Bethel Elementary
Haywood County Schools
After-School Application
2026-2027

Bethel Elementary School offers an After-School Program Monday through Friday, which operates each day from 3:00 p.m. until 6:00 p.m. This program is for children kindergarten through fifth grade.

Our Mission

To meet every child's needs by offering a secure and warm atmosphere that compliments both home and school. We offer a variety of structured and non-structured activities and provide experiences that foster social, emotional and intellectual growth of each child.

Discrimination Policy

Haywood County Schools' Afterschool's Programs are licensed child care facilities which follow standards set up by the NC Department of Human Services of Agriculture policy. This institution is prohibited from discriminating on the basis of race, color, national origin, sex age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Right, 1400 Independence Avenue, SW Washington, DC 202050-9410 or call (800)795-3272 or (202)720-6382. USDA is an equal opportunity provider and employer.

Childcare Strong NC Public Health Toolkit

Although we hope that Covid 19 is behind us, there are still protocols in place in our program stemming from the pandemic. Here is a web address/ link to that document: https://covid19.ncdhhs.gov/media/220/download

Program Highlights

- BES After-School contact number is **(828) 400-7668**.
- An application needs to be filled out completely, **(Please leave NO empty questions- fill in N/A if necessary)** and **return to the BES school office.**
- After-School care will begin **Tuesday, August 18, 2026**
- Days/Hours of Operation: Monday through Friday, 3:00 p.m. until 6:00 p.m.
- Cost: **$60.00** for one child per week. **Each additional child is $40.00 a week.** There will be no daily rates.
- Late Fees: **There will be a $1 per minute late charge after 6:00 p.m.**
- **Payments**: All payments are due in advance. Payments are due on Monday of each week or the first day your child/children attend after-school care each week. If payments are not made in full each Monday, your child/children cannot return until payment is made.
- Payments may be given to an after-school staff member at pickup.
- Payments may also be sent in to your child's teacher.
- Payments may also be brought to the office during school hours.
- If you have any questions you can contact Shelly Southerland, After-School Program Coordinator @ (828) 400-7668 or email ssoutherland6@gmail.com. You may also contact Amanda Watson, Principal at awatson@haywood.k12.nc.us or the BES office at (828) 646-3448.

Bethel Elementary
After-School Program Operational Policies

Days and Hours of Operation

- ➢ Monday-Friday 3:00 p.m.- 6:00 p.m.
- ➢ Late fee of $1.00 per minute per child for each minute any child remains after 6:00 p.m. in After-School care.
- ➢ After-School care will follow the Haywood County School's Calendar. We will not be open on teacher workdays, holidays, or snow days.
- ➢ If school is dismissed early for inclement weather, the program will remain open as long as we can depending on the severity of the weather. If we need to close before 6:00 pm, we will call parents and ask you to come pick your child up earlier.

Price and Payment

- ➢ **Price:** Weekly Rate: $60.00 for one child. $40.00 for the second.
- ➢ **Payments:** All payments are due in advance. Payments are due on Monday of each week or the first day your child/children attend after-school care each week. **There will be NO daily rates.** If payments are not made in full each Monday, your child/children cannot return until payment is made.
- ➢ Payments may be given to after-school staff at pickup, sent in to your child's teacher, or brought to the office during school hours.
- ➢ **Tax documentation:** A receipt will be given to whoever is making the payment each time a payment is made. **Please keep those receipts for your tax records.**

After-School Departure

- ➢ When coming to pick up your child/children, please call the BES After-School phone number **(828)400-7668**, and an employee will bring your child to the car lot at the gym. Please put the program phone number in your phone and share it with all the people on your child's pick up list.

Emergency Contacts

- Each child's records and emergency information must be up to date the entire time they are enrolled in the program. Parents/guardians must notify the Director immediately when their child/children's information changes (phone numbers, address, pickup list etc.). This is for the safety of the children, so that a parent/guardian can be notified at any time in the event of an emergency situation.

Snack

- Haywood County Schools Child Nutrition Program will be providing snacks. Haywood County Schools is an equal opportunity provider and employer.

Toys & Personal Items

- **Students do not need to bring their personal toys or electronics to After-school care. There will be a structured schedule of activities for the students. The After-School Program is not responsible for any lost, stolen, or damaged items your child/children bring to school.**

Behavior

- All school rules will apply during After-School Care.
- Safety is our top priority.
- We are committed to providing a nurturing and positive environment for all our students. We make it our mission to discuss problems and solutions with the students when they arise.The parent/guardian of the child will be notified if the problem continues and the child may be suspended from After-School Care at the Director or Principal's discretion if the problem persists further.

BES AFTER-SCHOOL PROGRAM
DISCIPLINE POLICY

AFTER-SCHOOL MANNERS

★ LISTEN AND FOLLOW DIRECTIONS
★ TREAT OTHERS WITH RESPECT AND KINDNESS
★ USE YOUR POLITE MANNERS AT ALL TIMES
★ KEEP HANDS, FEET, AND OBJECTS TO YOURSELF
★ USE AN INSIDE VOICE WHEN YOU'RE INSIDE
★ TREAT EVERYTHING WITH CARE
★ BE HONEST
★ THINK BEFORE YOU SPEAK AND ACT

CAUSE AND EFFECT BEHAVIOR

1ST TIME- WARNING
2ND TIME- REMOVED FROM ACTIVITY, TIME OUT
3RD TIME- FIX IT. (RESPONSE IN WRITING) PARENT SIGNATURE
4TH TIME- TIME OUT WITH Ms. Shelly
AND THE STUDENT WILL CALL THEIR PARENT.
5TH TIME- THE STUDENT WILL GO TO MRS. WATSON AND
POSSIBLE REMOVAL FROM AFTER-SCHOOL CARE.

Must Be in Child's File

*****PLEASE INITIAL, SIGN, AND DATE WHERE INDICATED.*****

____ I have read, understand and agree to all terms listed within this After-School packet.

____ I have received a Copy of the NC Summary of Child Care Law.

____ I have received A Copy of the Center's Operational Policy.

____ I have read, understand, and agree to the Discipline and Behavior Management Policy.

**Student's Signature _____
(Discipline/Behavior Policy) Date _____

**Parent / Guardian Signature _____
Date _____

Date Application Completed_____ Date of Enrollment_____

BES Parent Participation Plan

Please leave in packet*

- We are so glad you have chosen the BES After School and/or Summer Camp Program to meet your family's child care needs. As the parent or guardian, your participation in our program and its activities are welcome and encouraged. Our after school program is available throughout the school year and is open almost every day that students are in school. We provide a wide range of activities for your child, including indoor and outdoor play, healthy snacks, academic support, and overall high quality childcare.
- Completing this application packet is required for enrollment in our program. If you would like to visit the program facilities before enrolling your child, please contact the school office to set up an appointment.
- Our child care staff members are available to speak with you at any time during our operating hours. There is an opportunity for you to speak with a staff member about your child's needs and progress each day as the child is walked to the vehicle by an adult.
- If you would like to participate in any of our program activities, we welcome you to do so.
- If you need information or have a complaint about our program, please speak with the program director, Shelly Southerland, who is on site almost every day the program is open or call Mrs.Watson, BES principal, at 828-646-3448.

_____ I have read and understand the BES After School/Summer Camp Parent Participation Plan.

Parent Signature _____ Date _____

CHILD'S APPLICATION FOR ENROLLMENT

To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually

CHILD INFORMATION: Date of Birth: _____

Full Name:_____
Last First Middle Nickname

Child's Physical Address:_____

FAMILY INFORMATION: **Child lives with:** _____

Father/Guardian's Name _____ Home Phone _____
Address (if different from child's_____ Zip Code_____
Work Phone_____ Cell Phone _____

Mother/Guardian'sName_____ Home Phone _____
Address (if different from child's)_____ Zip Code _____
Work Phone_____ Cell Phone _____

CONTACTS:

Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application. In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals.

Name	Relationship	Address	Phone Number
Name	Relationship	Address	Phone Number
Name	Relationship	Address	Phone Number

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__**

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 _____ Office Phone _____
Hospital preference _____ Phone _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.
Signature of Parent/Guardian _____ Date_____

I, as the operator, do agree to provide transportation to an appropriate medical resource 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 instructions from the physician or the child's parent, guardian, or full-time custodian.
Signature of Administrator_____ Date_____

Tobacco-Free Policy for North Carolina Child Care Centers

Purpose/Belief Statement

We, Bethel Elementary, understand that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

Background

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with development of cancer during adulthood.

Applicable NC Child Care Laws/Rules

N.C. Child Care Rule 10A NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that:

- Children shall be in a smoke-free and tobacco-free environment. 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. All smoking materials shall be kept in locked storage.

- Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.

- The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

Application

This policy applies to all children, families, visitors, volunteers, and staff.

Procedures/Practice

Smoking and the use of tobacco products are prohibited at all times:

- on the premises of the child care facility
- in vehicles used to transport children
- during any off-premise activities sponsored by our facility

Signs are posted at each entrance to the facility and on vehicles used to transport children. The signs are posted in a manner and location that adequately notify families, visitors, volunteers, and staff of the tobacco-free child care facility policy.

Communication

Our facility will review this policy with parents/guardians, volunteers, and staff in writing and verbally at child care-sponsored or related events. Copies of the policy are in staff and parent handbooks. We may provide materials and information provided by the local health department.

Staff*

- All current staff members and newly hired staff will review the **Tobacco-Free Policy** before providing care for children.
- Staff will sign an acknowledgement form that includes the individual's name, the date the facility's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
- The child care facility shall keep the signed **Tobacco-Free Policy staff acknowledgement form** in the staff member's file.

Parents/Guardians

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the signed **Tobacco-Free Policy parent acknowledgement form** in the child's file.

***** For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

Enforcement

Parents and visitors using tobacco products will be asked to refrain while on the child care premises or to leave the premises.

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies.

Definitions

· "Premises" – the entire child care building and grounds including but not limited to natural areas, outbuildings, dwellings, vehicles, parking lots, driveways, and other structures located on the property.

· “E-cigarette” – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

· “Off-premise activity” – any event sponsored by our facility that is not on the child care facility premises, including but not limited to field trips and educational or entertainment activities.

· “Smoking" – The use or possession of a lighted or heated cigarette, e-cigarette, cigar, little cigar, pipe, hookah or any other lighted or heated tobacco product containing, made or derived from tobacco and intended for inhalation in any manner or in any form.

· “Tobacco product” – Any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars; little cigars, hookah, snuff, snus, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Tobacco Cessation Resources

Our facility will consult with the local health department or other appropriate health and community-based organizations to provide staff and administrators with information and access to treatment programs and services to support them in complying with this policy. The North Carolina Quitline 1-800-QUIT-NOW (1-800-784-8669) offers free coaching sessions, helps develop a plan to quit, provides reading materials, and offers counseling. See http://www.quitlinenc.com.

References

· NC DHHS Tobacco Prevention and Control Branch, http://tobaccopreventionandcontrol.ncdhhs.gov/smokefreenc/

· Caring for Our Children 3rd Edition, Standard 3.4.1.1: Use of Tobacco, Electronic Cigarettes, Alcohol, and Drugs http://cfoc.nrckids.org/StandardView/3.4.1.1

· Caring for Our Children 3rd Edition, Standard 9.2.3.15: Policies Prohibiting Smoking, Tobacco, Alcohol, Illegal Drugs, and Toxic Substances http://cfoc.nrckids.org/StandardView/9.2.3.15

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. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

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.

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