

St. James UMC Afterschool Program 2016-2017 Parent Handbook

Mission Statement

The St. James United Methodist Church Afterschool is a four hour, part-time ministry of St. James United Methodist Church. This program's mission is to provide opportunities for spiritual, academic, and social growth and maturity through qualified instruction and prayerful nurturing.

Program Overview

At St. James Afterschool your child will participate in a variety of activities such as:

- Experiencing and learning foundations and truths of the Christian faith
- Supervised homework opportunity
- Learning to share, take turns, plan, work, think, and reason as he or she works and plays with others
- Reinforcement of good health and hygiene habits

The **daily schedule** allows for:

- *a snack
- *homework
- *teacher-directed activities and child-selected activities
- *indoor and outdoor activities (weather permitting)

Admissions, Enrollment and Tuition

Admission is open to all children without regard to race, color, or religious affiliation. Since we are a United Methodist Church supported Afterschool program, we will ask that all children participate in daily prayer, Bible Lessons and other Christian Education activities.

Registration is held in February. Returning students, their siblings, and children of church members will have priority. Open registration will follow on a first-come, first-serve basis. A registration fee is needed in order to be fully registered.

A wait list will be established and maintained throughout the year. A fee is not required to be on a wait list. As soon as a space is open, you will be notified. If you are still interested, you will be required to pay the registration fee at that time.

All returning children must have an updated enrollment/registration form on file.

Registration Fee: \$40.00 (due with August Tuition)

Annual Supply Fee: \$50.00 Due by October 1st.

August tuition: 1/\$25, 2/\$45, 3/\$65, 4/\$85 (due at Registration)

One Child: \$165.00
Two Children: \$300.00
Three Children: \$430.00
Four Children: \$530
Teacher Workdays: Additional fee of \$20.00 (1st child); \$15.00 (each additional child)
Early Release days: \$10 per child
******You will be billed for TWD & ERD's in following month invoice.**

In order to be eligible for registration at St. James Afterschool, all outstanding fees must be paid in advance.

A late fee of \$10.00 will be assessed to any account past due. Reminders will be given out only in the case of delinquent payments. Your child's place will not be held after 30 days of nonpayment, unless arrangements have been made with the Director. All payments must be made by the last day of school or your Fall placement will be cancelled. Please make checks payable to St. James Afterschool and return in the payment drop box located in the main reception area. A \$10 fee will be charged for returned checks.

A written withdrawal notice should be made to the Director. A 1-month notice for withdrawal is required, and parents are financially responsible for this notice period. For example: if you plan to take your child out of the afterschool at the end of January, please let us know when you pay your January tuition. If you plan to leave in the middle of a month, your tuition will be prorated.

Scholarships

Scholarships are available based on family size, income, and special circumstances. Applications are available from the director and will be reviewed by the St. James UMC Weekday Ministry Board, which provides the scholarship money. The deadline to apply is July 31st. You will be notified in August. Any scholarship applications received after July 31st will be considered hardship and disbursed based on number of funds available.

Operation

St. James Afterschool opens the first day of Pitt County Public School and ends on the last day of Pitt County School. Afterschool is open from 2:30pm – 6:00pm. Teacher Workday hours are 8:00am – 6:00pm.

St. James Afterschool is a private program and is not licensed with the state. However, we try to maintain the standards of other licensed programs.

Arrival/ Departure

Children should not arrive any earlier than 2:30pm. On workdays arrival time is 8:00am. A pick up service is provided for children attending: Eastern, Elmhurst, St. Peter's, South Greenville, Wahl-Coates, Eppes, Aycock, Parrott, Hope and Wintergreen Schools. Additional schools can only be added at the discretion of the Weekday Ministries board. Child restraint seats will be provided for our vans. Our bus has lap belts only. Booster seats are not safe with these belts. In order to check out your child we must have on file the names of those who are allowed and how they are related to the family. If there are any court orders or custody agreements that would impact who has permission to pick up a child it must be documented and on file with the director. **All children need to be signed out before leaving**

after school. Afterschool is assigned a code to enter the building. It is important that you learn the code and use it for entering the building. This allows St. James to continue to offer a safe environment for your children.

Departure time for After-School is 6:00pm.

Late pick up is not a service, you are required to pick up your child by 6pm each day. Parents arriving for their child after 6pm will be charged an additional \$10. From 6:06- 6:15 the charge will be \$25. After 6:15 there will be an additional \$10 for every 5-minute period or fraction thereof. In order to be consistent and fair to all parents your arrival will be based on the school clock.

Drop Off Zone Policy

With the completion of the new building and the drop off zone in front, the following policy is to be followed for the safety of the children:

- Do not park in the drop off area
- Park in a designated parking space
- When leaving your vehicle unoccupied, please turn off the vehicle and lock the doors
- In case of inclement weather i.e. rainy day. We will have an orange sign out that (student drop off /pick up on it) will alert you to pull under the canopy to pick up your child. This will be the **only** instance where you may park directly by the building.

Please drive slowly, cautiously, and follow directional arrows around the Church and pay particular attention to pedestrians.

If you have any questions, please contact the Facilities Manager in the Church office.

Fire Drills

We are required by state law to do 1 fire drill per month. We vary the time of day to help staff & students prepare to evacuate the building quickly and safely.

Lockdown Procedure

Our Afterschool will follow the St. James UMC Lockdown policy as indicated in the Safe Sanctuary Policy. If you would like to view this policy, a copy is on file in the Afterschool office.

Clothing and Personal Items

A child's style of dress plays a major role in how well he or she functions at Afterschool. Children should be dressed in washable, comfortable clothing that is weather-appropriate and suitable for full participation in any activity. All clothing must appropriately cover the body, (no midriffs showing, no short-shorts, no underwear visible). Any clothing bearing a logo must be in line with the beliefs of St. James UMC. Coats and jackets should be marked with the child's name.

Shoes should be worn at all times. They should fit properly and be appropriate for play, including running, jumping and climbing. Tennis shoes are the best choice of footwear.

Children should not bring toys from home. Personal toys can easily get misplaced or cause conflicts over sharing. Toy guns and other pretend weapons are never allowed. Check with the Director if you would like to bring something special to Afterschool to be shared with all of the children.

Outdoor Play

We will have daily outdoor play on all but rainy or extremely cold or hot days. All children should be dressed appropriately for the weather. Children who are too ill to participate in any outdoor play should remain at home. We do not have sufficient staff to supervise the children who have to remain indoors.

Snack Time

A snack will be provided each day as children arrive. Afterschool staff should be notified if your child(ren) have any food allergies or restrictions.

Health Policies

The health policies of St. James Afterschool are designed to meet the health needs of children and staff and it is important to understand that these policies are written **for the protection** of everyone in the school.

Illness of children

If your child has a contagious disease, he or she should be kept home and Afterschool must be notified.

If your child becomes ill during the school day, he/she should go home. Afterschool is not equipped with a sick room and will not have the necessary staff or facilities to care for children who are ill.

A child should not be brought or left at Afterschool with any of the following symptoms:

- Fever – After a fever, a child's temperature must be less than 100 degrees without fever reducing medicine, for 24 hours before returning to school.
- Diarrhea and vomiting – After diarrhea or vomiting, a child must be free of diarrhea or vomiting for 24 hours before returning to school.
- Strep – If your child has a positive strep test, they can return after 24 hours of being on an antibiotic.
- Conjunctivitis (Pink Eye) – Children with conjunctivitis (Pink Eye) may return after treatment with antibiotic eye drops. Bring doctor's note or medication to readmit child to school.
- Ringworm – May return to afterschool following treatment with fungicidal. Oral antibiotics required if in the scalp. Bring doctor's note or medication to readmit child to school.
- Other highly contagious conditions including measles, mumps, chicken pox, scarlet fever, lice, scabies, pin worms, rosella or viral infections.

If your child becomes ill while at Afterschool, he or she will be isolated from the other children, and you will be called. Please cooperate by picking up your child promptly. Parents should be sure that emergency telephone numbers are current and that emergency contact persons are able and willing to pick up a sick child if the parent cannot be reached.

Medications: We prefer not to administer medications. If at all possible, give your child the needed medication prior to school and the next dose after he or she is at home. However, if there is unique situation where a child must have a dose of medicine during After-School hours, the following guidelines must be followed:

***A medical waiver must be signed by the parent.**

*Send only prescription medicine in its original container with instructions on the label

*Sign and date a form giving the After-School preschool permission to administer the medicine.

*Hand the medication to the director with instructions to put in the refrigerator or first aid cabinet.

- *No medicine with an expired date can be given.
- *Inform the Afterschool when the medicine is to be discontinued or of any possible side effects.
- *Any medication that needs to be given intramuscularly, (such as insulin), must be given to the director. It should not remain in the child's book bag.

Child Abuse and Neglect

Caregivers are required to report suspected cases of child abuse and neglect according to the North Carolina Law on Child Abuse and Neglect. If such a case is observed or suspected, it will be immediately reported to the Director, who in turn will notify the Pitt County Department of Social Services.

Guidance and Discipline

The staff will provide guidance through speech. They will:

- give positive directions and suggestions.
- use short, clear, meaningful sentences.
- give choices only when children have a choice.
- speak firmly, yet gently.
- avoid shaming and blaming children.
- avoid making comparisons between children.
- redirect or channel to more constructive activities or actions.
- give approval when deserved.
- avoid favoritism.

The staff will provide guidance by their actions. They will:

- give children help when needed.
- prevent problems by planning appropriate activities and by arranging equipment and the environment.
- make sure children understand limits.
- help children understand the consequences of their actions if limits are tested.
- be consistent, yet flexible when necessary.
- locate themselves in strategic positions when supervising the children.
- be alert to children's needs.
- give special attention to the health, safety and well-being of the children.

The following **guidance techniques** will be used:

- **Indirect guidance:** arranging the environment, schedules, or group composition to prevent problems.
- **Direct guidance:**
 - stating the desired behavior in a positive way
 - time-out for second offense
 - reinforcing appropriate behavior

- Time out immediately for physical aggression (hitting, kicking, or biting).
- Verbal Aggression will **not** be tolerated and punishment will be left to the discretion of the teacher or director.
- Redirecting inappropriate behaviors to acceptable behaviors.
- Reducing some inappropriate behaviors by ignoring them.

Discipline Guide for Afterschool

If the guidance techniques listed above are not affective and disruptive behavior continues the following guide will be followed in trying to end the problem.

- 1st Infraction: Parents are contacted for a conference
- 2nd infraction: A warning of suspension will be given
- 3rd infraction: Child will be suspended for a specified time
- 4th infraction: The child will be expelled from the program.

Limits

The purpose of all existing limits at St. James Afterschool is safety and consideration of others.

- Quiet voices are encouraged inside.
- Children walk inside and run outside on the playground.
- Toys should be used in the area designated for them. For example: table toys on the tables, blocks in the blocks area.
- Children are redirected from throwing toys.
- Every child is expected to and should be encouraged to participate during clean-up.
- Group participation is encouraged, but not forced.
- When on the playground, children do not climb on the fence, and gates are kept closed.
- Biting, spitting, and other unpleasant behaviors are dealt with immediately.
- Children should not stand on furniture or sit on tables.

Teacher Workdays

Afterschool opens at 8:00am and closes at 6:00pm. Snacks will be served daily. Lunch is not provided. Parents must notify the Director a week prior in order to attend on workdays. Teacher workdays are an additional \$20 for the 1st child and \$15 for each additional child.

Early Release days:

There is an additional \$10 per child for Early release days.

Inclement Weather

We will follow the Pitt County Schools' closing schedule for inclement weather. If public school closes early due to inclement weather, there will be no afterschool program that day. Tune into WNCT Ch. 9 and WITN Ch. 7 for all St. James Afterschool information.

Special Occasions

We do celebrate Christian holidays during the year. These will include special snacks and activities.

We will never operate on Good Friday.

Parent Partnership

There is a real value in a partnership between parents and teachers in the education of the child. Communication between the Afterschool and the home is extremely important. St. James Afterschool is committed to encouraging and supporting this partnership.

The Afterschool will be responsible for making the child's parents or guardian aware when:

- a child's behavior seems different from that which is usually observed;
- there is communicable disease within the group;
- routines in Afterschool have been changed;
- their child's group is planning a field trip;
- the child is showing symptoms of illness.

Parents are responsible for making Afterschool aware when:

- a child will be absent from Afterschool;
- a child is to be picked up earlier than usual;
- a child is to be picked up by someone other than the person or persons name on the application-this permission must be given in writing or in person by the parent. Staff members will also ask for the person ID before allowing the child to leave with that person.
- the child has taken medication in the past 24 hours;
- the child has exhibited unusual behavior at home or acquired new mannerisms;
- family routines are changed, for example, house guests, father or mother being away, death of a pet, or any other affecting situation.

At any time, a parent can set up an appointment to meet with the director for any reason. Teamwork between home and school is essential to quality care of children.

The Afterschool Director will keep parents informed through email.

Afterschool Director: Judy Ipock
(252) 752-6154 (office) (252-717-9644) cell
afterschool@stjconnect.org

Bookkeeper: Dana Carpenetti
afterschool@stjconnect.org

St. James UMC Afterschool
Acknowledgment of Parent Handbook

I HAVE READ AND UNDERSTAND ALL PARTS OF THE
PARENT HANDBOOK.

I ACCEPT THE RESPONSIBILITY TO BE ACCOUNTABLE AND
TO ABIDE BY THESE POLICIES.

THIS FORM WILL BE KEPT ON FILE.

Please sign and return to Director on the first day of afterschool.

Parent/Guardian Signature

Date

Comments: