

Aldersgate After-School



PARENT HANDBOOK 2009 - 2010

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STATEMENT OF FAITH

The AUMC Children's Weekday Programs is designed to provide a safe and learning environment for the children we serve. Our staff is held to very high expectations as they work with each individual child. We believe that each child will develop to his/her greatest potential during their time at Aldersgate.

We are a Christian community and believe that the total growth of a person involves spiritual as well as emotional and physical growth. In keeping with this belief, the children will participate in "Christian" based activities throughout the school year. These activities will include Good News Club, prayers, crafts and listening to Bible stories as well as completing mission activities for our local community.

I. PHILOSOPHY

Aldersgate United Methodist Church has designed an After-School Program with the goal of providing a quality program of child care based on Christian values for elementary and middle school students during the hours following school. The program will offer a variety of activities including homework and quiet times, snacks, games, seasonal arts and crafts, reading, videos, and holiday celebrations. The program seeks to provide quality after-school care upon which parents can rely throughout the school year.

II. REGISTRATION

We begin the registration process for After-school on a first come, first serve basis. Kindergarten registration begins mid February prior to your child entering Kindergarten. You may visit our website at www.aldersgatewds.org or call the office and request a registration form be sent to you. Aldersgate Children's Weekday Programs reserves the right to accept, deny, terminate or amend the enrollment of both new and current students at any time. This decision is made final by the Director. The final decision can be made with or without reason or cause.

III. FEES & PAYMENT SCHEDULE

Year-round students will be charged on an eleven-month equal pay plan, July to May. There is no payment for June. Tuition is based on 180 days of school.

Therefore, monthly tuition does NOT include inter-session camps.

Traditional students will be charged on a ten-month equal pay plan, August to May.

Full Time Care: (4 - 5 days per week)

~Year Round School Students

(11 payments)

\$165/month first child

\$120/month each additional child

~Traditional School Students

(10 payments)

\$175/month first child

\$135/month additional child (ren)

Part Time Care: (1 -3 days per week)*

~Year Round School Students

(11 payments)

\$135/month for first child

\$100/month each additional child

~Traditional School Students

(10 payments)

\$145/month for first child

\$110/month additional child (ren)

*Part-time students, who wish to attend more than three days in one week, will be charged an additional \$15.00 per day, per child.

PAYMENT

Checks should be made payable to: **Aldersgate**. Checks are due by the 1st and are late if received after the 6th of the month. Bimonthly payments may be arranged upon request.

A computer generated \$10 late fee will be applied if paid after the 6th of the month, and a \$25 late fee will be applied on all returned checks. If the 1st falls on a weekend or holiday, payments can be (prior to the 1st) mailed to us.

Methods of Payment:

- Drop Off Box (cash or check)
- Bank Draft
- US Postal Service

Please send checks to the address on the front of this handbook with **Attn:**

After-school notated on the front of the envelope.

IV. ENROLLMENT FORM AND FEE

An enrollment form is available upon request from the Director. This form must be complete. It is important that the information on the form be current; please notify the Director if there are any changes in address, phone numbers, etc. during the school year.

There is a one time "enrollment fee" of \$50 for the first child and \$30 for each additional child. This fee is **non-refundable** and must be received with the enrollment form to guarantee a spot in the program for each child. There are limited spots in the After-School Program. If we receive your registration form after all the spots have been filled, you may place your child's name on a waiting list.

Return Registration Fee

There is a non-refundable registration fee of \$30 per child for students who continue in the program from year to year. Return registration is held in March of each year.

****We require written notice for any child who plans to withdraw from the after-school program. You are responsible for payment of fees through the end of that month.**

Scholarships and Financial Aid

Aldersgate offers a scholarship program for families who need financial assistance for after-school care. This is strictly confidential and available until all funds are allocated. Families wishing to receive financial aid are required to complete an application and submit necessary forms. Please contact the Director to receive all current scholarship information.

V. TRANSPORTATION

Durham Public School (DPS) buses provide transportation to Aldersgate from schools which serve the Aldersgate area. DPS buses will transport students from the following schools:

- Easley
- Carrington
- Eno Valley
- Chewning

A **Bus Stop Request Form** has already been completed by Aldersgate. Therefore, you need to notify your child's teacher and the main office of the school that your child is to ride the Aldersgate bus in the afternoons. DPS bus routes are traditionally posted in the local paper a week before school starts in the Fall.

VI. DAYS OF OPERATION

The After-School Program will operate on school days when the year round and/or traditional schools are in session. The After-School will **NOT** operate on school

holidays which are observed by both the year round and traditional calendars.

We do offer care on DPS Early Release Days for students currently enrolled after-school students. Early Release Day activities will include children working on community service and outreach ministries (card making, etc.).

In the event DPS suspends school or releases early due to severe weather conditions, the After School Program will NOT operate on those days.

The After-School will open for the 2009-2010 school year on July 15, 2009 for Year Round Schools and August 25, 2009 for Traditional Schools and will close June 10th, 2010. We will be open 2 hours early for the last day because of DPS early release.

After-School will be closed:

September 7	Labor Day (YR, T)
Sept. 21 - Oct. 9	Closed (YR) <i>*Intersession Camps Available</i>
October 26	Closed (T)
November 11	Veterans' Day (YR, T)
November 25-27	Thanksgiving (YR, T)
Dec. 21 - Jan. 1	Christmas (T)
Dec. 21 - Jan. 8	Christmas (YR) <i>*Intersession Camps Available</i>
January 18	MLK, Jr. Day (YR, T)
January 25	Closed (T)
February 19	Closed (T)
March 19	Closed (T)
March 22 - April 9	Closed (YR) <i>*Intersession Camps Available</i>
May 31	Memorial Day (YR, T)

YR= Year Round Schools

T= Traditional Schools

**= Intersession Camp Info in back of book.*

VII. HOURS OF OPERATION

The After-School Program will operate 2:30 PM until 6:00 PM on all school days. Parents who are late picking up students will be charged \$1.00 for every minute after 6 PM.

VIII. STAFF/CHILD RATIO

The After-School Program at Aldersgate will maintain a maximum staff/child ratio of 1:9.

IX. ACTIVITIES

The After-School Program offers a variety of activities, which include:

- 1. GOOD NEWS CLUB**
2. Daily Indoor and Outdoor play
3. Daily Homework/Study time
4. Snack
5. Classroom activities and games

GOOD NEWS CLUB

We are happy to participate in the Good News Club every Thursday afternoon. The club includes Bible story lessons, songs, missionary stories, life changing scripture memory and so much more. The club is free. This is an awesome time for the children to learn more about God's love for us!!

X. DAILY GROUP SCHEDULES

Grades K and 1

3:40 - 4:00 Snack
4:00 - 4:30 Playground
4:30 - 5:00 Gym Class
5:00 - 5:30 Classroom

Grades 2 and 3

3:40 - 4:10 Gym Class
4:10 - 4:30 Snack
4:30 - 4:45 Playground
4:45 - 5:30 Classroom

Grades 4 and 5

3:40 - 4:10 Snack/ Classroom
4:10 - 4:30 Gym Time
4:30 - 5:15 Classroom
5:15 - 5:30 Playground

Middle School

2:45 - 3:00 Snack
3:00 - 3:20 Gym Class
3:20 - 4:15 Classroom
4:15 - 4:45 Playground
4:45 - 5:30 Gym Class

***5:30 - 6:00 all groups (Free time, gym)**

XI. SNACKS

Snacks such as water, juice, fruit, cookies, chips, popcorn and more will be provided daily. Children on special diets will need to bring their own snacks. Parents should advise the Director of any specific food allergies their child (ren) may have.

XII. INSURANCE

Aldersgate After-School has a secondary accident insurance plan from which parents may seek reimbursement of out-of-pocket expenses not covered by their primary insurance plan. **If a student is injured while taking part in the Aldersgate After-School Program, parents must first file a claim with their primary insurance carrier.** Expenses not covered by the student's primary carrier may be filed with our secondary insurance company. Claim forms are available from the Director.

XIII. MEDICATION

Medication will be administered by the Director or Assistant Director when accompanied by a completed Medication Administration Form. The form must give specific instructions including dosage and time to be given and must be signed by the parent or legal guardian. The medication

container must be pharmacy labeled with the medicine name, child's name, duration, dosage and time to be given.

XIV. FIRST AID

Records will be kept of any accident involving a child. An attempt to contact parents will be made. Basic first aid will be administered on site (i.e. ice on bruise or Band-Aid for scrapes and cuts). In the case of any injury requiring professional care, we will follow the steps as outlined on the Student Registration Form. **All staff is CPR and first aid certified.**

XV. COMMUNICATION

Any change in programs, calendars, etc. will be sent home with the children and/or attached to your child's sign-out sheet. Please be sure that we have your correct email address at home and/or work so information can be sent to you

electronically. If you have any special requests or concerns, please contact the Director at 479-8686. You may also leave messages for your child (ren) by phone or email at karen@aldersgate.org.

XVI. PICK-UP

For the safety of each child, parents are **REQUIRED** to sign their child (ren) out daily. Sign Out book is located in the office. Parents should also notify the Group Leader to inform them that they are picking up their child (ren). The program will maintain a list of persons authorized to pick-up each child. We will **NOT** release a child to any unauthorized person.

Families, who have joint custody, must agree on all information provided on the registration form including persons able to pick up children; both parents/ guardians **MUST** sign the registration form. Please notify the

Director if a new person will pick up your child.

Any person who is not familiar to the staff will be asked to show a picture ID before picking up a child.

XVII. CONDUCT

Students are expected to behave in an appropriate manner, i.e. they are to exhibit respect for staff, each other and for the church property. A goal of the program is to establish a Christian atmosphere in which all children will enjoy participating in the activities. If a child's behavior becomes a problem, privileges within the After-School Program will be taken away. Suspension or expulsion will be options if behavior does not improve. The Director will determine the need for suspension or expulsion.

Each student is expected to:

1. Be responsible for his/her actions.
2. Obey the After-School rules.
3. Remain with his/her group and leader at all times.
4. Take care of materials and equipment and store them properly.
5. Exit the bus and enter the building in an orderly manner.
6. Listen respectfully when staff members are giving instruction.
7. Be responsible for personal property. Please label any clothing.

XVIII. DISCIPLINE

Disciplinary procedures are as follows:

- Two Verbal Warnings
- Separation from group activities (time out)
- Director/Student conference
- Director/Student/Parent conference
- Suspension/Expulsion

XIX. ABSENCES

If your child will **NOT** be attending the after-school program due to illness, parent-teacher conference, sports related etc. **PLEASE**, notify the Director by calling and leaving a message or directly talking with a staff member. Attendance is taken daily, and it is important for us to know your child is safe if they are not at Aldersgate.

XX. CLOSING

We, the staff, at Aldersgate After-School are very excited that you have chosen this program for your child's/children's after-school care. It is our goal to provide a quality program that meets their spiritual, emotional, physical, educational, and recreational needs. Please feel free to contact us at 479-8686 if you have any questions or concerns.

2009-2010 INTER-SESSIONS

We offer full day camps for children who attend the year round schools. Camps are theme-based such as, soccer, basketball, dance or karate and fun camps, which offer a variety of activities. There is a weekly fee for each camp your child attends. This is **NOT** part of your after-school tuition. Sign up is on a first-come, first-serve basis. Information and registration forms will be available one month prior to the beginning of each camp.

The fee for **each week** of inter-session (7:30 am until 6 pm) is **\$160 for the first child and \$150 for each additional child**. There will be **60** spaces available each week. A **50% nonrefundable or nontransferable registration fee per child** is required at time of registration in order to reserve a space for your child (ren). The 50% registration fee is applied to \$160 weekly fee. Daily slots are available after the full time positions have been filled. The daily

rates are \$45.00 per day per child. A \$15.00 one time new family registration fee is due for all new families who attend any intersession camps.

2009 - 2010 Inter-session Schedules

Fall Week 1 September 21 - 25
 Week 2 September 28 - Oct. 2
 Week 3 Oct. 5 - Oct. 9

Winter Week 1 Dec. 21 - 25
 (Closed ALL Week)
 Week 2 Dec. 28 - Jan. 1
 (Closed ALL Week)
 Week 3 Jan. 4 - 8

Spring Week 1 March 22 - 26
 Week 2 March 29 - April 2
 Week 3 April 6 - 9
 (Closed 5th)

Last Day of School June 10th

Notes:
