



2019-2020 AFTERSCHOOL PROGRAMS

336.222.5030 • www.BurlingtonNC.gov/youth • TAX ID# 56-6001189

We would like to welcome you and your child to the Burlington Recreation & Parks Afterschool Programs. This is a joint effort of the Recreation & Parks Department and the Alamance-Burlington School System to provide a safe and enjoyable program for your child. The program will consist of a variety of recreational activities, arts and crafts, homework, quiet time, snack time and field trips. Recreation Supervisors and Counselors conduct the program.

Burlington Recreation and Parks **2019-2020 Afterschool**

PURPOSE

The program strives to provide a safe, enjoyable and well-supervised environment for children kindergarten through middle school, ages 5-14 years old following the regular school hours from 2:30pm until 6pm. All children are welcome without any discrimination. However, if a child cannot function safely in the program, he or she may not be able to remain in the program. Ratio of staff to participants is 1:20.

LOCATIONS (tentative)

Programs are held at these school sites:

- Andrews Elementary
- Grove Park Elementary
- Hillcrest Elementary
- Newlin Elementary

Pick Up & Drop Off Programs available at:

- Thataways Youth Center for students of Smith Elementary & River Mill Academy (SPACE IS LIMITED)

PARENTS – always use the designated Afterschool entrance and exits only

*Please note the new changes Burlington Recreation and Parks has implement to improve our Afterschool program.

Registration form and payment must be completed in person before each child attends Afterschool.

There is no August/June payment for Full Time and Part Time participants of Alamance-Burlington Schools once September/May are paid in full. September is the first payment to secure a space for the first day of school.

River Mill's first payment (August) & registration will need to be received before the first day of school Wednesday, August 7. Space is limited due to transportation.

MONTHLY FEES: FEES ARE DUE BEFORE THE 1ST OF EVERY MONTH - switching statuses(part time and full time) must be made before the 1st of the month & cannot be changed once that month begins or is paid.

FULL TIME: Your child must be picked up by 6pm sharp. Rec Days (formally known as Fundays) are no longer included in full time afterschool payments.

\$150/month	1 st child
\$140/month	2 nd child
\$130/month	3 rd child

PART TIME: Your child can attend every day until 4:30pm. Late Pick Up Fees apply. If your child is picked up after 4:30pm, you will be asked to switch to Full Time. Rec Days are not included in the fees for Part Time.

\$100/month	1 st child
\$90/month	2 nd child
\$80/month	3 rd child

LATE PICK UP = LATE PICK UP FEE

Parents that are late picking up their child will be charged a late fee of \$1 per minute per family. The Late Fee must be paid before your child can return. If you are consistently late, your child will be dropped from the program. The Late Fee applies to Full Time & Part Time.

The program closes at 6:00pm sharp.

PAYMENTS*

Afterschool Full & Part Time Fees are due "BEFORE" the 1st of every month and must be kept current. If payments are not received before the 1st of every month, your child will not be able to attend the program until it is paid.

With recent changes in PCI Standard Compliance and to protect information and financial sources, we are no longer permitted to accept over the phone payments for any Burlington Recreation and Parks program starting Afterschool 2019-2020. Payments can be made::

- In person at the Main Office (1333 Overbrook Road)
- Drop box at the main office (check or money orders only).

Please be sure to include the following on your check or money order: your driver's license #, phone #, child's name & program site.

Payments will not be accepted at the Afterschool sites.

REFUND POLICY

There are no refunds or transferable options for Afterschool payments. (i.e. payments cannot be transferred to another Burlington Recreation & Parks program, another month or to the next school year)

*Payment information is subject to change.

AFTERSCHOOL PHONE NUMBERS (M-F, 2:30pm-6pm)

Andrews Elementary	336-263-1242
Grove Park Elementary	336-261-8042
Hillcrest Elementary	336-516-7824
Newlin Elementary	336-516-2549
Thataways Youth Center	336-222-5134
Brittany Hargrave - Supervisor	336-222-5072
Maggie Massey - Thataways Director	336-222-5134

IMPORTANT POLICIES

Listed below are a number of IMPORTANT POLICIES, PROCEDURES, and points of emphasis to give you a better understanding of the program.

We hope to make this a successful experience for you and your child.

SNACKS & MEALS (tentative)

In partnership with the YMCA, dinner and snack will be provided to each child enrolled in the afterschool program. The Child and Adult Care Food Program sponsors meals for children under the age of 18. Dinner and snack will be of no additional cost to parents. Dinner will be served no later than 3:45pm. Dinner will not be provided on Rec Days or days there is no school.

DEPARTURE

To insure that all children depart safely, parents will be required to come inside the facility to sign their child out. This also allows for daily contact between parents and staff. If someone else is picking up your child, their name must be listed on the registration form or you **must send a note in advance** (phone calls will not be accepted). Anyone new picking up a child will be required to show identification. Parents that are late picking up their child will be charged a late fee of \$1 per minute per family. The late fee must be paid before your child can return. If you are consistently late, your child will be dropped from the program.

FIELD TRIPS

Departure and arrival times for Afterschool trips are estimated times. Please allow 30 or more minutes for safety. On the field trips, parents will pick up at the trip site and sign their child out there. During field trips, Part Time students can stay until 6pm. Always check your Parent Newsletter, the sign out table, and the signs on the doors. Afterschool children are responsible for their belongings. Please label all of your child's belongings.

DISCIPLINE

If discipline problems occur the staff will talk to the child and try to clarify and correct the problem/situation. If the child continues to misbehave and shows no improvement then a parent/director meeting will be requested to explore further options. For safety reasons, all children must behave on the bus/van or they will be suspended. If the staff finds that a child cannot function safely within the group, we will ask that the parent/guardian withdraw the child from the program. Once a child has been expelled from a Burlington Recreation and Parks program, the re-enrollment period is 1 year pending an evaluation. Safety, enjoyment, and respect for each child and the staff are very important to the program.

INJURIES & MEDICATION

An accident/incident report will be provided for your child in case of injury or illness and parents will be notified. If parents cannot be reached, a relative or friend will be notified. If your child must take medication during the programs, a Medication Policy & Action Plan Packet (available on website) must be completed in advance or personnel will not be able to administer the medication to your child. Medication cannot be on site or in the child's possession until the packet has been approved. This may take up to two weeks for approval. Medication packets are non-transferable from program to program.

REG DAYS

with Burlington Recreation & Parks

REC DAYS (formally know as Fundays) :

Burlington Recreation & Parks offers care during teacher workdays, holidays, and snow days through the Rec Days Program.

FEES

Due to an increase in costs for Afterschool overall operations, Rec Days will no longer be included in full time afterschool registration.

The new fee will be as follows: \$15 per Rec Day per child

* There is no 2nd or 3rd child rate for Rec Days*

Please see "Rec Days" information sheet or visit "Rec Days" at www.BurlingtonNC.gov/youth for more information about the program, as well as what to wear and what to bring to Rec Days!

INCLEMENT WEATHER

Early Release Due to Inclement Weather

If there is early release from school due to adverse weather conditions, the Afterschool Program will not operate. Please make sure you have a plan in place to pick your child up.

*For Safety Reasons, we will not pick up children from "pick up" locations in the event of Early Release. (Smith Elementary and/or River Mill Academy)

Rec Day Snow Days

Rec Day Snow Days operate when the children are out of school due to snow, the accumulation has stopped, and road conditions are clear enough for our families and staff to attend safely.

Rec Day Snow Days are held at Thataways Youth Center.

Rec Day Snow Days are no longer included in full time registration.

Fees during the Rec Day Snow Days for children will be as follows: \$15 per Rec Day Snow Days per child

* There is no 2nd or 3rd child rate for Rec Days Snow Days*

Please see "Inclement Weather Policy" information sheet or visit "Rec Days" at www.BurlingtonNC.gov/youth for more information as well as what to wear and what to bring to Rec Days!

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Be sure to click "Programs for Children & Teens"!