student will be sent to the principal and/or may be suspended from Kids' Club at the Director's discretion.
6. **Homework:** Students will be given up to one hour every day to work on homework. A staff member will be available to assist your child. It is expected that all 3rd through 5th graders will work on homework during this time. **It is the parent/guardian's responsibility to check their child's agenda book and insure that their child's homework is completed and correct. This is not the responsibility of the Kids' Club staff members.**
7. **Personal Items:** Please make sure your child does not bring anything he/she is not willing to keep up with. Kids' Club staff are not responsible for lost items. Please be mindful that electronics (i.e. Game Boys, DS's, PSP's cell phones, etc.) are prohibited in accordance to Junaluska Elementary School Policies. Cell phones should remain in your child's book bag and turned off according to school board policies.
8. **Early Dismissals:** If school closes due to staff training then Kids' Club will be closed. If school closes due to inclement weather prior to 12:00 noon, Kids' Club will **not** be open. If school closes after 12:00 noon due to inclement weather, Kids' Club will remain open for **one hour**. It is your responsibility to listen to the radio or television during inclement weather for possible school closings.
9. **Pick-Up:** Every child MUST be picked up by 6:00pm. There will be a late charge of $1 per minute that must be paid before the child will be allowed to return to Kids' Club.

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.

Records
Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children 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
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.net*. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829, or visit our homepage at: *http://www.ncchildcare.net*.

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 work hours
- requested via the Division's website at www.ncchildcare.net
- or
- requested by contacting the Division at 1-800-859-0829

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 fined up to $1,000 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 919-662-4499 or 1-800-859-0829.

Child Abuse or Neglect
Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse 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. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. 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 abuse/neglect complaint or the issuance of any administrative action against the child care facility.

NORTH CAROLINA
DCDEE
Division of Child Development and Early Education
5 Star Rated License · Prekindergarten · Subsidized Early Education for Kids

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
319 Chapanoke Road
Raleigh, NC 27603

Revised November 2011

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.

2,000 copies of this document were printed at a cost of $179.64 or $0.09 per copy.

What Is Child Care?

The law defines child care as:

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

It is only when all of these conditions exist that regulation is required. 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, and can include three additional school-age children. This includes preschoolers living in the home, but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed). 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 who are present in family child care homes when children are in care 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 and complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years. 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 daily, 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.

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	Maximum Group Size
0-12 months	1:5	10
12-24 months	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

To meet licensing requirements, there must be 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 furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

The Division of Child Development and Early Education does not promote or require any specific curriculum over another unless programs are using curriculum to get a quality point for the star-rated license. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. 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 and use materials on their own.

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 programs 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.

CHILD'S APPLICATION FOR CHILD CARE

Grade _____

To be completed and placed on file prior to enrollment

Name of Child _____ Birth date _____
(Last) (First) (MI) (Nickname)
Address _____ Zip Code _____

INFORMATION ABOUT THE FAMILY:

Father/Guardian's Name _____ Home Phone _____
Address _____ Zip Code _____
Where Employed _____ Business Phone _____

Mother/Guardian's Name _____ Home Phone _____
Address _____ Zip Code _____
Where Employed _____ Business Phone _____

Insurance Carrier _____ Policy # _____

INFORMATION ABOUT YOUR CHILD:

Does your child have any known allergies: No____ Yes____ Explain: _____

Does your child have any chronic illnesses/conditions: No____ Yes____ Explain: _____

_____

Please give any information concerning your child which will be helpful in his experience in group setting (such as play, eating and sleeping habits, special fears, special likes or dislikes). _____

_____

EMERGENCY CARE INFORMATION:

Name of child's doctor _____ Office Phone _____
Address _____ _____
Hospital preference _____ Phone _____

If neither father nor mother (or guardian) can be contacted, call (please list relationship):
Name _____ _____ Home Phone _____ Office Phone _____
Name _____ _____ Home Phone _____ Office Phone _____
If you cannot call for your child, please give the names of persons to whom the child can be released: _____

_____

I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately.

_____

(Signature of Parent) (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. Provisions will be made for adequate and appropriate rest and outdoor play.

_____

(Signature of Operator) (Date)

Name of Center: Junalvska Elem. After School

Discipline and Behavior Management Policy

Date Adopted _____

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:

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 environment 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-out"
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, 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 place 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 of, or otherwise belittle children's parents, families, or ethnic groups.

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 director/coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior 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

By signing below I acknowledge I have read and understand the Junaluska Elementary After School Program policies and procedures. I also acknowledge I have read and discussed all After School rules and discipline procedures with my child/children.

_____ _____

Parent / Guardian Signature Date

_____

I have received a copy of the North Carolina Child Law Pamphlet...

_____

Parent / Guardian Signature

"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 has 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

THE FOLLOWING PEOPLE MAY PICK UP MY CHILD FROM AFTER-SCHOOL

CHILD NAME

_____

1. NAME:

   _____

   PHONE / CELL:

   _____

2. NAME:

   _____

   PHONE / CELL:

   _____

3. NAME:

   _____

   PHONE / CELL:

   _____

4. NAME:

   _____

   PHONE / CELL:

   _____