

**Aldersgate Weekday
Ministries**
After-School Program



**PARENT HANDBOOK
2017-2018**

**1320 Umstead Road
Durham, NC 27712
919-479-8686**

evie@aldersgate.org

Evelyn Johnson, Director

Table of Contents

Statement of Faith	3
Philosophy	4
Registration	4
Fees & Payment Schedule	5
Payment	6
Enrollment Form & Fee	6
Return Registration Fee	7
Scholarships and Financial Aid	7
Transportation	7
Days of Operation	8
Severe Weather Policy	8
Closed Days	9
Hours of Operations	10
Daily Group Schedules	11
Snacks	12
Insurance	12
Medication	12
First Aid	12
Communications	13
Pick-Up	13
Conduct	13
Discipline	14
Inter-Session Schedule	15

Winter Week 1 Dec. 18—22
 Week 2 **CLOSED** Dec. 25-29
 Week 3 January 2-5
 (Closed January 1)

Spring Week 1 March 19 -23
 Week 2 March 26-29
 (Closed March 30)
 Week 3 April 2-6

****Last Day of School June 7th Traditional,
Year-round ****

****Last Day of School June 8th Excelsior ****

STATEMENT OF FAITH



Aldersgate Weekday Ministries 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.

Philosophy

Aldersgate Weekday Ministries 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.

Registration

We begin the registration process for After-school on a first come, first serve basis. Kindergarten registration begins the March 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 Weekday Ministries reserves the right to accept, deny, terminate or amend the enrollment of both new and current students at any time. This decision is made by the Director.

The fee for **each week** of inter-session (7:30 am until 6 pm) is **\$170 for the first child and \$160 for each additional child.** There will be **70** spaces available each week. A **50% non-refundable 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 \$170 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.

Notes:

2017 - 2018 Inter-session Schedules

Fall **Week 1** September 25—29
 Week 2 October 2—6
 Week 3 October 9—13
Excelsior **October 9-13**

Listen respectfully when staff members are giving instruction.
Be responsible for personal property.

Discipline

Disciplinary procedures are as follows:

Two Verbal Warnings

Separation from group activities (time out)

Director/Student conference

Director/Student/Parent conference

Suspension/Expulsion

We, the staff, at Aldersgate After-School are very excited that you have chosen this program for your child'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 (919) 479-8686 if you have any questions or concerns.

Inter-session Camps

We offer full day camps for children who attend the year round schools. Camps are theme-based such as, soccer, basketball, cooking, holiday themes 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 two months prior to the beginning of each camp.

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 an eleven-month equal pay plan, August to June.

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

Part Time Care: (1 – 3 days per week)

~Year Round School Students

(11 payments)

\$190/month first child

\$160/month second child

\$140/month for third and additional children

~Traditional School Students

(11 payments)

\$190/month first child

\$160/month second child

\$140/month for third and additional children

*Part-time students, who wish to attend more than three days in one week, will be charged an additional \$20.00 per day, per child.

Payment The students who add an Early Release Day will be charged \$25.00 for the day.

Checks should be made payable to:

Aldersgate Weekday Ministries. 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.

Methods of Payment:

- Tuition Box (located in the office)
- Bank Draft
- US Postal Service
- Electronic Payments

Please send checks to the address on the front of this handbook with **Attn: After-school** notated on the front of the envelope.

Enrollment Form & 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 \$60. 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.

For the safety of each child, parents are **REQUIRED** to sign their child (ren) out daily. Each Group Leader will have a clipboard with their class’s attendance. Parents will sign out their child on the clipboard. This will ensure that the Group Leader is aware when each child leaves. 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.

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:

- Be responsible for his/her actions.
- Obey the After-school and classroom rules.
- Remain with his/her group and leader at all times.
- Take care of materials and equipment and store them properly.
- Behave appropriately on the school bus.
- Exit the bus and enter the building in an orderly manner.

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.

Medication

Medication will be administered by the Director or designated Senior Personnel 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.

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 are CPR and first aid certified.**

Communication

Any change in programs, calendars, etc. will be sent home with the children and emailed to parents. 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 school at 479-8686.

Pick-Up

Return Registration Fee

There is a non-refundable return registration fee of \$30 per child for students who continue in the program from year to year. This will guarantee your child a spot in the program for the upcoming school 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.

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 Elementary
- Excelsior Academy
- Sandy Ridge Elementary
- Eno Valley Elementary
- Carrington Middle School
- The School of Creative Studies

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.

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.).

The After-School will open for the 2017 - 2018 school year:

Year Round Schools: July 17, 2017-Closed June 7, 2018

Traditional Schools: August 28, 2017-Closed June 7, 2018

Excelsior Academy: July 31, 2017—Closed June 8, 2018

We will be open 2 hours early for the last day because of DPS early release.

Severe Weather Policy

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

After-School will be closed

2:50 – 3:20	Playground
3:20 – 4:00	Homework / Classroom
4:00 – 4:30	Gym time
4:30 – 5:15	Classroom games
5:15—6:00	Free time (gym or playground)

Grades 2 and 3

2:20 – 2:30	Bus Arrives (attendance)
2:30 – 3:15	Gym Class
3:15 – 3:40	Snack
3:40 – 4:40	Classroom/Homework
4:40 – 5:15	Activity Field
5:15 - 6:00	Free time (gym or playground)

Grades 4 and 5

2:20 – 2:30	Bus Arrives (attendance)
2:30 – 3:00	Snack
3:00 – 3:30	Activity Field
3:30 – 4:30	Classroom/Homework
4:30 - 5:15	Gym time
5:15 – 6:00	Free time (gym or playground)

Middle School

2:45 - 3:00	Snack
3:00 – 3:50	Gym Class
4:00 – 4:30	Outside time
4:30 – 5:30	Classroom/Homework
5:30 – 6:00	Free time (gym, playground, class)

Snacks

Snacks such as water, low calorie cookies, baked chips, popcorn, fruit, go-gurt 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 may have.

Insurance

Hours of Operations

The After-School Program will operate 2:15 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.**

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 sending an email to the Director at **evie@aldersgate.org**. Attendance is taken daily, and it is important for us to know your child is safe if they are not at Aldersgate. If your child is absent and we have not been notified of an absence we will call to confirm your child is with you.

Staff/Child Ratio

The After-School Program at Aldersgate will maintain a staff/child ratio of 1:12.

Activities

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

- Daily Indoor and Outdoor play
- Daily Homework/Study time
- Snack
- Classroom activities and games

Daily Group Schedules

Grades K and 1

- 2:20 – 2:30 Bus Arrives (attendance)
- 2:30 – 2:50 Snack

August 23	Teacher Workday (YR)*camp
September 4	Labor Day (YR, T, EX)
Sept. 25 – Oct. 13	Closed (YR)
	<i>*Intersession Camps Available</i>
October 9-13	Fall Break (EX)
October 30	Teacher Workday (T)
November 10	Veterans’ Day (YR,T, EX)
November 22-24	Thanksgiving (YR, T, EX)
Dec. 22 – Jan. 1	Christmas (T)
Dec. 18 - Jan. 5	Christmas (YR)
	<i>*Intersession Camps Available</i>
Dec. 20-Jan. 5	Christmas (EX)
Dec. 25-29	CLOSED – no camp
January 15	MLK Jr. Day (YR, T, EX)
January 16	Teacher Workday (T)
February 19	President’s Day (T, EX)
March 19 – April 6	Closed (YR)
March 15—April 2	Closed (EX)
	<i>*Intersession Camps Available</i>
March 30 -April 6	Closed—Easter (T)
April 6	Camp Closed—Good Friday
May 28	Memorial Day (YR,T)

YR= Year Round Schools
 T= Traditional Schools
 EX = Excelsior Academy

- *= Intersession Camp Info in back of book.*
- ♦ Early Release Day Info in back of book.*