

**KEEP FOR
YOUR RECORDS!**



After School Program
Emerald Isle Parks & Recreation
7500 Emerald Drive
252-354-6350
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-5th 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 \$225 per month, payable no later than the first week of each month, September-May.

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:

- **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 see After School Director closer to each of these holidays for childcare options, if available.
- **Early Release Days:** ASP participants will be accommodated on these days (provided the Community Center is open)

Sample ASP Afternoon: After arrival children will have 60 minutes to complete homework or read quietly. A snack will be served with a drink. Organized games or arts and craft projects will follow, occasionally the children will participate in community service projects or local field trips.

Transportation Children participating in the After School Program will be allowed to ride their pre-assigned bus in the morning to school but will need to ride our activity bus in the afternoons. If on any occasion you need your child to ride their pre-assigned bus home or to be an afternoon car rider, it is the parent's responsibility to notify White Oak Elementary School of the change in transportation. Please also notify Emerald Isle Parks and Recreation so we know your child will be absent from our program.

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 trees, cleaning litter, collecting donation items.

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.

OVER

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 or verbal notice 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 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
- 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 or guns (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; 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.

- \$225 will be paid within the first week of each of the following months: September, October, November, December, January, February, March, April, May. No payment is due for June.
- **\$20 for Full Days** (7:30am-5:30pm) (e.g., Teacher's Workdays) will be made by a separate payment from the monthly payment and will be due at least one week prior to the full day of care. 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. ASP Director will confirm your child's participation in full-days within the month prior to the scheduled full day. Minimum of 5 children required for full-day care to be offered.
- **\$10 first five minutes, \$5 PER MINUTE after five minutes** 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.**