

# Merritt's Chapel After-School Program

## Policies and Procedures Handbook

1040 Farrington Point Road, Chapel Hill, NC 27517 \* Phone Number: (919) 968-1184

### **Mission:**

Merritt's Chapel After-School Program exists as a community based mission of Merritt's Chapel United Methodist Church. It is designed to provide safe and secure after-school care for children of all faiths, cultures, and socioeconomic backgrounds.

### **Principles:**

We are committed to:

- Respecting individuality, helping the child benefit from a group experience
- Promoting growth of the whole child
- Employing caring staff who demonstrate Christian values
- Supporting families as they meet the challenges for daily life
- Following fair practices without regard to race, gender, ethnicity or religious beliefs
- Providing childcare facilities that are clean and well maintained and programs that are reasonably priced

### **Philosophy:**

The program is designed to provide an atmosphere in which your children can develop intellectually, socially, physically, emotionally, spiritually, and morally.

### **Purpose:**

We offer after-school care for the traditional Chatham County school year. Our staff members are required to have Chatham County criminal background checks and are CPR/First AID certified.

### **Program Information:**

- Children are admitted on a first-come-first served basis ages 4 and up.

- We are open from 2:45-6:00 pm on regular school days and follow the Chatham County school calendar. On early release days we will be open from 12:00-6:00 pm. We will be opened for scheduled teacher workdays from 7:15 am – 6:00 pm.

## Admission:

1. Merritts Chapel After-School Program is non-sectarian and does not discriminate on the basis of race, nationality, or religious preference.
2. A \$25 non-refundable registration fee is due at enrollment for first-time enrollees.
3. The following must be submitted before the child's first day:
  - a. Enrollment application and emergency information
  - b. Signed Program Contract
4. The After-School Program is not equipped to meet the needs of children with severe handicaps or health problems. Each situation that may arise will be reviewed on an individual basis.
5. Admission and enrollment is subject to the approval of the After-School Committee.
6. Children will be admitted at any time during each school year when a need arises and based on the availability of space. Pre-registration for each school year will occur shortly after Chatham County Schools publishes the calendar for the next school year. Currently, enrolled children will have first option, and then registration will be opened to the public. Church members, siblings of currently enrolled children, and those on the waiting list are given priority.

## Tuition:

The After-School Program is a non-profit program and relies on your tuition to pay salaries, and to pay for maintenance and the purchase of materials. Monthly tuition will be based on the Chatham County school calendar. Monthly tuition is due on the first day of the month. Late fees of \$20.00 will be charged after the 5<sup>th</sup> day of the month. Late fees are due with tuition. The following is the list of tuition fees:

Status	Monthly Tuition	Payment Information
Full-Time	\$180.00 per month	September – May (Payable on the 1 <sup>st</sup> day of each month)
Part-Time	\$130.00 (3 days or less per week)	September-May (Payable on the 1 <sup>st</sup> day of each month)
Drop Ins:	\$20.00 per day	Payable each day
Teacher Workdays	\$30.00 per day	Payable 2-week in advance of each workday

**Drop-ins:** Pre-registration is required. 24-hour notice is required as space allows on normal school days. A 2-week notice is required for drop-ins on teacher workdays.

**Teacher Workdays:** Pre-registration is required. You must register for the Teacher Workday 2-weeks in advance. We will provide a morning and afternoon snack. Parents will need to provide lunch.

The Tax ID Number is: 56-1287147.

There will be a \$25 charge on all returned checks. All outstanding balances must be paid in order to enroll your child in the After-School Program for the next year.

**NOTE:** Tuition will NOT be refunded for missed days, vacations, holidays, sickness, or inclement weather days.

### Hours of Operation:

The Hours of Operations are as follows:

Regular School Days	2:45 pm – 6:00 pm
Early Release Days	12:00 noon – 6:00 pm
Teacher Workdays	7:15 am – 6:00 pm

Messages can be left on the Church answering machine anytime of the day. You can reach the church by calling 919-968-1184.

### Attendance:

Notify an After-School Program staff member when you know a child will be absent. This is best done by direct phone contact with a staff member (Church phone 919-968-1184) well before the time the program starts. Please leave your notice on the Merritt's Chapel answering machine, if no one is available to take your call. This is for the safety of your child.

### Snack/Lunch:

We will provide snacks. If you send snacks with your child, healthy snacks are suggested. No glass containers please. If a child has any food allergies or special diets needs, describe them to the program director. In order for your child's needs to be handled by the staff, it is necessary to note the need information for the After-School Program in your application.

We will provide a morning and afternoon snack on teacher workdays. Parents will need to provide lunch on teacher workdays.

**Attire:**

It is the parent's responsibility to send the children in clothing appropriate for indoor and outdoor play. Children are expected to follow the Chatham County School's dress code policy.

**Homework Room:**

As a service, we provide a quiet homework room. If you request us to do so, we will remind your child to use the homework room. Your child may be asked to leave the homework room if he/she is disruptive to others. The homework room is subject to cancellation for special activities or child/staff ratios.

**Late Pick-Up Policy:**

Our center closes promptly at 6:00 pm. Please make certain your child is picked up NO LATER than 6:00 pm. If one of our staff members has to stay after 6:00 pm for your child, a \$20 late pick-up fee, per child, will be charged for the first 10 minute period or any portion thereof. After the first 10-minute period, one dollar per minute per child will be added to the late pick-up fee. Payment of this fee must be made within the following 5 business days.

For example, if you pick up two children and are 23 minutes late, your fee will be \$33 per child for a total of \$66.

**Withdrawal:**

Please give us two-week notice and reason for withdrawal in writing. A signed agreement between the parent and church for any outstanding balance must be turned in.

**Health Policies:****Illness:**

You will be called to pick up your child, if any of the following occur:

- Undiagnosed rash (bring note from doctor if it has been diagnosed)
- Discharge from eyes or ears
- Sore throat or persistent cough
- Fresh cold with nasal discharge

- Vomiting
- Continuous diarrhea
- Head lice
- Any contagious disease
- Child is not well enough to play outside
- Fever that we can detect without a thermometer – and as Chatham County policy states – the child should remain at home until fever free for 24 hours.

**Medication:**

- No medications will be given during the After-School Program. Parents of a child with special needs should discuss those needs with the After-School Program Director. Generally, if a child must receive medication during After-School Program hours, we will require a written statement from the child's doctor naming the child, medication, dosage and any additional guidance that might be needed by a staff member.

**Emergencies:**

- In case of an accident, parents will be notified of the injury
- If a medical emergency arises, the After-School Program staff will attempt to count you. If the Emergency is such that immediate hospital attention is necessary, an ambulance may take your child to the closest hospital.

**Arrival and Departures:**

Parents are responsible for arranging transportation from school to Merritt's Chapel. On your request, North Chatham Elementary School will assign your child (or children) to the school bus that stops at Merritt's Chapel. When picking up your child from the After-School Program, you must come inside to the building. You must sign the sign-out sheet and let the staff members know that you are leaving with your child. Please be sure your child gets their belongings before leaving for home.

Departures must be made in a timely manner. If your child is playing with something, it is their responsibility to clean or pick it up before leaving. Let your child know that you have arrived and then wait at the door. This allows your child to pick up his project and be able to join you quickly. We ask that you keep siblings or others not registered with the program, away from play areas. A child can NOT leave with anyone other than a parent, unless a signed authorization is received first.

### **Inclement Weather Policy:**

The After-School Program will follow the Chatham County School weather plan. The After-School Program will NOT be open, if Chatham County Schools close early due to inclement weather. It is the parent's responsibility to pick up their child at the school under inclement weather plans. The After-School Program will be closed on all full days Chatham County Schools are closed for inclement weather.

If inclement weather occurs during After-School Program hours, it will be the staff's discretion to decide whether or not the center will close. If the decision is to close early during program hours, parents will be contacted and asked to pick up their child.

### **After-School Contact Information:**

Merritt's Chapel Church Phone: (919) 968-1184 (phone and answering machine)

### **Conduct and Behavior:**

All children are expected to behave responsibly and fairly at all times. Use of church facilities should be properly respected.

Failure to comply with the above policies and procedures could result in termination of your child's enrollment. Your signature on the registration form indicates your agreement and compliance to these policies and procedures.

Chatham County Schools 2009-2010 Calendar

JULY						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	O19	R20	O21	22
23	P24	A25	26	27	28	29
30	31					

SEPTEMBER						
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6	H7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	ER30			

OCTOBER						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	P19	20	21	22	23	24
25	26	B27	28	29	30	31

NOVEMBER						
1	2	ERS	4	5	6	7
8	9	10	H11	12	13	14
15	16	17	18	B19	20	21
22	23	24	O25	H26	H27	28
29	30					

DECEMBER						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ER18	19
20	AL21	H22	H23	H24	H25	26
27	AL28	AL29	AL30	AL31		

Inclement Weather Day(s): Jan 20, Feb 19, April 2, May 31

**AUGUST**  
 August 26 Protected Workday  
 August 26 First Day of School

**SEPTEMBER**  
 Sep 7 Holiday/Labor Day  
 Sep 19 Staff Dev. Early Release

**OCTOBER**  
 October 19 Protected Workday

**NOVEMBER**  
 Nov 3 Staff Dev. Early Release  
 Nov 11 Holiday/Veteran's Day  
 Nov 26 & 27 Holiday/Thanksgiving Day

**DECEMBER**  
 Dec 21 - Jan 1 Winter Break  
 Dec 23-25 Holiday  
 Dec 21, 26-31 Required/Vacation/AL Days

**JANUARY**  
 Jan 1 Holiday/New Year's Day  
 Jan 19 Holiday/ML King Day  
 Jan 19 Protected Workday

**FEBRUARY**  
 Feb 19 Staff Dev. Early Release

**MARCH**  
 March 16 Protected Workday

**APRIL**  
 April 5-9 Spring Break/Required AL

**MAY**  
 May 5 Staff Dev. Early Release

**JUNE**  
 Jun 19 Last Day of School  
 Jun 19 Protected Workday

- ✓180 Student Days
- ✓215 Calendar Days
- ✓10 AL Days
- ✓10 Holidays
- ✓7 Optional Days
- ✓5 Protected Days
- ✓5 Required Days

Staff Development (SD) Early Release  
 Sept 30  
 Nov 3  
 Feb 19  
 May 5

2 Early Release Days for Students  
 Dec 18  
 Jun 10

JANUARY						
					H1	2
3	4	5	6	7	8	9
10	11	12	13	14	R15	16
17	H18	P19	R20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	ER18	O19	20
21	22	23	24	25	26	27
28						

MARCH						
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14	P15	16	17	18	19	20
21	22	23	24	25	B26	27
28	29	30	31			

APRIL						
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MAY						
						1
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23	24	25	26	27	28	29
30	O31					

JUNE						
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6	7	8	9	ER10	R11	12
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