



**GINTER PARK UMC
AFTER SCHOOL PROGRAM
2015/2016 POLICY MANUAL**

1010 W. Laburnum Ave
Richmond, VA 23227
804-262-8651/Fax: 804-553-3132
E-mail: afterschool@ginterparkumc.org
Web: www.ginterparkumc.org/after-school



WELCOME AND PURPOSE:

Thank you for choosing Ginter Park UMC After School Program. It is our hope that your child(ren) will feel the Christian warmth and love that our teachers, staff and volunteers have to share. We are using Luke 2:52, "And Jesus grew in wisdom and stature, and in favor with God and man" as our "theme" verse and our focus is to provide activities and experiences that will foster intellectual, physical, spiritual, and social growth and development in each child. We strive to have a safe, secure environment for all children who attend our program. We warmly welcome you and your family.

STAFF AND VOLUNTEERS:

We will have paid staff as well as volunteers. ALL staff and volunteers will have to go through a criminal background check. Some staff will be CPR and First Aid Certified. There will always be at least one CPR/First Aid certified Staff in the building during After School hours.

REGISTRATION:

Before your child(ren) can be admitted to the GPUMC After School Program, the registration form must be completed and returned along with the appropriate registration fee. The After School registration fee is \$25 per child, \$50 max. **REGISTRATION FEES ARE NON-REFUNDABLE.**

TUITION:

The After School tuition fee is \$65.00 per child, per week, and is due on a monthly basis by check, cash, or credit/debit at \$260.00 or on a weekly basis by credit/debit card. If paying monthly, the fee is due by the 10th of the month. Weekly fees are due by Mondays. There is a \$10 per week discount for each sibling enrolled, which totals \$220 per month. The late fee process is explained below. Any problems paying your tuition on time should be addressed to the Director. **NO CREDIT IS GIVEN FOR A CHILD WHO IS ILL OR ABSENT.**

If you are late picking up your child(ren), you will be assessed a \$1.00 per minute late fee past the close of our After School Program at 6:00 P.M. Please try to be on time to avoid the unnecessary concern this places on your child(ren) and the inconvenience it causes our staff.

LATE PAYMENT POLICY:

The monthly payment for tuition is due by the 10th of the month.

- If the payment is not made by the 17th of the month, a \$25 late fee will be added to the due amount.
- If the payment remains unpaid by the 24th of the month, another \$25 will be added to the amount due, making the total late fee penalty \$50.
- If payment of the amount due plus the late fee penalty is not paid by seven days after the 24th, your child(ren) will no longer be picked up after school and given care in our program. Readmission will be granted only if the payment due plus late fees are paid in full.

RETURNED CHECK POLICY:

Should you ever have a tuition check returned to you due to insufficient funds, there will be a \$25 fee the first time this occurs and a \$50 fee for a second time. After the second time, payment can only be made by cashier's check, money order, credit/debit or cash.

CANCELLATION POLICY:

If a child is to be withdrawn, a two week written notice must be given. No refunds will be given.

HOURS AND DAYS:

Our After School Program will be open Monday through Friday from 3:45 P.M. until 6:00 P.M. We will observe the same schedule as Richmond City Public Schools. Your child(ren) should meet our staff member at the designated spot at the Elementary schools at the end of the day. We will provide transportation from Holton Elementary and have staff members walking the kids from Ginter Park Elementary. IF YOUR CHILD IS ABSENT FROM SCHOOL, OR OTHERWISE WILL NOT BE ATTENDING THE AFTER SCHOOL PROGRAM THAT DAY, PLEASE CALL US AT 262-8651 OR EMAIL TO AFTERSCHOOL@GINTERPARKUMC.ORG BEFORE 1 P.M. TO LET US KNOW OF YOUR CHILD'S ABSENCE.

At this time, it is undetermined how many children will need full day-care on teacher workdays and some holidays. Therefore, we will be not be making a decision at this time as to whether or not the center will be open on these dates.

After School Program will open 2 hours early on the following early dismissal days:

Oct 16, Nov 11, Jan. 14, Mar. 10, Apr. 15

After School is CLOSED on the following days:

- **Thanksgiving Holiday: November 25,26 and 27**
- **Christmas Holiday: December 24, 25, and 31**
- **New Year's Holiday: Jan. 1**
- **Martin Luther King Holiday: Jan. 18**
- **Easter Holiday: Mar. 25 and 28**
- **Memorial Day: May 30**

ALL DATES and SCHEDULING IS SUBJECT TO CHANGE.

DAILY SCHEDULE AND DISMISSAL:

A typical daily schedule will go as follows:

Arrival, Snack, Homework, Free Time, Spiritual Time, Activity, Dismissal

Dismissal will take place through the "Side Door." This door is the door attached to the side of the main building beside the parking lot. There is a doorbell there that you will ring when you come to pick up your child(ren).

SPIRITUAL DEVELOPMENT:

There will be a time set aside each day to focus on the spiritual aspect of your child(ren)'s life. This may include devotion, puppets, crafts, music, chapel time, etc.

SNACKS:

You will need to provide a snack for your child(ren) to have when they arrive to the After School Program. If you would like us to keep snacks at the center on a weekly basis for your child(ren), we can do so, please just label it with your child(ren)'s name. All snacks must be **Peanut-Free**.

ILLNESS AND MEDICATIONS:

We require all children who attend the After School Program to be up to date on immunizations. Please have a copy of immunization records if needed. For the protection of the children, we cannot keep any child who is in the contagious stage of any illness. If your child becomes ill during the day, please make arrangements to have your child picked up as soon as possible after our phone call. **A child may not return until 24 hrs fever-free** or until cleared by a medical provider. Maintenance medication will be given if you provide the medication in a container showing the child's name, the date, the physician's name, the instructions, and the need for refrigeration. You must also fill out a medication form in the Director's Office for each medication given.

INJURIES:

Unfortunately, when groups of children play together, there is always the possibility of an accident. In the event your child is involved in an accident with an injury, we will first attempt to notify you or the emergency contact given on the registration form. We will then attempt to contact your designated physician. Should we be unable to contact you or your emergency contact or your physician, we will then have your child taken by ambulance to the emergency room or your preference for the necessary treatment.

MOVIE PERMISSION:

By signature of this form, you give permission for your child(ren) to view movies rated G and PG.

FIELD TRIPS:

If we decide to open on a full day, we may decide to take a field trip off-site. You will receive a permission slip and fee information at least 2 weeks in advance.

PHOTOGRAPHY:

Unless otherwise stated to the Director, I grant permission for my child(ren) to be photographed for use in After School Program publicity materials, Church publications, on the Church website or on social media such as the Program's Facebook page. Children will not be identified by name in these instances.

INTERNET:

Unless otherwise stated to the Director, I grant permission for my child(ren) to use the Internet which has been set up with learning sites that are age appropriate. The system is filtered and use is monitored and time limited.

ELECTRONIC DEVICES:

Electronic Devices, including Cell phones, IPADS, IPODS, laptops, Tablets, Gaming Devices, MP3s, MP4s, ETC will NOT be allowed at any time during After School Program hours. The 1st time caught, the device will be confiscated and given to the parent at the time of dismissal. Any successive offense is grounds for dismissal from the program.

CLOTHING AND PERSONAL ITEMS:

Dress your child(ren) in clothing that is durable and comfortable. Select shoes that give support and allow freedom of movement. Just like school, close-toed shoes are preferred (NO flip flops please). Label clothing, books, or other items with your child(ren)'s name. We do have a Lost & Found in the main office. Any toys which encourage rough play or war are to be left at home. Any items brought from home need to be done so knowing that there is always the possibility of damage or loss and that your child is responsible for their belongings. Any clothing that is not claimed after 3 months will be donated to the church clothing closet.

INCLEMENT WEATHER:

WHEN RICHMOND PUBLIC SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER, WE WILL ALSO BE CLOSED. IF THE SCHOOLS CLOSE EARLY, WE WILL BE CLOSED. IF THEY ARE ON DELAY, WE WILL BE OPEN. PLEASE WATCH CHANNEL 6 FOR ANY OTHER CHANGES.

We HIGHLY recommend that each child walking from Ginter Park Elementary carry a rain poncho/jacket or umbrella in their backpacks for those times when we are unable to avoid heavy rains. On rainy days we will do our best to wait out the heavier rains at the school before crossing the street.

CHANGES IN FAMILY CIRCUMSTANCES:

Changes such as death in the family, divorce, etc. do affect a child's behavior. Please share with the director any information which will make the staff more sensitive to your child(ren)'s needs. Should divorce have affected the custody situation in your family, we ask that a copy of the portion of your decree spelling out custody be provided to us for our files. Like everything else obtained from you in the course of your child(ren) being in our care, the information

contained in our files is for your child(ren)'s safety and protection and is kept confidential. Please provide this information as soon as possible after its implementation.

STATE LAWS AND RULES:

Your child(ren) will only be released to the parents or persons listed on the registration form and must be signed out daily. People picking up your child(ren) will be asked to show identification. Should the occasion arise when you need someone other than the designated persons to pick up your child(ren), arrangements must be made through the Director.

SUSPECTED CHILD ABUSE OR NEGLECT:

After School Program personnel are required by law to report to the appropriate authorities any suspected cases of child abuse or neglect.

STATEMENT OF DISCIPLINE:

This statement of discipline applies for all ages of children at the After School Program. Discipline will be loving and consistent. The rules will be simple and set up to stop behavior which may annoy others, destroy property, or hurt someone emotionally or physically. There will be zero tolerance for bullying, sexual harassment, and racial intolerance. Students shall not use profane, obscene or abusive language, obscene gestures, or engage in obscene conduct. Acceptable behavior will be noticed and praised. Should a child misbehave, the Director and other staff will try to determine what may lie behind the child's behavior and will handle the situation with love and care.

If disciplinary measures must be taken, the following guidelines will be followed:

- Redirect the child's activities.
- Remove the child from the situation. The child will sit in the room on a chair until they are ready to rejoin the group.
- If timeout failed to alter the child's behavior, then a desired privilege will be withheld.
- If after three warnings and the above measures have all failed, the Director reserves the right to call the parent and insist on an immediate pickup of the child. A Child who is repeatedly breaking the rules may face a suspension or be released from the program after a conference with the Director and the parents.

VISITATION AND CONFERENCES

You are always welcome to visit the After school Program. If we are having a special event and you want to take part, please let us know ahead of time so we will have an accurate count for planning purposes. Our Director is available for a parental conference upon advance notice and every attempt will be made to accommodate your time preference. If you have questions or concerns about any Program policy or activity, please feel free to discuss that with the Director. We take your concerns very seriously and strive to keep the lines of communication open with the parent/guardians at all times.

EXEMPTION CLAUSE

The Ginter Park UMC After School Program (GPUMC ASP) operates per the Code of Virginia, Section 63.2-1716, which allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

PARENTAL/GUARDIAN ACCEPTANCE AND APPROVAL OF GINTER PARK UNITED METHODIST CHURCH AFTER SCHOOL PROGRAM POLICY MANUAL

Please sign below and return this page to the Director. By signing this statement, you are affirming that you have read the Policy Manual and fully understand and agree to comply with all the basic information, payment schedules and fees, rules, regulations, policies, procedures, etc.

Should you ever have any questions or concerns, please feel free to address them to the Director. We are all here for the care the safety of your children. We appreciate you trusting them into our care.

SIGNATURE

DATE

PRINT NAME

CHILD(REN)'S NAME

RECEIVED BY ON BEHALF OF GPUMC AFTER SCHOOL PROGRAM

If your child is being picked up after school please sign below...

PERMISSION TO PICKUP FROM SCHOOL

I give permission for Ginter Park UMC After School Program staff person to transport my child in the GPUMC van from their school to the church. I understand that I must provide a booster seat and that the church has insurance coverage.

SIGNATURE

DATE

PRINT NAME

AFTER SCHOOL PROGRAM COVENANT

**Please read and discuss the covenant with your child.
Please sign and return.**

- I will sit in my seat, keep my hands to myself and not be too loud when riding the church van so as not to disturb the van driver.
- I will come into the church building quietly.
- I will go to the restroom and wash my hands without playing and bothering other children.
- I will line up in the classroom line and talk quietly.
- I will walk in the hall without running.
- I will try to be neat during snack time and clean up after myself.
- I will come into the classroom and sit quietly for my Bible devotion and prayer.
- I will obey and respect my teacher.
- I will respect my classmates.
- I will not hit, punch, or push my fellow classmates.
- I will use the homework room as a study time and not as a time to talk with my friends.
- I will play indoor games quietly while in my classroom so as not to disturb the homework room or church staff.
- I will not use bad language.
- I will not get out any electronic devices while at the After School Program.
- I understand that if I disobey any of the above statements that my parents may be notified.

Child's signature _____

Parent's signature _____

Date _____