



## After School Enrichment Program

### **Mission Statement:**

The mission of the After School Enrichment Program (ASEP) is to provide a safe, fun and structured environment where children can participate in recreational, educational, social, cultural, and physical activities during the school year.

In addition, the ASEP program will provide positive experiences for the development of leisure activities, positive self esteem, respect for others, teamwork, and self discipline.

The After School Enrichment Program staff is enthusiastic and well trained. Through a well balanced program, we are able to offer a quality After School Program for any child, Kindergarten through fifth grade.

Scholarships are available to Huntersville Residents who need financial help and meet the department guidelines. No child is turned away from the After School Enrichment Program due to financial needs.

**After School Enrichment Program Objectives:**

1. To actively supervise children and ensure their safety in a healthy environment at all times.
2. To plan, organize, and implement a comprehensive After School Program of daily opportunities that include the interests of all children.
3. To exhibit positive interaction with children during all activities.
4. To exhibit positive interaction with children in resolving disciplinary/behavior concerns.
5. To communicate program operations, concepts, and guidelines effectively to both children and parents in a professional and courteous manner.
6. To provide daily enrichment activities such as arts, crafts, physical education, and homework assistance.

**After School Staff Information:**

**After School Site:** Huntersville Recreation Center  
11836 Verhoeff Dr.  
Huntersville, NC 28078  
(p): 704-464-5520  
(c) : 704-361-2312

Ms. Jennifer Murrow, Lead Counselor

Ms. Kim Slater

Ms. Lelia Hutercherson

Ms. Olivia Parks

Mr. Robert Walters (Bobby)

Mr. Monte Boyd

Weston smith, Recreation Assistant

Office: 704-464-5520

Cell: 704-582-1810

Email: [wsmith@huntersvill.org](mailto:wsmith@huntersvill.org)

Lindsay Small, Recreation Coordinator

Office: 704-766-2238

Cell: 704-619-0720

Email: [lsmall@huntersville.org](mailto:lsmall@huntersville.org)

Huntersville Parks and Recreation  
PO Box 2879  
Huntersville, NC 28070

Phone: (704) 464-5520  
[www.huntersville.org](http://www.huntersville.org)

### **After School Enrichment Program Daily Schedules:**

A daily schedule encourages structure in this program. Below are the typical daily schedules in which your child will participate.

**Each of the program's components is explained below to help parents and children better understand what their typical day might involve.**

#### **➤Fun Time**

Free time for children to hang out with friends, supervised play indoors or out, or enjoy friendly board game competitions.

#### **➤Snack Time**

A daily snack will be provided to each child.

### **Monday through Friday**

#### **School Days**

3:00 p.m. - 4:00 p.m.	Arrival/Snack / Active Activity
4:00 p.m. - 5:00 p.m.	Homework/Quiet Centers
5:00 p.m. - 5:30 p.m.	Group Activities
5:30 p.m. - 6:00 p.m.	Organized Fun Time

**Homework Policy:** It is not mandatory that homework be completed in the After School Enrichment Program. However, it is required that a level of quiet time must be maintained that is conducive to homework. Children are given a choice of quiet activities along with homework. One hour is permitted for the choices. Upon completion of homework the students are allowed to attend another activity. If your child does not comply with this level of quiet time he/she will receive a written warning that coincides with our discipline policy. Each parent and child is also required to complete a homework contract in order to have the best communication of what homework should be completed while in after school and what homework is to be completed with the parent at home. We feel that we can provide the best homework assistance when staff, children, and parents have a clear understanding of this policy.

## **Teacher Workdays & Holiday Breaks = Kids Out Fun Days**

These are separate programs from the After School Program. Kids Out Fun Days are a structured program filled with field trips and planned activities. This program will operate on most CMS teacher workdays and holiday breaks from 7:30 am - 6:00 pm. Please register 2 weeks in advance as spaces are limited. Daily registration is available: \$15 per day/per child for currently enrolled afterschool participants and \$25.00/ Residents per child or \$35.00/Non Residents per child. Please see list of dates below. All fees must be paid when registering for this program one week prior to program. Parents must provide lunches, snacks will be provided. Dates this special program will run are listed below:

**CMS Teacher Workdays: October 9<sup>th</sup>(@Robert B. Blythe Building), October 28<sup>th</sup>, November 5<sup>th</sup>, November 27<sup>th</sup>, January 24<sup>th</sup>, February 17<sup>th</sup>, and March 27<sup>th</sup>**

### **Winter Break: December 23<sup>rd</sup> - January 3<sup>rd</sup>.**

The program will Close @ 3pm on December 24<sup>th</sup> and be CLOSED December 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> and January 1<sup>st</sup> in observance of the Christmas & New Year Holiday.

### **Spring Break: April 9<sup>th</sup> - April 17<sup>th</sup>**

The program will be CLOSED Friday, April 10<sup>th</sup>, in observance of the Good Friday Holiday.

The program will be **closed** on **May 25<sup>th</sup>** in observance of Memorial Day and **June 10<sup>th</sup>-12<sup>th</sup>** preparing for the first day of Summer Camp on June 15<sup>th</sup>.

It is pertinent to register early because this program is open to the public as well as the after school participants. Registration can be done online @ [www.huntersville.org/parks](http://www.huntersville.org/parks) or in person at Town Center Offices or the Huntersville Recreation Center. A partial refund is available for withdrawals if notification is given two weeks prior to the date of the program. No refund is given if notification is given less than a week prior to the date of the program. To register, please contact the office at 704-766-2220 or

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PO Box 2879  
Huntersville, NC 28070

Phone: (704) 464-5520  
[www.huntersville.org](http://www.huntersville.org)

704-464-5520. For more information on the program, please talk with the After School Lead Counselor, Jennifer Murrow or Recreation Assistant, Weston Smith.

**Hours/Days of Operation:** The program will begin on the first day of school, August 26th and operate on every regular school day with the last day of the school year June 9th. The After School Enrichment program will operate on teacher workdays and some holidays. The After School Enrichment program operates from the time of school dismissal until 6:00 pm at the Huntersville Recreation Center, 11836 Verhoeff Dr. **The After School Enrichment program does not operate when school is closed due to weather conditions. If school closes early due to inclement weather, parents should arrange to pick up their child at the school.**

**The Program will be closed on the following days for the holidays:**

Monday, Sept 2nd - Labor Day

Monday, Nov. 11<sup>th</sup> - Veteran's Day

Thursday, Nov. 28<sup>th</sup> & Friday, Nov. 29<sup>th</sup> - Thanksgiving Holiday

Wednesday Dec. 25<sup>th</sup>, Thursday, Dec. 26<sup>th</sup> & Friday, Dec. 27<sup>th</sup> - Christmas Holiday

Wednesday, Jan. 1st - New Year Holiday

Monday, Jan. 20<sup>th</sup> - Martin Luther King Jr. Holiday

Friday, April 10<sup>th</sup> - Good Friday

Monday, May 27<sup>th</sup> - Memorial Day

Wednesday, Thursday, Friday June 10<sup>th</sup>-12<sup>th</sup>

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**Fee Payment:** The school year fee is \$1450R/\$1600NR will be split into a payment plan over the course of 10 months. \$145.00 a month per child for residents and \$160.00 for non- residents. Fees are due by the 5<sup>th</sup> of each month;

2019-20 Fee Schedule:

- 1<sup>st</sup> payment due at registration
- 2<sup>nd</sup> payment due September 5<sup>th</sup>
- 3<sup>rd</sup> payment due October 5<sup>th</sup>,
- 4<sup>th</sup> payment due November 5<sup>th</sup>,
- 5<sup>th</sup> payment due December 5<sup>th</sup>
- 6<sup>th</sup> payment due January 5<sup>th</sup>
- 7<sup>th</sup> payment due February 5<sup>th</sup>
- 8<sup>th</sup> payment due March 5<sup>th</sup>
- 9<sup>th</sup> payment due April 5<sup>th</sup>
- 10<sup>th</sup> & final payment due on May 5<sup>th</sup>

There are no pro-rated months due to the already low cost of the program. Tuition is considered late on the sixth (6) of the month. A \$40.00 late fee will automatically be added on the sixth (6). Until fees are current students will not be allowed to participate in the program. A re-registration fee of \$20.00 will occur if student is removed from the program. Scholarship opportunities are available for those that meet CMS free or reduced lunch requirements. Fees are to be paid at the Huntersville Recreation Center, online or mailed to:

Huntersville Parks and Recreation Department  
Post Office Box 2879  
Huntersville, NC 28070

**Authorized Persons to Pick up Child:** We must have written authorization from parents for persons other than the child's parents to pick up their child from the program. Authorized persons must be sixteen years of age or

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older and have a picture ID. No child will be allowed to sign her/himself out of the program. If a parent is not to be allowed to pick up a child, we must have a copy of the appropriate court order on file. Adults picking up a child from the program must come into the building to sign out the child and should show a picture ID.

**Transportation Information:** CMS transportation will drop students off from Torrence Creek, Barnette Elementary, and Blythe Elementary. Town of Huntersville recreation buses will pick students up from Huntersville Elementary and JV Washam. It is the responsibility of the parents to confirm transportation information with CMS schools and the Recreation Assistant for Huntersville Parks & Recreation.

**Attendance:** If a child has not attended school for any reason, they may not attend the Afterschool Enrichment Program on the day they missed school. If a child has attended school, but will not attend the After School Enrichment Program please email Weston Smith at [wsmith@huntersville.org](mailto:wsmith@huntersville.org).

**Termination:** In the event of withdrawal from the after school program, a one-month written notice is required. If a child is absent from the program for two weeks without notification from the parents, the child's participation will be terminated and he/she will be dropped from the program.

### **Control of Communicable Diseases and Pests**

When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the Lead Counselor has the authority to exclude or isolate the student within sight from the group. Participants with the following symptoms must be sent home and remain at home until they are symptom free for 24 hours without the aid of acetaminophen, ibuprofen, or anti-diarrhea medications.

- Fever 100 degrees or higher
- Vomiting
- Diarrhea

- Any unexplained rash
- Or any other signs of a possible communicable disease

For common communicable illnesses like strep throat, pink eye, ring worm, and impetigo that require medication treatment, students must complete a minimum of 24 hours of treatment before returning to the program. For other communicable illnesses like whooping cough and chicken pox, the exclusion time will be longer and may require a physician's note to return to the program.

Students with evidence of lice will not be permitted to attend the program until treated and nit free. Students must be re-checked and cleared by ASEP staff prior to re-admittance to the program.

If your child is diagnosed with a communicable disease while not in our care please call and inform the center. This will allow us to take proper precautions to keep from spreading the germ.

### **AFTERSCHOOL ENRICHMENT PROGRAM CODE OF CONDUCT**

The Afterschool Enrichment Program's success depends on each and every participant's compliance with the following rules. These rules are in place to help ensure the best possible program and to help provide for a safe and structured environment. Please discuss these rules with your child(ren).

#### **Rules:**

1. Follow directions of ALL staff.
2. Be considerate and respectful to EVERYONE. Fighting, use of profanity, or name-calling will not be tolerated and could result in immediate suspension.
3. Any items that resemble a weapon of any kind are NOT permitted. This rule broken will follow CMS code of conduct guidelines.
4. Keep hands and feet to self.
5. Be respectful of your surroundings.

6. Participants are expected to behave in a cooperative and peaceful manner.
7. Should a child present a behavioral problem that disturbs the programs operation, staff will consult with the child's parents to find a possible solution.
8. The Recreation Coordinator reserves the right to review the situation, and may consider a child ineligible for participation in the program. **No refund will be made.**

**Consequences:**

1. Verbal warning by Counselor or Director.
2. Verbal conference with child and staff
3. Time out 5 - 10 minutes
4. Written disciplinary report completed and notifies parents.
5. TWO written reports on one child will result in a 2-day suspension.
6. TWO suspensions will result in immediate EXPULSION from the program

**It is important that you read and discuss the rules and consequences with your child.**

**Parent Participation:** We seek and encourage your involvement and input with the program in a number of ways:

- ◆ Communicate with site staff about your child's experience.
- ◆ Volunteer to accompany the staff and children on a field trip
- ◆ Make a presentation to the children about your special talent
- ◆ Donate games, books and toys

**Parent Questions and Concerns:** We want to address your questions and concerns in a timely and professional manner. The Lead Education Counselor is available at the center during program hours. The usual hours are 2:00 pm - 6:00 pm. If you are unable to resolve the matter with the Lead Education Counselor, you can reach Weston Smith, Recreation Assistant, at 704-464-5520 or email [wsmith@huntersville.org](mailto:wsmith@huntersville.org) .

# Huntersville Parks & Recreation After School Bus Behavior Policy

**It is our goal to make sure that all children and staff arrive to their appropriate destination in a safe manner. In order to succeed in this goal, we need the assistance of our children and parents.**

## Regulations for Bus Riders/Bus Contract

### **Boarding the Bus**

1. Wait for the bus to come to a complete stop.
2. Be polite and take your turn getting on the bus and use the handrail.

### **Conduct on the Bus**

1. Follow directions of the bus driver.
2. Walk to assigned seat, buckle seat belt securely around your waist and stay facing forward.  
Do not stand or move around while the bus is moving.
3. Talk quietly and positively so that the driver can hear traffic sounds.
4. Keep hands and head inside the bus. Do not stick anything out of the window.
5. No Food or Drink allowed on the bus.

### **Leaving the Bus**

1. Be sure all items are packed away in your back pack and all trash is cleaned up.
2. Do not leave your seat until the bus comes to a full stop.
3. Take your turn; don't crowd in front of others.
4. Use the handrail.

### **Disciplinary Procedural Progression for Improper Behavior on School Bus**

1. Driver warns student.
2. Conference with driver on bus after other students exit.
3. Student assigned a seat near the front.
4. Driver writes up a School Bus Conduct Notice on the student and get parent's signature.
5. More than 2 conduct notices will result in suspension from the bus and parents will be responsible for pick up from school.

I understand and agree with the regulations which are necessary in order to provide for the safety and welfare of all children.

Parent / Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Town of Huntersville Parks and Recreation  
After School Program  
Rules Acknowledgement**

**Please read and sign the section below and take to the After School Director during your child's first week of attendance in the program. We need one signed form per child.**

**I the undersigned parent/guardian of**

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**(Child's Name)**

**Do hereby state that I have received and read a copy of the Family Guidelines and have discussed with our children the rules of the after school conduct and the consequences of breaking the stated rules. By signing below we acknowledge and understand these rules.**

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**Child's Signature**

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**Parent/Guardian Signature**

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**Date**