



Come Grow With Us

Covenant Kids 2011-2012 After School Program Registration Packet for Phoenix Academy Students

For Phoenix students only

Please read the following information. All forms must be completed and turned in along with a registration fee of \$70 per child/family or \$55 per child/family for church members in order for registration to be complete. (Returning students are exempt from paying a registration fee.)

Covenant Kids offers an After School Care Program for Rising Kindergarten students through 6th graders. We pick up students from Phoenix Academy, Florence Elementary, Southwest Elementary, Shadybrook Elementary, and Oak View Elementary.

We Offer...

- ☉ A safe, Christian environment
- ☉ Loving, caring teachers
- ☉ Snacks
- ☉ Age-graded classrooms
- ☉ Low Student/Teacher ratios
- ☉ Reading time
- ☉ Quiet homework room with homework assistance
- ☉ Music twice a month
- ☉ Church Chat once a month
- ☉ Outdoor/Indoor play
- ☉ Monthly birthday party
- ☉ Fantastic Fridays (fun activities)
- ☉ Holiday celebrations
- ☉ Work Days (optional and cost \$30 extra)

COST? \$180 per month per child which includes pick-up from school (*work days not included*)

WHERE? Covenant Kids After School is held on the campus of Covenant Church United Methodist, 1526 Skeet Club Road, High Point, NC 27265.

WHEN? After School care begins on Friday, August 19, 2011 for Phoenix Students.

To register:

- 1) Complete this entire form. Incomplete forms will not be accepted.
- 2) Turn in the registration form along with a registration fee of \$70 per child/family or \$55 for church members unless exempt (returning families only). The registration fee is non-refundable and holds your child's place in our program.
- 3) Keep the forms that say "Parent Copy" along with the school calendar for your information.
- 4) Be ready to make the August/September payment August 1, 2011.
- 5) Read emails with important information from the Weekday Director, Shelby Hallquist and keep in touch with any questions until school begins. Shelby can be reached by phone at: 336-841-8847 or by email: covenantkids@northstate.net. Closer to August, each parent will receive a Student/Parent Handbook outlining our program policies in detail.

Covenant Kids After School Registration Form 2011-2012

~Phoenix Academy Students~

Child's Name:	Today's Date:
Male _____ Female _____	Date of Birth:
Address:	
Primary Phone Number:	

Family Information

Father's Name:		
Address: <input type="checkbox"/> same as above		
E-mail:		
Phone Number(s) Work:	Home:	Cell:

Mother's Name:		
Address: <input type="checkbox"/> same as above		
E-mail:		
Phone Number(s) Work:	Home:	Cell:

Grade for 2011-2012 School Year:

K _____	3 rd _____
1 st _____	4 th _____
2 nd _____	5 th _____

For Office Use Only

<input type="checkbox"/> Church Member= \$55 Registration Fee <input type="checkbox"/> Non-church Member/New Student= \$70 Registration Fee <input type="checkbox"/> Returning student exempt Check # _____ Amt: _____ Cash: _____	<input type="checkbox"/> Number of Siblings in the Program _____ <input type="checkbox"/> Payment Agreement Signed and Attached _____ Today's date: _____ Staff Initials: _____
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Covenant Kids After School

Payment Agreement for Phoenix Students

<u>Payment Due Date</u>	<u>Amount Due</u>	<u>Time Period Paid For</u>
August 1 st 2011	\$260.00	August 19 th -31 st and September 2011
September 1 st 2011	\$180.00	October 2011
October 1 st 2011	\$180.00	November 2011
November 1 st 2011	\$180.00	December 2011
December 1 st 2011	\$180.00	January 2012
January 1 st 2012	\$180.00	February 2012
February 1 st 2012	\$180.00	March 2012
March 1 st 2012	\$180.00	April 2012
April 1 st 2012	\$180.00	May 2012
May 1 st 2012	To be Determined*	To be Determined*

*The calendar for Phoenix has not been set at the time this packet was published so this amount has not been determined yet.

Registration Fee

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 is due for each child or family. All accounts must be current prior to registration.

- \$55.00 per child for church members
- \$70.00 per child for non-member, new families
- Returning students who have a current account with no outstanding fees do not have to pay a registration fee.

Method of Payment

Covenant Kids can automatically draft your account for tuition payments. Please see the "Direct Debit Authorization" form located next in this packet. We also accept checks and cash.

Terms and Conditions

- If monthly tuition is not paid, your child will not be permitted to attend our After School program.
- Checks or money orders are payable to: Covenant Church United Methodist. Please label with your child's name.
- Tuition is due one full month in advance and 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.
- Late payments after the fifth 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 15th of the month, then your child will no longer be enrolled for the upcoming month and their space can be filled from our waiting list. A re-enrollment fee of \$25 will be charged for any tuition not paid in full by the last business day of the month. Any late payments after the 25th of the month must be cash or an official bank check.
- A \$25 fee will be charged for returned checks. After two returned checks we require cash or an official bank check.
- The staff is prepared for your child each day whether they attend or not. There will be no refunds for any days absent due to illness, vacation, or for inclement weather.
- Children picked up after closing time will be charged a \$1.00 per minute late fee, due at time of pick-up.
- Withdraw: In the event that you need to withdraw your child from the program, we require two week's notice in writing.
- The school year runs from 8/19/11 through the last day of the Guilford County School Calendar. Covenant Kids follows the GCS calendar for holidays, workdays, closings and inclement weather closings. We work closely with the Phoenix Academy school calendar, but there are a few differences in work days and holidays.

I, _____ parent/guardian of _____ have read and agree by signing the above payment agreement for Covenant Kids After School Program.

Signed _____ Date _____

CHILD INFORMATION FORM

CHILD'S NAME: _____

~Emergency Contacts~

Primary Doctor:	Phone #:
Address:	
Hospital Preference:	

Emergency Notification List: If neither parent/guardian can be reached please contact:

Name:	Phone #:
Name:	Phone #:
Name:	Phone #:

Approved Pick-up List: Other than parents/guardians whom else may we release your child to?

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

Security Word(s):

In the event you need a person that is not on your Approved Pick-up List to pick up your child, we will ask for a security word(s) known by you and authorized individuals. Children will not be released to an unauthorized person without providing this word.

Write a security word or phrase here:

Insurance Information

Insurance Carrier:	Policy #:
Name Policy is under:	

Parent Releases and Preferences

What method do you prefer to receive newsletter updates? <input type="checkbox"/> Email <input type="checkbox"/> Hard Copy <input type="checkbox"/> Both
I give permission to Covenant Afterschool to photograph or videotape my child for use in school literature (such as newsletters, brochures, etc.). <input type="checkbox"/> Yes <input type="checkbox"/> No
I have received a copy of the Parent/Student Handbook. <input type="checkbox"/> Yes
In the event that the parent/guardian, emergency contacts, or child's doctor cannot be reached, the director may authorize emergency care for my child. <input type="checkbox"/> Yes

CHILD'S NAME: _____

~MEDICAL INFORMATION~

Please list any allergies your child has to medications, foods, other substances, etc.:

If your child does have an allergic reaction to a substance listed above or to an unknown substance, please describe the action(s) you would want us to administer first. Immediate communication to parents/emergency contacts and your child's doctor will also be administered.

Please list any and all medications your child is presently taking. If your child needs medication during After School care, please complete the Medication Form in this packet as well.

Are there any other medical conditions your child has that the staff needs to be aware of? If so, please explain below.

In the event that the parent/guardian, emergency contacts, or child's doctor cannot be reached, the director may authorize emergency care for my child. Yes No

CHILD'S NAME: _____

~DEVELOPMENTAL HISTORY~

Please circle the words that best describe your child:

Strong-willed	calm	reluctant	excitable	confident
insecure	timid	responsible	self-reliant	assertive
capable	funny	talkative	loving	quiet
high-energy	happy	anxious	sensitive	cooperative
shy	determined	independent	other: _____	

What previous group experience has your child had? What were your child's reactions to these group experiences?

Are there any special behavior problems or fears/anxieties we should know about? Yes No
If yes, please explain:

Do you have any developmental concerns about your child? Yes No
If yes, please explain:

Church currently attending: _____

If not attending anywhere, would you like someone from Covenant to contact you? Yes No

If you are new to Covenant Kids, please share how you heard about us: _____

Parent / Guardian Signature: _____ **Date:** _____

MEDICATION FORM

Child's Name _____

May the Covenant Kids staff apply Neosporin Antibiotic Cream or Hydrocortisone Anti-itch cream on your child if they were to get a bug bite or cut/scrape?

_____ Yes _____ No

****If you have any prescription or over-the-counter medication that your child might need, please fill this form out and send the medication in a Ziploc bag labeled with your child's name. Covenant Kids After School Staff will ONLY administer medicine that is listed below. Medication must be in the original bottle and have official, labeled directions from the pharmacy or healthcare provider. No medication is to be kept by the student or be self-administered.**

Medication(s) to be administered:

#1 Medication Name _____

Dosage Information (please be detailed)

_____ Days and times
when it needs to be administered

#2 Medication Name _____

Dosage Information (please be detailed)

_____ Days and times
when it needs to be administered

#3 Medication Name _____

Dosage Information (please be detailed)

_____ Days and times
when it needs to be administered

Parent Signature _____ Date _____

Covenant Kids After-School/Summer Camp Discipline and Behavior Management Policy

The Covenant Kids staff will use positive behavior management techniques that are developmentally appropriate for each individual child. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, our staff will practice the following discipline and behavior management policies.

Covenant Kids will:

- Praise, reward, and encourage the children
- Reason with and set limits for the children
- Model appropriate behavior for the children
- Modify the classroom environment to attempt to prevent problems before they occur
- Listen to children
- Provide alternatives for inappropriate behavior to the children
- Provide the children with natural and logical consequences for their behaviors
- Treat the children as people and respect their needs, desires, and feelings
- Explain things to children on their individual levels
- Stay consistent to our behavior management policy

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 up to 5 minutes of personal time 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 written or verbally.
4. On any other accounts the child will receive a written behavior write up.
 - Two behavior write-ups within the duration of the summer camp program/or 2 write-ups within the duration of 1 after-school month or will result in the suspension of the child from the program for 1 (one) week.
 - 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.

Termination: The Covenant Kids staff cannot serve children who display chronically disruptive behavior. 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 and/or ignores or disobeys the rules

I, the parent/guardian of _____ (child's name), state that I have read and understand the Covenant Kids Discipline and Behavior Management Policy.

Signature of Parent/Guardian _____ Date _____

Covenant Kids After-School/Summer Camp

BUS Behavior Management Policy

Covenant Kids is committed to your child's safety at all times. Please encourage your child to be thoughtful of others on the bus and to listen to the driver's instructions (as well as other staff who accompany the driver) with good manners and respect. Students who cause disturbances on the bus are endangering their lives and the lives of others. When riding the bus, it is expected that your child will adhere to the following bus rules.

After school participants are expected to:

- Obey all instructions given by the driver or other staff members.
- Stay seated while the bus is in motion with your back against the seat.
- Keep your backpack secured under the bus seat or in a designated area.
- Keep all of your belongings in your backpack.
- Keep your feet out of the aisle.
- Keep your voice to a whisper.
- Keep hands and arms inside the bus.
- Do not litter or throw anything out of the windows or on the floor.
- Don't push or shove.

Discipline Action Steps If a Child Does Not Adhere to the Bus Rules:

- The first account of an incident the child will be given a verbal warning.
- On the second account of an incident the child will receive up to 5 minutes of personal time so that they may regain control of their behavior.
- On the third account of an incident the child's parent/guardian will be made aware of the situation either written or verbally and they will sit in the homework room (quiet and no play time) for the remainder of that day.
- On any other accounts the child will receive a "written behavior write-up."
--Two behavior write-ups within the duration of the summer camp program/or 2 write-ups within the duration of 1 after-school month will result in the suspension of the child from the program for 1 (one) week.
--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.
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 - 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 and/or ignores or disobeys the rules

Child's signature _____

I, the parent/guardian of _____ (child's name), state that I have read and understand the Covenant Kids Bus Behavior Management Policy and have explained and discussed these rules with my child.

Signature of Parent/Guardian _____ Date _____

Covenant Kids Calendar

- On Teacher Workdays, Covenant Kids is open from 7:30am-6:30pm.
- The fee is \$30.00 per child and must be paid prior to the Workday. This allows us to staff accordingly.
- We provide two nutritious snacks; please send your child with a bag lunch.
- Covenant Staff will send reminders to sign up for work days.
- The workdays are listed below and are set according to the GCS calendar found at the end of this packet. Not all of these work days will apply to Phoenix students. **Work days specific to Phoenix Academy's calendar will be determined once the calendar is set and according to availability of staff.**
- We reserve the right to cancel a work day if expected attendance is low.
- Work days are subject to change in the event of inclement weather days.
- On scheduled early release days, we will pick up at all schools.

Dates that the After School Program will be CLOSED:

September 5, 2011 (Labor Day)
November 24 -25, 2011 (Thanksgiving Break)
December 23 & 26, 2011 (Christmas)
January 2, 2012 (New Year's)
January 16, 2012 (MLK Holiday)
April 6, 2012 (Good Friday)
May 28, 2012 (Memorial Day)

Scheduled Workdays according to the GCS calendar:

August 22-24, 2011
October 28, 2011
November 11, 2011 (Veterans Day)
November 23, 2011
December 22, 2011
December 27-30, 2011
January 3, 2012
January 20, 2012
March 26, 2012
April 9-13, 2012 (Spring Break)
June 7-8, 2012

GUILFORD COUNTY SCHOOLS

2011-2012 Traditional Calendar

AUGUST 11

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

SEPTEMBER 11

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

OCTOBER 11

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
			GP45	■
31				

NOVEMBER 11

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

DECEMBER 11

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

JANUARY 12

MON	TUE	WED	THU	FRI
2	3	4	5	6
▲	☒ I-1			
9	10	11	12	13
16	17	18	19	20
▲			GP45	■
23	24	25	26	27
30	31			

FEBRUARY 12

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

MARCH 12

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

APRIL 12

MON	TUE	WED	THU	FRI
2	3	4	5	6
				▲
9	10	11	12	13
○	○	☒ I-6	☒ I-5	☒ I-4
16	17	18	19	20
23	24	25	26	27
30				

MAY 12

MON	TUE	WED	THU	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 12

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
		GP45	■ I-2	☒ I-3
11	12	13	14	15
☒ I-7	☒	○	○	
18	19	20	21	22
25	26	27	28	29

☒ Workday (8)*	■ Protected Workday (5)*
○ Vacation (10)	▲ Holiday (10)
☒ First/Last Day for Students	● Early release day for students, training for staff (4)
☒ Mandated Workday (2)	
I Will become student days if other days are missed due to inclement weather. Makeup days will be taken in the order indicated.	
There are 180 Student Days In the Guilford County Schools Calendar	
* Annual leave may be taken	

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***** PARENT COPY *****