

Covenant Kids

Covenant Kids Afterschool Registration 2017-2018

Covenant Kids Afterschool, a faith-based program, provides a safe and enriching environment for children in our partnering schools in grades kindergarten through middle school.

We pick up students at Southwest Elementary and all Phoenix Academy locations. Southwest Middle School provides a bus stop in the afternoons at Covenant Afterschool.

Covenant Kids Afterschool staff strives to nurture the whole child in the following areas:

Academics - We offer daily homework assistance. We also have Book Buddies that encourages students to read aloud to each other.

Health & Wellness Development – We offer a structured Movement & Exercise Program. This program promotes physical fitness and team building activities.

Cultural Arts – Students participate in music class and culinary creations class once each month. Quarterly art experiences are provided to allow students to explore creative expression.

Character Development – Students take part in Church Chat (a time of biblical storytelling, singing, and prayers appropriate for their age), quarterly service projects, student assemblies, and character trait awards.

Classrooms are divided by grade level. In each class students have indoor and outdoor recreational time. A healthy snack selection is offered daily, as well as a special treat for holiday parties. We are a **NUT LIMITED** facility and only offer snacks that abide by that allergy restriction. Our monthly tuition includes all activities, snacks, and 2 free workdays.

Covenant Kids strives to work closely with the GCS & the PAHP calendars. Please see the included calendars for a detailed listing of our schedule for each school. (PAHP calendar has not been published at this time 4/20/17.)

To secure a place for your child, please read the following pages, complete the forms, and turn them in along with applicable fees.

We are looking forward to a year of memories, laughter and joy.

Thank you for choosing Covenant Kids Afterschool for your child.

Covenant Kids Afterschool, 1526 Skeet Club Road, High Point, NC 27265

Afterschool & Summer Camp Office: 336-881-4030 / email: becky@covenant-church.com

Becky Harrill, Director

Afterschool Hours
2:30 pm to 6:00 pm

Workday Hours
7:30 am to 6:00 pm

Come Grow With Us!

Covenant Kids Afterschool Financial Information

Covenant Kids Afterschool Program is pleased to serve you and your family. Our tuition is calculated to cover the costs of the services provided. Please note—tuition includes all activities and an afternoon snack each day.

Registration Fee

The Registration Fee is non-refundable and is due at the time of registration. A Registration Fee is due for each family new to our program (**not enrolled in Covenant Preschool, Afterschool or Summer Camp in the last 6 months**). All accounts must be current prior to registration for the new school year.

\$70.00 per **family** if not an active Covenant Church member.

\$55.00 per **family** for active Covenant Church member families who are new to our program.

No registration fee for families currently enrolled.

Method of Payment

- Covenant Kids can automatically draft your account for tuition payments. Tuition is debited from your account on the 1st business day of each month. If you would like to use this option, complete the direct debit authorization form and return it to the Afterschool Director no later than **July 1, 2017**.
- We accept checks or money orders. Please make them payable to “Covenant Church United Methodist”, CCUM or Covenant Church. Please memo with your child’s name.
- Cash is also accepted.
- We do not accept credit or debit cards.

Terms and Conditions

- Tuition is due on the 1st of each month and is divided into payments beginning Aug 1—May 1 for the 2017—2018 school year. Please see the payment chart for your child’s school tuition amount.
- Late payments after the 5th school day of the month results in a \$15.00 late fee added to your account, due immediately. If your account is not current after the 10th of the month, then your child will no longer be enrolled in the Afterschool program and will not be picked up from school until the account is current. A re-enrollment fee of \$25.00 will be charged for any tuition not paid in full by the last business day of the month. Any late payments after the 10th of the month must be paid in cash or by an official bank check.
- A \$25.00 fee will be charged for returned checks. After two returned checks, we require cash or an official bank check.
- Children picked up after closing time (6:00pm) will be charged a \$1.00 per minute late fee, due at the time of pick up. Excessive late pick-up fees may result in termination from the program.
- Monthly tuition includes pick up from school, daily snack, activities, and early release days. Please see the separate page in this packet for Workday information, fees and when they are offered.
- The GCS Middle school tuition is substantially less due to the fact that GCS provides transportation and the number of hours they are at Covenant Kids Afterschool.

Withdrawal: In the event that you need to withdraw your child from the program, we require a one month notice in writing.

Tuition

- Monthly tuition is \$205 per child and is due the first day of each month.
- **Active Church Member Discount**—If you are an active church member/family there is a \$5.00 discount on monthly tuition for the 1st child enrolled and a \$5.00 discount on monthly tuition for the 2nd child enrolled. There is a \$10 discount on monthly tuition for the 3rd child.
- **Multiple Family Discount**—When multiple children from the same family are enrolled in Afterschool in the same year there is a \$5.00 discount on monthly tuition for the 2nd child and a \$10.00 discount on monthly tuition for the 3rd child.

We are only able to honor the Active Church Member or Multi Family discount per family.

Payment Agreement for GCS Students 2017-2018


Payment Due Date	GCS Elementary Amount Due	GCS Middle School Amount Due	Time Period Paid For (Not to include Holidays & Workdays)
August 1, 2017	\$120.00	\$70.00	August 28-August 31, 2017
September, 1, 2017	\$205.00	\$135.00	September 1-30, 2017
October 1, 2017	\$205.00	\$135.00	October 1-31, 2017
November 1, 2017	\$205.00	\$135.00	November 1-30,2017
December 1, 2017	\$205.00	\$135.00	December 1-31, 2017
January 1, 2018	\$205.00	\$135.00	January 1-31, 2018
February 1, 2018	\$205.00	\$135.00	February 1-28, 2018
March 1, 2018	\$205.00	\$135.00	March 1-31, 2018
April 1, 2018	\$205.00	\$135.00	April 1-30, 2018
May 1, 2018	\$205.00	\$135.00	May 1-31, 2018

Payment Agreement for PAHP Students 2017 – 2018


**Start and end dates are subject to change based on the PAHP calendar.*

Payment Due Date	PAHP Amount Due	Time Period Paid For (Not to include Holidays & Workdays)
August 1, 2017	\$120.00	*August 18-August 31, 2017
September 1, 2017	\$205.00	September 1-30, 2017
October 1, 2017	\$205.00	October1-31, 2017
November 1, 2017	\$205.00	November 1-30,2017
December 1, 2017	\$205.00	December 1-31, 2017
January 1, 2018	\$205.00	January 1-31, 2018
February 1, 2018	\$205.00	February 1-28, 2018
March 1, 2018	\$205.00	March 1-31, 2018
April 1, 2018	\$205.00	April 1-30, 2018
May 1, 2018	\$205.00	*May 1-31, 2018


AUGUST 2017

MON	TUES	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 	29	30	31	





SEPTEMBER 2017

MON	TUES	WED	THUR	FRI
				1
4 	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29








OCTOBER 2017

MON	TUES	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 	31			





NOVEMBER 2017

MON	TUES	WED	THUR	FRI
		1	2	3
6	7	8	9	10 
13	14	15	16	17
20	21	22 	23 	24 
27	28	29	30	

DECEMBER 2017

MON	TUES	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 	22 
25 	26 	27 	28 	29 


JANUARY 2018

MON	TUES	WED	THUR	FRI
1 	2 	3	4	5
8	9	10	11	12
15 	16	17	18	19
22	23 	24	25	26
29	30	31		






FEBRUARY 2018

MON	TUES	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19 	20	21	22	23
26	27	28		


MARCH 2018

MON	TUES	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30 

APRIL 2018

MON	TUES	WED	THUR	FRI
2 	3 	4 	5 	6 
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				





MAY 2018

MON	TUES	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 	29	30	31	

JUNE 2018





MON	TUES	WED	THUR	FRI
				1
4	5	6	7	8 
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

GCS 2017-2018 CALENDAR

-  GCS First/Last Day of School
-  Afterschool Closed
-  Workday (fees apply)
Nov 10 and Dec 21 are included in your tuition
-  Early Release Pick-Up—none scheduled at this time. We will pick up for early release if dates are added to the GCS calendar.

We will publish a PAHP 2017-2018 Calendar
As soon as PAHP has one confirmed.

PAHP 2017-2018 CALENDAR

-  PAHP First/Last Day of School
-  Afterschool Closed
-  Workday (fees apply)
-  Early Release Pick-Up

Workdays

- We will offer a full day of care whenever Guilford County Schools and/or Phoenix Academy have a scheduled workday as long as a minimum number of students are pre-registered for the specified day.
- Students must be pre-registered and payment received prior to the scheduled workday so that appropriate staffing for activities can be provided.
- If the minimum number of students are not pre-registered prior to the scheduled workday, we reserve the right to cancel care for that day. A full refund will be given for any workdays cancelled when the minimum number of students are not pre-registered.
- Workdays are an additional cost of \$30 per day and can be paid with cash or check. Registration and payment information will be sent home with your student in advance of the scheduled workday.
- Lunch is not provided for workdays. Each student should bring a peanut/tree nut free lunch.
- A morning and afternoon snack will be provided each day.

Drop In's

- We offer workday care to students most recently enrolled in our summer camp program who are not currently enrolled in our afterschool program. A complete registration packet must be on file.
- Drop In's must turn in workday registration forms and \$30 fee in order to participate.
- Drop In's must be pre-registered a minimum of two weeks in advance of a scheduled workday.

Field Trips and special workday activities will be scheduled base on the number of children registered for workday care. Minimum/Maximum numbers will determine the final plans. We reserve the right to change plans based on enrollment for workdays.

Covenant Kids Afterschool Program will be Closed on the following days:

September: Labor Day

November: Thanksgiving Day

December: Christmas Eve & Christmas Day

January: New Year's Day & MLK Day

March/April: Good Friday

May: Memorial Day

****Please see the enclosed calendars for additional closing information based on school holidays & closings for GCS and PAHP.**



Inclement Weather Policy

In the event of inclement weather, the administration of Covenant Kids Afterschool Program will assess road and travel conditions and make a determination for the Afterschool program. Announcements of openings and closings will be made on the following television stations:

Fox 8 WFMY News 2 WXII 12

We also communicate through email as it is available. We use *Remind* to send important updates and information for GCS/Southwest families and PAHP families. Please see the links below to join the appropriate class for your child. Please note that Remind is a free, safe, and easy app that allows us to reach you with important information. You can choose to receive notifications by text, email, or the app.

GCS/Southwest <https://www.remind.com/join/3eg6ed>

PAHP <https://www.remind.com/join/8eac78>

In the event of early dismissal from school due to inclement weather, Covenant Kids Afterschool will work hard to provide pick-up service from school as determined based upon road conditions and bus safety. Parents will be notified as listed above.

Please note:

Refunds will not be issued for inclement weather closings. When inclement weather occurs and schools are closed for the day, and a decision is made to open Covenant Kids Afterschool program for care to students, the cost of the inclement weather day is \$30 per day per child. This money will be collected on the day that we are open; cash and personal checks will be accepted.

Covenant Kids Afterschool 2016 - 2017

Discipline and Bus Behavior Management Policy

Covenant Kids Afterschool Program is committed to your child's safety at all times, whether on the Covenant Church campus, riding on the bus, or participating in a field trip off-campus. Covenant Kids policy on discipline centers on verbal warnings and positive re-direction. Please review this policy with your child so he/she understands what behavior is expected of them and what behavior is not appropriate.

Behavior: Inappropriate behavior while attending Covenant Kids includes but is not limited to:

- Disrespect / Bullying students or staff.
- Physical harm to others or self (hitting, pushing, kicking, biting, etc.).
- Inappropriate and/or negative language.

Disciplinary Action Steps: If a child's behavior is inappropriate, the following steps may be taken:

1. The first account of an incident, the child will be given a verbal warning and redirected.
2. On the second account of an incident, the child will be redirected again so that they may regain control of their behavior. The student's parent / guardian will be verbally advised of the situation.
3. On the third account of an incident, the child's parent/guardian will be made aware of the situation verbally and with written documentation. The child may also lose participation in special events and activities.
4. Beyond the three chance approach, the child will receive a "written behavior write-up." A written behavior write up will be followed by a conference with the Afterschool Coordinator and parents to determine the most appropriate action to take. Appropriate action may include, but is not limited to:

- Behavior contract
- Removal of special privileges for specified time
- Modified classroom stimuli
- Suspension
- Removal from the program.

Suspension: Serious behavior problems may 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 others or themselves (i.e. hitting, biting, punching, and slapping another child or teacher.) In case of suspension, tuition for the week is non-refundable.

Termination: Students that display continual inappropriate behavior may be asked to leave the program. The Afterschool Director reserves the right to dismiss any student from the program whose behavior remains inappropriate after several attempts to redirect. Continual inappropriate behavior may be defined as but not limited the following:

- Behavior that requires constant attention from the staff.
- Behavior that inflicts physical or emotional harm to other students, self or staff.
- Behavior that ignores or disobeys the rules.

Bus Rules: Students must weigh at least 40 lbs. due to transportation weight restrictions. It is critical that ALL children behave properly as to ensure the safety of everyone on the bus. Students who cause disturbances on the bus are endangering their lives and the lives of others. When riding the bus, it is expected that all children will abide by and follow the rules:

- 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.
- Keep your feet, hands, arms, etc. out of the aisle and keep all body parts inside the bus.
- Use your inside voice.

Covenant Kids Afterschool 2017 - 2018

Health and Wellness

To protect the health and safety of all the children, a child may not attend afterschool if they currently display or have had the following in the last 24 hours:

Fever: He/she has a fever of 100.0 degrees or above.

Respiratory: He/she has difficulty breathing, severe coughing, or makes a high pitched croupy or whooping sound after coughing

Diarrhea: He/she has had an increased number of abnormally loose stools.

Vomiting: He/she has had any vomiting.

Eye/nose drainage: He/she has thick mucus or pus draining from the eye or nose area.

Sore throat: He/she has a sore throat, especially when fever or swollen glands are present.

Skin Problems: He/she has skin rashes, undiagnosed or contagious infected sores, sores with crusty, yellow, or green drainage.

Itching: He/she has persistent itching (or scratching) of the body or scalp.

Appearance/Behavior: He/she looks or acts differently, unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken.

Lice: Children with confirmed cases of lice are not to attend until all the evidence of lice and nits are gone. Children who are suspected to have head lice will be taken to the Director's office to be checked, and parents will be notified of findings.

If your child has any of these symptoms, please arrange for alternate care. Please notify the Afterschool Director 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 Afterschool Director so notification can be given to all parents.

Please complete a medical form (*can be obtained from the Afterschool Director's office*) if your child utilizes emergency medication (epi pen or inhaler) or has existing medical conditions of which we need to be aware.

Covenant Kids Afterschool Registration Form 2017 - 2018

Child's Name: _____ Date of Birth: _____

Circle: Male or Female

Grade in 2017-2018: _____

Circle School Attending 2017-2018: Southwest Elementary Southwest Middle School Phoenix Academy

Home Address:

Primary email: _____ Primary Phone Number: _____

Text Enabled: Yes _____ No _____

Covenant Church Member: Yes _____ No _____

Returning Family to Covenant Kids Afterschool: Yes _____ No _____

Father's Name: _____ Cell #: _____

Address if different from above:

Email address: _____ Work Phone: _____

Mother's Name: _____ Cell #: _____

Address if different from above:

Email address: _____ Work Phone: _____

****If child is not living with both parents, please indicate custodial responsibility.**

Office Use: Amount: _____ Check #: _____ Cash: _____ Today's Date: _____ Staff Initials: _____

NOTES:

Covenant Kids Afterschool Photo Release 2017-2018

I, _____, parent of _____

(Print parent name)

(Only one child name)

GIVE / DO NOT GIVE permission for my child to have their pictures taken during Afterschool for promotional videos or advertising.

Parent/Guardian Signature: _____ Date: _____

By initialing below I indicate that I have received a copy of the Covenant Kids 2017 – 2018 Registration packet which includes the guidelines and policy agreements by which Covenant Kids operates. Furthermore, I agree to abide by these as set forth.

_____ **1)** Afterschool Calendar

_____ **2)** Payment Agreement

_____ **3)** Health & Wellness Guidelines

_____ **4)** Discipline & Bus Behavior Policy

_____ **5)** Inclement Weather Policy

Please Complete the Student Information

Payment Agreement for Guilford County School Students 2017 - 2018

Payment Due Date	GCS Elementary Amount Due	GCS Middle School Amount Due	Time Period Paid For (Not to include Holidays & Workdays)
August 1, 2017	\$120.00	\$70.00	August, 28-31, 2017
September, 1, 2017	\$205.00	\$135.00	September 1-30, 2017
October 1, 2017	\$205.00	\$135.00	October 1-31, 2017
November 1, 2017	\$205.00	\$135.00	November 1-30,2017
December 1, 2017	\$205.00	\$135.00	December 1-31, 2017
January 1, 2018	\$205.00	\$135.00	January 1-31, 2018
February 1, 2018	\$205.00	\$135.00	February 1-28, 2018
March 1, 2018	\$205.00	\$135.00	March 1-31, 2018
April 1, 2018	\$205.00	\$135.00	April 1-30, 2018
May 1, 2018	\$205.00	\$135.00	May1-31, 2018

Name(s) of Student in Covenant Kids Afterschool:

GCS Elem: _____

GCS Middle: _____

My/our tuition will be \$ _____ on August 1, 2017, for August.

\$ _____ per month, debited on the 1st day of each month. (Sept. – May)

\$ _____ on June 1, 2018, for June 1-8, 2018.

Payment Agreement for Phoenix Academy Students 2017 – 2018. *Subject to change based on the PAHP calendar.

Payment Due Date	PAHP Amount Due	Time Period Paid For (Not to include Holidays & Workdays)
August 1, 2017	\$120.00	*August 18-August 31, 2017
September 1, 2017	\$205.00	September 1-30, 2017
October 1, 2017	\$205.00	October1-31, 2017
November 1, 2017	\$205.00	November 1-30,2017
December 1, 2017	\$205.00	December 1-31, 2017
January 1, 2018	\$205.00	January 1-31, 2018
February 1, 2018	\$205.00	February 1-28, 2018
March 1, 2018	\$205.00	March 1-31, 2018
April 1, 2018	\$205.00	April 1-30, 2018
May 1, 2018	\$205.00	*May 1-31, 2018

Name(s) of Student in Covenant Kids Afterschool that attend Phoenix Academy:

My/our tuition will be \$ _____ on August 1, 2017, for August.

\$ _____ per month, debited on the 1st day of each month. (Sept. – May)