

# SCS ENRICHMENT CARE PROGRAM

## FAMILY/GUARDIAN INFO

### ENRICHMENT CARE PROGRAM OVERVIEW

**The Enrichment Care Program** provides a safe, stimulating environment for students whose family situations require student supervision before or after school hours for up to 50/55 minutes due to hardships. Students who attend the traditional K-5 instructional school day are eligible for enrollment in the Enrichment Care Program.

Note:

- Before School Enrichment Care Program hours are **7:30-8:25**.
- After School Enrichment Care Program hours are **2:10-3:00**.
- Transportation to and from the Enrichment Care Program is NOT provided. Parents are responsible for drop off and pick up.
- Students must have turned 5 years of age on or before August 31 of the present school year to be served in the Enrichment Program. This program does not serve preschool children.
- This program is a separate service than the grant-funded SPARK program offered.

### PROGRAM POLICIES AND PROCEDURES

**Program Participation:** All students (kindergarten and above) are eligible to be enrolled in the SCS Enrichment Care Program at the school in which they are currently enrolled. Parents/guardians must acquaint themselves with the program policies and procedures and determine if the program parameters meet the needs of their child and family schedule. **The program does not allow for early drop off or late pick up, beyond the set times listed above.**

**Staff Ratio:** SCS Enrichment Care Programs are staffed at a ratio of 1 program staff to 15 student participants at all times. The staff ratio is designed to be a guideline. Each site principal will determine extreme exceptions to be considered for alternative options.

#### **Arrival of Children:**

Upon arrival, parents are required to enter the school to drop off/pick up their children from the Enrichment Care Program. **Parents must sign child in and out for record of daily arrival/release.**

#### **Inclement Weather and Other System Closures Procedures**

- If Stanly County cancels school due to inclement weather, the Enrichment School Care Program will not operate. The program will operate on the make-up day(s) designated by the Board of Education.
- If Stanly County delays the **opening** of school due to inclement weather, the Enrichment Care Program will be delayed the same amount of time that the **opening** of school is delayed. *(For Example: If school is delayed one hour, before school enrichment care hours will be 8:30-9:25. After school hours will remain 2:10-3:00.)*

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### **In Case of Illness:**

SCS Enrichment Care Program will follow the SCS Code of Student Conduct for Guidelines for Keeping a Sick Child at Home. If a child becomes ill, the parent, or designated adult, will be called to pick up the child as soon as possible. All parents must provide an emergency number, which can be called, if the parent cannot be reached. In addition, the name of the child's family physician is kept on file at the program site. The child will be kept comfortable and watched until someone arrives. Slight injuries that occur will receive first aid. If a child contracts a communicable disease other than a cold, parents should notify the school.

### **Discipline Procedures:**

It is important that children respect themselves, other people, and property. Discipline should be viewed in a very positive manner with appropriate activities, mutual respect, adequate planning, and consistent supervision contributing to a climate in which self-discipline can flourish. All sites will implement and follow the SCS Code of Conduct processes/expectations.

The site coordinator will set aside time during the first week to develop and discuss guidelines, procedures and expectations/rules with the children. These will be reviewed as necessary throughout the school year.

Occasionally, children will need to be removed from a situation when they cannot act appropriately. The student may be separated to regain his/her composure.

If problems with a child seem to arise frequently, the parent will be notified and a conference scheduled to discuss these concerns. Persistent and/or severe misbehavior may result in the child being withdrawn from the program. **Please see the *SCS Student and Parent Handbook / Code of Conduct requirements*.**

### **Enrollment Information:**

Parents fill out the *SCS Enrichment Care Program Registration Form* to enroll a child. Forms are available in the school office and county office.

### **Activities:**

Supervised activities such as games, stories, music, arts and crafts are offered aligned to the specific school site's focus. Students will also be offered homework help at each site.