



2023-2024



Clover Garden School

Grizzly Den

Before & After School

Policies and Procedures

Grizzly Den
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 Grizzly Den before & 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

Grizzly Den Coordinator

AFTER SCHOOL PROGRAM CONTACT INFORMATION

The Grizzly Den 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, Grizzly Den Coordinator at **336-586-9440 (x-245)**.

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 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.

LOCATION:

The program is located in the small gym (former band room) across from the softball field and at other locations throughout the school building. This will include the gymnasium, cafeteria, classrooms and outdoor playground area. Parents must sign students in and out each day.

HOURS:

Before School Care: 6:30am-7:15am

Drop off for Before school will be at the cafeteria. Parents will enter through the front office/security for sign in. Students will be released from the Before and After School at 7:15am and will be allowed to purchase breakfast or go to their classroom. Breakfast begins at 7:15am in the cafeteria. Breakfast is optional and your child's lunch account will be charged accordingly.

After School Care: 2:45pm-6:00pm

Clover Garden's after school care begins promptly when school is dismissed at 2:45pm and runs until 6:00pm. Parents will pick students up from the small gym (across from softball field) to sign your student out.

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

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

REGISTRATION

There is an annual \$25.00 registration fee per child for Grizzly Den Care. Registration is available online at www.cgsnc.org. A registration form must be completed each year. The Grizzly Den registration operates on a **first come/first served basis**. 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 Grizzly Den program.

Payments are made online. You will receive an invoice each month with a link to pay your fees. We also accept cash or check (but prefer the online payment portal). Checks should be written out to Clover Garden School.

FEES

All fees for the Grizzly Den are paid at the beginning of each month. You have until the 10th of each month to pay before a late fee of \$10.00 is added to your account. Accounts that are more than 2 weeks past due, will result in dismissal from the program. The fee structure for the 2023-2024 school year is as follows:

Full-Time Monthly Before School: \$30.00

Full-Time Monthly After School: \$200.00

Full-Time Monthly Before & After School: \$225.00

Part-Time Monthly Before School: \$20.00 (10 days per month)-\$3 per each additional day

Part-Time Monthly After School: \$125.00 (10 days per month)- \$12 per each additional day

Part-Time Monthly Before & After School- \$140.00 (10 days per month)- \$15 per each additional day

Daily “Drop-In” Before School Fee: \$5.00

Daily “Drop-In” After School Fee: \$15.00

½ Day Early Dismissal Fee (12:00-6:00): No additional fee for full-time afterschool students. Drop-In or part-time students are \$20.00

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.

There will be a \$25 “returned check fee” for any checks that are returned for insufficient funds.

**** Monthly payments remain the same regardless of how many school days are in the month. The yearly tuition has been calculated and divided into 10 equal payments from August thru May. Any adjustments that need to be made based on school closings for inclement weather will be adjusted on the May tuition payment. ****

FIELD TRIPS

On the half-days of school, we are planning (weather permitting) on taking field trips this year. The cost of the trips could incur an additional fee. We will take trips such as Putt-Putt, Bowling, and nearby Parks. Parents will be notified of the trip ahead of the date.

INCLEMENT WEATHER & SCHOOL DELAYS

If school closes early for inclement weather, the Grizzly Den will **not** operate.

If there is a delay of the school day, the Grizzly Den will operate on a delay:

1 Hour Delay- Grizzly Den opens @ 7:30am

2 Hour Delay- Grizzly Den opens @ 8:30am

3 Hour Delay- Grizzly Den opens @ 9:30am

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.

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. 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. All Clover Garden School rules apply. 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.

Leah Spencer, Elementary/Middle School Principal

Robyn Cox, Grizzly Den Coordinator