

2021-2022

**Clover Garden School**

Before and After School Policies and Procedures

Before and After School Care

Clover Garden

2454 Altamahaw Union Ridge Rd

Burlington, NC 27217

336-586-9440

**WELCOME**:
We would like to welcome you and your child to our Clover Garden After School program! We are offering you the opportunity for your family to receive enjoyable childcare in a safe environment. The program will consist of a variety of recreational activities, lunch/snack time, and scheduled homework time.
Please take the time to read this, as it encompasses the information needed for you and your child to understand our programs’ policies. To give you a better understanding of our program, we have listed below a number of important points for you to keep in mind. We appreciate you as a part of the Clover Garden family and for allowing us to care for your child.

If you have any questions about the content of this book, please feel free to call me at 336-586-9440 (x-245).

I look forward to the time that we will be spending together,

Best regards,

Robyn Cox

Before and After School Coordinator

**AFTER SCHOOL PROGRAM CONTACT INFORMATION**

The After School Program is located at:

Clover Garden School

2454 Altamahaw Union Ridge Rd

Burlington, NC 27215

For concerns about your child and/or questions about schedules, tuition, policies, or staffing, please call Robyn Cox, Before and After School Coordinator at **336-586-9440 (x-245).**

To report an absence, a change of pickup information, or a pickup delay, please call 336**-586-9440.**

**TABLE OF CONTENTS**

Welcome …………………………………………………………………………………………… 1

TABLE OF CONTENTS…………………………………………………………………………… 2

PURPOSE …………………………………………………………………………………………. 3

LOCATION ……………………………………………………………………………………… 3

HOURS …………………………………………………………………………………………... 3

REGISTRATION………………………………………...………………………………………… 4

REGISTRATION FEES……………………………………………………………………………. 4

FIELDTRIPS ………………………………………………………………………………………. 5

INCLEMENT WEATHER…………………………………………………………………………. 5

ARRIVAL AND DEPARTURE. …………………………………………………………………...6

SNACKS……………………………………………………………………………………………. 6

HOMEWORK POLICY……………………………………………………………………………. 6

POSSESSIONS FROM HOME…………………………………………………………………... 7

CELLPHONE USE BY STUDENTS ……………………………………………………………... 7

BATHROOM POLICY…………... …………………………………………………………….... 7

MEDICATION…………………………………………………………………………………… 7

INDURIES………………………………………………………………………………………... 8

WITHDRAWAL & RE-ENROLMENT ………………………………………………………… 8

COMMUNICATION……………………………………………………………………………... 8

DISCIPLINE……………………………………………………………………………………… 9

NON-DISCRIMINATION.……………………………………………………………………… 10

**SIGN AND ACKNOWLEDGE FORM ………………………………………………... 10**

**PURPOSE**:
Clover Garden School’s child care program provides a safe, engaging, and nurturing environment for families requiring quality child care for afterschool. This program will be offered to all of our students in Kindergarten through 12th grade. We emphasize creating an atmosphere that balances student learning, enrichment, physical activity, and free time in a stimulating and enjoyable setting. The afterschool care provided by Clover Garden provides parents with safe, convenient, reliable, and affordable care for their children. The program maintains clear policies and procedures and actively encourage and welcome open communication.

**All teachers and staff are required to have a background check on file.**

**Teachers and staff will not offer outside childcare services.**

**LOCATION**:
The program is located in the mobile classroom pod and at other locations throughout the school building. This will include the gymnasium, cafeteria, classrooms and outdoor playground area. Parents, always use the front door entrance to pick up your student.  Please come in and sign your student out from the security office.

**HOURS:**

Before and After School care will begins at 6:30am. Drop off for Before school will be at the mobile classroom. Parents will enter through the side wooden gate and walk students to the mobile classroom for sign in. Students will be released from the Before and After School room at 7:30am. Breakfast begins at 7:30am in the cafeteria. Breakfast is optional and your child’s lunch account will be charged accordingly.

Clover Garden’s after school care begins promptly when school is dismissed at 3:00pm and runs until 6:00pm. Pick up will be at the front security office.

Early Dismissal/Half Days of school will operate from 12:00pm-6:00pm.

We will be **closed** during academic breaks, holidays, summer and during spring break.

**REGISTRATION**

The before and after school registration operates on a **first come/first served basis**.  This applies to Clover Garden staff as well.  Children who have siblings already in the program are not guaranteed enrollment.  Each student's **school discipline record will be considered prior to approving** a student to register in the before and after school program. Students picked up after 6:00pm will incur Late Pick-Up Fee of $1.00 per minute after 6:00 p.m. These late pick-up fees will be added to the monthly bill. Excessive instances of late pick-up may result in termination of program participation.

You must complete the registration form and sign the payment guidelines with the first payment before we officially enroll your child. (See registration information below)

**FEES**

Fees/Dues: The fee structure for the 2021- 2022 school year is as follows:
Weekly Before School Fee: $5.00
Weekly After School Fee: $45.00 a week
Weekly Before and After School Fee: $50.00

Daily “Drop In” Before School Fee: $2.00

Daily “Drop In” After School Fee: $10.00

½ Day Early Dismissal Fee: $20.00 (half days of school- 12:00-6:00)
We take cash or check. Checks need to be written out to Clover Garden School.

All monthly payments are due by the 1st of every month unless the 1st falls on a holiday or week-end.  Again, all monthly payments are due on **the 1st of every month.**

Registration Fee:

There is a yearly $10.00 registration fee per child for either Before or After School Care.

The Before-After School Care Program registration form is available by visiting our website at [www.cgsnc.org](http://www.cgsnc.org) or by clicking on the “Registration Form” link at the bottom of this page.

This registration fee will be refunded to you if the program has reached capacity and can no longer accept new students.

Late Fees:

If you have not paid your Before/After School Care program fees by the 5th day of the month, there will be an additional late fee of $5.00 added to your monthly bill. If the fee(s) are not paid by the 10th day of the month, your child will be dismissed from the program.

No Refunds:

There will not be refunds if your student is absent or if the school schedule has been affected by inclement weather (unless school is closed for 3 or more consecutive days). Fees are monthly and rates are not pro-rated.

Return Check Charge:

There will be a $35 “returned check fee” for any checks that are returned.

**FIELD TRIPS**

**Due to Covid restrictions, we will not be taking any field trips at this time. You will be notified if this policy changes.**

If there is a planned field trip away from our campus on half teacher workdays, you will be provided with information regarding the trip in advance. Students need to pack a lunch and drink for all field trips, unless otherwise noted.  Also, we will ask you to sign an intent form stating if your child plans to attend the field trip or not. A child may only attend if he/she is in good financial/behavioral standing.

**INCLEMENT WEATHER & SCHOOL DELAYS**

In the event of any school delays for inclement weather or any other reason, the before and after school care will operate according to the decisions made by our Administration. If school closes for inclement weather, the before and after school will **not** operate.

Payment adjustments for inclement weather days will be made accordingly. If there is a delay in the school start time due to inclement weather, we will also delay the start for before and after school care.

If there is a delay of the school day, the before and after school will operate on a delay

|  |  |  |
| --- | --- | --- |
| **School delay of:** | **Clover Garden doors will open:** |  |
| 1 hour | 7:30am |  |
| 2 hours | 8:30am |  |
| 3 hours | 9:30am |  |

**ARRIVAL & DEPARTURE**

To ensure all children arrive and depart safely, parents are **REQUIRED** to come into the facility and sign their child in and sign their child out. Valid ID will be required to pick your child up from after school care.

**SNACKS**

Please send a snack for your student for snack time after school. On half-day teacher workdays, your **child will need to bring a lunch and snack from home.** Please alert us on the application form of any food allergies your child has.

**HOMEWORK POLICY**

The After School Program stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child’s homework for accuracy or provide the type of one-on-one homework help that is available from a tutor. Although we encourage the children to do their homework when it is assigned, using the time set aside to complete homework is the responsibility of the child. Please let us know if you prefer to have a child complete his or her homework at home. Children who do not wish to use homework time to complete their homework may use the time to read a book

**POSSESSIONS FROM HOME**

Since we cannot guarantee the safe return of personal belongings, the After School Program asks that any personal possessions be left in backpacks during a child’s time in the After School Program. Children may bring electronic games and toys from home on staff development and vacations days if they are used during scheduled times and with the permission of their teacher. Responsibility for the safekeeping of electronic games and toys brought from home remains with the child. The After School Program does not allow the use of toy weapons or trading cards at any time.

**CELLPHONE USE BY STUDENTS**

The staff will be happy to convey messages to children when necessary but it is not possible for children to make or receive telephone calls at the After School Program. Parents are welcome to call the After School Program at any time to speak to the B&A coordinator or staff member about questions or concerns regarding their child. Cellphone use is prohibited by students during before and after school hours.

**BATHROOM POLICY**

**All one gender (boy/girls) will go as a group at one time or individuals will take a bathroom pass with them at undesignated times.**

**MEDICATION**

If your child needs medication during the time he/she is in the after school program, written permission, and instructions from your medical doctor are required. You may obtain a medication form from the school’s front office.

**INJURIES**

We will provide an accident report to you in the case of injury. In case of injury or illness, we will notify the parent. If we are unable to reach parents, we will notify a relative or friend that you list on the application form.

**WITHDRAWAL & RE-ENROLLMENT PROCESS**

If you elect to withdraw your child, you **must** turn in an **AFTERSCHOOL CARE TERMINATION NOTICE.** We require a **two-week notice** for all withdrawals.

If you wish to change your child’s status (example part-time to full time), you must please let the before and after school coordinator know.

It is very important you follow the guidelines outlined to have your child remain in our program.

**COMMUNICATION**

The Before and After School Program maintains an open door policy. Please feel free to direct questions or concerns related to any facet of the After School Program to the Program Coordinator at any time. Any questions regarding tuition, policies, staffing, activities, or a child’s participation in the Program may be directed to the Program Director at 336-586-9440(x-245). Voicemail is in place 24 hours a day and will record a message if no one is available to answer your call. The first priority of the staff is to focus as much attention as possible on the children. In order to meet the needs of the children and the staff during Program hours, we ask that parents limit conversations with After School Program staff members to subjects involving their child. The Site Coordinator or B&A coordinator are available to answer all other questions that arise. Please feel free to call us at any time.

**DISCIPLINE:** **Clover Garden School’s Discipline Procedures and Policies for Before and After School Care**

The Clover Garden School Staff is committed to providing a safe before and after school program. CGS’s Before and After School program is in a different setting than the regular school day, but appropriate student behavior is still expected. Please review the following rules and consequences that will guide the before and after care program.

Rules:

1. Show respect at all times.
2. Move appropriately throughout campus during before and after school hours.
3. Follow instructions set forth by before and after school workers.
4. Refrain from damaging any school property.
5. Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
6. Comply with any and all other regulations set forth by the Before and After School Director and/or school administrators.

Consequences:

Clover Garden School will make every effort to communicate with parents when a disciplinary action needs to be taken. Please know that all rules will be reviewed with students at the beginning of the school year. The rules can also be found in the CGS Parent/Student Handbook that your student received at the beginning of the school year. It is imperative that both students and parents understand the expectations of the Before and After School program as well as the potential consequences.

Please note that the first offences will result in a warning letter or phone call home from the before and after school director. The second, third, and fourth offense will involve a school administrator. These offenses can result in a permanent dismissal from the Before and After School program at Clover Garden School.

School administrators reserve the authority to exercise good judgment and issue a greater or lesser consequence as needed.

**Please become familiar with the CGS Before and After School Discipline Policy.**

**NON-DISCRIMINATION STATEMENTS**

In compliance with federal law, NC Public Schools administers all state-operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Thank you for allowing us the privilege to serve your child.

**Heather Vereyken**, Director/Principal

**Emily Moore**, Assistant Principal

**Bryan Baker**, Assistant Principal

**Robyn Cox**, Before and After School Coordinator

Please sign, date, and return this form in with your registration form.

My child and I have read, discussed, and agree to abide by the rules, regulations, and payment schedule for attending Clover Garden School Before and After School Program.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Student Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature****Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Parent Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature****Date**