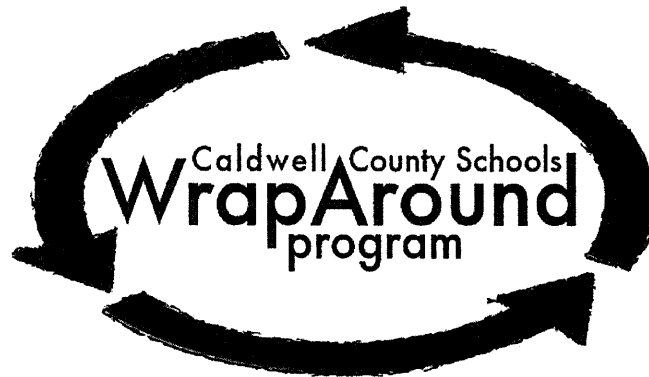


WrapAround Program Services Parent Handbook

School Year 2023-2024



Effective October 19, 2023

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WRAPAROUND PROGRAM INFORMATION

Our Mission

Welcome to Caldwell County Schools (CCS) WrapAround Program! WrapAround cares for Caldwell County's school-aged children in nurturing, affordable and convenient environments, within which children thrive through engaging and age appropriate experiences facilitated by respectful and professional leaders. All WrapAround programs operate per NCDCEE licensing requirements, providing high quality care and environments.

WrapAround Provides:

- Care for children ages 5-12 years old for a reasonable cost,
- Convenient operating hours for working parents,
- Safe, fun and educationally enriching programs, including time for physical activity inside and outside and quiet areas for homework time.

Program Description – How We Work & Play

Daily schedules include the following types of activities:

- Snacks – nutritious snack/juice per USDA requirements (*NOTE: Food allergies require physician note with suggestions for appropriate substitutions.*)
- Outdoor Activities – time for games and free play outside daily.
- Indoor Activities & Homework Time – four activity centers or more available along with quiet areas for homework
- Group Time – time to talk about items important to the students

Summer Camp – The Best Fun Around!

Summer Camp begins right after school ends and continues until the next school year from 6am – 6pm, Monday through Friday. We are closed a week near July 4th to give our staff a vacation. Breakfast, lunch and afternoon snack provided daily. Two or more field trips happen weekly except during the first and last weeks. Departure time for most trips is 9am; return time is around 3pm. Weekly activities and fun games are planned!

Program Operational Information – When We Are Open & Closed

During the school year, children attend WrapAround at their school, if available. Summer Camps operate at fewer sites depending on participation.

OPEN: Before School (open at 6am), After School (until 6pm)
Non-Instructional Days / Full Days (6am – 6pm) – Arrive by 9am, pack a healthy lunch labeled with child's name & date
Summer Camp –6am - 6pm. Arrive by 9am. Breakfast, lunch and afternoon snack provided daily.

CLOSED: Holidays, a week for July 4th, and a week at Christmas, as possible due to the CCS calendar.

Combining Sites for Full Days, School Breaks, and/or Summer Camp

To provide care on non-instructional days, WrapAround Programs are combined by operating at these four or five schools on Full Days:

Davenport, Gamewell Elem, Granite Falls Elem, Hudson Elem and Lower Creek.

Situations requiring the combination of sites include, but are not limited to, the following:

- Department of Corrections (DOT) inmates are working (Children may NOT be allowed on the premises)
- Predicted low attendance for a full day, school break or summer camp
- Construction or repairs at a program or school which may interfere with the areas used by WrapAround

Packing Lunches on Non-Instructional Days: Parents must provide a bag lunch (label with child's name & date) on Full Days to meet federal/state standards: 2 oz. of meat or cheese; 1.5 cups of fruit or vegetables; and 1 or more slices of bread or crackers. **For example a cheese sandwich, an apple, and a small bag of carrot sticks would make a balanced lunch. Milk and other supplements to meet USDA requirements are provided on these days. Please label your child's lunch with their name and date.**

Weather-Related Closings or Delays – How We Operate During Inclement Weather

- **Delayed opening of school:** When school is delayed, WrapAround is delayed the same amount of time. For example, if school is delayed three hours, WrapAround opens on a three-hour delay, opening at 9am.
- **Early Dismissal of School:** If school is dismissed early due to extreme weather or an unexpected situation, afternoon WrapAround is closed.
- **School Cancelled for Students and Teachers:** If school is cancelled, WrapAround is closed. Accounts are credited for unexpected closures.

Schedule changes due to delays and closures are posted on the CCS website and listed on: **WBTB and WSOC-TV.**

WrapAround Cell Phone Policy for Students - For students enrolled in WrapAround, dismissal occurs when they are signed out at the end of their WrapAround day. Cell phones must remain put away and turned off until children are picked up and signed out.

Non-discrimination Statement

The CCS WrapAround Programs prohibit unlawful discrimination against any individual for reasons of race, color, religion, national origin, sex, age, disability or handicap. Children who follow directions, are respectful to their peers and group leaders, and stay with the group may participate in WrapAround.

WRAPAROUND RESPONSIBILITIES FOR PARENTS AND CHILDREN

Complete Registration Form: Every parent must provide accurate information on the child's registration form, particularly to include addresses, working phone numbers and names of authorized/emergency pick-up individuals and current numbers. Parent signature verifies the information is correct. *Provide info about any changes to the Director to prevent your child from being suspended and/or expelled from the program.*

Insurance Coverage Required for Enrollment: Children must be covered by an insurance policy to participate in WrapAround. Proof of current coverage must be provided on the WrapAround Registration Form. Selecting and purchasing a particular policy are personal decisions to be made by parents/guardians. WrapAround and CCS are not recommending any particular company.

Safe Arrival and Departure Procedures: Children must never be left unattended. Parents are required to escort children into the school and to interact with the employees so the children can be welcomed. All parents are required to sign children in/out daily. Both time and parent signature are required for each drop-off/pick-up occasion. On Full Days, children are required to be signed in by 9am in order to stay for the day. The same sign-in/out requirement is in place for Full Days, even when some children participate at a different WrapAround location. *Failure to do so will result in child being suspended and/or expelled from the program.*

When a child initially enrolls in WrapAround, parents/guardians may be required to show photo identification for the first several weeks of care. After WrapAround employees know the parents/guardians, IDs may not be checked daily. WrapAround employees have the right to check the ID of any individual picking up a child at any time, particularly those individuals parents have authorized to pick up their children. Parents should remind the authorized pick up people to bring their ID inside when picking up. Children will only be released to individuals parents have authorized and who have presented corresponding photo identification.

Please speak with your child's group leader daily for updated information. Ask questions, offer suggestions and get to know the employees caring for your child. Communicate with your Director if your child will be absent. Parent support and cooperation is vital for your child to be successful while participating in WrapAround. Parents must provide a written note, an email or use a messaging app to communicate with the WrapAround Director when after school plans change or if someone different will be picking up their child.

Expectations for Participation: Children are expected to follow directions, be respectful to their peers and group leaders, and stay with the group. An easy formula for talking with your children about appropriate behavior expected in WrapAround is: Be Kind, Be Safe, Be Neat. Children must be able to use the restroom independently and without adult assistance in order to be enrolled for WrapAround. We reserve the right to discontinue care if expectations for participation are not met.

Absences & Illnesses: If absent from school (i.e., illness, suspension) or in ISS, the child may not participate in afternoon WrapAround. Credit is not given for any absence including school (OSS and ISS) and/or WrapAround suspension. Payment is due whether or not your child attends. Children with signs of communicable illness and/or have a 101° fever will be separated from the group. Parents must pick up sick children as soon as possible and should not return their children to WrapAround or school until the children have been fever free for at least 24 hours.

Medication Administration: Medication will not be given without parent's written consent. Should it be necessary for your child to receive medication at WrapAround, the procedure is the same as your school's policy as listed below:

1. Parents must provide written instructions for giving the medicine along with current prescription and physician's authorization.
2. Prescription medication must be in the original container with child's name, name of medicine, dosage, and dosage times.
3. Non-prescription medicines may be given with parent permission and physician's written authorization (dose, name of medicine, and times).
4. Parents need to sign and date a consent form before medicine can be administered.
5. Parents are always welcome at WrapAround and may come administer medicine at appropriate times.
6. Sunscreen (& any over-the-counter medication marked "Keep Out of Reach of Children") must be labeled with the child's name. Parents must give the medication with a completed consent form to a WrapAround employee to be sure that it is stored/locked up as required.

Separated or Divorced Parents: Employees of the WrapAround Program are supportive to families and will promote positive development for all children. We recognize that many families are in transition and have experienced separation and/or divorce. To provide the best possible care for your child, it is vital for the significant adults in the child's life to maintain good relationships. Please make an appointment to meet privately with your Director to discuss any matters of importance regarding the separation/divorce and any other issues that may help us care for your child. For example, we need to have a clear understanding of the following:

- what the custody arrangements are; a copy of the official custody agreement/court document must be provided to the WrapAround Director,
- which parent to contact first for general questions and/or in case of an emergency,
- whether duplicate program information should be sent to both parents,
- who is responsible for WrapAround payments and who will/will not be authorized to pick up the child and on what days,
- who the other significant adults are in the child's life and their relationship to the child, especially if we are to have contact with them as well,
- the child's general feelings so we may be appropriately responsive when he/she is in our care.

Please meet privately with your Director about the details. To minimize situations which may be uncomfortable for you, your child and our staff, please refrain from talking in front of your child about custody issues, visitation disputes, and/or talking negatively about the other parent in front of your child. We cannot deny a parent access to their child upon the word of the other parent. Access is only limited with court order instructions.

Court Ordered Custody: If a family has official custody paperwork, a copy of the order must be provided to the Site Director *before the child enrolls* in the WrapAround program. Upon receipt of the order, the Site Director will confirm arrangements with the school principal.

No Smoking Policy – All CCS properties/facilities are smoke-free, which includes parents, even in vehicles. No smoking is permitted on any CCS campus.

WRAPAROUND CONTRACT OPTIONS, COSTS & PAYMENT POLICIES

WrapAround is a self-supporting department. A site may need to be closed or services reduced if low enrollment causes financial instability. Parents will be notified at least 30 days in advance of any operational change.

Registration Fees: Registration fee is \$40 per child for the school year and \$40 per child for summer camp. Each \$40 fee is non-refundable.

Contract Options – Select What You Need:

1st – Choose the contract you need: Before School or After School Care or Before & After School Care

With a contract, you may add **Full Days / Non-Instructional Days**. (A complete list of these Full Days is on page 9.)

2nd – To complete a child's enrollment in WrapAround, the Registration Fee plus two weeks' charges (depending on selected contract) is due along with a completed Registration Form. The form and first payment must be turned into the Site Director as least 24 hours prior to the first day of participation. The information must be reviewed, entered in our database and photos taken for security purposes prior to enrollment.

3rd – Payments are due weekly starting with the first Friday the child is enrolled. Payments may be made weekly, monthly, or according to your needs, as long as payments are made at least a week in advance per our auditors' requirement.

4th – Payment is required based on your contract. This includes charges for non-instructional days (Full Days), if part of your contract. A payment schedule will be provided based on your contract. No refunds are given for absences of any reason. Credits are applied for unexpected closures.

Note: Families receiving assistance from Department of Social Services (DSS) are responsible for part or all of the Full Day costs if your child is absent. (DSS covers the cost when children attend Full Days, but not when children are absent.)

5th – To re-enroll in WrapAround, paying another registration fee is required.

SCHOOL YEAR (Rates effective August 28, 2023)	1st Child	2nd Child	3rd Child (and additional children)
MORNING CARE - per week	\$25.00	\$24.00	\$23.00
AFTERNOON CARE - per week	\$45.00	\$41.00	\$37.00
FULL DAYS - Non-Instructional Days	\$30.00	\$29.00	\$28.00

In Addition To Your Contract, Do You Need Additional Care?

DAILY NON-CONTRACTED RATES

Daily, non-contracted rates are charged when care is needed beyond your already existing contract. Parents are encouraged to contract for full days (non-instructional days) if they need care on Teacher Planning days when students are out of school. If parents need care on Full Days and haven't contracted for them, they will be charged the higher, non-contracted rates if their children attend.

SCHOOL YEAR	1st Child	2nd Child	3rd Child (and additional children)
MORNING – Non-Contracted/AM	\$10.00	\$ 9.00	\$ 8.00
AFTERNOON – Non-Contracted/PM	\$13.00	\$12.00	\$11.00
FULL DAYS – Non-Contracted/Full Day	\$35.00	\$34.00	\$33.00

Varying Payment Options: If you need a different payment schedule (bi-monthly or monthly) or if you prefer to pay several months in advance, all these are options available to you. Talk with your Director for more information.

Pay Per Selected Contract - Payment is required based on your contract. If Full Days are part of your contract, payment is expected for all Full Days. **Parents pay for ten (10) holidays within the Caldwell County School year.** A payment schedule will be provided based on your selected contract. No refunds and/or credits are given for absences. Credits are applied for unexpected closures such as inclement weather.

Note: Families receiving assistance through Department of Social Services (DSS) must pay for part or all the cost of Full Day absences. (DSS pays when children are present, but does not pay for Full Day absences.)

Changing School Year WrapAround Contracts:

Parents have three times each year to reduce their contract; the first weeks of October, January and April. **To change a contract, a written request (email is fine) must be given to the Site Director.** Parents may increase their contract at any time throughout the school year.

Receipts and Tax Statements

A receipt for childcare payments may be requested from the WrapAround Site Director. A year-end statement for tax purposes will be provided in January for all families. These statements must be prepared at the Education Center and mailed to the address on the account. Change of address should be given to the WrapAround Site Director prior to the end of the calendar year.

Billing & Payment Calendars:

- Parents are encouraged to pay Friday afternoons, or no later than Monday morning at 8am to avoid a \$5 late fee on Monday morning.
- If the balance is not paid by 8am Tuesday, another \$5 late fee is charged.
- Acceptable forms of payment are personal checks, money orders, and/or cashier's checks.
- A \$30 fee is charged per item dishonored by the bank. After a second dishonored item, only money orders/cashier's checks are accepted.
- Lock boxes at the school are available for these payments.
- Accounts are billed each Monday morning for the next week. Fees are due at least weekly even if a child is absent for any reason from school, or from WrapAround or from Summer Camp. (For example, no credit is given if a child is absent due to illness, school suspension, WrapAround suspension, Summer Camp suspension, family illness or vacation, etc.)
- Parents pay for up to ten (10) Holidays within the Caldwell County Schools calendar. These days appear as "H" on the CCS calendar.
- Credits may be refunded if requested within three months of withdrawing from WrapAround. Speak with your Director for assistance.

Late Payment Fees:

- If payment is not made by 8:00am on Monday, a \$5.00 fee for late payment is charged.
- If payment is not made by 8:00am on Tuesday, another fee of \$5.00 is charged.
- If payment is not made by Friday, the child will be withdrawn.
- A \$40.00 re-registration fee per child is charged to re-enroll. Re-registration fees and balance must be paid before children may return.

Late Pick-Up Fees:

- A late fee of \$5.00 per child is charged for the first five minutes that children remain at WrapAround past 6:00pm.
- An additional \$5.00 is charged for each additional five-minute increment the child remains. (For example, if a child is not picked up until 6:05pm, the fee for late pick-up is \$5.00. For a child picked up between 6:05pm and 6:10pm, the fee for late pick-up is \$10.00. For a child picked up between 6:15pm and 6:20pm, the fee for late pick-up is \$20.00.)
- Excessive late pick-up of children will result in dismissal from the WrapAround Program.

GUIDING CHILD BEHAVIOR

Discipline Policy - How We Handle Behavior Concerns

Our goal is to have a happy and healthy environment for all the children enrolled in our WrapAround Program. Praise and positive reinforcement are effective methods of managing children's behavior. 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, the WrapAround Program will practice the following discipline policy.

We DO:

- Listen to, praise, reward, and encourage children.
- Reason with and set limits for children.
- Model appropriate behavior for children.
- Modify the classroom environment to attempt to prevent problems before they occur.
- Provide alternatives for inappropriate behavior to the children.
- Provide the children with natural and logical consequences of their behaviors.
- Ignore minor misbehaviors.
- Explain things to children on their levels.
- Use short supervised periods of "chill out time."
- Stay consistent in our behavior management program.

We DO NOT:

- Physically punish children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children.
- Shame or punish the children when bathroom accidents occur.
- Leave the children alone, unattended, or without supervision.
- Place children in locked rooms, closets or boxes as punishment.
- Allow discipline of children by other children.
- Criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.

All WrapAround employees are mandatory reporters when there are concerns regarding possible abuse or neglect of a child.

Expectations for Participation: Children are expected to follow directions, be respectful to their peers and group leaders, and stay with the group. An easy formula for talking with your children about appropriate behavior expected in WrapAround is: Be Kind, Be Safe, Be Neat. Children must be able to use the restroom independently and without adult assistance in order to be enrolled for WrapAround. We reserve the right to discontinue care if expectations for participation are not met.

Note: Placing a child in seclusion is defined as leaving the child in a space from which he or she cannot exit.

Physical restraint is defined as the use of physical force to restrict the free movement of all or parts of a child's body.

Seclusion can only be used under the following circumstances:

- to prevent imminent harm to the child or others,
- to prevent serious damage to property, or to control a dangerous weapon,
- when specified in a child's IEP.

In order to comply with CCS board policy, a child can only be secluded in a room that is:

- viewable,
- a well-ventilated space free of objects that can cause harm,
- secluded for an appropriate period of time

Physical restraint may only be used under the following circumstances:

- to prevent imminent harm to the child or others,
- to prevent serious damage to property, or to control a dangerous weapon,
- to teach a skill, calm, or comfort,
- to safely escort a student from area to area.

CREATING A SUCCESSFUL PARTNERSHIP

WrapAround employees are committed to maintaining a safe and secure environment for all children enrolled. Children who follow directions, are respectful to their peers and group leaders, and stay with the group may participate in WrapAround. An easy formula for talking with your children about appropriate behavior expected in WrapAround is: Be Kind, Be Safe, Be Neat. Children must be able to use the restroom independently and without adult assistance in order to be enrolled for WrapAround.

Parents will be kept informed about their child's behavior through face-to-face and/or phone conversations with WrapAround employees. Parent support and cooperation is necessary for a child to be and remain enrolled with our program. You may request a conference at any time. If a child is not responsive to adult instruction, the following steps may be taken:

Parent Conference - A parent conference with your Director may be helpful to discuss a serious situation and/or misbehavior. The goal of a conference is to work together to agree on how to handle a situation and/or to eliminate or prevent inappropriate behavior. A parent conference may be required for behaviors such as, but not limited to: inappropriate touching/hitting, indecent exposure, cursing, stealing or disrespectful and any other non-compliant behavior.

Suspension - Suspension removes a child from WrapAround for a period of one to ten days. Although this is difficult for working parents, it is sometimes necessary in order to keep all children safe. Suspensions are issued for behaviors that jeopardize the safety of students/staff, such as bullying, hitting, fighting, communicating threats or other unsafe behavior. Suspensions are as follows:

1st offense = 1 to 3 days: minor infractions such as, but not limited to, not following directions, hurting others, using inappropriate language.

2nd offense = 3 to 5 days: more concerning infractions such as, but not limited to, disrespectful behavior and/or inappropriate conversations with adult group leaders, untruthful and unkind actions which cause disruption to the program and put safety of children at risk.

3rd offense = 5-10 days: serious behaviors or a series of behaviors that are especially concerning and/or if other children are injured due to these incidents, such as physically attacking another child or group leader, running from the group and/or putting other children at risk for injury.

Consequences/suspensions may not always be issued in this order. If a behavior and/or several behaviors cause other children and/or our employees to be at risk of serious injury, a more stern consequence may be appropriate. Administrative discretion is used in all situations to determine the appropriate consequence and/or length of suspension. **Following suspensions of any length, a parent conference may be required before your child may return to WrapAround.** Additional or very serious offenses may result in expulsion. **We reserve the right to discontinue care if expectations for participation are not met.** Parents will be notified 30 days in advance if our discipline policy changes.

Vision: The Caldwell County Schools' WrapAround Program is students' and parents' school-age provider of choice.

Mission: Our school-age programs have nurturing environments that are affordable and convenient where students thrive with engaging, age-appropriate experiences through respectful communication with professional leaders.

Motto: Quality Care that "WRAPs AROUND" the school day!



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development
and Early Education

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 January 2021

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.

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	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.

What Is Child Care?

The law defines child care as:

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

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 health, safety, and 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.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Child Care Centers

Licensure 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. Recreational 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.

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. Local 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 page located on the Child Care website at: <https://ncchildcare.ncdhs.gov/>. For more information on the law and rules, contact the Division of Child Development and Early Education at 919 814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: <https://ncchildcare.ncdhs.gov/>.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It 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. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education** at 919-814-6300 or 1-800-859-0829. 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 maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

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 ratios must be maintained.

Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

Discipline and Behavior Management

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.

Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCHs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers 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. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care 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, and one quality point option.

Criminal Background Checks

Criminal background qualification is a **pre-service requirement**. All staff must undergo a criminal background check initially, and every three years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.

Important Dates for CCS WrapAround for 2023-2024

Holidays, Closures & Full Days

Holiday Closures - Families Billed (10 holidays)

Mon, Sep 4, 2023	Closed (Labor Day Holiday – Parents Charged)
Fri, Nov 10, 2023	Closed (Veterans Day Holiday – Parents Charged)
Thu & Fri, Nov 23 & 24, 2023	Closed (2 Thanksgiving Holidays – Parents Charged)
Mon - Tue, Dec 25 & 26, 2023	Closed (2 Christmas Holidays – Parents Charged)
Mon, Jan 1, 2024	Closed (New Year’s Holiday – Parents Charged)
Mon, Jan 15, 2024	Closed (MLK Jr. Holiday – Parents Charged)
Fri, Mar 29, 2024	Closed (Good Friday Holiday – Parents Charged)
Mon, May 27, 2024	Closed (Memorial Day Holiday – Parents Charged)

Closures / No Charge

Tue, Nov 7, 2023	Closed – Department Training
Wed (PM Only), Dec 20, 2023	Closed for the Afternoon only (start of Holiday break)
Thu, Dec 21, 2023	Closed – part of Christmas Break
Fri, Dec 22, 2023	Closed – part of Christmas Break
Wed, Dec 27, 2023	Closed – part of Christmas Break
Mon, Mar 4, 2024	Closed – Department Training
Fri, May 31, 2024	Closed (Last Day of School)

Full Days (16 full days)

(Sites open on Full Days depend on staffing: Davenport, Gamewell Elem, Granite Falls & Hudson Elem)

Fri, Oct 20, 2023	<u>Full Day</u> / WrapAround open 6:00am until 6:00pm (1)
Wed, Nov 22, 2023	<u>Full Day</u> / WrapAround open 6:00am until 6:00pm (1)
Thu – Fri, Dec 28 & 29, 2023	<u>Full Days</u> / WrapAround open 6:00am until 6:00pm (2)
Tue-Fri, Jan 2-5, 2024	<u>Full Day</u> / WrapAround open 6:00am until 6:00pm (4)
Fri, Feb 2, 2024	<u>Full Day</u> / WrapAround open 6:00am until 6:00pm (1)
Fri, Feb 23, 2024	<u>Full Day</u> / WrapAround open 6:00am until 6:00pm (1)
Tue, Mar 5, 2024	<u>Full Day</u> / WrapAround open 6:00am – 6:00pm (1)
Mon – Fri, Apr 1–5, 2024	<u>Spring Break-Full Days</u> / WrapAround open 6:00 am - 6:00pm (5)

Per WrapAround Parent Handbook eff 8/28/23: (pg 4) Pay Per Selected Contract - Payment is required based on your contract. If Full Days are part of your contract, payment is expected for all Full Days. **Parents pay for up to ten (10) holidays within the Caldwell County School year.** A payment schedule will be provided based on your selected contract. No refunds and/or credits are given for absences. Credits are applied for unexpected closures such as inclement weather. **Note:** Families receiving assistance through Department of Social Services (DSS) must pay for part or all the cost of Full Day absences. (DSS pays when children are present, but does not pay for Full Day absences.)

NOTE: These dates and the types of care provided by WrapAround Program Services may vary due to weather-related closures which may cause changes to the Caldwell County Schools’ 2023-2024 calendar.

Caldwell County Schools 2023-2024 Calendar

August 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	OP	OP	OP	OP	OP	19
20	P	PD	PD	P	P	26
27	28	29	30	31		

September 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	OP	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	
5	6	PD	8	9	H	11
12	13	14	15	16	17	18
19	20	21	AL	H	H	25
26	27	28	29	30		

December 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	OP	AL	23
24	H	H	H	AL	AL	30
31						

January 2024						
Su	M	T	W	Th	F	Sa
	H	AL	OP	OP	OP	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	T	W	Th	F	Sa
				1	PD	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	PD	24
25	26	27	28	29		

March 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	OP	PD	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	H	30
31						

April 2024						
Su	M	T	W	Th	F	Sa
	AL	AL	AL	AL	AL	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June 2024						
Su	M	T	W	Th	F	Sa
						1
2	P	OP	OP	OP	OP	8
9	10	11	12	13	X	15
16	17	18	19	20	X	22
23	24	25	26	27	X	29
30						

July 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	H	X	6
7	8	9	10	11	X	13
14	15	16	17	18	X	20
21	22	23	24	25	X	27
28	29	30	31			

First Day: August 28, 2023

Days	Type	Days	Type
169	Student Day	6	Professional Development
4	Planning	10	Annual Leave
15	Optional Planning	11	Holiday

Last Day: May 31, 2024

WRAPAROUND REGISTRATION FORM

School Year 2023-2024

Non-Refundable Registration
Fee Paid \$ _____ Date _____
Photos _____ Allergies _____

Select One Contract: BOTH Before & After School _____ or Before School Only _____ or After School Only _____

With a contract, you may add non-instructional days: (For a complete list of these dates, see page 9 of this Parent Handbook.)

Teacher Workdays / Non-Instructional Days (Full Days): _____ Yes _____ No

Note: Accounts are billed according to the contract selected; payment is required whether or not children attend.

Are you an employee of Caldwell County Schools? _____ Yes _____ No

If yes: Position? _____ At what school? _____

Child to Enroll: _____ Who does the child live with? _____

Age _____ Date of Birth _____ Sex _____ Grade & Teacher _____ Has your child been in WrapAround before? / where? _____
Other Siblings Enrolled in WrapAround (including other schools): _____ (REG FORM REQUIRED FOR EACH CHILD)

Are there custody arrangements that we need to be aware of? (Custody Agreement must be given to Director before child enrolls.)

Parents / Guardians responsible for child listed above:

(1) Name _____ Relationship to child _____ Home phone # _____

Address _____ City _____ Zip Code _____ Cell # _____

Employer _____ Parent's Email Address _____ Work phone # _____

(2) Name _____ Relationship to child _____ Home phone # _____

Address _____ City _____ Zip Code _____ Cell # _____

Employer _____ Parent's Email Address _____ Work phone # _____

Do you give permission for photographs of your child to be published? _____ YES _____ NO

Do you give permission for your child to have access to the internet? _____ YES _____ NO

AUTHORIZED PICK-UP & EMERGENCY CONTACTS: If parents cannot be reached, the facility has permission to contact these people you authorize. For each person listed, indicate Authorized Pick-Up OR Emergency Contact.

1. _____ _____ _____
Name Relationship to child Daytime phone # Cell #

2. _____ _____ _____
Name Relationship to child Daytime phone # Cell #

3. _____ _____ _____
Name Relationship to child Daytime phone # Cell #

4. _____ _____ _____
Name Relationship to child Daytime phone # Cell #

HEALTH CARE NEEDS: For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a medical action plan attached? YES ___ NO ___ **Allergy plan & medications must be given to Director before child enrolls.** (NOTE: Use n/a for health care items below if no information to share.)

List any allergies and the symptoms and type of response required for allergic reactions: _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns: _____

List any particular fears or unique behavior characteristics the child has: _____

List any types of medication taken for health care needs: _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child: _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of Health Care Professional: _____ Phone: _____

Hospital/Emergency Room Preference: _____ Phone: _____

HEALTH INSURANCE INFORMATION: Health insurance coverage (a family/individual plan OR school accident insurance) is required for enrollment in the WrapAround Program. Caldwell County Schools and WrapAround Program Services will not be responsible for expenses related to any accident/incident.

Name of Provider _____ Policy # _____ Date _____

EMERGENCY MEDICAL RELEASE:

If emergency medical care is deemed necessary and I cannot be reached, I hereby authorize the WrapAround staff to transport my child in order to receive emergency medical treatment or utilize 911 services if necessary. My child may also leave with the people noted above for medical care. **NOTE:** In the case of an emergency which requires immediate transport to an emergency medical facility, your child will be taken to the closest facility available.

Signature of Parent/Guardian _____ Date _____

EMERGENCY MEDICAL TRANSPORTATION RELEASE:

I, the WrapAround Site Director, agree to provide transportation to an appropriate medical facility in the event of an 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 written instructions from the physician or without written authorization from the child's parents/guardians.

Signature of Site Director _____ Date _____

FIELD TRIP PERMISSION:

I give permission for my child, _____, to leave the school site to attend field trips as arranged by the Director. Students will travel only in approved Caldwell County Schools Activity Buses and parents will be notified prior to all field trips. If we are permitted to travel, a field trip calendar will be provided to me.

Signature of Parent/Guardian _____ Date _____

PARENT HANDBOOK and NC LAWS & RULES:

I have received and read the WrapAround Parent Handbook, discipline policy and the North Carolina Laws and Rules.

Signature of Parent/Guardian _____ Date _____