

**Farmer Day Care  
Morning and After School**

**Registration Packet & Handbook**

Updated July, 2019



Welcome to Farmer Day Care. We are looking forward to a successful year together. If you ever need to contact the staff, please call 336-857-3983 after 2:00 p.m. during the school year. The attached forms must be completed and returned **prior** to your child's first day in the program.

**The following is specific information about Farmer Day Care.**

**Fees/Payment Schedule**

Cost Per Child		Sibling (Each)	
AM Only	\$15 per week	AM Only	\$10 per week
PM Only	\$40 per week	PM Only	\$30 per week
Both AM & PM	\$50 per week	Both AM & PM	\$35 per week

- ❖ Payment is due weekly on **Friday before the week is attended.** **We are a pre-pay program.**
- ❖ No drop-ins or part-time
- ❖ Fees are \$50 a week per student for Farmer Day Care. This fee also includes Morning Care. Enrollment into the program may begin anytime during the year, depending on the availability of an open spot.
- ❖ Enrolling in the program secures a spot for your child. A 7-day notice is required in writing before withdrawing your child.
- ❖ Payments may be made by check, payable to Farmer Elementary. Please, include your child's first & last name on the memo line. We also accept cash. Receipts will be provided.

**Hours of Operation/Late Pick-Up Fees**

- ❖ Normal hours of operation are from school dismissal time (2:45 p.m.) until 6:00 p.m.
- ❖ All children must be picked up no later than 6:00 p.m.
- ❖ Late pick up fees are \$10 per child from 6:00 p.m. – 6:15 p.m., then an additional \$1 per minute/per child. This fee must be paid prior to the child's return. Continued pick-up may result in termination from the program.
- ❖ **If school is dismissed early due to inclement weather, Farmer Day Care will be open one hour after early dismissal.**
- ❖ **If school is closed due to inclement weather for students, but an "optional teacher workday," Farmer Day Care will be closed.**
- ❖ **If school is on a 2-hour delay, Morning Day Care will run on a 2-hour delay. If school is on a 3-hour delay, Morning Farmer Day Care will run on a 3-hour delay.**

**Sign Out of Child**

- ❖ Your child must be signed out each day on the sign out sheet located on the wall by the door.
- ❖ Only individuals listed on the Dismissal Form may pick up your child unless you notify us in person, by email or in writing.

**Workday/Holiday**

- ❖ Holidays – Farmer Day Care is closed. Winter break and Spring break are **no charge** breaks.

The purpose of the program is to provide childcare for children in grades K-5. The program will consist of supervised enrichment and recreational activities.

### **Program Description**

- ❖ Students will be supervised during recreational activities.
- ❖ Your child will be allowed to bring **ONE** snack from home on school days.
- ❖ Quiet time allotted for homework.

### **Enrollment**

- ❖ We enroll K-5 students from Farmer Elementary.
- ❖ Space is limited. Children enrolled prior years will be offered re-enrollment opportunity first, then the enrollment will be first come, first serve.
- ❖ Obtain packet, complete and return proper forms to the front office or to the Director.
- ❖ The Director will contact you about space availability and enrollment.
- ❖ If space is available, you must complete and return an enrollment packet, as well as make the first payment **BEFORE** your child can start day care.

### **Discipline**

- ❖ No physical punishment is allowed.
- ❖ No child may be punished for problems related to food, rest or toileting.
- ❖ A discipline policy is provided to parents with the registration packet.
- ❖ See attached discipline policy, sign and return.

### **Hours and Days of Operation**

- ❖ Before School Care – 6:00 a.m. until 7:30 a.m.
- ❖ After School Care – School Dismissal until 6:00 p.m.

### **Procedures for Safe Arrival and Departure**

- ❖ The children can only be signed out by those people listed on the Pick-Up list.
- ❖ You must sign out your child on the sign-out sheet located by the front door.
- ❖ For safety, please make contact with one of the staff members before leaving.

## **Fees and Payment Procedures:**

**The program is financially supported through fees collected from those enrolled.**

- ❖ The weekly rate for all students is \$50. RCS Staff Members, please see the director for rates.
- ❖ **Non-payment may result in termination from the program.**
- ❖ A late fee will be charged to parents who have not picked up their child by closing time of 6:00 p.m. Late pick-up fees are as follows: \$10 per child from 6:00 p.m. – 6:15 p.m., then \$1 per minute per child until the child is picked up. **Continued late pick up may result in termination from the program.**
- ❖ If a check is returned due to insufficient funds, you will be contacted to bring in cash to cover the returned check. After two returned checks, check payments will no longer be accepted. All future fees will need to be paid in cash.
- ❖ A 7-day notice in writing is requested for any withdrawals from the program. All fees must be up-to-date at the time of withdrawal or the child may not return in the future.

## **Closings**

- ❖ Our Day Care follows the Randolph County Schools calendar. When school is closed for holidays or annual leave, Farmer Day Care will also be closed.

## **Inclement Weather**

- ❖ Please watch your local television station. If it says Randolph County Schools Closed, Farmer Day Care will also be closed. If it says RCS Closed, **OPTIONAL TEACHER WORKDAY**, Farmer Day Care **will be CLOSED**. If RCS is on a 2-hour delay, Morning Care will run on a 2-hour delay. For a 3-hour RCS delay, Morning Care will be on a 3-hour delay. **If school is dismissed early due to inclement weather, Farmer Day Care will be open one hour after early dismissal.**

## **Health and Safety Policies**

- ❖ School sickness policy also applies in the Day Care. (See student handbook)
- ❖ When a child needs medicine administered by the center, the parent and doctor must complete a request for medication form. This can be obtained at the front office.
- ❖ If your child or a family member has been exposed to a Communicable Disease such as chicken pox, impetigo, scabies, strep infection, etc., please inform the center. See school policy on Communicable Disease.

## **Accidental/Emergency Injury**

- ❖ In case of injury or emergency, we will attempt to contact a parent and if necessary we will also call 911. Until the arrival of the parent or rescue personnel, the program director will be in charge and make all decisions about the care of the child.
- ❖ The center will maintain a parent's signed medical consent form.
- ❖ In case of a serious accident or severe illness requiring hospitalization or emergency treatment, the nearest hospital will be used.

## **Behavior Management Policies**

- ❖ We have rules that must be followed because of safety, health and acceptable behavior.
- ❖ We will try to help each child learn to discipline themselves, to understand his/her rights and responsibility and those of others; and to be sociable and able to share materials, equipment, etc., with others.
- ❖ When applicable a Student Discipline Plan form will be completed. A copy will be given to the parent with an explanation as to what happened. Also a copy will be kept on file in the Day Care room
- ❖ Please refer to the Discipline and Behavior Management Policy for more information.

## **Homework**

- ❖ Monday-Thursday there will be a designated time for the children to complete their homework. A staff member will be available to assist the children with their assignments.
- ❖ Staff members are not responsible for ensuring homework completion.

## **Day Care Dress Code**

- ❖ Day Care follows the school handbook regarding dress code.
- ❖ Weather permitting; children will go outside on the playground. Please be sure your child has something warm to wear during cold weather.

# **FORMS**

Please sign and return this portion of the handbook to the Day Care Director, prior to your child/ren's first day.



**Afterschool Day Care Dismissal Plan**

Please list below any persons who have your permission to pick up your child from the Day Care, and their relationship to the child. ***It is the parent's responsibility to notify the Director in writing of any changes to this list.***

**Name of Student:** \_\_\_\_\_

**PERSONS WHO HAVE PERMISSION TO PICK UP MY CHILD**  
(All authorized persons, including parents must be listed.)

Name	Relationship	Phone Number

The persons listed above have my permission to pick up my child from the Day Care. I understand that if anyone other than those persons listed above is to pick up my child or if I would like someone removed from this list, it is my responsibility to notify the Day Care in writing of the change. (Picture ID will be required if the individual is not known to the Staff.)

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Insurance/Medical Information**

**Child's Name:** \_\_\_\_\_

A. \_\_\_\_\_ I have purchased regular or 24-hour School Accident Insurance for my child who is enrolled in the Farmer Day Care Program sponsored by the Randolph County Schools during the current school year. Card Number: \_\_\_\_\_

B. \_\_\_\_\_ I have family insurance for my child to cover medical expenses resulting from accidents which might occur while s/he is attending the Program sponsored by the Randolph County Schools.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Name of Policyholder

C. \_\_\_\_\_ I do not have insurance on the child listed above, but understand I accept all financial responsibility for medical expenses which are incurred due to accidents which might occur while s/he is attending the Farmer Day Care.

Allergies or Medical Conditions and Treatment Needed (i.e., asthma - has inhaler)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your child currently under the care of a doctor? Yes \_\_\_ No \_\_\_ If yes, for what reason?

\_\_\_\_\_

Medications child is currently taking: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

I agree that the representative of Farmer Day Care may arrange for emergency transportation and authorize the physician of his/her choice to provide emergency care in the event that neither I, nor the family physician can be contacted immediately. No representative of the day care will administer any drug or medication without specific instructions from the physician or the child's parent/guardian. I fully understand that the Randolph County School System and the representatives of Farmer Day Care will not be responsible for medical expenses from my child as a result of accidents which might occur while s/he is attending the school-sponsored Farmer Day Care. I agree to accept financial responsibility for any expenses incurred and I also understand that it is my responsibility to notify the day care promptly in writing of any changes to the information provided above.

**Signature of Parent** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Farmer Day Care Behavior Management Policy and Disciplinary Actions**

While attending FDC, all children are asked to comply with the already existing rules of the school, as well as, the FDC rules. In order to maintain a safe environment, we ask that you please review them with your child.

1. Be respectful to other students, teachers and staff members.
2. Follow all the directions the first time they are given.
3. Stay in assigned area.
4. Keep hands, feet, inappropriate comments and objects to yourself.
5. Walk appropriately on school property.
6. Use respectful language at all times, using "inside voices."

### **Behavior Management Policy**

- A. We have rules that must be followed because of safety, health and acceptable behavior.
- B. We will try to help each child learn to discipline himself; to understand his rights and responsibilities of others; and to be sociable and able to share materials, equipment, etc., with others.
- C. Discipline may take the form of "TIME OUT,"\* or a similar technique. This involves isolating the child from the group in another part of the room, until s/he feels s/he can function in an acceptable manner. Good behavior is rewarded with praise, a smile, a pat on the back, etc.
- D. Corporal punishment, sarcasm and yelling by the staff are not acceptable means of disciplining children in our program.

### **Farmer Day Care Discipline Policy**

As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies and procedure of the Farmer Day Care.
2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the classroom/halls, and pushing or shoving others.
3. A student's persistent refusal to follow the instructions of program staff.
4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or school employee.
5. Mutual physical confrontations between students (fighting).

### **Disciplinary Actions**

1. Verbal Warning
2. Time away from the group, supervised time out.
3. Parent Contact/Student Discipline Plan Completed by Farmer Day Care staff and copy given to parent upon pick up of child.
4. Meeting with the principal
5. Suspension for Farmer Day Care
  - a. First Offense – 1-day suspension
  - b. Second Offense – 3 days' suspension
  - c. Third Offense – Parent/Staff conference to determine continued enrollment in the program

I, the undersigned parent/guardian of: \_\_\_\_\_  
(Child's Full Name), do hereby state that I have received and read a copy of the Behavior Management/Discipline Policy and Disciplinary Actions form.

Child's Enrollment Date \_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## **Definition and Acknowledgement of Policy Changes at Anytime**

\*" TIME-OUT" – "Time-out" is the removal of a child for a short period of time – three to five minutes – from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space – usually a chair – is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than five minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

**\*All policies are subject to change at any time. In this event, an update of the changes will be given to each family.**

If you have any questions regarding any material in the handbook, please do not hesitate to contact the Farmer Day Care Director, Jennifer Garren, at (336)857-3983 between the hours of 12:00 p.m.–6:00 p.m.

# Farmer Day Care

## Registration Packet & Handbook

I have received the Farmer Day Care Handbook/Registration Packet. I have read and understand the rules of the program.

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Parent's Signature

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Parent's Name (Print)

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Date