



**BELLEVUE**  
COMMUNITY CENTER

**2017~2018**

**Early Childhood Education  
&  
Before and After School K~5**

**REGISTRATION PACKET**

*510 Duncan Rd., Wilmington, DE 19809, Phone: 302-762-1391  
Fax: 302-762-1652*

**WELCOME!**

**Required Parent Signatures of All Releases**

Child's Name: \_\_\_\_\_ Parent/Legal Guardian Name: \_\_\_\_\_

**REPORTING INCIDENTS / ACCIDENTS AND PERMISSION FOR CARE**

I hereby grant permission for BCC staff to use whatever steps may be necessary to obtain emergency medical for my child if necessary. I hereby, for services rendered, release the Bellevue Community Center, their respective employees, Partners, and Board of Directors, of any and all liabilities. Incidents will be reported of the day with parent.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PHOTO AND VIDEO RELEASE:**

I hereby give my permission for my child's photo and/or video to be used for Bellevue Community Center publicity. They will also have access to technology under the supervision of staff.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**USING BUSES FOR TRIPS, TRANSPORT RELEASE:**

I hereby give my permission for my child to be transported via charter bus, district bus, or BCC bus for field trips, pickups and drop offs if applicable. Please list any special needs or problems which might require special attention during transportation and directions on how to handle them. The information will be carried with the operator of the vehicle. Also, for childcare, permission to leave via stroller or walks under staff supervision in surrounding neighborhoods.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RELEASE OF SCHOOL INFORMATION:**

I give permission to provide continuity of care, the Bellevue Community Center staff will communicate with the school staff to obtain a copy of IEP's, Individualized Transition Plan, behavior reports, progress reports, achievement testing scores and Teacher/Counselor observations and ratings. Copy of school health records to complete the school age program medical files required by the state of Delaware's Office of Child Care & Licensing regulations.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**COMPUTERS/ TV / DVD**

Children, over the age of 2 years old, will have the opportunity to occasionally play educational games on the computer. Children will be closely supervised to ensure that age-appropriate and educational websites are being viewed while using the internet. Computer time will not exceed one hour in length.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RECEIPT OF PARENT INFORMATION**

I certify that I have received information regarding the following topics: a typical day schedule, positive behavior management techniques, routine and emergency care, health exclusions, and preventions of communicable diseases, food and nutrition, procedures for releasing children, reporting accidents, injuries in critical incidents, mandating reporting of child abuse and neglect, administration of medication procedures, safe sleep procedures for infants (not applicable), pets or animals present in the home regardless of the location within the Family Child Care Home (not applicable) and transportation, if provided.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Extra Care Days, Attendance And Purchase of Care**

Child's Name: \_\_\_\_\_ Parent/Legal Guardian Name: \_\_\_\_\_

As a parent/guardian of a child participating, I agree to follow the procedures and conditions in the Parent Handbook. I acknowledge and agree to the following conditions, responsibilities and information:

### **School Age Only:**

- **The fee is due 2 weeks before your child attends each week or month.**
- There are fees for days indicated on any *Extra Care Days forms* (\$30.00 per enrolled child, \$40 for holiday only child). This is in addition to your monthly fee.
- Winter/Spring Break: \$30 per day *extra* to what you pay per month
- School Closings (non-weather related): \$30 per day *extra* to what you pay per month
- **After the due date**, the fee for the *Extra Care* will be \$35 per enrolled child, \$45 for holiday only.

### **Critical Information:**

- There is a returned Check fee of \$20.00. After 2 returned checks only cash payments will be accepted.
- I understand that space is reserved for my child according to the program schedule of planned attendance. I will submit the monthly fee regardless of holidays, closings due to inclement weather, or my child's absence for whatever reason. I will pay the fee in advance, one week prior to the first program day of the next month. **If the fee is not paid by the due date, I understand that my child will not be admitted to the program until payment is received in full or a payment plan is established.**
- I understand that the program closes at 6:00pm and a late fee will be charged if my child is picked up after that time. I realize late fees will be doubled, and services may be suspended for *continued* late pick-ups. Late fees are: \$10 for 6:01-6:15, \$15 additional for every 1-15 minutes after that. **If a child is NOT picked up by 7:00pm, the Division of Youth and Social Services will be called for abandonment.**
- I understand that if my child is suspended from school, the child may not attend after school program.
- If my child becomes ill at the BCC, they must take **1 FULL DAY** off the program before coming back even if they return to school.

### **Purchase of Care (POC) Participants Only:**

As a parent/guardian of a child participating in the Bellevue Community Center School Age program, through a POC contract, I acknowledge and agree to the following conditions, responsibilities and information.

- It is my responsibility to maintain a current authorization for POC. If POC coverage expires, I will submit full payment for all childcare services received during the period for which POC was not authorized.
- I understand that because POC will pay for only 5 absences per month, should my child miss additional days during each month, he/she will be withdrawn from the program and/or I will be charged according to the standard fee schedule.
- If payments for "absent days" are not received by the next business day, my child will be suspended from the program.

**Parent Awareness And Required Signatures**

## **PARENTS RIGHT TO KNOW NOTICE**

Under the Delaware Code you are entitled to inspect, at any time, the active record and complaint files of any licensed child care facility. To review a child care facility record contact: Ellen Linen, Adm. Support Specialist I, Office of Child Care Licensing, 1825 Faulkland Road, Wilmington, DE 19805, (302) 892-5800 **OR** Dawn Clarke, Adm. Support Specialist I, Office of Child Care Licensing, 821 Silver Lake Boulevard, Suite 102, Dover, DE 19904, (302) 739-5487.

## **INCLUSION AND SUPPORT**

BCC's programs embrace an inclusion approach that provides opportunities for all children to actively participate in all aspects of the program. Children with special needs or disabilities and children who are developing typically will be together in classrooms to support and enhance all children's opportunities for learning. Programs will make necessary accommodations in order to implement a child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) within the program's budgetary limitations. It is our goal that all of our teachers will have knowledge and training in inclusion best practices. The goal is to create an environment in which all children are valued and respected.

## **CIVIL RIGHTS**

BCC's programs are implemented with fairness. Children may not be discriminated against based on color, religion, creed, gender, personal beliefs, or socio-economic status.

## **CONFIDENTIALITY**

All BCC records and all personal information on all children, family members and staff must remain confidential. Unauthorized removal of records or unauthorized divulgence of confidential children's, family members', staff or program information is strictly prohibited by Bellevue Community Center policy. Violation of this policy is considered serious and will result in discharge without warning. Information obtained in the course of Childcare may be used only to plan for a child's safe and appropriate participation. Observations made in the classroom and all information discussed at staff meetings/trainings are to be kept in strict confidence. At no time may any written or verbal information, videotapes, pictures, files, assessments or any other documentation be copied, released, or shared without prior written consent from the parent/guardian.

## **CHILD ABUSE AND NEGLECT**

Delaware State law requires the center/staff to report suspected child abuse or neglect to the local authorities. Under the code of the State of Delaware Title IV, as childcare providers, if any staff member in good faith suspects child abuse or neglect, they are required by law to make a report to the Office of Children's Services of the Department of Services for Children, Youth and Their Families.

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Federal Food Service Program And Health Appraisal

## **FOOD SERVICE**

BCC administers the Child and Adult Care Food Program. A breakfast, lunch, and afternoon snack are served daily to the participants of the childcare and school age programs. Summer camp, however, serves only lunch and a snack. The goal of the childcare center meal service is not just to fill children's stomachs today, but rather, to meet the child's nutritional needs while creating positive eating habits that will last a lifetime.

Menus are designed to meet both the CACFP meal pattern requirements and licensing requirements. Menu planning takes differences in texture, color, tastes, and temperature into consideration. All food items on the menu for each meal are prepared in quantity to satisfy the minimum serving size for each child as required by CACFP. We ensure that all adults and children follow food safety practices by washing their hands and wearing gloves before food preparation and/or set-up before meal service and washing hands after clean-up.

## **CHILD AND ADULT CARE FOOD PROGRAM POLICY - CACFP**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, and disability. (Not all categories of consideration apply to all programs.) To file a discrimination complaint, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SE, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **SUMMER FOOD SERVICE PROGRAM – SFSP**

The Summer Food Program is a federal program of the Food and Nutrition Services, United States Department of Agriculture. The program provides all children 18 years of age and under with the same free meal in accordance with a menu approved by the state agency regardless of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, and 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## **CHILD HEALTH APPRAISAL**

Before Registration is complete, each child must have a current (within 1 year) health appraisal completed by their physician turned in with the registration. This secures the safety and health of each child enrolled in all programs and follows State licensing regulations.

**YOU MUST FILL OUT THE *FOOD SERVICE ELIGIBILITY FORM*  
AND *HEALTH APPRAISAL* BEFORE REGISTERING. THANK YOU.**

# Information About My Child For Their Teacher

**Child's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Grade (if applicable):** \_\_\_\_\_

Please help the Bellevue Community Center introduce your child to their new after school teachers. This helps the teacher to get-to-know your child as they enter the program, build a rapport of interest, and establish a line of communication with the family.

**What does your child enjoy doing most?** \_\_\_\_\_ **and/or**

👉 Sports, outside, run around

👉 Draw, build, games

👉 Read, write, homework time

**As a parent, what type of behavior re-direction have you found most effective?**

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**What toys, hobbies, craft, music skills, collections and other leisure activities does your child enjoy?**

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**How would you describe your child's personality?**

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**What things does your child need to work on?** \_\_\_\_\_

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**Does your child have any fears?** \_\_\_\_\_

**In what ways would you like to be involved in your child's program?**

Parent Council \_\_\_\_\_

Tutoring \_\_\_\_\_

Teacher Helper \_\_\_\_\_

**(Childcare Only) Is your child toilet trained?**

- Yes
- No
- Working On
- Occasional Accidents
- Needs Reminding

**Thank You! Let's Have A Great Year!**



## ***Weekly Childcare Fees:***

<u>CLASS</u>	<u>AGES</u>	<u>5 FULL DAYS</u>	<u>3 FULL DAYS</u>	<u>5 HALF DAYS</u>
TEDDY BEARS	1-2yr	\$215.00	\$145.00	\$125.00
KOALAS	2-2 ½yr	\$187.00	\$134.00	\$114.00
LOVEBUGS	2 ½-3yr	\$183.00	\$135.00	\$118.00
LOLLIPOPS	3-4yr	\$183.00	\$135.00	\$118.00
EXPLORER	Pre-K	\$175.00	\$135.00	\$118.00

## ***Monthly School Age Fees:***

<u>CLASS</u>	<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>
BEFORE CARE ONLY	\$145.00	\$155.00	\$165.00	\$175.00
AFTER CARE ONLY	\$160.00	\$170.00	\$180.00	\$200.00
BOTH	\$275.00	\$285.00	\$295.00	\$315.00

## ***School Age Income Scale:***

<u>FAMILY SIZE</u>	<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>
2 Person	Up to \$25,498	\$29,140	\$36,425	\$43,710
3 Person	\$32,043	\$36,620	\$45,775	\$54,930
4 Person	\$38,588	\$44,100	\$55,125	\$66,150
5 Person	\$45,133	\$51,580	\$64,475	\$77,370
6 Person Or More	\$51,678	\$59,060	\$73,825	\$88,590

## **~\$10.00 Off Weekly or Monthly Fee For Each Additional Child~**

Ex: Your child signs up for a \$183.00/wk class. Your second child would be \$173.00/wk for another class

### **A completed application must include for enrollment:**

1. \$25.00 non-refundable fee (POC- Free)
2. Every signature line required to be signed
3. Copy of State issued form of identification
4. Copy of current child physical form (NOT shots record)
5. Food Eligibility Form completed (regardless income)
6. Proof of income
  - a. 2 consecutive pay stubs dated within the last month
  - b. W-2 of 1040 tax form
  - c. Form 6180 for POC



# Registration Form For Individual Child

**REGISTRATION FOR (check one):**    **CHILDCARE**\_\_\_\_\_    **SCHOOL-AGE**\_\_\_\_\_ & **SCHOOL GRADE**\_\_\_\_\_ (K-5)

SCHOOL NAME: \_\_\_\_\_ CHILD'S START DATE: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ TO BE CALLED: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ CHILD'S BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CHILD LIVES WITH: \_\_\_\_\_

4 DIGIT PIN CODE \_\_\_\_\_ LANGUAGE SPOKEN AT HOME: \_\_\_\_\_

PARENT/GUARDIAN: _____ RELATIONSHIP: _____ HM ADDRESS: _____ <hr/> HOME PHONE: _____ EMPLOYER: _____ WORK PHONE: _____ CELLPHONE: _____ E-MAIL: _____ Check: <input type="checkbox"/> Custodial Parent <input type="checkbox"/> Non-custodial Parent <input type="checkbox"/> Joint Custody <input type="checkbox"/> Legal Guardian Approved for Pick-up: <input type="checkbox"/> Yes <input type="checkbox"/> No Court Order Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	PARENT/GUARDIAN: _____ RELATIONSHIP: _____ HM ADDRESS: _____ <hr/> HOME PHONE: _____ EMPLOYER: _____ WORK PHONE: _____ CELLPHONE: _____ E-MAIL: _____ Check: <input type="checkbox"/> Custodial Parent <input type="checkbox"/> Non-custodial Parent <input type="checkbox"/> Joint Custody <input type="checkbox"/> Legal Guardian Approved for Pick-up: <input type="checkbox"/> Yes <input type="checkbox"/> No Court Order Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Other Household Members: (List Name, Age and Relationship to Child)

Child's Physician or Clinic: \_\_\_\_\_ Phone \_\_\_\_\_

Other Emergency Contacts & Persons Authorized to Pick-Up Child (other than parents/guardians):

**NAME** \_\_\_\_\_ **RELATION TO CHILD:** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE: (w) \_\_\_\_\_ (h) \_\_\_\_\_

**NAME** \_\_\_\_\_ **RELATION TO CHILD:** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE: (w) \_\_\_\_\_ (h) \_\_\_\_\_

**NAME** \_\_\_\_\_ **RELATION TO CHILD:** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE: (w) \_\_\_\_\_ (h) \_\_\_\_\_

**NAME** \_\_\_\_\_ **RELATION TO CHILD:** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE: (w) \_\_\_\_\_ (h) \_\_\_\_\_

- **Only Authorized Persons are allowed Pick-Up. In an event an un-authorized person must pick-up, the Parent/Guardian must present in writing authorization for that individual to pick-up with ID.**

Allergies/Food Allergies (require Doctor's note): \_\_\_\_\_

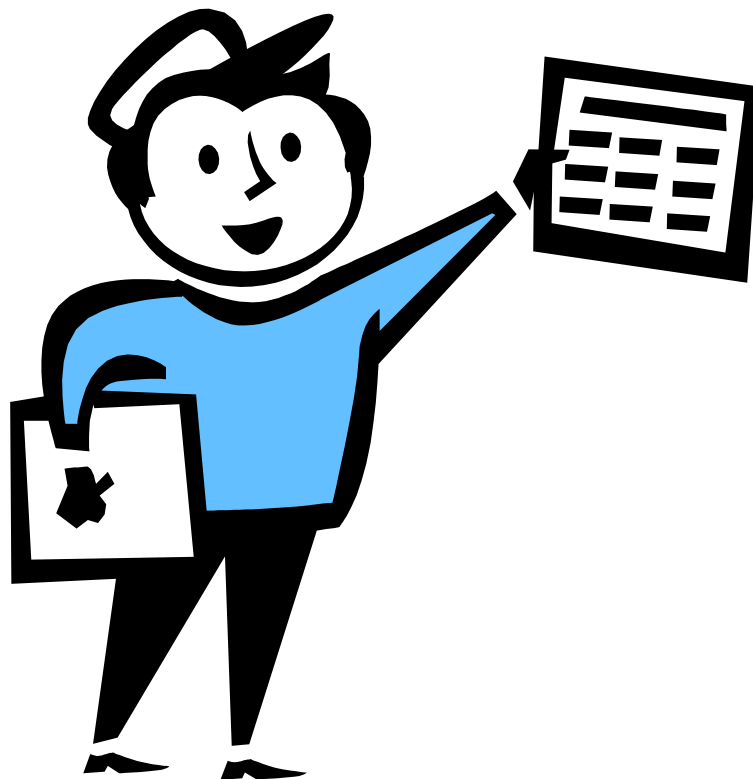
Medical conditions, Serious Accidents, Operations, Etc: \_\_\_\_\_

Medication Taken Regularly: \_\_\_\_\_

**SCHOOL AGE ONLY:** Before Care \_\_\_\_ After Care \_\_\_\_ Both \_\_\_\_ Payment Category \_\_\_\_

## BCC Holiday Closures

Monday, September 4, 2017	Labor Day
Thursday, November 24, 2017	Thanksgiving
Monday, December 25, 2017	Christmas
Monday, January 1, 2018	New Year's Day
Monday, February 9, 2018	Staff In-Service (Closed)
Friday, March 30, 2018	Good Friday
Monday, May 28, 2018	Memorial Day
Friday, June 8, 2018	Staff In-Service (Closed)
Wednesday, July 4, 2018	Independence Day



# Women, Infants, And Children (WIC)

## About WIC- WIC at a Glance

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### Population Served:

The WIC target population are low-income, nutritionally at risk:

- Pregnant women (through pregnancy and up to 6 weeks after birth or after pregnancy ends).
- Breastfeeding women (up to infant's 1st birthday)
- Non-breastfeeding postpartum women (up to 6 months after the birth of an infant or after pregnancy ends)
- Infants (up to 1st birthday). WIC serves 53 percent of all infants born in the United States.
- Children up to their 5th birthday.

### Benefits

The following benefits are provided to WIC participants:

- Supplemental nutritious foods
- Nutrition education and counseling at WIC clinics
- Screening and referrals to other health, welfare and social services

### Program Delivery

WIC is not an entitlement program as Congress does not set aside funds to allow every eligible individual to participate in the program. WIC is a Federal grant program for which Congress authorizes a specific amount of funds each year for the program. WIC is:

- Administered at the Federal level by FNS
- Administered by 90 WIC state agencies, through approximately 47,000 authorized retailers.
- WIC operates through 1,900 local agencies in 10,000 clinic sites, in 50 State health departments, 34 Indian Tribal Organizations, the District of Columbia, and five territories (Northern Mariana, American Samoa, Guam, Puerto Rico, and the Virgin Islands).

### Examples of where WIC services are provided:

- County health departments
- Hospitals
- Mobile clinics (vans)
- Community centers
- Schools
- Public housing sites
- Migrant health centers and camps
- Indian Health Service facilities