

Palmyra

United Methodist

Church

After-School Care

2015/2016 Family Handbook

**5076 NC 8, Highway South
Germanton, NC 27019**

(336) 994-2034

Philosophy

The PUMC After-School Care Program is a non-profit ministry of Palmyra United Methodist Church of Germanton, North Carolina. It is the philosophy of this church that each child should be treated with love and kindness. The children at the After-School Care Program are to be guided in the development of their spiritual, cognitive, emotional, and social potentials. These potentials can only be achieved through direct interaction with each child. Therefore, teachers are encouraged to provide a balance of free choice activities and teacher-directed activities each day.

Enrollment

An initial visit by you and your child is requested before the child is enrolled. During this visit the goals, routines, and policies of the After-School Care Program will be discussed. Each child must have the following forms completed: enrollment agreement and medical information form, which includes a medical and photo release. A non-refundable enrollment fee of \$35.00 is to be paid at the time of registration. Currently enrolled families are encouraged to pre-register prior to May 15th in order to guarantee placement for the upcoming school year.

Enrollment age is Kindergarten through Fifth Grade. The Board of Directors reserves the right to review special needs of students on a case by case basis requiring care beyond Fifth grade. Any students above fifth grade approved for After-School Care must have transportation to our center.

Fee Policy

The fee for full-time attendance (4-5 days per week attended) at the After-School Care Program is \$40.00 per week for the first child enrolled in a family. Families with more than one child enrolled, the fee is \$35.00 for each additional child. Students enrolled part-time (3 days or less per week) will be charged \$30.00 per week. Families with multiple children enrolled part-time, the fee for each additional child will be \$25.00 per week. Families must specify enrollment of full-time or part-time at the time of registration and make weekly or monthly payments accordingly.

Fees are paid in advance; therefore tuition payments are due on Friday for the upcoming week. Accounts will not be allowed to become more than 1 month delinquent and will result in removal of your child from our program. Written notification will be submitted to family with delinquent accounts after the 3rd week. The student's spot in our program will be forfeited if payment in full is not made during the fourth week.

Payment for each week is expected in full. There will be no provision for partial payment for a week. If you choose to prepay for an entire month for a full or part time child or children there will be a \$10.00 reduction in fees per month if the fees exceed \$100.00 and are paid by the first business day of the month. This reduction is per account, not per child.

During the course of the school year, families will be allowed one week of "vacation". If your child is absent from the program for an entire week, you do not have to pay for that week. However, this is only allowed once during the school year. If your child is then absent for another entire week, payment in full is required for that week.

As of May 1st, each year, all fees (current or over due) must be paid in cash only. If a check is returned for any reason, fees will be collected on a cash only basis. All bank charges for returned checks must be paid by the corresponding party.

Daily Routines

The PUMC After-School Care Program is operated only on those days for which the county school system is in session. Hours are from 2:00 pm until 6:00 pm. Students begin with a time to decompress from the school day with games and activities or time playing on the playground. Students enjoy an afternoon snack before settling down for 45 minutes maximum homework time. All students will observe the 45 minute homework/quiet time. Other fun activities, games or crafts are planned based on time allotted.

School Holidays – PUMC The After-School Care will not be in operation on county school holidays.

Early Dismissal Days - The PUMC After-School Care Program will operate on the scheduled early dismissal days at no extra charge.

Teacher Workdays - The school will operate on Teacher Workdays at no additional cost for the hours of 7am-6pm. Prior notification of your child's attendance will be required.

Inclement Weather Policy - On days in which the Stokes County Schools dismiss early because of inclement weather, the PUMC After-School Care Program will be open the first two hours after schools dismiss. This is provided as a courtesy to our parents, that they will have time to make arrangements to have their children picked up. There will be no extra charge for this service.

Summer Time Care – In the event our program expands to include care for the summer months, all fees and routines will be determined by the PUMC School Board and communicated to the families.

Arrival and Departure

A teacher will meet children as they disembark from the school bus. Attendance is taken as each child arrives by the teacher and signed out as they depart by the person picking up the child. No child is allowed to enter or leave the building unaccompanied.

The staff needs to be familiar with the person or persons authorized on the enrollment form to pick up your child. If anyone other than the persons designated on the enrollment form is picking up your child, notify the staff in writing or by phone. That person must bring identification when picking up your child. We cannot deny a parent access to his/her child until a court order is issued restraining a parent from seeing the child. Please make sure that we have a copy of that court order on file.

It is imperative that you pick your child up on time. Please notify the director as soon as possible if you experience an unavoidable delay. A late fee is charged for children remaining after 6:00 pm at a rate of \$1.00 per minute per child. The late fees are paid at the time the child is picked up.

Snacks

Time for a small snack will be scheduled daily. If your child has food allergies, please alert the director. You may wish to provide an appropriate snack for your child to be kept on hand in case the snack provided is on his/her prohibited list.

Communication

Palmyra After-School Care encourages open communication between families and teachers via conferences, emails, notices, etc. Communication will vary according to discretion of teachers. However, you may request a conference with sufficient notice to the Director at any time.

Discipline

Maximum growth occurs through positive interactions with children. Limits will be set without the use of corporal punishment. The program follows a positive behavior policy. No one is perfect; therefore, we are prepared to deal with misbehaviors using gentle, progressive, Christian discipline. Methods of positive behavior include guiding behavior in a positive way (e.g., offer positive reminders; a few rules established and stated in a positive way; remind children of the rules; teach children how to cooperate, negotiate, and make and keep friends; and redirect children from unacceptable behavior to acceptable behavior.) We provide a positive social atmosphere and order is maintained, while teaching children social problem-solving skills (e.g., how to talk about a problem, express their feelings in words, come up with solutions for a problem, and then implement the solution.) We help children to interpret their own feelings and the feelings of others (e.g., read and discuss stories about feelings.)

If a child is involved in three behavior incidents, the director will document the behavior and/or discipline on an "Incident Report Form" and provide the parent(s) with a copy. If necessary, a conference may be called with the parent(s) to discuss the situation.

Absences

When students are not on the school bus, it is a concern they may have missed the bus and are still at school; therefore, please call to notify the After-School Care Program if your child will be absent.

Health Policy

Children with diarrhea, vomiting, undiagnosed rashes or fever of over 100⁰F must be sent home to minimize the spread of sickness. A child may return to the center if he/she has been free of fever, vomiting, or diarrhea for 24 hours or if a doctor's written report states that the problems are not contagious.

Families will be notified when a communicable disease is discovered in the center. The county health department will be consulted if appropriate.

Staff persons who have communicable infections or diseases are not allowed to provide services for children in the After-School Care Program until they are free from disease or infection.

If your child becomes ill or injured at the center, you will be immediately notified and documented on an Accident Report if applicable. In case of serious injury, steps will be taken to provide emergency care for the child as described in the emergency medical release form signed by the parent.

Prescription medications are administered only with written consent of the parent or guardian. Written instructions for the exact hour of administration and the exact dosage must be indicated on the medication sheet provided by the After-School Care Program. Medications must be in the original container and labeled with the child's name. No over the counter medications will be given.

Termination of Services

Children will be excluded from the Palmyra After-School Care Program for the following reasons:

1. The required enrollment medical or policy forms have not been completed.
2. Fees are continually paid late without prior approval from the director.
3. Fees are delinquent for four weeks.
4. When there is a documented and consistent pattern of unresolved behavioral problems.

Rights of Parents

Parents have the right to information that is kept on file in the After-School Care Program concerning their child. All information contained in a child's file is kept confidential. Parents must sign a release form before information concerning their child can be released to another agency or person. Parents are welcome at the After-School Care any time to observe center procedures.

Grievance Procedure

Parents who disagree with the After-School Care Program or its policies should contact the staff person in charge and discuss their concerns. If the situation is not resolved satisfactorily, the parent may contact the After-School Care board in writing. The board will work with the staff to make a final decision. Parents may request representation at any stage of the resolution process.

Procedure for Reporting Child Abuse and Neglect

If there is any cause to believe that a child enrolled in the after school care program has been abused or neglected, the staff is required by law to report this to social services in the county where the child lives prior to the time for the child to leave the program for the day. The employee will also report the situation to the After School Care Board.

Photo / Video Release Form

I do do not give permission for Palmyra After-School Care Program to make photographs and/or video recordings of my child. I understand that these photographs or videos may be used either within the church or in the media (newspaper, church newsletter, etc.) to relay information to the church or community about the program and its activities.

I have read the policy statement and the parent handbook and agree to abide by these policies. I agree to honor this enrollment as described above.

Parent signature

Date



Medical Information

Name of Physician: _____ Phone #: _____

Office Address: _____
Street City Zip

Name of Dentist: _____ Phone #: _____

Office Address: _____
Street City Zip

Hospital Preference: _____

Is your child allergic to anything? Yes No If yes, what? _____

Rescue Medication required? Yes No If yes, please discuss this with Director.

Is child taking any medication regularly? Yes No If yes, what? _____

Does child have any chronic medical problems that require a physician's care? Yes No

If yes, what? _____

Emergency Treatment

In the event of an illness or accident which requires immediate medical treatment, at a time when a parent cannot be located, I give permission for the director of the Palmyra After-School Care Program, or other personnel designated by the director, to authorize such treatment for _____. I will not hold the center or the medical personnel responsible.

This is done with the understanding that every attempt will be made to contact the family, the child's physician and other persons listed for emergency contact or that the nature of the illness or accident is such that emergency medical personnel must be summoned immediately.

Parent Signature

Date