



AFTER-SCHOOL ENRICHMENT PROGRAM

PARENT HANDBOOK

2015-2016



ASEP Goal

Our goal is to complement the skills and values taught during the school day by providing creative, hands-on enrichment opportunities, a quiet place for homework, and physical activities for each child during the Dare County Schools' After-School Enrichment Program.



PROGRAM PHILOSOPHY

Our program is designed to provide after-school care for children in grades K-5 in a warm and nurturing environment. Our staff provides a variety of activities, positive interactions, and supervision while promoting education, values, and creativity. We believe that during after-school hours, children should have free time and the choice to pursue their own interests, explore new activities, and build social skills.

I. FACILITIES INFORMATION

Site coordinators and contact information:

Cape Hatteras Elementary School, Site Coordinator-Janice Darlington, darlingtonja@daretolearn.org, 252-995-6196 ext. 3662, 47500 Middle Ridge Tr., Buxton, NC 27920

First Flight Elementary School, Site Coordinator-Kathy Duncan, duncanka@daretolearn.org, 252-449-7058 press 2 or #252-441-1111 EXT. 2044, 107 Veterans Dr., Kill Devil Hills, NC 27948

Kitty Hawk Elementary School, Site Coordinator-Stephanie Hughes, hughesst@daretolearn.org, 252-261-2313 ext. 1628, 16 S. Dogwood Trail, Kitty Hawk, NC 27949

Manteo Elementary School, Site Coordinator-Shelawn Burton, burtonsh@daretolearn.org, 252-473-2742 ext. 1430, 701 N. Hwy. 64/264. Manteo, NC 27954

Nags Head Elementary School, Acting Site Coordinator-Marsha Riibner-Cady, riinercadyma@daretolearn.org, 252/216-8613, 3100 Wrightsville Ave. Nags Head, NC 27959

ASEP Director– Marsha Riibner-Cady, riibner-cadyma@daretolearn.org, 252-216-8613

Phone Messages and Email will be checked daily by the site coordinator.

Notes for ASEP may be sent to school with your child. The teacher will forward them to ASEP.

II. ENROLLMENT INFORMATION

After-School Admission

Children in grades K-5 that attend Dare County Schools are eligible for admission to ASEP. A limited number of children are permitted per site. The capacity of ASEP is determined by our licensing agency. The Division of Child Development requires that the information contained in the child application be completed each year in order to enroll your child in ASEP.

III. OPERATING PROCEDURES

Hours of Operation

ASEP starts at the end of the school day and continues until 6pm. On scheduled early dismissal days ASEP will begin immediately upon dismissal and continue until 6pm. If school is canceled due to hazardous weather conditions, ASEP will also be canceled. Cancellations will be announced through the automated notification system, on area radio stations, and on the Dare County Schools web site. If a make-up day is scheduled for a Saturday, there will be no ASEP on that day. ASEP is closed on school holidays and teacher workdays.

Staff/Child Ratios

The ratio of 1:25, adults to children, is determined by the Division of Child Development. ASEP ratios are an average of 1:20 per group in grades 1-5 and 1:15 in Kindergarten. It may be necessary to move children from one group to another in order to maintain ratios and a safe environment for the everyone.

Arrivals and Departures at ASEP

Students will arrive at ASEP directly from their school classrooms. If a child is participating in an after-school activity outside of ASEP, such as GoFAR, children are required to check in at ASEP first then proceed to the other activity. ASEP requires the “authorized pick-up person” to come in and sign out the child. Children are to be released ONLY to adults listed as “authorized to pick up” on the registration form. No one under the age of 16 is allowed to sign out a child or pick them up. Children are not allowed to be signed out by staff members, nor can they sign themselves out for special activities or practices.

Absences

If your child does not attend school due to illness, your child may not attend ASEP. Fees will be charged for the missed day due to illness. If there are long term illnesses or family emergencies, please contact the site coordinator so that accommodations may be made.

Late Pick-Up

Parents will be required to pay a fee if they arrive after 6pm to pick up their child. For each 15 minutes after 6pm the parent will be charged \$10. Consistent tardiness may result in the removal of the child from the program. If a parent has not contacted ASEP and has not arrived by 6:30pm, the site coordinator will contact the director who may contact Dare Central or Social Services.

IV. PROGRAM PLAN

ASEP Curriculum

Lesson plans are designed weekly. These are posted on the parent board. We remain flexible, to allow the children choices in ASEP.

Daily Lesson Plans Include:

1. Physical Activities: organized activities and free play both outside and in the gym.
2. Creative/Enrichment Activities: arts, crafts, music, nature projects, and creative writing.

Daily Schedule

2:30 - 3:00 Check in, wash hands, have snack, and cleanup

3:00 - 5:00 Rotation of activities: homework, centers, projects (art, music, science), gym, playground, and other enrichment activities.

5:00 - 6:00 Free play, clean up, and departure

*Each site has a varied schedule due to available space and number of children enrolled. Hands are washed at each transition and there are frequent bathroom breaks.

Snack Information

A nutritious snack will be provided between 2:30 and 4:30 pm daily, as approved by the "Meal Patterns for Children" guidelines. These snacks will consist of healthy and nutritious foods with milk or 100% juice. Every child will receive both snack components, but they are not required to consume them. Please notify us if your child has allergies to food or other substances. Menus are posted on the parent board and are subject to change. Children get hungry before pick-up time so many bring a snack to be eaten after 5pm.

Homework

Good study habits during homework time are greatly encouraged at ASEP. All children are encouraged to complete homework during quiet time in ASEP.

Electronic Devices Not Permitted

Electronic devices are not permitted at ASEP. ASEP will not be responsible for any lost or stolen items brought from home.

Enrichment, Field Trips, and Transportation

As an enrichment program, we encourage parents and the community to present programs to our children. We may take field trips to enrichment activities. Transportation for field trips is provided through the use of a school activity bus when the trip is too far for children to walk. Parents will need to complete a permission slip for field trips and cover any additional expenses to participate in the trip. Parental participation on field trips is always encouraged!

VI. BEHAVIOR POLICY

Philosophy

ASEP behavior expectations assure a safe, enriching, respectful, and enjoyable learning environment for each child. Children are expected to adhere to the same rules at ASEP as they do during the school day.

Behavior Guidelines

In order to foster a sense of independence and promote growth, children will be encouraged to resolve their conflicts with each other under staff supervision. ASEP rules will be set by the children (with the assistance of the staff) at the beginning of the school year and will be based on the rules the children follow during the regular school day. These rules are posted for everyone to see during ASEP.

Rewards for excellent behavior:

1. Constructive praise
2. Notes sent home, certificates for citizen of the month.
3. Group rewards, such as extra center time or outside play as voted on by the group.

Consequences for inappropriate behavior:

1. The child will be given a warning.
2. Parents will be notified through phone call, note, and/or parent meeting.
3. Continued disruptive behavior may result in suspension or removal from the program.

Suspension and Termination from the Program

ASEP will always put the needs of the children first. Fighting, destroying property, or behaving in a way that jeopardizes the overall health and safety of the staff and children may result in suspension or dismissal from the program. Repeated failure to comply with ASEP rules and/or procedures may result in dismissal. Each incident will be examined on an individual basis. To hold the child's spot, fees must be paid during a suspension.

V. HEALTH AND SAFETY POLICIES

Child Illness and Medical Emergencies

In case of an injury, or emergency health problem, the following steps will be taken after first aid is given:

1. Contact the parent
2. If the parent/guardian cannot be reached, 911 will be called.
3. Contact the director and notify school administrators.

If a child has a temperature over 99.9 degrees, a parent/guardian will be contacted. Sick children will be separated from the other students until an adult can pick them up. Children exposed to the flu or other communicable disease will not be allowed to return to the program for 24 hours. If the illness is treatable by an antibiotic, the antibiotic must be in the child's system for 24 hours before the child is allowed to return. If your child or a family member has been exposed to a communicable disease such as chicken pox, measles, impetigo head lice, or strep infection please inform your ASEP site coordinator. A current health form must be maintained for each child enrolled in ASEP and is part of the registration form. Parent and emergency contact phone numbers will be updated after each marking period or as needed.

Medicine Policies/First Aid

If your child needs to receive medication during after-school hours, you must sign a "Permission to Administer Medication" form. An adult must deliver the medication to the site coordinator in its original container with detailed instructions from the physician. First aid for minor injuries will consist of washing with soap and water, using ice and/or applying a bandaid, if necessary. ASEP is not permitted to use any type of ointments or creams on children. Sunscreen, lip balm or hand lotions are not allowed to be used by children at ASEP, unless a form is signed by the parent. This form is required to be on file by the Division of Child Development.

V. FEES AND PROCEDURES FOR PAYMENT

Fees are due each Friday in advance of the week your child attends ASEP.

Weekly Fees:

1 child = \$50

2 children from the same family = \$80

3 children from the same family = \$105

4 children from the same family=\$140

Pro-Rated Weeks:

There will be prorated weeks for the 2015-16 school year. There will be no charge for holidays, teacher work-days, or days that school is closed due to weather. If school is closed due to weather and you have pre-paid your fees, ASEP will issue a credit to be applied to the fees for the next week. This policy does not apply to days that the child is absent due to illness or other family obligations. If the child is ill or the family chooses not to send the child to ASEP, payment is required for the missed days. Every effort will be made to assist families during emergency situations and extended illnesses.

Payment Methods and Returned Check Fee

Checks, cash, and credit cards are accepted at ASEP. Checks are made payable to ASEP and must have the name, address and telephone number printed on the check. Please also write the child's name in the memo line.

Credit cards are accepted through lunchprepay.com website by following these instructions:

Go to www.lunchprepay.com
Click on School fees
Look for fee name ASEP and click on it
Choose your school and student
Enter an amount you want to pay
Add to cart go to checkout
There is a 4.75% fee per transaction.

Financial Assistance

Families may be eligible for subsidized child care services through Dare County Department of Social Services (252/475-5500).

Delinquent Accounts

If your child's account becomes delinquent, the site coordinator will make every effort to work with you. You will be given a reminder note letting you know your balance. If arrangements are not made at that time and the account becomes two weeks delinquent, then the site coordinator will meet with you privately to discuss payment options. After two weeks of non-payment, parents may be asked to remove their child from the program.

Please contact your site coordinator or the director if you have questions regarding fees or payment options.

VII. COMMUNICATION

Parent Involvement

Parents may visit the program at any time. Parents are encouraged to participate in the following ways:

1. Talk to the site coordinator or your child's ASEP group leader about ideas to improve the program and specific ways you would like to help. Suggestions may be left in the ASEP lock box (if applicable), given to your site coordinator, or Director of ASEP.
2. Volunteer to help in the program by making presentations to the children, donating games, books, puzzles, or art supplies.
3. Visit/observe our program.
4. Request a parent conference to discuss your ideas and your child's progress.

Monthly Newsletters

Newsletters are made available the beginning of each month electronically or on paper by request. They are posted on the ASEP parent board and Dare County School's website, www.daretolearn.org. These newsletters provide calendar updates, notification of upcoming field trips and events, general announcements and pictures of the activities in ASEP.

VIII. LICENSURE OF THE PROGRAMS

DCD Licensure

ASEP is licensed by the Division of Child Development. There are many rules and guidelines that we must meet in order to be licensed by the state. A local consultant monitors our programs every year to ensure that all licensing requirements are met. The Environmental Health Department in conjunction with the DCD monitors any areas that involve environmental hazards. These include all spaces utilized by children and staff.

SACERS/Star-Rated Licensure

SACERS is the School Age Care Environmental Rating Scale that is conducted at our sites to improve the quality of the program through a rigorous evaluation process. This scale allows a center to increase its star rating by receiving a high score on the evaluation. Star-rated licensure is set up so that parents can judge the quality of child care. The more stars a center has (five stars being the highest), the higher the requirements as determined by the DCD. Please feel free to contact your site coordinator or the director if you have any questions about our licensure.

**THANK YOU FOR ALLOWING ASEP TO CARE FOR
YOUR CHILDREN AFTER-SCHOOL!**