

Application Date _____

Date of Enrollment _____

CHILD'S APPLICATION FOR CHILD CARE

To be completed and placed on file prior to enrollment

Grade

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)

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:

Name of Center: Junaluska 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

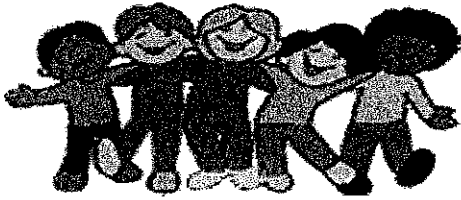
I have received a copy of the North Carolina Child Law Pamphlet...

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



Kids' Club

*Junaluska Elementary School
2238 Asheville Road
Waynesville, NC 28786*

Phone: 828-456-2407

Fax: 828-456-2446

To our Kids' Club children & parents:

We hope everyone is excited as we begin a new school year at Junaluska Elementary and especially, Kids' Club.

Our Kids' Club has lots of great things planned for this year. First, and most importantly, we'll be getting to know one another as both old and new friends. Secondly, we are going to enjoy a full schedule each day and week with snacks, outdoor recreation, homework time, story/reading time, arts & crafts, games, and some "extra-special days" throughout the year.

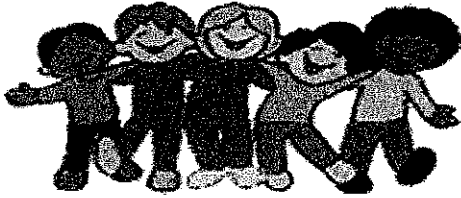
Please note the following important items:

- Kids' Club begins Monday, August 24th !!*
- Please be sure to read the copy of the Kids' Club Policies and Procedures. It contains important information about our after-school program.*
- Please be sure that your child's application information is current and complete for the 2015-16 school year, otherwise, your child will not be able to attend and participate in Kids' Club.*
- Remember, payment is due each Monday for the week. If payment is not received, your child will not be able to attend and participate until payment is made. This includes both private payments and subsidy payments.*

We're looking forward to a GREAT year in our Kids' Club !!

Thank you for entrusting your child/children to our care AND for your support for Junaluska Elementary this year !!

George Yates (Kids' Club director)



*Junaluska Elementary School
2238 Asheville Road
Waynesville, NC 28786*

Kids' Club

Phone: 828-456-2407

Fax: 828-456-2446

Mission Statement:

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

Highlights of Kids' Club includes:

- We accept children ages kindergarten through 5th grade.*
- Hours of Kids' Club is Monday through Friday from 3 pm to 6 pm.*
- Planned activities such as outdoor recreation, homework time (grades 3-5), story/reading time, arts & crafts, games, etc.*
- 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.*
- Cost: 1st and 2nd day - \$ 8 per day. First child is \$ 35 a week; additional child is \$ 25 a week. If your child attends Kids' Club 3 or more days a week, you will be charged the weekly rate. There will be no pro-rating. Pre-payment will be required on Monday of each week. If payment is not received, your child will not be allowed to attend Kids' Club until the payment is made current. (If you plan on using Kids' Club as a tax deduction, please save your receipt as we do not provide such information during tax season.)*

HOMEWORK POLICY

At *Kids' Club* our goal is to offer children a well
(Name of SA Program)

balanced program. While we understand the importance that homework plays in the life of a child, as well as for the families we serve, we strive to meet the needs of the whole child. In addition to helping children meet personal academic goals, we recognize our responsibility to give children a chance to socialize, have un-structured play (in well-developed centers both indoors and out), have time outdoors and have a nutritious snack.

Our schedule reflects current research showing children concentrate better and produce more work when they've had a chance for a physical break first. It also reflects current licensing standards to take children outside every day. Therefore, outdoor time is our first activity after arrival and snack. In addition, as a licensed program, we meet the NC Division of Child Development requirement to offer, at least, 3 activity choices during a 3 hour time frame.

Our philosophy is that children learn and grow through play. We reinforce this by having materials and activity choices that support the North Carolina General Course of Study.

For those choosing to do homework, while we can't promise accuracy and/or completion, we do wish to support the homework choice in the following ways:

- A 20-30 minute time frame to work on homework at the same time as other quiet activity choices
- Paper, pencils, basic resource materials such as a thesaurus and dictionary
- A place to work
- Interaction with children completing homework when appropriate