

CAPE FEAR CENTER FOR INQUIRY

AFTER SCHOOL PROGRAM

2008-2009

CFCI AFTER SCHOOL PROGRAM MISSION

To create an After School Program that will enhance our school community, that is innovative, of high quality, affordable and enriching to all participants. We believe that after school time should be fun, thought-provoking and educational. Each day a variety of age appropriate activities including arts and crafts, games, and organized play are offered to the children. Weather permitting, children will play outdoors daily as part of their planned program. In addition, quiet time is offered daily and children may do their homework. The program will work closely with CFCI teachers to help children complete school work.

ENROLLMENT FOR AFTER SCHOOL CARE

Parents who wish to enroll their children in the program need to complete an application. You may be placed on a waiting list if enrollment is full. Several forms will need to be completed and returned along with a registration fee before the child may attend. The Nonrefundable annual Registration Fee is \$35.00 for the first child in a family and \$10.00 for each child in the family thereafter.

OPERATING HOURS AND DAYS

The After School Program will operate each CFCI calendar school day, beginning on the first day of school and ending on the last day of the school year. The program starts at 3:00 p.m. and ends at 6:00 p.m. It will follow the same schedule as CFCI for holidays and vacation.

PARENT INVOLVEMENT/PARTICIPATION

The After School Program hopes to establish a partnership with parents. Parents should feel free to ask questions about the care of their children and are encouraged to visit the program whenever time and opportunity allow it. In addition, families are encouraged to participate in special events during the day.

We value parental input. Any questions or concerns about the After School Program are welcome and should be addressed to the Program Director, preferably in writing.

SOCIAL CURRICULUM

The After School Program will follow the same social curriculum as does the CFCI school.

ATTENDANCE

Parents should notify the After School Program Coordinator at (TBA) if their child will be absent. This will assist us in our efforts to plan appropriate numbers of staff, materials and supplies for the daily activities. The After School Program does not offer vacation weeks, **if your child will not be in attendance for any reason you are still responsible for their tuition.**

END OF DAY PICK-UP

Only those on listed in the Authorization for Pick-up section of the application will be allowed to pick up your child. Persons on this list who are unfamiliar to After School Care staff will be required to show a picture ID. It will be necessary for the parent/guardian to notify the After School Program Coordinator in advance, in writing if an individual is to pick up your child whose name is not on the Authorization for Pick-up section of the application.

LATE PICK-UP

It is important that children be picked up promptly by or before 6:00pm. Please know that there will be a charge of \$2.50 for the first 5 minutes and an additional \$1.00 for each additional minute thereafter for any child left beyond 6:00 p.m. At 6:00 the Coordinator will begin by calling the parent to assess pick up time and will then proceed to additional phone contacts listed on your emergency contact list. Late pick up fees will be due with the next tuition payment. A late pick up fee statement will be sent home through back pack mail.

FEE POLICY

All monthly accounts paid after the 1st of the month will be assessed a late tuition fee of \$20.00. If tuition arrangement are not made by the 3rd of a month services will be suspended. All weekly accounts paid after the Friday before will be assessed a late tuition fee of \$20.00. If tuition arrangements are not made by Tuesday services will be suspended. Past due accounts must be paid in full before a child can be re-enrolled in the After School care program.

Returned checks will incur an additional \$35.00 fee and must be taken care of within 5 business days to avoid suspension of services.

PROGRAM REVIEW

The CFCI Board of Directors reserves the right to review the After School Program in January of 2009 and again in June of 2009 to ensure that the program is financially stable enough to continue.

CAPE FEAR CENTER FOR INQUIRY
AFTER SCHOOL PROGRAM PAYMENT CONTRACT
2008-2009

Child's Name: _____

Parent/Guardian Name: _____

Address: _____

Phone: _____

Please choose from the following enrollment options:

_____ Full-time 4-5 days per week at \$60.00 per week, prepaid (total of \$240.00 per month)

_____ Part-time 3 or less days per week at \$45.00 per week, prepaid (\$180.00 per month)

_____ Drop-in @ \$20.00 per day payable upon picking up your child

Please initial appropriate payment schedule:

_____ I understand that my tuition must be prepaid by the 1st day of the month and will be considered late if paid after the 1st. I understand if tuition is not prepaid by the 3rd of the month, services will be suspended.

_____ I understand that my tuition must be prepaid by the Friday before each two week period and will be considered late if paid on Monday. I understand if tuition is not prepaid by the following Tuesday, services will be suspended.

Parent/Guardian Signature

Date

Program Coordinator Signature

Date

_____ I understand that I must give a two-week notice before discontinuing service and I will be responsible for paying those two weeks.

APPLICATION FOR CFCI AFTER SCHOOL PROGRAM

Name of Child _____ Birth date: ____/____/____
(Last) (First) (MI) (Nickname)

Address: _____

City: _____ State: _____ Zip _____

Full time (5 days at \$60.00) _____ Part-time (3 or less days) at \$45.00 _____ Drop-in \$20 per day _____

FAMILY INFORMATION:

Father/Guardian: Relationship to child: _____
Name: _____ Home Ph: _____ Cell Ph: _____
Address: _____
City: _____ State: _____ Zip _____
Employer: _____ Business Phone: _____
Pager #: _____

Mother/Guardian Relationship to child: _____
Name: _____ Home Ph: _____ Cell Ph: _____
Address: _____
City: _____ State: _____ Zip _____
Employer: _____ Business Phone: _____
Pager #: _____

INFORMATION ABOUT YOUR CHILD:

Does your child have any known allergies: No ___ Yes ___ Allergen(s): _____

Please give any information concerning your child which will be helpful in his/her experience in the group setting (such as play and eating habits, special fears, special likes or dislikes, special needs, etc.).

EMERGENCY CARE INFORMATION:

Name of child's doctor: _____ Office Phone: _____

Insurance Carrier _____

Policy # _____ Ph: _____

I agree that the After School Program Director may authorize a physician to provide emergency care in the event that neither I nor our emergency contacts can be contacted immediately.

(Signature of Parent/Guardian)

(Date)

EMERGENCY CONTACTS: If neither father nor mother (or guardian) can be contacted, call (please list relationship)

Name: _____ Home Ph: _____ Work Ph: _____ Cell: _____

Name: _____ Home Ph: _____ Work Ph: _____ Cell: _____

AUTHORIZATION FOR PICK-UP: The following people may pick up my child in lieu of myself.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

(Photo ID may be required by the After School Program personnel if these persons are unknown to them.)

**CAPE FEAR CENTER FOR INQUIRY
AFTER SCHOOL PROGRAM
2008-2009**

- ~~ snack time (provided by parent/guardian)
- ~~ homework/academic time
- ~~ physical activity
- ~~ games and/or crafts

- 3:00 – 3:15** Children arrive from Classrooms
Attendance
Restroom break
Announcements
- 3:15 – 4:00** Homework (Group #2 - Green)
Arts and Crafts/Reading time (Group #1 - Yellow)
Homework (Group #3 - Blue)
- 4:00 – 4:30** Restrooms, wash hands and snacks in designated rooms
- 4:30 – 5:00** Outside-free play (Group #2 - Green)
Homework (Group #1 – Yellow)
Arts and Crafts/Reading time (Group #3 – Blue)
- 5:00 – 5:45** Arts and Crafts/Reading (Group #2 – Green)
Organized games/Reading (Group #1 – Yellow)
Outside – free play (Group #3 - Blue)
- 5:45 – 6:00** Clean up areas

Fun Friday

- 3:00 – 3:30** Children arrive from Classrooms
Attendance
Restroom break
Announcements
- 3:30 – 6:00** Movies, arts & crafts, outside/multipurpose games

Group Definition: - The groups will wear color coded placards to identify which group they are in

Group #1/Yellow – Grades K-2nd

Group #2 /Green - Grades 3-5

Group #3/Blue - Grades 6-8

****These groups are subject to change depending on number of registered students and daily drop-in totals**

Social Curriculum, Behavioral Expectations, and Violence and Serious Misconduct Policies - Approved at the CFCI Board's Feb. 19, 2008 meeting

Social Curriculum and Behavioral Expectations

Treating others with respect and being responsible for one's own actions are the goals of the social curriculum at CFCI. We want our students to learn how to interact in a supportive, cooperative learning environment. Through the social curriculum, students internalize rules and procedures and develop self-control and self-confidence. Students are taught and encouraged to learn the principles of cooperation, honesty, responsibility, and compassion. Each class begins the day with Morning Meeting, during which students build the class community through establishing expectations, participating in TEAM-building activities and learning about the above-mentioned values.

Students create rules and procedures with teacher guidance to help our classrooms function safely and productively. We teach them the skills they will need in order to function as caring, self-responsible citizens by discussing, modeling and practicing appropriate ways to interact.

However, we understand students sometimes test behavioral boundaries. When this happens, we ask the student to take a break and sit away from the group, but within the classroom, and reflect on his/her behavior. This break (like a time-out) is an opportunity to regain self-awareness and self-control and to prepare to rejoin the group or activity ready to participate. If a student is unwilling to take appropriate responsibility, or if a student has needed more than two breaks on a given day, the next break is taken in another classroom, called "the buddy room." The student is given the opportunity to regain control outside his/her classroom environment. While in the buddy room, K-2 students will draw/write his reflection as to how to improve his behavior, while students grades 3-8 will fill out a "fix-it" form which requires them to write reflectively about what caused the problem, and what positive behavioral changes they will engage in when they return to their classrooms. The amount of time a student remains in the alternative setting is dependent on the student's age, the completion of the written form, and the permission given by the buddy room teacher to return to class.

If a student needs a fourth break, the child's teacher may call the parent(s) to come pick him/her up from school. The student will remain in an appropriate, supervised location until the parent arrives. Having a child go home following a fourth break recognizes the important role parents have in supervising their child's behavior. Going home after a fourth break is not the equivalent of a suspension. This will be termed a NIPP, or "Now In Parents' Possession." This is not an official suspension from school, as the student will return the next morning with a clean slate.

Parents are partners in upholding our social curriculum at CFCI. If a student is "NIPPed," and the parent is called and does not respond to the call to make arrangements for pick-up within one hour of the call, then the student may not return to school until the parent conferences with the teacher. The teacher will send home a form that includes the teacher's preferred contact information, and choices of times for the required re-entry conference. The teacher may also call the parent or e-mail the parent to insure that the parent has received the information.

Violence and Serious Misconduct

In order to promote an atmosphere of learning, CFCI will have a straightforward approach to violence and serious misconduct. All students must feel safe in order to learn; therefore, violence is never an acceptable way for children to solve problems.

Violence or the threat of violence is not permitted at any time for any purpose within the CFCI Community. Any child who chooses to inflict harm – including, but not limited to pushing, hitting, kicking, biting, or throwing things – or threatens to inflict harm on another child, even if in retaliation, will be immediately removed from class and may be sent home and/or suspended from school for a day or a number of days.

Conditions of frequency, intensity, and duration of the behavior will be taken into consideration to determine the appropriate consequences. Violent behavior may result in suspension for up to 10 days or expulsion in accordance with North Carolina Public School Law. If necessary, the proper authorities will be notified.

Serious misconduct will not be tolerated and will be addressed at the discretion of the child's teacher. There are two major categories of misconduct: Reportable Offenses and Serious Misconduct.

1. **Reportable Offenses.** These incidents will be reported to appropriate authorities as deemed necessary by the director.
 - a. Possession and/or use of alcohol, tobacco, illegal drugs, or prescription drugs which, even if prescribed in the student's name, are illegal in the school setting unless administered by an authorized adult.
 - b. Destroying school property
 - c. Bringing a weapon to school. Students must not bring weapons or instruments that have the appearance of a weapon to school. Types of weapons include, but are not limited to, the following: firearms, knives (including pocket knives), martial arts weapons, explosives, poisons, bows and arrows, slingshots, laser devices, mace, pepper spray, or throwing darts.
 - d. Sexual assault
 - e. Theft

Consequences of Reportable Offenses

CFCI is obligated by law to report these incidents to the State Board of Education. The director may choose to contact law enforcement authorities.

When reportable offences occur, the teacher and director (or director designee) will consult with other professionals (guidance counselor, EC teachers, etc.) in deciding which level of consequence to assign. They will consider the intensity, frequency, and duration of the behavior in reaching their decision. These school-based consequences may be imposed:

Level 2: Parent conference, logical consequence, i.e. cleaning up defaced property, restoration of stolen item, etc., and 1-day suspension.

Level 3: Parent conference, logical consequence, 2-3 day suspension.

Level 4: Parent conference, logical consequence, 4-9 day suspension.

Level 5: Parent conference, logical consequence, 10 day suspension and behavior contract drawn up by teacher with administrative input for return to school.

Level 6: Long-term suspension or expulsion.

2. **Serious Misconduct.** These incidents will be reported the State Department of Public Instruction and/or to appropriate authorities by the director, depending on the nature, severity, frequency, and duration of occurrence of the incident.
 - a. Physical abuse
 - b. Verbal abuse

- c. Sexual harassment
- d. Assault
- e. Communicating threats
- f. Theft
- g. *Bullying

*Bullying is a series of deliberate and hurtful actions inflicted by one or more students who are perceived to be or are actually stronger, more confident, and/or more aggressive than the target, or who simply outnumber the target.

Bullying may be: 1) physical, 2) verbal, 3) social/relational, and/or 4) sexual harassment. Social/relational bullying consists of indirect, covert attempts to affect the target's reputation or social standing. It may or may not include "cyber bullying," which is the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, and defamatory personal polling web (such as "Face Book" or "My Space") sites to intentionally harm others.

Bullying is to be reported to North Carolina State Disciplinary Data Collection after repeated, deliberate acts (e.g. threats, shoving, chasing, pinching, etc.) are observed or reported over time.

Bullying does not have to be reported in conjunction with any other act. A teacher or the director may deem a student to be bullying simply because of the repetitiveness of the harassment of another student, especially after warnings to stop the behavior.

Reporting bullying is a State Board requirement.

Consequences of Serious Misconduct

When serious misconduct occurs, the teacher and director (or director designee) will consult with other professionals (guidance counselor, EC teachers, etc.) in deciding which level of consequence to award. They will consider the nature, intensity, frequency, and duration of the behavior in reaching their decision. These school-based consequences may be imposed:

Level 1: Parent conference with teacher, student, and director. Warning as to next steps if behavior continues.

Level 2: Parent conference, detention and/or logical consequence, i.e. cleaning up defaced property, restoration of stolen item, etc., and 1-day suspension.

Level 3: Parent conference, detention and/or logical consequence, 2-3 day suspension.

Level 4: Parent conference, detention and/or logical consequence, 4-9 day suspension.

Level 5: Parent conference, detention and/or logical consequence, 10 day suspension and behavior contract drawn up by teacher with administrative input for return to school.

Level 6: Long-term suspension or expulsion.

CFCI After School Program
Discipline Sheet
2008-2009

1. What I did

2. Why I did it

3. How I feel

4. How it made the other person feel

5. What I should have done different
