



AFTERSCHOOL CARE PARENT HANDBOOK

Boone Trail Community Center & Library
8500 Old US 421
Lillington (Mamers), NC 27546
(910) 984-1094



PROGRAM OVERVIEW

Harnett County Parks and Recreation's afterschool care program at the Boone Trail Community Center provides a safe, engaging, and nurturing environment for families requiring quality child care for after school. Our mission emphasizes creating an atmosphere that balances student learning, enrichment, physical activity, free time in a stimulating and enjoyable setting, and time set aside to complete homework. The afterschool program offered at the Boone Trail Community Center provides parents with safe, convenient, reliable, and affordable out-of-school time care for their children. The program maintains clear policies and procedures and actively encourages and welcome open communication and parent involvement.

HOURS, DAYS AND MONTHS OF OPERATION

The after school program operates from 3 PM (school dismissal) until 6 p.m., Monday through Friday. The program begins August 27 and ends June 11th (unless the school year is extended). The program will follow the school's calendar and adjust for holidays and early release days based on that calendar.

TRANSPORTATION

Transportation via bus from a local area Harnett County school must be organized with the school in which your child is attending. Request that your child be assigned to the bus that arrives at the Boone Trail Community Center at 8500 Old US 421 in Lillington (Mamers), and the school should make proper arrangements.

GENERIC DAILY SCHEDULE

3:00 PM- 3:45 PM: Drop-Off by Bus/Arrival

3:45 PM- 4:15 PM: Physical Game/Activity

4:15 PM- 4:45 PM: Homework

4:45 PM- 4:55 PM: Snack

4:55- 6 PM Free Time & Pickup

PAYMENT SCHEDULE

In order to continue you child's participation in the afterschool program for each month, payment must be made to staff at BTCC by each of the following deadlines:

- **August/September 2018 (\$120):** Due Friday, Aug. 24, 2018
- **October 2018 (\$120):** Due Friday, Sept. 28th, 2018
- **November 2018 (\$120):** Due Wednesday, Oct. 31st, 2018
- **December 2018 (\$75):** Due Friday, Nov 30th, 2018
- **January 2019 (\$120):** Due Wednesday, Jan 2nd, 2019
- **February 2019 (\$120):** Due Friday, February 1st, 2019
- **March 2019 (\$120):** Due Friday, March 1st, 2019
- **April 2019 (\$120):** Due Monday, April 1st, 2019
- **May/June 2019 (\$120):** Due Wednesday, May 1st, 2019

If making weekly payments and wishing to continue the afterschool program, weekly payments are due on the Friday prior to each weekly session.

Only cash or checks can currently be accepted. Please make any checks payable to County of Harnett.

DEPARTURE AND RELEASE PROCEDURES

Parents must enter the building and sign their children out of our program. This ensures child safety. Photo ID may be required for the release of your child. The child will only be released to his/her parent and/or those adults that the parent(s) specifically designate on the enrollment form. Amendments to the release section of the enrollment form must be submitted in writing by the parent or guardian who completed the form. If a parent is not allowed to pick up a child, the center must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent listed on the enrollment form.

HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician.

Weather permitting, children may go outside every day. We cannot keep one child inside due to illness.

Children with head lice will not be allowed to attend the after school program. BTCC staff will follow the same guidelines as your child's school in relation to head lice.

If your child becomes ill during the program day, we will contact you to pick him/her up. In case of injury, parents will be notified immediately.

MEDICATION POLICY

Regular and ongoing medication will not be administered on-site. Arrangements should be made with the school nurse for the child to receive medicine. For emergency medication, please acknowledge this on the enrollment form. Please note the specific dosage your child is to be given. All medications must be accompanied by prescription or written permission from the child's parent and must be in the original container with your child's name and all labels intact.

MEDICAL EMERGENCY

In the case of a medical emergency, we will call 911 and contact the child's parents/guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital. We will provide them with the information from your child's records as to your choice of hospital and physician. In the event that this information is not specified, the child will be transported to the nearest available hospital.

PARENTAL NOTIFICATIONS

Parent notifications may be made in writing via letters, emails, flyers and/or signage at the sign-in area at the front desk. Notifications may also be made by phone calls or directly in person by site staff. Open communication is very important to the success of your child's experience. Conferences may be requested at any time.

DISCIPLINE AND GUIDANCE PROCEDURES

Praise and positive reinforcement are effective methods used in the behavior management of children. When children receive positive, non-threatening and understanding interactions from adults at home and in the community, they develop good self-esteem, self-discipline and

problem solving abilities. Based on this belief on how children learn and develop values, Harnett County Parks and Recreation (HCPR) staff will practice behavior management techniques.

To ensure program quality and safety of participants, certain guidelines must be established and enforced if the child steps out of these boundaries. A standard discipline procedure has been established so that all children will be treated fairly. If a child is involved in any behavior that disrupts program structure or affects the safety of participants, the following procedures will be initiated:

- 1. Quiet reprimand/verbal counseling.**
- 2. After repeated behavior problems, a first written incident report will be given to the parent.**
- 3. Additional behavior problems will constitute a second written incident report given to parent and a 1-2 day suspension from the program.**
- 4. If problems persist, a third written incident report constitutes that the participant will be asked to leave the program.**
- 5. For severe offenses, such as but not limited to fighting, theft, profanity, vandalism, possession of weapons or drugs, severe verbal threats, or sexual misconduct, the participant will be dismissed from the program immediately, by-passing the first four steps of this procedure.**

We cannot serve children who continually display unacceptable behavior. Children that exhibit any type of behavior which is thought to be unacceptable or unsafe by a counselor and the site director will be warned to correct their behavior and a telephone call will be made to their parent or guardian. **There are no refunds for suspension or termination.**

Unacceptable Behavior (includes but is not limited to)

- Foul language
- Disrespect for another child or counselor

- Fighting
- Refusing to take part in activities
- Ignoring or disobeying rules of safety
- Public or inappropriate displays of affection
- Defacing property or vandalism
- Stealing

SNACKS

An afternoon snack and water is provided each day. If you send an additional snack with your child, please ensure that it does not contain any form of peanut products.

PROCEDURES FOR PARENT INTERACTION – VISITING, COMMUNICATION AND CONFERENCES

Parents are welcome visitors to our program. Please check daily for posted notices, flyers or other information about program activities. We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our service to you and your family.

You may direct suggestions, concerns, compliments and complaints to the immediate caregiver, or Recreation Program Supervisor, Drew Bryant, at (910) 893-7518 or at wbryant@harnett.org.

INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSURES OR EARLY RELEASES

In cases of inclement weather, the BTCC afterschool program will follow Harnett County School District recommendations. If the school is closed/released early due to inclement weather, the after school program is also closed. If weather begins to worsen during the day after children have already been dropped off at BTCC as part of a normal schedule, we may call and ask you to pick up your child as soon as possible so our staff members may get home safely.

Parents need to notify their children's school, in writing, of alternate transportation plans should the school (and thereby the Boone Trail Community Center) close early due to incoming

inclement weather or any other emergency early dismissals (bomb threat, gas leak, power outage, etc.).

Early Release days that are on the Harnett County School Board's Calendar at the beginning of the school year will be covered by Boone Trail Community Center After School Program staff.

STAFF/CHILDREN RATIOS

The NC Division of Child Development requires a minimum of one staff member per 25 children. We strive to have one staff member per 15 children ratio. BTCC will have at least two staff members present at all times.

CHILD'S BELONGINGS

Children should be dressed for active indoor and outdoor play. A change of clothes is recommended. Items brought to the program by your child must be labeled and we expect children to be responsible for their personal belongings. Please leave personal toys, money, video games and players, CDs, CD players, iPods or other MP3 players, cell phones and anything not allowed by your child's school at home. We cannot credit or compensate for lost, damaged or stolen items.

POLICY ON HOMEWORK

Our policy on homework is to provide assistance and to remind and encourage, but not force children to do homework. We will provide approximately 30-45 minutes Monday through Friday for homework to be completed. If children do not complete their work in that time period, we must move on to the scheduled activities. Remaining homework will need to be worked on during free time or at home. At request from the child, staff will assist with homework by explaining directions, giving examples and checking completed work. If your child needs more help with homework or needs one-on-one tutoring, we suggest you work directly with your child's school.

Please acknowledge that you understand and consent to all items detailed in this parent handbook by printing and signing below.

Child's Name (Print)

Parent/Guardian's Name (Print)

Parent/Guardian's Signature

Date