

# GCUMC SUPER KIDS AFTER SCHOOL PARENT HANDBOOK

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# **Table of Contents**

Statement of Purpose

After School Hours

Fees/Tuition/Withdrawal

Departure

- Absences

- Late Pick Up Procedures & Policies

- Inclement Weather

Emergency Information

- Change of Address/Telephone

Health and Safety Guidelines

- Diet/Snack

- Medication Use

Clothing

Homework

Items Brought to After School

Birthdays

Concerns

Child Custody

The Parent's Role

Guidance and Discipline

Discipline and Behavior Policy

Illness or Contagious Disease Policy

Inclement Weather Policy

Payment Agreement Policy

After School Closings/Workdays

Guilford County School Calendar

## ***Statement of Purpose***

Our goal at GCUMC Super Kids After School is to provide a Christian environment which supports spiritual, social, and emotional development. We accomplish this goal by promoting Christian teachings and values, promoting positive behaviors, promoting physical health, and providing a safe, nurturing, and supportive environment for children to thrive. We strive to provide peace of mind for parents who leave children in our care. We value diversity and welcome all children of any race, color, national and ethnic origin, or religious preference.

## ***After School Hours***

Super Kids After School Program hours are 2:30pm to 6:00pm. Our vehicles pick up from Jefferson Elementary, Guilford Elementary, and Pearce Elementary schools and follows the traditional Guilford County School System calendar.

Inclement Weather Closings will be communicated through EMAIL and our Brightwheel app. It is important to check emails regularly, especially during inclement weather months. Please refer to our Inclement Weather Policy for more specific details.

## ***Fees/Tuition/Withdrawals***

Tuition is due the first day of the month. Tuition is based on 180 school days, according to the Guilford County School schedule and divided equally over the months of the school year. August and June are prorated to reflect that a whole month of care is not offered. Ten work days are included in the monthly tuition. Please refer to the copy of the Payment Agreement Schedule that is also included in this handbook for verification of when payment is due and what the monthly cost is.

The Super Kids School Calendar can also be found at the end of this packet which lists which days the program is closed and what days will be offered for Work Days, as well as policies for signing up for work days.

**Withdrawals:** In the event you need to withdraw your child from our program, we require a 2 week notice in writing.

## ***Departure***

Super Kids After School Program ends at 6:00pm. **It is the parent's responsibility to arrive on time.** Children must be picked up inside the Children's Ministry building. Doors will remain locked all afternoon and parents will be need to ring the doorbell to be given access to enter. All other outside doors will be locked as well.

Only authorized individuals listed on your form may pick up your child unless we are told otherwise. We will request picture identification on any person other than a parent. Please see Emergency Information.

When dropping off your child to our program on a full Work Day, it is **MANDATORY** that you walk with your child inside the building and sign him/her in. This is for your child's SAFETY. We are not physically responsible for your child until you hand them off to us in person and sign them in. DO NOT try to send your child into the building alone. Thank you for your cooperation.

## ***Absences***

If your child is absent from school, please contact the After School office by 1:30pm to inform us of his/her absence. It is important for our bus drivers to know who is on their bus list each day. The Director can be reached through email or through the Brightwheel app, which is the fastest way for communication to take place.

## Late Pick-up Procedures and Policies

1. If you should be late in picking up your child, a \$15.00 late fee will result for every 15 minutes late. This fee will be added to your child's account and is expected to be paid as soon as possible, but no later than the next monthly tuition.
2. After 15 minutes of tardiness, the emergency contact person will be called and asked to pick up your child
3. If the late charges are not paid in a timely manner, we reserve the right to not pick your child up from school until this fee is paid in full.
4. Excessive late pick-up fees can result in termination from the program.

## Inclement Weather Policy

In the event that Guilford County Schools close school due to inclement weather, Super Kids After School will also be closed. In the event that GCS close early due to inclement weather, Super Kids After School will also close as well and will not pick up children from school. **It is essential for every family to have a plan in the event of inclement weather.** We must enforce these terms to ensure the safety of our staff and all children enrolled. **Please refer to our Inclement Weather Policy at the end of this handbook for further information.**

## Emergency Information

In case of emergency each student is required to have the following on file in the After School office which should have been completed on the Registration Form:

- 1 Parent(s) or guardian(s) name(s)
- 2 Complete and current address
- 3 Current home phone, cell phone, and parent(s) work phone numbers
- 4 Current emergency phone numbers of friends or relatives
- 5 Medical alert/Emergency information

## Change of Address/Telephone

It is extremely important that we always have a current address and telephone number on file in the After School office. This information is vital in regard to emergencies such as illness, accidents, etc. Please notify our facility immediately of any changes to your address, telephone, emergency contact numbers or email address.

## Health and Safety

### Health & Safety Guidelines

1. To prevent the spread of infection and contagious disease, children with fevers of 100 degrees, vomiting or diarrhea will not be allowed to attend Super Kids After School. If these symptoms occur during the After School, you will be notified and asked to pick up your child within one hour of contact. **[See Illness & Contagious Disease Section at the end of this manual to know when to keep your child at home.]** Your child will be made as comfortable as possible until you arrive.
2. Your child may **NOT** return to After School until free of symptoms for 24 hours.
3. Should your child sustain a minor injury during the After School, the Super Kids staff will provide proper first aid. In either case of a brief illness or injury during the After School Program, you will be notified by phone and/or upon arrival. In the event of an accident, a form will be filed and a copy given to you. If it is a serious accident/life threatening injury, an ambulance will be called and you will be notified immediately.
4. The church and staff members are released from all liabilities arising out of any accident or mishap that may occur in connection with the normal operations of the Super Kids After School Program or from any illness that may be contracted by your child while attending this program.

## Diet/Snack

- 1) Food allergies should be noted on the Registration Form. Please discuss any particular details that the Super Kids After School staff may need to know regarding allergies, as well as any special diets or food needs of your child.
2. We provide one snack per day and will try to substitute snack foods if there is a food allergy. In the case of extreme food allergies, you may have to provide a snack that is safe for your child to consume.
3. For everyone: parents are welcome to send additional snacks with your child if he/she needs more than what our program provides. We ask that no snacks contain peanuts or tree nuts.
4. If you would like to bring a special snack for your child's class (to celebrate birthdays, holidays, etc.), food brought to the facility must be store-packaged or from a bakery with a label so we can detect possible food allergies. **No home-made food is allowed. No foods with peanut or tree nuts are allowed and please avoid products that have been processed in a facility with peanuts and/or tree nuts.**

## Medication Use

Super Kids After School staff can administer only those medications prescribed by a doctor or over-the counter medicine upon written request of the parent or guardian. Medication must be in the original bottle/package. The bottle must have official, labeled directions from the pharmacy or healthcare provider. No medication is to be kept by a student while at GCUMC Super Kids nor be self-administered, including and Epi-Pen or inhaler. You may leave these items with the Super Kids staff, as long as a completed Medical Form is completed. Please complete a Medical Form describing in detail what can be given to your child. Medical Forms can be obtained from the Director/Assistant Director.

## Clothing

An extra set of clothing, including socks, should be kept in your child's backpack and brought to the Super Kids After School Program in case of an accident. These items should be in a zippered bag labeled with the child's name. **Only closed-toe shoes with a rubber sole will be accepted as appropriate foot-wear in order to help keep children safe while playing on our playground and/or back field.**

## Items Brought To After School

No toys of any kind or personal items should be brought from home to the Super Kids After School program. The exception to this policy is a change of clothes and homework, work books, or reading books from school.

Each student should plan to bring a reusable water bottle, labeled with his/her name.

## Homework

We strongly emphasize the importance of homework and daily reading at Super Kids After School Care. We will strive to have all students' homework completed on a daily basis. However, we ask parents to check their child's homework for accuracy as we have many students to help on a daily basis and are not always able to do so. **We assume that every child is to complete homework while in Super Kids After School, unless we are informed otherwise. Please notify the After School staff only if you do not want your child to complete homework on a daily basis.**

## Birthdays

At Super Kids After School, we celebrate birthdays monthly and recognize those who have birthdays during that month. However, we also welcome individual birthday celebrations as planned by the parent. Although birthdays are special, we request that they be celebrated simply. Please do not send gifts.

- Please pre-arrange parties with your child's teacher.
- Food items that are brought must be store bought and have a label so we can check for food allergies.

## **Concerns**

If there are any concerns about our program or issues that need to be addressed, the Assistant Director should be your first contact person in order to resolve the problem in a timely manner. Our staff are dedicated professionals who strive to listen to parent's and student's concerns. If the situation is not resolved within a reasonable time, please do not hesitate to contact the Super Kids After School Director.

## **Child Custody**

If parents are divorced or separated and one has legal custody of the child(ren), Super Kids After School must be provided with a copy of the court order or separation agreement. If we do not have this legal documentation, we must assume that each parent has equal rights with respect to the child(ren).

## **The Parent's Role**

The relationship between parents and the Super Kids After School staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority. Parents can assist and help ensure a smooth transition by doing the following:

- On daily pick-ups, walk into the building and escort your child back out to your vehicle. On full day work days, walk your child into the building and sign him/her in, as well as come into the building to sign him/her out. Do not allow your child to come in or out of the church building without a parent/guardian escort.
- Read/check emails regularly or other communications from the Director and/or Assistant Director and be aware of announcements, changes, notices, etc.
- Update forms as needed when changes occur (i.e. new phone number, address, email, approved persons who can pick up your child, etc.)
- Communicate with the staff and/or the Director by asking questions and addressing concerns as they arise.
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Notify the Super Kids Director or Assistant Director **if your child is ill and/or will be absent by 1:30pm the day of, or in advance if you know he/she will be out.**
- Pay monthly tuition on time.
- Provide a change of clothes marked with your child's name (Super Kids is not responsible for lost clothing.)
- Children should be dressed properly for the weather and playing outside and inside.
- Be prompt to pick up your child by 6:00pm. If you arrive after 6:00pm, the late pick-up fee of \$15 per every 15 minutes will apply along with other late pick-up procedures. Excessive late-pick up times can result in termination from the program.

*Super Kids After School program reserves the right to change or revise any policies, procedures, or tuitions/fee schedules when deemed necessary. Written notification will be provided to parents.*

## ***Guidance & Discipline***

Praise and reinforcement are effective methods of behavior management for children. When children receive positive interaction and attention from adults and others, they develop good self-esteem and self-discipline. Based on this belief of how children develop appropriate values, Super Kids After School will implement the following discipline and behavior management policy:

We strive to:

1. **DO** praise, reward, and encourage the children to reach their highest potential.
2. **DO** set reasonable limits for the children.
3. **DO** model appropriate behavior.
4. **DO** provide alternatives for inappropriate behaviors. (Redirection)
5. **DO** provide children with logical, consistent consequences for their behavior.
6. **DO** love, nurture, and hug the children!!!

Teachers will set-up classroom rules for each class. In the event that a rule is broken, we use a 1-2-3 policy:

1. Verbal Warning
2. Thinking Time
3. Note/Call to parent

The most important factor in good discipline and behavior is open communication with parents and parental involvement. We will work together with you as a team. You will find additional information on our Discipline and Vehicle Behavior Management Policy. Please do not hesitate to contact us if you have any questions or concerns.

# **Discipline and Vehicle Behavior Management Policy**

## **GCUMC Super Kids After School**

The GCUMC Super Kids After School program is committed to your child's safety at all times, whether on the GCUMC campus or riding on a church vehicle. GCUMC Super Kids After School policy on discipline centers on verbal warnings and "time out" as well as positive reinforcement. Please review this policy with your child so he/she understands what behavior is expected of them and what behavior is not acceptable.

***Behavior that will not be tolerated at GCUMC Super Kids After School includes, but is not limited to:***

- Disrespect to GCUMC Super Kids After School staff, volunteers, or other students
- Any form of bullying
- Physical harm to others or self (any form of hitting, pushing, kicking, biting, etc.) may result in immediate suspension.
- Inappropriate and/or negative language

**RIDING CHURCH VEHICLES:** It is critical that ALL children behave properly as to ensure the safety of everyone in the program. **Furthermore, students who cause disturbances on the bus are endangering their lives and the lives of others.** When riding church vehicles, it is expected that all children will follow the vehicle rules. These rules will be presented to students when riding church vehicles from school. These rules include, but are not limited to:

- Obey **all instructions** given by the driver and/or other staff members.
- Stay seated while the bus is in motion with your back against the seat. **Seatbelts MUST be worn at all times. Assigned seats will be given.**
- Keep your backpack (or school bag) in your lap and keep all of your belongings in your backpack.
- Keep your feet, hands, arms, etc. out of the aisle and keep all body parts inside the bus.
- Keep your voice to a whisper.
- Do not litter or throw anything out of the windows or on the floor.
- No open food or drinks in the church vehicles.

If a child's behavior is inappropriate or unacceptable, the following steps will be taken:

### **Discipline Action Steps**

1. The first account of an incident, the child will be given a verbal warning.
2. On the second account of an incident, the child will receive a "time out" so that they may regain control of their behavior.
3. On the third account of an incident, the child's parent/guardian will be made aware of the situation either through verbal or written communication. The child may also forfeit play time for the rest of the day.
4. On any additional accounts, the child will receive a "written behavior write-up."
  - Two behavior write-ups within the duration of 1 after-school month will result in the suspension of the child from the program for 1 week or time deemed appropriate from the Super Kids After School Director.
  - If the child is reinstated and then receives a third behavior write-up, the child will then be terminated from the program without the option for reinstatement.

**Suspension:** Serious behavior problems will result in immediate suspension from the program. In addition, we reserve the right to suspend a child from our program on his/her first offense, if this first offense is deemed harmful to self or others (i.e. hitting, biting, punching, slapping another child or teacher.)

**Termination:** The GCUMC Super Kids After School staff cannot serve children who display chronically disruptive behavior. The After School Director reserves the right to dismiss any child from the program whose behavior remains consistently disruptive after several attempts to discipline.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, the following:

- behavior that requires constant attention from the staff
- behavior that inflicts physical or emotional harm on other children or self
- behavior that abuses the staff or other children and/or ignores or disobeys the rules



# **Illness and/or Contagious Disease Policy**

## **GCUMC Super Kids After School**

GCUMC Super Kids After School staff/volunteers will greet each child upon pick-up or arrival. Any child whose physical conditions appear such that it could endanger or bring illness to the other children will not be permitted to stay. When a child is ill, please keep your child home. If the child becomes ill while on campus, the parent will be contacted immediately. **Please pick up your child within one hour of contact.**

To protect the health and safety of all the children, a child cannot attend or remain at the facility if:

- **Fever:** Has or had a fever of 100.0 degrees or above within the past 24 hours.
- **Respiratory:** Difficult or rapid breathing or severe coughing, child makes a high pitched croupy or whooping sound after coughing, and the child is unable to rest comfortably due to continuous cough. (If the child suffers from asthma, then it is the parent's responsibility to inform the teacher of what to do in case of an attack.)
- **Diarrhea:** An increased number of abnormally loose stools in the previous 24 hours or while at school.
- **Vomiting:** Any vomiting within the previous 24 hours or at school.
- **Eye/nose drainage:** Thick mucus or pus draining from the eye or nose area.
- **Sore throat:** Sore throat, especially when fever or swollen glands are present.
- **Skin Problems:** Skin rashes, undiagnosed or contagious infected sores, sore with crusty, yellow, or green drainage.
- **Itching:** Persistent itching (or scratching) of the body or scalp.
- **Appearance/Behavior:** Child looks or acts differently, unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken.
- **Unusual color:** Eyes or skin: yellow (jaundice), stool: gray or white, urine: dark tea colored. These symptoms can be found in hepatitis and should be evaluated by a physician.
- **Lice:** Children who are suspected to have head lice shall be taken to the After School Director's Office immediately where parents will be called to pick-up the child. The child may not return until all the evidence of lice and nits are gone. Parents must bring evidence that the child was treated for lice, such as an empty box from the medication. They must also have a note from a doctor or health care professional stating that the child is free of lice and nits.

If your child has any of these symptoms, please arrange for other care for your child. Be respectful of others and try to prevent the spread of any illness. The parent should notify the After School Director via email or Brightwheel if your child will be absent due to an illness. If your child is diagnosed with a contagious disease and has exposed other children and staff, please advise the After School Director so notification can be given to all parents.

# **INCLEMENT WEATHER POLICY**

## **GCUMC Super Kids After School**

**The safety of your child and our staff is our highest priority when it comes to Inclement Weather. In the event that Guilford County closes school, it is essential that every family have a plan in case we are also closed. We must enforce these terms to ensure the safety of our staff as well as all the children involved in our program.**

- ▶ GCUMC Super Kids After School will closely follow the GCS protocol for Inclement Weather days.
- ▶ Parents will be notified by an email from the After School Director and through a message on the Brightwheel app. Please be sure to check both email and Brightwheel in the event that one or the other message did not go through.
- ▶ If Guilford County closes school, GCUMC Super Kids After School Care will also be closed, especially on the first closed snow day. The exception to this is if there are several days in a row and we assess that the church parking lot is safe and adequate staff are available to offer a work day. We will let you know by email and a Brightwheel message if we will be open or not.
- ▶ If Guilford County decides to have an early release day DUE to inclement weather after the school day has begun, we **WILL NOT** pick up the kids from school and will be closed for the afternoon. ALL parents will be responsible for picking up your child(ren) from school on a early release day due to inclement weather.
- ▶ If GCS is on an early morning delay, this should not affect our schedule or program. School should still be let out at the same time, we will still pick up at the same time, and will be open until 6:00pm as normal or as weather permits.

# GCUMC SUPER KIDS AFTER SCHOOL PAYMENT AGREEMENT POLICY

## Registration Fee/Monthly Cost

- The Registration Fee is non-refundable and is due at the time of registration in order to hold your child's place in the program. A Registration Fee of \$85.00 (sibling fee of \$45.00) is due for each child upon registration.
- The monthly tuition for each child is \$290.00 and is due on the 1st day of the month. A late fee of \$15.00 will be added to your child's account if paid after the 15th of the month. (August and June payments will be pro-rated as established below. See Terms and Conditions below for additional information on late fees, etc.)

## Method of Payment

Monthly payments can be made in 3 different ways:

- Online through our Brightwheel app. If using this option, a 2.9% service fee will be added to your payment. (Billing will take place through this app each month, regardless of how you choose to pay.)
- Check: Make Checks payable to: GCUMC
- Cash: Must have exact change or additional amount will be credited to the following month's tuition.

## Terms and Conditions

- Tuition is due on the 1st of the month. Tuition is split into 8 equal payments with the exception of August and June which are pro-rated according to days listed on the GCS calendar.
- Late payments after the 15th of the month results in a \$15.00 late fee added to your account, due immediately. If your account is not current after the 15th of the month, then your child will no longer be enrolled for the upcoming month and his/her space can be filled from our waiting list. **Your child will also not be picked up from school and brought to our facility for after school care until your account is current.**
- A \$25.00 fee will be charged for returned checks. After two returned checks, we will require cash or an official bank check.
- Children picked up after closing time (6:00pm) will be charged a \$15.00 late fee per every 15 minutes late. This fee will be added to your child's account and will be due by the next tuition payment. **Excessive late pick-up fees can result in termination from the program.**
- Monthly tuition includes pick-up from school, one daily snack, activities, and Work Days.
- *Withdraw: In the event that you need to withdraw your child from the program, we require a two week notice in writing.*
- The staff is prepared for your child each day whether he/she attends or not. **There will not be refunds for any days absent due to illness, vacation, or inclement weather.**
- The school year runs from 8/26/24 through 6/11/25 and follows the Guilford County Schools calendar for closings, holidays, work days, inclement weather closings, and make-up snow days.

<u>Payment Due Date</u>	<u>Amount Due</u>	<u>Time Period Paid For</u>
August 26, 2024	\$362.00	August 26-30, 2024 and September 2024
October 1, 2024	\$290.00	October 2024
November 1, 2024	\$290.00	November 2024
December 1, 2024	\$290.00	December 2024
January 1, 2025	\$290.00	January 2025
February 1, 2025	\$290.00	February 2025
March 1, 2025	\$290.00	March 2025
April 1, 2025	\$290.00	April 2025
May 1, 2025	\$290.00	May 2025
June 1, 2025	\$116.00	June 1-11, 2025

# **GCUMC Super Kids After School**

## **Calendar and Work Days**

- On Teacher Workdays, GCUMC Super Kids After School is open from 7:30am-6:00pm.
- Children must be signed up beforehand so we can staff accordingly. **We reserve the right to cancel a work day if expected attendance is low.**
- We provide two snacks during the day; please send your child with a lunch. Lunches should be peanut/tree nut free. We do not have the capacity to warm up food, so all food should be ready to eat.
- GCUMC Super Kids After School Staff will send reminders to sign up for work days.
- The workdays are listed below and are set according to the GCS calendar.
- Work days are subject to change in the event of inclement weather days.

### **Dates that the GCUMC Super Kids After School Program will be CLOSED:**

September 2, 2024 (Labor Day)  
November 11, 2024 (Veterans Day)  
November 27 -29, 2024 (Thanksgiving Break)  
December 23-27, 2024 (Christmas)  
January 1, 2025 (New Year's)  
January 20, 2025 (MLK Holiday)  
April 14-18, 2025 (Easter Break)  
May 26, 2025 (Memorial Day)

### **Scheduled Workdays**

***(Work days will ONLY be offered if enough students are signed up beforehand.)***

October 18, 2024  
November 4 & 5, 2024  
December 30-31, 2024 & January 2-3, 2025  
January 27, 2025  
February 17, 2025  
March 31, 2025