

Policies

1. Hours of Operation- 2:15pm - 5:45pm

2. Applications and Admissions

Children enrolled in Kindergarten through 5th grade are accepted. Applications can be obtained from the church office or from the Director. A \$50.00 non-refundable registration fee is required for each child.

3. Arrival and Dismissal

School buses will bring children to JPC. When picking up your child, sign-out the dismissal chart with time and your name. Children must be picked up by 5:45. In cases of an emergency, please call and a staff member will stay until 6:00pm. After 6:00PM, a \$5.00 late fee is applicable every fifteen minutes thereafter.

4. Withdrawal

A **two-week written** notice is required when children leave the program.

5. Pick-Up

If a person other than the parent is to pick up a child, written permission from the parent must be given. If an emergency arises, you may call the church and leave a message with the director. If several children are to ride together in a carpool, one note designating the drivers at the beginning of the year is sufficient.

Early pick-up by 4pm. Regular pick-up by 5:45 pm.

If playground cones are out, please use caution, park in upper and lower lot, and walk to playground.

6. Emergencies

Each child **must** have emergency information providing the name and telephone number of persons to call when the parents cannot be contacted. We keep these on file in the event of an emergency. This information must be kept updated. Please notify the staff immediately of any changes. In case of a **fire** we will be in the **shelter** out back. **Tornado** safe place is in the **hallway** inside the **back of the gym**. Closest hospital is High Point Regional.

7. Discipline

Your child is expected to listen and respect **all** teachers at all times. Foul language, rough play, hitting are not acceptable. The child will be put in time out first, if this does not correct their behavior, a parent will be called to come pick up the child. If inappropriate behavior continues, the staff has the right to **suspend** or **dismiss** the child from the program. We strive hard to provide a caring environment for all students. Cooperation is expected!

8. Conferences

The Director will be glad to set up a conference with you anytime you feel the need. Please do not use pick-up times to discuss problems. This prevents staff from giving the children their full attention.

9. Illness

Call **(336) 454-0816**, leave a message by 2:15pm if your child will be absent. **PLEASE do not infect others. If your child does not attend school due to illness do not send to after-school.** Medications require a written permission slip. If your child has **vomited** or had a **fever** within **24 hours** they must **stay home**.

10. Clothing

We do many art projects and play outside, so children might get messy. Please send extra clothes when needed. Check **lost and found** weekly!

11. Snacks

Children will be given a snack each day. They may bring their own snacks if you prefer. Please note any allergies your child may have. Please notify the staff if you would like to send in a special snack for birthdays.

12. Tuition

Tuition is due the first of each month.

A late fee of \$5 per week will apply after the 7th of each month.

Early pick-up \$90 per month

Regular pick-up \$145 per month

Make check payable to JPCASEP.

Place in box provided beside the sign-out sheet.

We appreciate your family!

13. Teacher Workdays

We will be open on Teacher Workdays highlighted on our school calendar. Drop off begins at 7:30 and children must be picked up by 5:45pm. A **\$10 pre-paid fee** and advanced sign-up are required for these days. Lunch will be provided.

14. Early Dismissals

We will be open for all early dismissals.

15. Inclement Weather

If Guilford County Schools are closed, after-school will be closed. When school is released early due to inclement weather, please pick your child up from After-School as soon as possible.

Thank you for your cooperation, we look forward to a wonderful year!

Any questions or concerns, call **336-454-0816**

Staff

Wendy Burns - Director

Brittany Brown

Micheala Brown

Cameron Hunter

Kevin Postel