

Mission Statement

Jamestown Presbyterian Church

After-School Enrichment Program

We will provide a safe and nurturing environment
with the following objectives:

- To serve in unity with the Church and its Staff in a caring way to benefit students in grades K-5 in our community.
- To create a Christian environment that encourages our youth to be the best they can be.
- To provide a supporting atmosphere and teach life skills to our young community members.
- To instill the Fruits of the Spirit in all of our children's lives.
We expect each child to learn honesty, love, kindness, respect, and self-discipline.

WELCOME!

Dear Parents,

Thank you for allowing us to care for your children after school this year! We have an exciting school year planned and we look forward to getting to know you and your family. Our goal is to provide a fun, safe, caring and memorable experience for your child in a Christian environment. Please feel free to communicate with us on how we are doing and what needs you have. We have an open door policy and welcome your suggestions on how we can be our BEST!

Wendy Gabel Burns, Director
336-847-5858-cell
clew304@aol.com
www.jamestownprez.org

EMERGENCY CONTACT INFORMATION FOR YOU TO REACH US

Please put these numbers in your phone and use them in the following order.

#1 336-454-0816 CLC This number is used when After-School is operational.

#2 336-847-5858 This is Mrs. Burn's cell phone.

#3 336-454-3423 Church Office phone, answered between 8:30 & 4:30PM. The Church staff will be able to reach us and we will return your call as soon as possible.

Tuition and Payment

I understand that the cost of After-School will be due monthly

Late pick up is from 4:30 thru 6:00PM and the cost is \$145.00 per child.

Your Tuition is due by the 10th of each month, if payment is not received by the 10th you will be charged a \$20.00 late fee. Each additional week that you are late you will be charged an additional \$20.00 late fee. If we do not have payment in full by the 30th of the month your child will not be allowed back to the After-School until your account is current.

You can pay with the following options:

1. Bank Draft – See your bank for details (preferred)
2. Check
3. Cash
4. Money Order

SIGN OUT

You or the person picking up your child **MUST** sign the child out when you pick them up in the afternoon. We need your signature and time of pick-up.

Pick-up and Late Fees

A late fee of \$20.00 will be charged to you if your child is picked up after 6:00PM. For every minute after 6:15pm you will be charged and additional \$1.00 per minute that you are late. This payment is expected when you pick up the child or it will be added to your monthly tuition.

Arrival for Teacher Workdays

On Teacher Workdays, we are open from 7:30am to 6:00pm. There will be a sign up sheet on the front desk one week prior to the Teacher Workday. Please sign your child up and **PREPAY** \$10.00 fee for lunch and snacks. You can add the \$10.00 into your tuition payment and please mark this in the memo field of your check.

Withdrawal

Withdrawal from the program requires a two-week written notice.

Daily Schedule

Monday – Thursday

2:45 – 3:15 Beverage/gym only

3:15 – 4:00 Gym, arts and crafts, dramatic play,
if weather permits we will go outside

4:00 – 4:30 Devotion and snack

4:30 – 5:00 Homework, board games

5:00 – 5:45 Gym

Friday

Playground/Movie

Student Rules & Expectations

Be Respectful

- Tell the truth at all times
- Use inside voices
- Obey all counselors, show them respect at all times.
- Wait your turn and share
- Be gentle with JPCASEP property

Be Neat

- Clean up after yourself.
- Wear closed toed shoes and appropriate clothing.
- Leave candy, gum, and personal items at home.
- Personal electronics such as iPods, Kindles, cell phones, Gameboys, etc. are not permitted at After-School. The only time they are allowed is on our Teacher Workdays and they must be labeled with your name. JPCASEP is not responsible for lost, broken or stolen items.
- Hang up your book bag and other personal belongings; if you take your shoes off please place them on the floor under your hook.

Be Kind

- Treat others the way you want to be treated.
- Keep your hands off others and their belongings
- Avoid name-calling and insults.
- Absolutely no bullying, mean treatment, fighting, or rough physical play toward others.

Be Safe

- Do not stand or walk on JPCASEP chairs or furniture.
- Keep your hands to yourself
- Absolutely no rough physical play toward others.
- Stay in the CLC at all times unless you have a bathroom pass.

Discipline Policy

Our goal is to provide a safe and nurturing environment and create a Christian environment that encourages our youth to be the best they can be. We will communicate behavioral issues with you quickly. We need your involvement to make JPCASEP a safe and fun place for everyone.

Category 1 Offenses:

1. Uncontrolled or disruptive behavior: repeated talking at inappropriate times, yelling or screaming.
2. General disobedience or breaking of the rules.
3. Hands on other students.
4. Name calling or insults.
5. Lying or dishonesty.
6. Minor damage of JPCASEP property, intentional or accidental. (Intentional damage may require monetary restitution.)
7. Rough play
8. Disrespect for authority: disobedience, eye rolling, back talking, disrupting, and asking another counselor for permission to do something that the first counselor said no too.

Category 1 Consequences:

1. Conference with counselor
2. Sit out for 5-15 minutes
3. Apologize to the child, when appropriate.
4. If repeated behavior continues the child will be written up and a conference with parent and Director or Assistant Director will be required.

Category 2 Offenses:

1. Physical aggression, fighting, (with intent to harm another person.)
2. Profanity, crude language or behavior.
3. Biting or behavior resulting in injury to another student or counselor.
4. Intentional separation from a group/wandering off.
5. Repeated name calling, insults, bullying, teasing or harassment.
6. Any damage of another student or counselor's property, intentional or accidental, (Damage may require monetary restitution.)

Category 2 Consequences:

1. Child will be written up by a staff member.
2. Conference with Director or Assistant Director.
3. Conference with parent(s).
4. After three write ups a 2 day suspension from program may be implemented.

Dress Code

JPCASEP requires the same dress code as your child's school. Please send an extra set of clothes for your child if you feel they may have an accident. Put it in a gallon size bag with their name on it. Socks are required if shoes are off. Please make sure your child has an extra pair of socks in their backpack. NO BARE FEET.

Prohibited Items

Students should not bring the following items to JPCASEP. If observed with them, the item will be confiscated for the remainder of the day. Repeated offenses will be dealt with according to our discipline policy. Prohibited items include: Outside candy or gum, portable electronics, cell phones, or other items deemed inappropriate. We are not responsible for lost or stolen items. Lost and found items can be found in the yellow bucket next to the computer area.

Menu/Special Dietary Needs

Snacks will be served daily, if your child does not like the snack provided they can bring their own. We maintain notes on your child's food allergies from your registration documents. Please communicate any additional food sensitivities to the Director or Assistant Director.

Inclement Weather

If Guilford County Schools are closed, After-School will be closed. When school is released early due to inclement weather we will be open. Please pick your child up from After-School as soon as possible. Your child's safety is our concern.