



Parent Policy and Information Handbook

June 11, 2024-August 9, 2024

Watauga County ELC Summer Camp

175 Pioneer Trail
Boone, NC 28607
For students in Grades K-5

**Program Hours of Operation:
Monday- Friday-7:30 a.m.-6:00 p.m.**

**Registration, information and program forms at:
<https://www.wataugaschools.org/departments/afterschool/summer-camp>**

**After School Assistant Director-Trevor Owens - 828-264-7190
Administrative Assistant/Billing- McCormick Grubb - 828-264-7190**

Watauga ELC Summer Camp

owenst@wataugaschools.org
828-406-1882

Marvin Foronda, Program Coordinator (Starts in July)
Forondam@wataugaschools.org
McCormick Grubb, Program Coordinator (June 10th-June 14th off)
Grubbm@wataugaschools.org

In order to attend summer camp, children must arrive no later than 9:00 a.m. each day unless a Program Coordinator has been otherwise notified. Parents must pick up their children by 6:00 p.m. or late fees of \$1.00 per minute will be charged and must be paid before the child may return the next day.

Operations:

We serve elementary students who were enrolled in kindergarten through fifth grade this past year in Watauga County Schools. Children attending must be at least 5 years old and must have attended kindergarten during the 2023-2024 school year. Our ultimate goal is to provide supervised care with engaging activities daily in a convenient location. Students are exposed to age-appropriate activities that are safe and fun.

Dates and Time of Camp Operation:

The Summer Camp programs will begin at 7:30 a.m. and end promptly at 6:00 p.m. June 11, 2024-August 9, 2024. Please be considerate of our employees by respecting their time and being prompt in picking up your child no later than 6:00 p.m. Parents will be charged \$1.00 per minute past 6:00 p.m. and late fees must be paid before attending the following day.

Transportation:

Children may ride the bus with children attending the read to achieve summer enrichment program at designated pick up points/times in the mornings. **Children must arrive no later than 9:00 a.m. each day to attend for the day, unless children are attending the read to achieve camp.** Bus transportation service will not be available for children to travel back in the afternoons. Children attending the summer camp must have parents or other designated persons to pick them up no later than 6:00 p.m. each day.

Staff:

The Summer Camp is operated by program staff who normally work in the Licensed After School Programs during the school year. Among many other requirements, staff members receive federal background checks and TB checks before they are employed. In addition, they receive ongoing professional development including child care requirements of the North Carolina Division of Child Development.

Registration:

Please note that ***complete registration is required before a child can attend the program.***

To enroll your child in the Summer Camp, you must fill out a registration form online. The link for registration may be found at the school district webpage. If you do not have access to a computer, call one of the program coordinators listed on the cover of this document to make an appointment. A computer and help will be provided to register if needed.

Online registration in advance is REQUIRED for each child to attend. ***Your registration is not complete by filling out the online registration form.***

For Parents to complete registration the following must occur:

1. Complete a registration form (online). A valid email address is required.
2. You will receive an email confirmation when your registration is accepted. This does not mean you are enrolled. The email will provide additional requirements needed to complete enrollment.
3. The program coordinator will contact you to schedule a time to meet with you.
4. Sign statement of receipt of the parent policy and information handbook.
5. Children who require a one-on-one nurse or professional through the day will be considered on an individual basis. Please speak with the Program Coordinator about accommodations for your child if any are necessary.
6. Children must be legally enrolled in a Watauga County elementary school during the past school year, must have attended kindergarten or higher and must be at least 5 years old.
7. **Registration is not complete until you meet with the program coordinator.**

For Registration you will need:

1. To meet with your program coordinator. Please be considerate, on time and attentive.
2. Names and phone numbers of emergency contacts.
3. Names and phone numbers of everyone you will authorize to pick up your child.
4. Name and phone numbers of your child's doctor, preferred hospital, and dentist.

Refunds:

NO refunds will be given once registration is accepted and payment has been made.

Summer Camp Dates of Operation for Summer 2024

Choose carefully, there are no refunds for these weeks.

You may register later provided there are staff and space still available.

June 11th-July 26th will be at Cove Creek

July 29th - August 9th will be at Valle Crucis

The hours of operation are 7:30 am to 6:00 pm for dates listed below:

Week 1: Tuesday, June 11th - Friday, June 14th (4 days) -- \$128 for the week

(RTA & Reduced rate is \$64 for the week)

Week 2: Monday, June 17th - Friday, June 21st (5 days) -- \$160 for the week

(RTA & Reduced rate is \$80 for the week)

Week 3: Monday, June 24th - Friday, June 28th (5 days) -- \$160 for the week

(RTA & Reduced rate is \$80 for the week)

Week 4: Monday, July 1st - Friday, July 5th (4 days) -- \$128 for the week

(NOTE:Closed the 4th of July)

(Reduced rate is \$64 for the week)

Week 5: Monday, July 8th - Friday, July 12th (5 days) -- \$160 for the week

(Reduced rate is \$80 for the week)(possible Field trip charge < or =\$10)

Week 6: Monday, July 15th - Friday, July 19th (5 days) -- \$160 for the week

(Reduced rate is \$80 for the week)(possible Field trip charge < or =\$10)

Week 7: Monday, July 22nd - Friday, July 26th (5 days) -- \$160 for the week

(Reduced rate is \$64 for the week)(possible Field Trip charge < or =\$10)

Week 8: Monday, July 29th - Friday, August 2nd (5 days) -- \$160 for the week

(Reduced rate is \$80 for the week)

Week 9: Monday, August 5th - Friday, August 9th (5 days) -- \$160 for the week

(Reduced rate is \$80 for the week)

SUMMER CAMP ADDITIONAL PROGRAM FEES

Regular daily rate: \$32.00 per day= \$160 per week

Reduced daily rate: \$16.00 per day= \$80 per week

Late payment fee: \$10. First 2 times, \$15.00 thereafter

Late pickup charge: \$1.00 per minute past 6:00 p.m.

Returned check fee: (charged and collected by a private contractor)

Adding a week: If you need care for a week you did not register for, you may request that it be added by emailing McCormick Grubb at grubbm@wataugaschools.org. We will add the week IF 1) we have space and staffing available and 2) we receive payment for the added week in advance of service.

All children must be pre-registered according to licensing regulation in order to attend. If a child attends a day they are not pre-registered for, you will be charged at the unscheduled use rate of \$46.50 for the day.

Procare charges: Procare charges \$2.00 per transaction for electronic check (ACH) payment and handling fee. You will see these charges added to your invoice. A \$3.50 fee will be charged for payments that can not be processed due to insufficient funds or information entered incorrectly.

DSS Subsidy parents: Please be sure to register **ONLY** for days your child will attend. ***You will be charged the reduced rate of \$16.00 for ALL days your child is registered but does not attend.*** DSS only pays per day of attendance, not for absence days.

Payments: All fees must be paid by the 1st of the month in advance of care for the following month.

You will be invoiced through our Procare billing software via email and will be able to view account balances and make payments to your account online. ***If your child attended the after school program during the 23-24 school year, your after school and Summer Camp accounts are separate and you will be invoiced for Summer Camp separately.*** You must “switch” between the separate accounts in Procare. If you cannot pay on schedule, please contact the After School Administrative Assistant at 264-7190 to request an alternative payment plan.

See Procare instructions at the back of the handbook to set up your personal account to view, print, and see all financial transactions on your child’s account, as well as have access to see when they are signed into the program and have access to touchless sign out. Through Procare you can make payments or set up an automatic bank draft. Alternatively, you may make payments in person by cash or check.

Help with Fees for Low Income Families:

Subsidies are available to eligible parents through

- The Watauga County Department of Social Services (828-265-8100)
 - Since DSS no longer pays for absences, parents who receive subsidy must pay the reduced rate (\$16.00 per child/per day) for any days for which they register and the child does not attend.
- WAMY Community Action, Inc “Support Our Students” scholarship ranges from \$500-\$1000 depending on income level
 - Available online at wamycommunityaction.org/programs
 - Can be emailed to sarah@wamycommunityaction.org, faxed to 828-254-0952, or dropped off at 225 Birch St Suite 2, Boone, NC 28607
- ELC Reduced Rate is a scholarship available to low income parents who do not qualify for child care subsidies available from the Department of Social Services. Parents must apply and be approved for the scholarship. Reduced rate applications are available online at the same place as registration is found on the Watauga County Schools website under the department “afterschool”. These scholarships are limited, but we should have around 15 or more half scholarships to offer for summer.

- **Watauga County Schools employees are encouraged to fill out the reduced scholarship applications as well**

Add/Withdrawal and Change of Information forms are available online where you initially registered.

To withdraw a child from the program, a parent or guardian must email McCormick Grubb at grubbm@wataugaschools.org. Please note: there are NO refunds once registration is accepted and payment has been made.

School Space, Supplies:

The school principal determines the building space and equipment that can be used at each school. Children normally have access to playgrounds, equipment, gyms and audio visual equipment when this does not conflict with school activities.

Daily Routine 7:30-6:00 pm:

A written themed activity plan is posted every week on the parent information board. These activities will include:

1. Breakfast (30 min) Lunch (30 min), & p.m. snack (20 min.)
2. Physical activity (3.5 hours) outdoor play when weather permits incorporating both gross motor skills and “free” play.
3. Quiet Time (45 minutes)
4. Enrichment Activities (4 hours) a balance between self-directed and adult-guided activities

Healthy Snacks:

Watauga County Schools are committed to serving nutritious breakfast, lunch and snacks to your children. Each meal or snack served meets guidelines approved by the Division of Child Development and the US Dept. of Agriculture to ensure your children are eating healthy. Parents who have children with allergies or a medical reason for altering the normal snack provided must complete the Nutrition Opt Out Form and Medical Form (see program coordinator) stating specific conditions and requirements and provide a snack each day meeting licensing guidelines.

Physical Activity:

Physical activity will occur daily as part of our overall program to nurture the whole child. We exceed daily standards set forth by the “Eat Smart Move More” guidelines established by the state of North Carolina. We go outside every day, rain or shine (see weather chart attached). On rainy days we will go outside under shelter. Be sure your child has appropriate provisions (sunscreen, raincoats, hats, etc.) for going outside each day. Be mindful of kids wearing clothes that you both don't mind getting dirty.

Sunscreen:

You will have to provide your child with their own sunscreen for use in the program each day. Please label your child's sunscreen with their name (first and last) so it is not confused with other children's products. Sunscreen will be collected and kept out of reach until time to be used due to licensing requirements. Before going outside we will offer the sunscreen to your child to put on themselves. Please instruct your child on how to self apply sunscreen. ***Sunscreen provided to the program MAY NOT be of the aerosol type.*** Aerosols of any type are not permitted in the program. There is also a form you must fill out that will be provided by your PC.

Other items your child needs to bring or wear:

Children should come dressed appropriately for active play outside each day. Children may not wear flip flops. Shoes should be tennis shoes or some similar closed toe shoe. Shoes must not have black soles to be able to play in the gym on the gym floors. Also, please have your child bring a water bottle that can be easily refilled and a towel for a rest area during down times in the day and possibly a sun hat/cap to wear outside. **Be sure to label all items your child brings with their name, first and last.**

Discipline Policy and Behavior Expectations:

Children must comply with all regular school rules and with the directions of the summer camp staff. Please note that the program does not accept responsibility for any personal items brought by students.

We seek to prevent behavior problems by keeping the program well organized, setting clear expectations, modeling responsible and respectful behavior, offering engaging activities, meeting students' basic needs, and providing positive reinforcement for good behavior.

When disciplinary actions are necessary, we use redirection, suspension of privileges, separation from the group, notices to parents, and suspension or expulsion from the program as needed. Corporal punishment and other physical punishment (such as requiring a student to run laps or do push ups, or withholding food or bathroom privileges) are prohibited. Please support staff efforts to maintain a safe, orderly program for the benefit of all students. ***A parent/guardian contacted about behavior problems is expected to cooperate with the staff in assuring the elimination of inappropriate behavior. In instances where behavior disrupts the entire program, the parent will be asked to come immediately to pick up the child for the day.***

The basic discipline policy includes the following action steps:

1. Talking to the child about the behavior
2. Redirecting the child to a different activity
3. Removing the child from the group or area
4. Limiting privileges
5. Initiating an age appropriate period of cooling down (1 minute for every year of age)
6. A written behavior letter and consulting with a parent in person to discuss a strategy.
7. Calling the parent, a written behavior letter and sending the child home.

Discipline will be handled by summer camp staff.

A copy of a behavior letter from your program coordinator will be given to the parent or guardian detailing specific concerns as they occur and asking for help from the parent or guardian about how we can best address the problem to prevent repeat offenses of the same behavior.

If sustained problems arise regarding the behavior of your child and we are unable to solve the problem, we will contact you to arrange a parent/teacher conference regarding the problem. This will give you the opportunity to talk with our staff in order to help your child. This conference can include the program coordinator, group leaders or others who may experience similar behaviors. The goal is to come up with a comprehensive plan to address the issue so your child receives the same message from all figures of authority.

Suspensions:

Safety and respect for all children and counselors is our top priority. Students that are a threat to other children in the program, are continually disruptive to the group, disrespectful to staff, or refuse to follow instructions can be suspended or expelled. Students are also expected to stay with the group at all times. Students who do not stay with the group can be suspended or expelled as well. Suspensions may occur after a warning letter or immediately if the situation is serious enough. An expulsion may occur after written letters or immediately if the offense is violent in nature, involves drugs, alcohol, or weapons.

Expulsion from the Watauga ELC Summer Camp will normally result from one of the following:

1. Repeated discipline problems such as disruptive behavior, refusal to follow instructions, or speech/actions disrespectful to other students or staff.
2. A single incident involving violence, possession of a weapon, any illegal substance, or other behavior that threatens the health and well-being of other students or staff.
3. Students who do not stay with their group.
4. Excessive late pick-up of children after 6:00 p.m
5. Failure to pay fees in a timely manner.

Child Abuse and Neglect Policy:

North Carolina law requires that any person who suspects child abuse or neglect to report the case to the county department of social services. It is a required obligation with penalties for any school, or child care personnel. Any suspected cases of child abuse or neglect will be coordinated with the school guidance counselor and principal as well as the Watauga County Department of Social Services.

Procedures for safe arrival and departure of children:

If your child attends the read to achieve summer program, at the end of school each day, your child and your child's summer school teacher should be clear whether they are to come to summer camp in the afternoon or not. **We require separate notice from the morning read to achieve summer school (8:00-2:30 p.m.) if your child will not be in summer camp for the remainder of the day (2:30-6:00 p.m.).** Please send a separate email or call the Program Coordinator to let them know when your child will be sick or absent. We will check attendance at 8:15 a.m. and again promptly at 2:30 p.m. to determine that all the children enrolled are accounted for. Children who are not attending read to achieve camp should arrive no later than 9:00 a.m. For the safety of the children, daily arrival and departure times and the identity of the person picking up or dropping off will be recorded by staff each day as the child arrives and/or parent or authorized person picks the child up. The parent or guardian must notify staff of the specific time when they or another person they have authorized on the registration will arrive to pick up the child for departure. Students will be accompanied by staff to the predetermined pick up area at the designated time and the parent or authorized pickup will sign the child out and depart. Children are never allowed to go out to a car without an adult and children will only be released to persons listed on the child's registration as authorized by the parent/guardian. Staff will request to view a driver's license to verify the identity of persons other than a known parent/guardian even if they are included on your authorized list. Authorization from the parent/guardian is required in writing, on the enrollment form, when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child. Once enrolled, you may edit your authorized pick up list through your Procure account.

If an emergency arises and you wish to make special arrangements for picking up your child, you will need to send a note to the Program Coordinator. They may call you to verify the note. Please be sure you update your phone number with the Coordinator if it changes. Once the child is signed out, the person who signed out the child is immediately fully responsible for that child. **Children must never be left unattended.**

If children are not picked up by 6:30 p.m. and we have not received a call saying that an authorized person is on the way to pick up the child, we will contact the Department of Social Services to report the situation and to request assistance.

If there are current legal documents regarding custody issues, please provide a copy to the Program Coordinator.

We are required to release a child to his or her natural parent unless we have a legal document on file that addresses custody. We cannot deny a parent the right to pick up their child, even if we have been asked to do so without a legal document on site.

The summer enrichment program closes at 6:00 p.m. Please be courteous to the summer camp staff in arriving on or before the pickup time of 6:00 p.m. Parents arriving after 6:00 p.m. will be charged \$1.00 per minute past 6:00 p.m.

100% Tobacco-Free Policy:

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. This policy is communicated to all families, visitors, volunteers, and staff. All staff and parents of enrolled children sign an acknowledgement of this policy. Any persons found violating the policy will be asked to refrain while on child care premises or asked to leave the premises.

Health Rules for Attendance:

Children who are suspected to be sick, have had a fever within the past 24 hours or have family members who are sick should not attend the program. If your child becomes ill while in our care, you will be called using contact information provided on the registration form (remember to notify the program coordinator or use the change of information form online to revise any changes in contact information so that you can be reached in the event of an emergency). To ensure the health of other children and staff in the program, **sick children must be picked up immediately**; please be prompt. Children with any of the following conditions must be sent home:

- Temperature over 100.4 degrees
- Strep throat, until 24 hours after treatment has started
- 2 or more episodes of vomiting
- A red eye with white or yellow eye discharge until 24 hours after treatment
- Scabies or lice
- Chicken pox or a rash suggestive of chicken pox

- Tuberculosis, until a health professional states the child is not infectious
- Impetigo, until 24 hours after treatment
- Pertussis, until 5 days after appropriate antibiotic treatment
- Hepatitis A virus infection, until one week after onset of illness or jaundice
- Sudden onset of diarrhea
- When a physician or other health professional issues a written order that the child be separated from other children

Medication Administration:

Our staff is certified in Pediatric First Aid, CPR & AED and Basic School Age Care (BSAC).

You must provide written permission to administer medication to your child. In addition, a doctor or health care professional must sign a medication permission form and create an action plan for your child in order that Watauga County Schools summer enrichment personnel may make available 1) epinephrine for severe allergic reactions, and 2) inhalants for asthma. This form is to be filled out and updated every six months. It will be kept on file-with the students' records. Please keep track of medication expiration dates as we are unable to keep your child in the program if permission or medication expires. The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

Our staff are only permitted to administer emergency medication in the instance the child is not able to

self-administer; please be sure your child is adequately trained to self-administer asthma inhalers and “epi-pens”. All other over the counter and/or non-emergency medications should be administered before or after program hours. We will seek guidance from school nurse professionals if there are extenuating circumstances.

If your child is injured during play, we will administer first aid and call you. The program coordinator will describe the injury to you, and we will give you the opportunity to make a decision regarding whether your child should be picked up or stay with us.

In case of an emergency, the staff will seek medical assistance first and call the parent immediately. Parents and their insurance carriers are responsible for the cost of such emergencies.

Insurance:

We strongly encourage parents to obtain insurance coverage for their children. Parents and/or their insurance carriers are responsible for all costs related to any accident or injury incurred to their children during the summer camp program.

Emergency Response Plan:

The summer camp will follow the same evacuation procedures as the school they are located in for fire, lockdown and tornado procedures. These procedures are detailed in an Emergency Preparedness Plan provided to the state for access by state and local emergency personnel. In the event of an emergency, staff will have each child's emergency information and parents will be notified as soon as the situation is safe to do so. More information is available on request.

Special Closing Information:

The summer enrichment program will not operate if summer school is canceled or dismissed early for water and power outages. If you receive a notification advising of the program closing, please be prompt in picking up your child. Sanitation regulations prevent the operation of public programs when there is not running water or electricity. In the event that we have a power outage or water failure, we may cancel the program and call you to pick up your child.

These decisions are announced on the school automated phone notification with the regular school announcement, on our after school website and Procure.

Understand the Weather

Wind-Chill



- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

| | | Wind Speed in mph | | | | | | | | |
|-----------------|-----|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| | | Calm | 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 |
| Air Temperature | 40 | 40 | 36 | 34 | 32 | 30 | 29 | 28 | 28 | 27 |
| | 30 | 30 | 25 | 21 | 19 | 17 | 16 | 15 | 14 | 13 |
| | 20 | 20 | 13 | 9 | 6 | 4 | 3 | 1 | 0 | -1 |
| | 10 | 10 | 1 | -4 | -7 | -9 | -11 | -12 | -14 | -15 |
| | 0 | 0 | -11 | -16 | -19 | -22 | -24 | -26 | -27 | -29 |
| | -10 | -10 | -22 | -28 | -32 | -35 | -37 | -39 | -41 | -43 |



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)

| Air Temperature (F) | Relative Humidity (Percent) | | | | | | | | | | |
|---------------------|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 | 80 | 85 | 90 |
| 80 | 80 | 80 | 81 | 81 | 82 | 82 | 83 | 84 | 84 | 85 | 86 |
| 84 | 83 | 84 | 85 | 86 | 88 | 89 | 90 | 92 | 94 | 96 | 98 |
| 90 | 91 | 93 | 95 | 97 | 100 | 103 | 105 | 109 | 113 | 117 | 122 |
| 94 | 97 | 100 | 103 | 106 | 110 | 114 | 119 | 124 | 129 | 135 | |
| 100 | 109 | 114 | 118 | 124 | 129 | 130 | | | | | |
| 104 | 119 | 124 | 131 | 137 | | | | | | | |

WHAT INFORMATION IS REQUIRED TO DETERMINE ELIGIBILITY?

ALL APPLICANTS ARE REQUIRED TO PROVIDE PROOF OF INCOME. VERIFICATION OF HOUSEHOLD GROSS INCOME FOR THE PRIOR MONTH IS REQUIRED. HOWEVER, IF YOU HAVE ALREADY VERIFIED YOUR INCOME FOR THE SNAP (FOODSTAMP) PROGRAM, NO ADDITIONAL INCOME VERIFICATION MAY BE NEEDED.

ALL APPLICANTS OR THEIR CHILDREN MUST BE U.S. CITIZENS OR PROVIDE PROOF OF LEGAL RESIDENCY.

ALL APPLICANTS SHOULD PROVIDE PROOF OF CHILD SUPPORT PAID OUT TO SOMEONE ELSE.

IN ADDITION, THE FOLLOWING IS REQUIRED:

- TO SUPPORT EMPLOYMENT: PROOF OF INCOME AND WORK SCHEDULE
- TO SUPPORT EDUCATION: PROOF OF ENROLLMENT, CLASS SCHEDULE AND FINANCIAL AID.
- TO SUPPORT A PRESCHOOL AGE CHILD'S DEVELOPMENTAL NEEDS: INFORMATION IDENTIFYING THAT THE CHILD HAS DEVELOPMENTAL DELAYS, AND HOW CHILD CARE WILL SERVE THE CHILD'S EMOTIONAL, SOCIAL, PHYSICAL OR COGNITIVE NEEDS.
- TO SUPPORT A FAMILY IN CRISIS: INFORMATION REGARDING THE CRISIS AND WHY CHILD CARE IS NEEDED
- TO SUPPORT CHILD PROTECTIVE SERVICES OR FAMILY REUNIFICATION: A REFERRAL FROM A CHILDREN'S SERVICES SOCIAL WORKER IS NEEDED.



IS THE HIGH COST OF CHILD CARE GETTING YOU DOWN?
WE CAN HELP!

APPLYING FOR SUBSIDIZED CHILD CARE ASSISTANCE



WATAUGA COUNTY
DEPARTMENT OF
SOCIAL SERVICES
132 Poplar Grove Connector
Suite C
Boone, NC 28607

Phone: 828-265-8100
Fax: 828-265-7638

WE CAN PROVIDE HELP WITH THE COST OF CHILD CARE FOR THE FOLLOWING REASONS:

- TO SUPPORT A CAREGIVER'S EMPLOYMENT
- TO SUPPORT A CAREGIVER'S EDUCATION AND TRAINING
- TO SUPPORT A PRESCHOOL AGE CHILD'S DEVELOPMENTAL NEEDS
- TO SUPPORT CHILD PROTECTIVE SERVICES
- TO SUPPORT FAMILY REUNIFICATION OR FAMILIES IN CRISIS, INCLUDING VICTIMS OF DOMESTIC VIOLENCE



HOW DO I APPLY?

WHERE: WATAUGA COUNTY DEPARTMENT OF SOCIAL SERVICES: FROM HIGHWAY 421N, TAKE THE POPLAR GROVE CONNECTOR AND TURN RIGHT. WE ARE LOCATED ON THE SECOND FLOOR OF THE HUMAN SERVICES BUILDING.

WHEN: WE ACCEPT WALK-INS, BUT TO BE SURE YOU CAN BE SEEN PROMPTLY ON THE DAY YOU WISH TO APPLY, CALL 265-8100 FOR AN APPOINTMENT.

IF ELIGIBLE, HOW DOES THIS WORK? ARE ALL CHILD CARE COSTS COVERED?

ELIGIBLE FAMILIES RECEIVE A VOUCHER FOR ASSISTANCE WITH THE COST OF CHILD CARE. MOST PARENTS PAY A FEE EACH MONTH, BASED ON A PERCENTAGE OF THEIR GROSS INCOME. FOR MOST FAMILIES THE FEE IS CONSIDERABLY LOWER THAN THE FULL COST OF CHILD CARE. MOST LICENSED CHILD CARE PROVIDERS IN WATAUGA COUNTY, INCLUDING MANY AFTER-SCHOOL PROGRAMS, PARTICIPATE IN THE SUBSIDIZED CHILD CARE PROGRAM.

WATAUGA COUNTY DEPARTMENT OF SOCIAL SERVICES

INCOME GUIDELINES

FAMILY SIZE MONTHLY GROSS INCOME

CHILDREN AGES 0-5

| | |
|---|--------|
| 1 | \$2430 |
| 2 | \$3287 |
| 3 | \$4143 |
| 4 | \$5000 |
| 5 | \$5857 |
| 6 | \$6713 |
| 7 | \$7570 |

CHILDREN AGES 6-12

| | |
|---|--------|
| 1 | \$1616 |
| 2 | \$2186 |
| 3 | \$2755 |
| 4 | \$3325 |
| 5 | \$3895 |
| 6 | \$4464 |
| 7 | \$5034 |

WATAUGA COUNTY DEPARTMENT
OF SOCIAL SERVICES

132 Poplar Grove Connector
Suite C
Boone, NC 28607

Phone: 828-265-8100
Fax: 828-265-7638

GET A SMART START!

FOR
PRESCHOOL CHILDREN
AGE 5 OR YOUNGER

SMART START SUPPORTS MANY
COMMUNITY PROGRAMS SERVING
PRESCHOOL AGE CHILDREN,
INCLUDING CHILD CARE ASSISTANCE!



SMART START FUNDING IS PROVIDED BY
THE N. C. PARTNERSHIP FOR
CHILDREN AND THE WATAUGA COUNTY
CHILDREN'S COUNCIL.

Space and Equipment

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. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. The staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval

| 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 September 2023

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.



Our Online Parent Portal

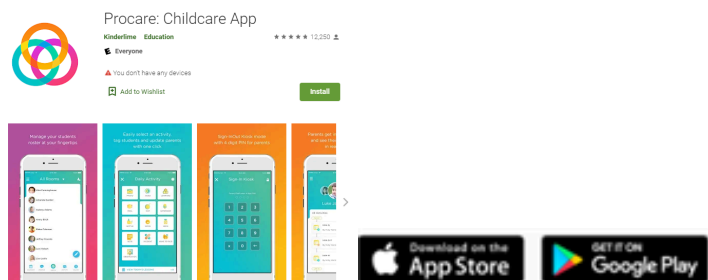
[Myprocare.com](https://myprocare.com) allows you to access your student's account, be notified when fees are due, and make payments online from anywhere using your debit or credit card (for a 2.75% fee). You can also set up automatic recurring payments so you never receive a late payment fee again.

Creating a Procure account is a requirement of enrollment in the after school program. So you must provide an up-to-date email address when registering your child.

Once your child's registration is accepted for enrollment, you will receive an emailed invitation from Procure to create your family account. Below is a list of steps you will need to follow once you receive your invitation to create your Procure account:

1. To begin, enter your primary email address (this is the email address you will use when registering your child for the after school program) and click the Secure Login button.
2. You will then be prompted to check your email for a confirmation number, which you will enter in the indicated box.
3. Choose a password and enter where indicated.
4. Confirm your password where indicated.
5. Click Submit.

MyProcare has an Awesome Mobile App available!



With the free Procure Mobile App, you are able to receive photos, videos, messages from your child's program coordinator, and other updates about your child's activities in the after school program. You will be able to keep track of when your child is signed into the program and signed out.

You are also able to make ACH (electronic check) payments online for a \$2 processing fee, set up recurring payments, see your monthly statement, and access your child care tax statement.

With the Mobile App you are able to sign your child in and out of the program as needed using Procure's contactless QR Code.

CHILD MEAL PATTERN

| Snack | | | | |
|---|-------------------|-------------------|-------------------|--|
| (Select two of the five components for a reimbursable snack) | | | | |
| Food Components and Food Items ¹ | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 ² (at-risk afterschool programs and emergency shelters) |
| Fluid Milk³ | 4 fluid ounces | 4 fluid ounces | 8 fluid ounces | 8 fluid ounces |
| Meat/meat alternates | | | | |
| Lean meat, poultry, or fish | ½ ounce | ½ ounce | 1 ounce | 1 ounce |
| Tofu, soy product, or alternate protein products ⁴ | ½ ounce | ½ ounce | 1 ounce | 1 ounce |
| Cheese | ½ ounce | ½ ounce | 1 ounce | 1 ounce |
| Large egg | ½ | ½ | ½ | ½ |
| Cooked dry beans or peas | ¼ cup | ¼ cup | ¼ cup | ¼ cup |
| Peanut butter or soy nut butter or other nut or seed butters | 1 tbsp | 1 tbsp | 2 tbsp | 2 tbsp |
| Yogurt, plain or flavored unsweetened or sweetened ⁵ | 2 ounces or ¼ cup | 2 ounces or ¼ cup | 4 ounces or ½ cup | 4 ounces or ½ cup |
| Peanuts, soy nuts, tree nuts, or seeds | ½ ounce | ½ ounce | 1 ounce | 1 ounce |
| Vegetables⁶ | ¼ cup | ¼ cup | ¼ cup | ¼ cup |
| Fruits⁶ | ¼ cup | ¼ cup | ¼ cup | ¼ cup |
| Grains (oz eq)^{7,8} | | | | |
| Whole grain-rich or enriched bread | ½ slice | ½ slice | 1 slice | 1 slice |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin | ½ serving | ½ serving | 1 serving | 1 serving |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta | ¼ cup | ¼ cup | ¼ cup | ¼ cup |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10} | | | | |
| Flakes or rounds | ½ cup | ½ cup | 1 cup | 1 cup |
| Puffed cereal | ¾ cup | ¾ cup | 1 ¼ cup | 1 ¼ cup |
| Granola | ¼ cup | ¼ cup | ¼ cup | ¼ cup |

¹ Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

Field Trip and Photo/Video Consent

Field Trip Consent

We may plan field trips for children to attend. We will notify you in advance of any field trips that occur and of any additional costs associated with each field trip.

All field trips will be supervised by summer camp staff. All children will be expected to adhere to the rules and regulations of the program and to follow staff instructions on field trips.

If you approve of your child's participation in "off premises" field trips and/or permission to play outside fenced playground areas of the Summer Camp program, please sign below.

Child's name (please print)

(Parent Signature)

Date

Phone where I can be reached _____

Photo/ Video Consent

There may be occasions when Summer Camp activities will be photographed or videotaped by employees of the Watauga County Schools, the news media, and others for training or public relations purposes. With your consent, film including your child may be used in these photos/videos in the school system and/or after school/summer camp; publications, newspaper and television stories, teacher training materials, presentations to professional and community groups, on school system web pages and social media, and for other noncommercial purposes. Any film of students for commercial purposes will be prohibited without the consent of parents.

By my signature below, I indicate that I approve or disapprove of having my child (as listed on this form above) photographed or videotaped during after school activities as described above.

I approve: _____
(Parent Signature) Date

I disapprove: _____
(Parent Signature) Date

Permission for SunScreen:

I will provide sunscreen for my child for summer camp labeled with their name. In the event, you are unable to provide sunscreen for your child we will have a generic product for their use if you approve below.

I give permission for my child to apply sunscreen on sunny days when we play outside.

☐

I approve

☐

I do not approve:

Receipt of Handbook and Emergency Authorization

By my signature below **I agree to or acknowledge:**

- **In the event of an emergency,** the program coordinator or other staff may authorize the physician of his/her choice to provide emergency care provided that I cannot be contacted immediately.
- The program coordinator or other summer camp personnel may arrange transportation as needed to the nearest hospital or evacuation site.
- The Summer Enrichment Camp Parent Handbook Policies and Procedures including but not limited to the program discipline policy have been explained to me and I will abide by the rules and policies governing summer camp care included within the handbook and support the staff in their efforts to make this program a safe and fun learning experience.
- I have either received a printed or emailed copy of the Watauga County Schools Summer Enrichment Camp Parent Policy and Information Handbook including discipline policy.
- Any changes of the program discipline policy will be given to me in writing 14 days prior to implementation.

In this handbook, I have been given information for the following topics:

1. How to register my child
2. Types of enrollment
3. Fees and services
4. Online billing information
5. Hours of operation
6. Procedures for safe arrival and departure of center
7. Medication policy- Sick child policy
8. 100% Tobacco-Free Policy for N.C. Child Care
9. Emergency evacuation plan
10. Discipline and behavior expectations
11. Inclement weather
12. Healthy meals and snacks
13. Child abuse and neglect policy
14. Custodial Services
15. Weather Chart
16. Field Trip/Photography/ Sunscreen Consent Form

Child's Name (please print)

(Parent Signature)

(Date)

I, the Program Coordinator, will provide or arrange transportation to an appropriate medical resource or pre-determined evacuation site in the event of an emergency. In an emergency, other children in the program will be supervised by a responsible adult. I will not administer any drug or medication to the children in this program except during a life threatening emergency when a child is unable to self-administer medication as authorized by the parent and physician in the action plan on site.

(Program Coordinator Signature)

(Date)