



AFTER SCHOOL Parent Handbook

2018-2019

TABLE OF CONTENTS

Welcome.....	2/3
Our Mission & Goals.....	4
Pick Up.....	4
Payment.....	4
Absences.....	5
Inclement Weather.....	6
Cancellation Notification.....	6
Medical Information.....	6
Field Trips.....	7
What to Wear.....	8
Supplies.....	8
Classroom Rules.....	8
Emphasis on the Positive.....	9
Sprouts & Home Partnership.....	9
School Calendar.....	10
Parent Acknowledgement.....	12

WELCOME

To Sprouts After School!

Thank you for choosing Sprouts. We are excited to have you as part of our family!

At Sprouts, we are continually exploring ways to provide the most engaging, worthwhile activities for your child. Each child will not only receive assistance with homework, remediation or enrichment when necessary, but we also offer an array of activities each week to keep the kids motivated. We have learned that a delicate balance between homework, fun and new things keeps our Sprouts focused and willing to work hard.

A day at Sprouts will look like this:

- Pick up from school around 2:30pm & arrive at Sprouts by 3pm*
- Enjoy outside time and then snack with our class*
- Break out homework sessions with teachers*
- Extracurricular sessions, recess, games, crafts, activities*
- Share our peaks and pits of the day*

We certainly know that communication and a listening ear is key to a great relationship with kids, but we also strive to keep our lines of communication open with our parents as well. Please feel free to talk to us about the needs of your child and what we can do to meet them. We truly look forward to having you join us as we work together to provide a developmentally appropriate and safe, yet exciting environment for your child to thrive in!

Sincerely,

Carolyn & Kelly

MISSION STATEMENT

We provide academic, physical and social guidance in a safe learning environment to enhance student success.

GOALS

We have designed a curriculum and environment to foster creative, hands on learning. As educators, we encourage intellectual growth, social interaction and gross and fine motor development through of a variety of learning activities and enrichment opportunities. Our goal is to recognize and increase academic, social and physical potential.

PICK UP

We will be closing promptly at 6:00pm. Please be respectful and arrive on time.

Any pick up that takes place after 6:00pm will be charged \$1.00 per minute. Child Protective Services and/or the High Point Police Department will be called to collect any children remaining at Sprouts after 7:00pm.

ABSENCES

If your child is sick or unable to attend the program, please contact us prior to the start of the program on that day. We need to know whether or not we are picking your child up from school as soon as possible. It will delay our bus drivers. If you are able, please call/text to let us know ahead of time if your child will be absent at 336-410-4555.

**Payment is still due regardless of absences for illness, vacations, etc.*

PAYMENT

We will use ACH Debit to collect payments. Tuition will be deducted directly from your checking account. You may choose either bimonthly or monthly payments. A schedule of payment dates will be given to you for review.

All work days and early release days for the year are factored into our price and then divided into equal weekly payments. There is no extra charge for early release or teacher work days.

Payments are due every week, regardless of illness, vacation, or other conditions that would result in any absence from our program. (Whether it is one day or a whole week).

Winter Break, MLK Day and Spring Break Days are optional and will require a separate charge for full day care. NCLA vacation days are also optional and will require a separate charge for full day care. YOU MUST REGISTER FOR THESE DAYS!

LATE FEES

Payments that haven't been received by Tuesday morning, will incur a \$10 fee. ACH Returned Payments will incur a \$25 fee.

INCLEMENT WEATHER POLICY

If Schools are closed, due to inclement weather, Sprouts will most likely be closed as well to ensure the safety of our staff and students. Please check our Facebook Page and website for inclement weather updates. We will also send out a mass email to let you know our plans.

If Schools are delayed, Sprouts will send out an email to make you aware of any changes to our schedule. If we can safely open at regular time, we certainly will!

MEDICAL INFORMATION

We will not administer medicine during our after school program due to the limited hours.

ILLNESS & EMERGENCY PROCEDURES

If a student becomes ill at Sprouts and is unable to participate in activities, the parent/guardian will be notified. If a student is hurt, a member of the staff or an authorized person will administer immediate first aid.

If the situation should require immediate medical attention, we will attempt to contact and inform the parent/guardian as soon as possible. In the event that the parent/guardian cannot be reached, the emergency contact person will be called. We will call the designated physician and/or local emergency unit for treatment and/or transportation to a hospital. A staff member will accompany the student to the hospital and stay until the parent/guardian arrives and signs the student into his/her custody.

ILLNESS

Children should be kept at home if they show any of the following symptoms and should not return to Sprouts until they have been symptom free for a full 24 hours:

- temperature over 100 degrees*
- any undiagnosed rash*
- sore or discharging eyes or ears*
- thick, yellow nasal discharge*
- diarrhea or vomiting*
- head lice*

*****Please follow these guidelines closely to help us keep everyone healthy this year!***

CANCELLATION NOTIFICATION

If you do not plan to have your child continue in our program, we request that you notify Sprouts at least two (2) weeks prior to your child's last day.

FIELD TRIPS

To further enhance your child's after school experience, we will occasionally take field trips. We may visit area parks, the library or other local hot spots. By completing our registration form, you give your child permission to attend Sprouts field trips and ride the bus for any and all activities. Please contact us with any questions.

WHAT TO WEAR

Please make sure your child wears weather appropriate clothing, including a coat in winter months. Children should only wear closed toe shoes (preferably sneakers) to Sprouts, as we will be doing lots of physical activities. Mark all clothing, belongings, and backpack clearly with your child's name.

WHAT TO BRING

Please make sure there is a clean set of extra clothes in their backpack each day in case of bathroom accidents (for preschoolers and kindergarteners only).

What Not to Bring

Please leave all electronics and toys at home.

Lost and Found

We do have a receptacle for lost items. If your student is missing anything, please check the Lost and Found Box. Unclaimed items will be donated at the end of each semester.

SUPPLIES

We gladly accept any donations of paper, markers, crayons, art supplies, tissues, baby wipes, Clorox wipes, healthy snacks, gently used toys and games, dress up items and whatever else you think might benefit our children!

EMPHASIS ON THE POSITIVE

We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior. We are trained to be constantly on the lookout for opportunities to praise or otherwise reinforce positive behavior. Common reinforcers include (but are not limited to): verbal praise, a high-five or hug, and/ or classroom wide recognition (for example, being named “a classroom helper”). As often as possible, teachers will share incidents of positive behavior with parents.

SPROUTS & HOME PARTNERSHIP

Sometimes families have specific concerns regarding their child’s behavior or are working in the home to modify certain behaviors. Our staff welcomes the opportunity to support these efforts. Please do not hesitate to speak with us if you have concerns or if you would like for us to support any work that you are doing at home with your child.

SCHOOL CALENDAR

Labor Day: CLOSED Monday, September 3rd

Veteran's Day: CLOSED Monday, November 12th (Phoenix has school this day- please make other arrangements)

Thanksgiving: CLOSED Thursday, November 22nd- Friday, November 23rd

Christmas Eve: Will be open from 7:30am-2:00pm (\$20 per child-at least 10 must be registered)

Christmas: CLOSED Tuesday, December 25th

New Year's Eve: Will be open from 7:30am-2:00pm (\$20 per child-at least 10 must be registered)

New Year's Day: CLOSED Tuesday, January 1st

Good Friday: CLOSED Friday, April 19th (Phoenix has school this day- please make other arrangements)

Memorial Day: CLOSED Monday, May 27th

There is no extra charge for Early Release Days or Teacher Workdays. There will be a separate charge for optional holidays (as listed below). Please reserve your spot for these days early, as days open will be determined by participation. Once you reserve your spot, you will be responsible for payment. If your plans change, you are required to give us a 2 week notice to cancel your registration. If you do not give us a 2 week notice, you will be responsible for payment.

***Parent Interest Days:** These days will be presented to parents as an option for childcare via email as the dates get closer. If you wish to partake, you must submit your request by the deadline. If there is not enough participation, we will not open. Payment must be received in order to register. Please be prepared to make payment for vacation days a few weeks in advance.

Parent Interest Days- (extra charge: \$30 per day/must be registered)

NCLA: Oct 15th- Oct 19th - Vacation

Phoenix: November 20th- Thanksgiving

Phoenix/GCS/NCLA: November 21st- Thanksgiving

Phoenix: Dec 17th- Dec 28th - Winter Vacation

NCLA/GCS: Dec 24th- Dec 28th - Winter Vacation

Phoenix/GCS/NCLA: January 21st- MLK Day

Phoenix/GCS/NCLA: February 18th- President's Day

NCLA: March 14th- March 18th- Vacation

NCLA: April 15th-18th, 22nd - Spring Vacation

GCS/ Phoenix: April 22nd-26th - Spring Vacation

Phoenix: June 3rd-7th - Pre-Summer Camp (Summer camp prices apply)

NCLA: June 6th & 7th