

**KEEP FOR YOUR RECORDS!**



## **After School Program**

**Emerald Isle Parks & Recreation**  
7500 Emerald Drive  
252-354-3650  
[www.emeraldisle-nc.org](http://www.emeraldisle-nc.org)

The Emerald Isle Parks & Recreation Department is proud to offer an After School Program for children. This program is designed to provide enrichment activities for children in grades K-5<sup>th</sup> after school hours. The program allows children to enjoy a fun, safe environment with structured supervision. Children have the opportunity to: begin homework assignments, participate in Arts & Crafts projects, play games & sports in the gym, play outside at Blue Heron Park and much more. **The fee for the program is \$50 per week, payable monthly.**

The ASP takes place Monday-Friday each week from 3pm – 6pm in the Community Center. The program operates on the Carteret County Public School System's annual School Calendar, with the following exceptions:

- **Teacher's Workdays:** ASP participants will be accommodated on these days (provided the Community Center is open) for an additional fee of \$10 per child. Program hours are 7:30am – 5:30pm. You must send a bag lunch with your child on Teacher's Workdays!
- **Town Holidays:** The program will **NOT** take place on any of the holidays the Town observes: New Year's Day, President's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, and two days for the Christmas Holiday.
- **Easter & Christmas Holidays:** To Be Announced. Please contact the Program Supervisor closer to the holiday.
- **Early Release Days:** ASP participants will be accommodated on these days (provided the Community Center is open) for an additional fee of \$5 per child.

**Sample ASP Afternoon:** After arrival children will have a short (less than 10 minutes) period of physical activity or exercises that allow them to burn off some energy. A snack will be served with a drink. Homework time will take place for no less than 15 minutes. Organized games or arts and craft projects will follow, occasionally the children will participate in community service projects or local field trips.



**Transportation is the responsibility of the parent!** Children riding a bus which includes the Community Center in its regular route will be allowed to be dropped off by the bus daily. However, the school system will not allow a child to ride two different buses. If your child rides a particular bus to school in the morning, your child must ride the SAME BUS home in the afternoon. Please make any necessary arrangements or changes with the school for your child before beginning the ASP.



**Homework Assignments:** ASP Staff will encourage participants to begin their homework assignments and will offer help when possible. However, we cannot TUTOR children nor can we guarantee that all homework assignments will be completed. The ASP Staff member on duty must supervise all of the children and can not devote all their attention to one child's scholastic needs. Ultimately, all homework assignments are the responsibility of the parents and children.

**Community Service:** Occasionally your child will take part in a community service project. Sample community service projects have included: planting mums at Merchant's Park, planting trees and flowers along Emerald Drive and bringing in donations for care packages.

**Withdrawal Notice:** Parent's must give a minimum of two weeks notice to remove their child from the After School Program without incurring a penalty charge. Penalty fees are detailed on the back of this form in the Fee Schedule section.

**SIGN-OUT PROCEDURE:** Parents/guardians must sign ASP participants out every day on the ASP Sign-Out Sheet located on the clipboard, which will travel with the After School Director. A letter from the parent will be REQUIRED for someone other than a parent or grandparent to pick up their child! This procedure is designed to ensure the safety of all the children and is MANDATORY. Please remember children under the age of 12 can NOT be left unattended in the Community Center, regardless of membership status. Pick-ups for children under the age of 12 after 6pm will incur a late charge as detailed below in Fee Schedule.

**BASIC RULES OF CONDUCT:** Please review all of these points with your child.

- No unruly behavior (no wrestling, rough-housing, spitting, kicking, etc).
- No abusive or foul language.
- No running in the halls.
- No toys from home.
- Child must always ask for permission from staff member before leaving the supervised area (i.e., child must ask to go to bathroom, water fountain, etc.).
- Children must always go immediately to a staff member if they have ANY problem with another child—no exceptions. Please reiterate with your child!
- Respect for staff members is imperative and will be strictly enforced.
- Absolutely no violence (talking about, pictures of, acting out, etc) - child will be sent home!

**DISCIPLINE PROCEDURE:** The following procedure will be followed when a child fails to adhere to the Basic Rules of Conduct:

- **First Offense:** Verbal Warning
- **Second Offense:** Time-out and/or sentences or other appropriate disciplinary action; parent verbally notified
- **Third Offense:** Suspended for next ASP day (no refund); written warning with summary of offenses and actions taken
- **Fourth Offense:** Permanent dismissal (no refunds)

\*\*Please note that expulsion/dismissal from any program conducted or endorsed by Emerald Isle Parks & Recreation prohibits the child from taking part in any and all additional programs provided by Emerald Isle Parks & Recreation Department.\*\*

**FEE SCHEDULE:** Make checks payable to: E.I.P.R.D. We accept checks, cash, VISA & MC.

- **\$50 per week per child**, payable in **ADVANCE** on the Monday of the first full week of the month. Fees will be paid monthly and promptly. Additional charges: \$5 for Early Release Days; \$10 for Full Days (7:30am-5:30pm) (e.g., Teacher's Workdays). These fees will be factored into the total monthly payment due. Please consult the monthly newsletter for a grand total of the fees due for the upcoming month. Failure to pay fees in a timely manner will result in dismissal.
- **\$5 PER MINUTE** Late Pick-Up Fee (must be paid before child can return to program)
- \$80 Penalty Fee for Withdrawal Without Two-Week's Prior Notice (must be paid before child or child's family can participate in any future programs offered by the EIPRD)

**IMPORTANT!** Please keep track of monies spent on the ASP for your child. We do not fall under the North Carolina State guidelines for childcare and we only keep records for the current school year. Our Tax ID number is 56-0937046 if you choose to claim the ASP fees paid. If you need a copy of the fees paid, you must ask at the time of each individual payment, not tax time. WE DO NOT PROVIDE TAX TIME INFORMATION, ask for a receipt! Please read this information thoroughly! Keep this information sheet for your records.