

S&E Child Development Center, Inc.

## **S & E CHILD DEVELOPMENT CENTER, INC. CHILD DEVELOPMENT CENTER, INC**

### **Family Guidelines**

S & E CHILD DEVELOPMENT CENTER, INC. provides a safe, nurturing environment and interesting activities for children in pre-kindergarten through the sixth grade during hours beyond the regular school day.

S & E CHILD DEVELOPMENT CENTER, INC. supports and supplements the learning taking place during the school day. Quiet time is scheduled for homework in addition to time for the development of friendships, for age-appropriate physical activities, and for opportunities to pursue interests and talents.

**Admission Policies.** S & E CHILD DEVELOPMENT CENTER, INC. serves children in grades K-6th Grade

**Registration Procedures.** Registration for the fall begins in May, and is on a space available, first come, first served basis. Paper registration forms are available At 11931 Glen Hope Lane Charlotte, NC 28269. All registration forms will be processed upon registration and a confirmation number (or waitlist number) at the end of process. ***The \$20 registration fee will be due with the first week's fees at the site.*** Families with delinquent accounts may not register, until their account is paid in full. We encourage parents to be involved in a child's development. Visits to the center prior to enrollment are also welcomed and recommended.

**Days of Operation.** S & E CHILD DEVELOPMENT CENTER, INC. will begin operation on the first day of school each year, and operates on every regular school days. S & E CHILD DEVELOPMENT CENTER, INC. is open for full days of programming on the workdays which fall during weeks of school.

**S & E CHILD DEVELOPMENT CENTER, INC. is not open on the following days:**

Labor Day, September 2, 2013

Fourth of July July 4, 2013

Thanksgiving Day and Thanksgiving Friday, November 28-29th 2013

Winter Holidays, December 23- December 31<sup>st</sup> 2013

New Year's Holiday, January 1, 2014

Summer Vacation July 22-26 2013

Memorial Day Holiday May 27, 2013

April 22, 2013 Personal Day

October 14, 2013 Personal Day

**S& E CHILD DEVELOPMENT CENTER, INC. does operate when school is closed due to weather conditions.**

## Hours of Operation

After School program operates from the time of school dismissal until 6:00 p.m. Before School program operates from 7:00a.m. until 8:00 a.m.

**Program Fees.** A \$20 registration fee is due each school year, and any time during the year when a child is withdrawn and later re-enrolled. **Full weekly fees are charged for school weeks with holidays.**

Teacher Workdays Only: \$50.00 a Day

BSC: Before School Care fees for children also in After School are \$90 each week.

Before School Care fees for children only in Before School Care are \$50 each week.

After School Care fees for children only in After School Care are 60.00 each week.

**Transportation.** S & E CHILD DEVELOPMENT CENTER, INC. does not provide transportation home from S & E CHILD DEVELOPMENT CENTER, INC.. Parents may register their child at S & E CHILD DEVELOPMENT CENTER, INC. but school bus transportation from school to the S & E CHILD DEVELOPMENT CENTER, INC. site will be provided only within the attendance area or magnet program area (if applicable) of the child's school.

**Insurance Requirement.** Children enrolled in S &E must have personal insurance coverage.

**Authorized Persons to Pick Up Child.** The center must have written authorization from parents for other persons to pick up their child from S &E. Authorized persons must be sixteen years of age or older. No child will be allowed to sign her/himself out of ASEP. If a parent is not to be allowed to pick up a child, S &E must have a copy of the appropriate court order on file. Adults bringing or picking up a child from an S &E must come into the building to sign the child in or out.

**Fee Payment.** Fees are due Friday before the week of care. Fees may be paid in advance for any period of time. **Cash, Checks, Cashiers checks, or money orders** should be made payable to: S & E CHILD DEVELOPMENT CENTER, INC.

**Late Payment Penalties.** Weekly fees are due by Friday at 6:00 PM before the week of care. Your child cannot be re-enrolled in any S & E CHILD DEVELOPMENT CENTER, INC. program until full payment of the balance due has been made. A \$20 registration fee is due at re-enrollment.

**Absence. Full fees are charged when a child is absent.** If a child is absent from S & E CHILD DEVELOPMENT CENTER, INC. on a fee payment day, the parent may pay that week's fee on the next fee payment day with no penalty. Fee payment days are Fridays.

**Extended Absence.** If a child needs to be away from the program for two weeks or more, the parent may arrange ahead of time to hold the space by paying one-half the usual weekly fee if the program has no waiting list. If there is a waiting list, full payment will be required to hold the space.

**Late Pick-Up Penalties.** For every minute a parent is late picking up a child after 6:00 p.m., a late pick-up fee of \$1 is charged. Due at pick-up. After 6:05 p.m. the fee charged is \$1 for each 5 minutes. After the second late pick-up, a child may be excluded from the program. **Termination.** Parents are asked to give the Director notice when planning to terminate their child's participation in S &E. If a child is absent from S &E for one week without communication from parents, we will assume the child's participation has been terminated, and will drop the enrollment. **Behavior Guidelines.** Each S & E CHILD DEVELOPMENT CENTER, INC. has clear, written behavioral expectations of the staff and students at the site, and a plan outlined to maintain a positive environment. You will be asked to read and sign these guidelines with your child on the first day of participation.

**Sick Children and Epidemic Control Policy.** For the protection of all students enrolled in the program, S & E CHILD DEVELOPMENT CENTER, INC. will not allow a child to participate in a group if she/he shows any of the following symptoms: a fever of 101 degrees or higher, diarrhea, vomiting, a rash, nasal discharge or discharging eyes or ears, or conjunctivitis (pink eye). Should a child develop these symptoms while in day school they will not be able to attend S & E CHILD DEVELOPMENT CENTER, INC.. If a child develops symptoms during S & E CHILD DEVELOPMENT CENTER, INC. time, the child will be removed from the group and the Director will contact the parent or guardian to pick up the child from the program. The child may return to the program when she/he has been symptom-free for 24 hours. Parents will be informed if there is an outbreak of a communicable disease in S & E CHILD DEVELOPMENT CENTER, INC..

**Snack Nutrition.** S &E provides a daily snack for each child attending the program. Snacks are purchased through S & E CHILD DEVELOPMENT CENTER, INC. and meet nutritional guidelines established by the USDA. The monthly snack menu reflects a variety of healthy snack items. S & E CHILD DEVELOPMENT CENTER, INC. will provide alternate snacks to accommodate children with food allergies if a Dietary Request form signed by a physician is provided.

**Safety and Crisis Plan.** It is the policy of S &E Child Development Center, Inc. to protect persons served, staff members, visitors, and property in the event of a fire emergency or disaster. All persons will be evacuated and assembled at a location that is predetermined by the director as the assembly area.

**Cleaning Schedule.** S &E will be cleaned by director daily. Areas used by the S & E CHILD DEVELOPMENT CENTER, INC. such as the kitchen, bathrooms, and classrooms, are cleaned on a daily basis. Major cleaning tasks such as waxing floors are done after hours.

**Child Abuse and Neglect Reporting.** North Carolina law requires that any school system employee who suspects a case of child abuse or neglect must report those concerns to the proper agency.

**Parent Participation.** S & E CHILD DEVELOPMENT CENTER, INC. has a Parent Participation Plan posted with other information for parents. We encourage your involvement with S & E CHILD DEVELOPMENT CENTER, INC. in any of a number of ways:

- Communicate with site staff about your child's experience in S & E CHILD DEVELOPMENT CENTER, INC.
- Participate in site parent meetings
- Make a presentation to the children about your special talent
- Donate games, books, and toys

**Parent Questions and Concerns.** We want to address your questions and concerns in a timely and professional manner. The Director of S&E is available at the site during program hours or by phone. Her/his usual working hours are 8:00 AM until 6:00 PM on school days. You can reach the Director by calling (704) 599-3738 Please let us know of any concerns, questions or suggestions you have. We look forward to working with you this year, and to enjoying our time with your child. S & E CHILD DEVELOPMENT CENTER, INC. Child Development Center, Inc. does not discriminate against any person on the basis of sex, national origin, race, ethnic background, color, religion, age or disability in any of its educational or employment programs or activities.

**Registration Form - 1 per child**

**Fees non-refundable**

Child's

Name \_\_\_\_\_

(Last) (First) (Middle) (Nickname)

Child's Address \_\_\_\_\_

(Street) (City) (Zip)

Age \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ M/F \_\_\_\_\_ 2008-2009 Grade \_\_\_\_\_ Daytime

School \_\_\_\_\_

**Parent Guardian Information:**

1. Name

\_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Work Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_

Cell \_\_\_\_\_

Phone \_\_\_\_\_

2. Name

\_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Work Phone \_\_\_\_\_

Place of Employment \_\_\_\_\_

Cell \_\_\_\_\_

Phone \_\_\_\_\_

Fees will be paid by \_ Parent/Guardian \_ CCRI \_ Other Source

**Names and Daytime Phone Numbers of People (16 yrs. and older) Authorized to Pick Up Camper:**

1.

\_\_\_\_\_ Phone \_\_\_\_\_

2.

\_\_\_\_\_ Phone \_\_\_\_\_

3.

\_\_\_\_\_ Phone \_\_\_\_\_

**INFORMATION ABOUT YOUR CHILD (include allergies, restrictions, special needs, or NA for not applicable)**

\_\_\_\_\_

**Emergency Care Information:**

Child's Doctor's Name

\_\_\_\_\_ Phone \_\_\_\_\_

Child's Doctor's Address \_\_\_\_\_

Zip \_\_\_\_\_

Child's Dentist's Name

\_\_\_\_\_ Phone \_\_\_\_\_

Hospital Preference \_\_\_\_\_ Insurance Co. \_\_\_\_\_

Policy # \_\_\_\_\_

If Parent/Guardian Cannot Be Reached, Call: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

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

Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Registration Fee: \$20.00

**Fees non-refundable** Total Amount Enclosed \$ \_\_\_\_\_

Enclose deposit with registration form: Make cash, cashiers checks/money orders payable to **S & E Child Development Center, Inc.**

S & E does not discriminate against any person on the basis of gender, national origin, race, ethnic background, color, religion, age or disability in any of its educational or employment programs or activities.