

WILSON HALL BARON CARE

Welcome!

Welcome to Wilson Hall's after school program, Baron Care 2018 - 2019! We are excited to start a new school year at our fabulous Randle Center. This building is used by our program for *most* of our indoor activities and fun. Once school is dismissed, we offer snacks and provide time specifically for homework before heading to the playground. Otherwise, students can be found playing games, solving puzzles, "cooking" in our new kitchen play set, creating arts & crafts, or watching a movie in the Multipurpose Room on rainy days. There is always something fun to do!

Baron Care Registration is open throughout the school year, however, families are encouraged to register their children by Friday, August 17, 2018. If you have any questions or concerns, please do not hesitate to contact me during Baron Care hours. Caring for your children is a blessing and honor for our staff and for me. We thank you for the opportunity to watch them grow and thrive each day, and for the privilege to serve you and your family. We are happy to have you join us for another fantastic year!

In His service,

Melanie Hancock
Director of Baron Care
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803-316-6407

WILSON HALL BARON CARE

Enrollment

The following documents are required for Wilson Hall's Baron Care registration and must be submitted annually as required by the Department of Social Services.

- * Baron Care Policies Agreement
- * 2017-2018 After School Care Registration Form
- * DSS Regulation No.114-503.F(2) – Release of Children
- * DSS Form 2900 – General Record and Statement of Health
- * DSS Form for CDCC & GDCH
- * Copy of student's Immunization Record
- * Copy of student's Birth Certificate

It is required that all children in attendance be fully registered and have all documentation completed prior to admission into the program. Students **may not** participate without ALL required documents.

Policies

Schedule Changes & Additional Days

The Baron Care Director must be informed **in writing** (email, text, etc.) by a parent if a change should occur for their scheduled day(s). Additional days are permitted with a 24 hour request and confirmation by the director. Additional days are \$17 per child and \$10 for sibling(s).

Billing/Payments

Payments are due the first day of each month. A \$20 late fee will be added to your account if not received by the first. Payments may be made in person, RenWeb, or by check. If paying by check, include "Baron Care" on the memo line.

Fees are based on an average number of days per month. The number of vacation days was considered when setting the fee for the program. Additional days may be added with a 24 hour request and confirmation from the director. The fee for an added day is \$17 for one child and \$10 for an additional sibling. Fees are due with the next month's payment. No more than 4 days may be added per month.

Hours & Days

If a child stays less than five days per week, these days must be the same every week. Unused days which have been paid for in advance may NOT be rolled over to a future date. Baron Care is not available on school holidays or weather related school closures.

Attendance

Please notify the Lower School office or the Baron Care Director if student will be absent on a day he or she is scheduled to attend. Do not send notes or verbal instruction through teachers. The office or director must be contacted directly by the parent or guardian.

Discipline

Baron Care follows and enforces the disciplinary procedures stated in the Wilson Hall Handbook. Bullying, profanity or aggressive acts towards other students or staff will NOT be tolerated. The school reserves the right to refuse or terminate any student from the program who is not willing to cooperate fully with the director, staff, or participants.

Homework

One hour is allotted to Lower School students for homework. Kindergarten students are given time on days when homework is assigned. Baron Care staff will assist but is not responsible for accuracy or completion of homework. It is suggested that parents check students homework agenda every evening.

Dismissal

A walkie-talkie with instructions will be at the Randle Center to for pick up. Children will be released ONLY to authorized persons provided on the Release Form. Baron Care begins once school is dismissed and ends at 6:00PM. The program is available on scheduled early dismissal days, however, not during early dismissals due to weather or emergencies. Students must be picked up promptly after closure is announced.

BARON CARE TUITION September 2018 - May 2019

ONE STUDENT		ADDITIONAL SIBLING		TWO SIBLINGS MONTHLY RATE
Days per Week	Monthly Rate	Days per Week	Monthly Rate	
5	\$240	5	\$170	\$410
4	\$192	4	\$139	\$331
3	\$144	3	\$110	\$254
2	\$96	2	\$77	\$173
1	\$50	1	\$40	\$90

AUGUST TUITION is prorated to \$50 per child and due by Friday, August 17

KEEP THESE POLICIES & TUITION SCHEDULE FOR FUTURE REFERENCE

WILSON HALL BARON CARE

Policies Agreement

I have read agree to follow all policies and billing information for Wilson Hall's after school care program, Baron Care. I understand it is my responsibility to become familiar with these policies and procedures. I authorize Wilson Hall Baron Care to use pictures of my child for marketing and news purposes. I also understand that my child will be participating in a structured program that includes homework assistance and a full range of recreational play. I fully understand that various activities, as well as other types of school and play activities, are always susceptible to a certain amount of risk and, therefore, agree to not hold Wilson Hall Baron Care, Baron Care Staff, Wilson Hall School, or Wilson Hall students liable for accidents or injuries to my child during their participation. I agree to compensate the school for any damages caused by my child. I understand that my child's continued enrollment in this program is dependent upon my continued support of the mission, policies and procedures of Baron Care as documented in the policies.

Please sign and submit for enrollment.

Child's Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____

Staff Signature _____ Date _____

Staff Signature _____ Date _____



BARON CARE 2018-2019 REGISTRATION FORM

Student's Full Name

Date of Birth

Date of Enrollment

Gender

Grade

Teacher

Full Name of Parent/Guardian

Relationship

E-mail Address

Primary Phone Number

Full Name of Parent/Guardian

Relationship

E-mail Address

Primary Phone Number

Baron Care Tuition

Registration fee of \$50 per family is required.

August tuition is prorated to \$50 per child and due by Friday, August 18th.

ONE CHILD

- 5 days per week \$240/month
- 4 days per week \$192/month
- 3 days per week \$144/month
- 2 days per week \$96/month
- 1 day per week \$50/per month

ADDITIONAL SIBLING

- 5 days per week \$170/month
- 4 days per week \$139/month
- 3 days per week \$110/month
- 2 days per week \$77/month
- 1 day per week \$40/month

MUST BE THE SAME DAYS EACH WEEK

****Prepaid, unused days may not be rolled over to a future date****

Please circle appropriate days: M / T / W / TH / F

I have read and fully understand the above agreement.

Parent/Guardian Signature

Date

PARENT'S AUTHORIZATION FORM FOR CDCC & GDCH

Day Care Name _____ Child's Name _____

A. DISCIPLINE:

Do you understand the discipline policy of the day care? ___ YES ___ NO

Does this day care use corporal punishment as discipline? ___ YES ___ NO

If so, do you give your permission for the staff to spank your child? ___ YES ___ NO ___ NA

Signature

Date

B. MEDICINE:

I give permission for prescription and non-prescription medicine to be given to my child.

Signature

Date

C. EMERGENCY MEDICAL TREATMENT

I give permission to _____ to obtain emergency medical treatment.
Name of Day Care

Signature

Date

D. PERSONS AUTHORIZED TO TAKE MY CHILD FROM THE DAY CARE:

Signature

Date

E. I give permission for my child to be transported to and from the day care. I give permission for my child to be transported on field trips.

Signature

Date

F. I give permission for my child to participate in swimming activities.

Signature

Date

Release of Children

In compliance with DSS Regulation No. 114-503.F (2), your child will be released only to those people listed on this form. Additional names can be added by putting the additional name in writing and delivering it to the caregiver in person. No phone calls or notes will release a child to someone not on this list.

The following people have permission to pick up _____

From Wilson Hall After School Care:

Name	Phone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Please have your child picked up by 6 p.m. Parents will be charged \$5 for every minute after 6 p.m. Staff will provide documentation of children picked up after 6 p.m. to the director on the following workday. Parents will be billed for additional charges stemming from tardy pick up. Late payment must be made with the next month's regular payment.

Parent Signature _____

Date _____

South Carolina Department of Social Services
Child Care Regulatory Services
**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH
FOR ADMISSION TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: _____ County _____

Address: _____
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship

Address: _____
Street Address City, State, Zip

Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (K5 up to 6 years old) Yes No

My Child will regularly attend this facility **FROM** _____ am/pm **TO** _____ am/pm

If Child is a drop-in, indicate hours of care: **FROM** _____ am/pm **TO** _____ am/pm

Check all days Child will regularly attend this facility: **Mon** **Tues** **Wed** **Thurs** **Fri** **Sat** **Sun**

Check all meals Child will receive daily: **Meals are not offered** **Breakfast** **Morning Snack** **Lunch**
 Afternoon Snack **Dinner** **Evening Snack**

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Dental Care Provider: _____
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: _____
Name

Certificate of Immunization: Yes NO N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Name of Child Care Facility

Signature _____ Date _____
Parent or Guardian

Signature _____ Date _____
Director/Operator/Staff Designee

WILSON HALL BARON CARE

REGISTRATION CHECKLIST

- Wilson Hall After School Care Program Policies Agreement
- 2017-2018 After School Care Registration Form
- Parent's Authorization Form for CDCC & GDCH
- DSS Regulation No.114-503.F (2) – Release of Children
- DSS Form 2900 – General Record and Statement of Child's Health
- Copy of Immunization Record
- Copy of Birth Certificate
- Registration Fee of \$50 per family.
- Tuition for August (prorated at \$50/child)

All completed paperwork, registration fee and August tuition must be turned in by Friday, August 17th, 2018 before a student can be enrolled and attend Baron Care.