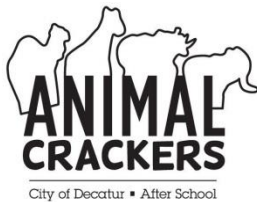




Afterschool Parent Handbook 2018-2019

Children & Youth Services Division
PO Box 220, Decatur, GA 30031
Registration Desk: 231 Sycamore Street,
Decatur GA 30030

(404) 378-1082 (CYS office)
(404) 377-0494 (DRC Front Desk)
www.decaturga.com/cys
Fax (404) 378-1281



Welcome to Afterschool!

Dear Afterschool Parents and Guardians,

Welcome to the City of Decatur Afterschool Program. We are delighted to have the opportunity to work with you and your family to provide a quality afterschool experience.

This school year we will explore the theme of *Time Travelers* where your child will be immersed in activities that will inspire, ignite and foster imagination.

Our staff is eager to meet you and your child. They have received training focusing on child and youth development, First Aid/CPR, risk management, age appropriate activities and behavior management prior to beginning to work. Throughout the school year we conduct monthly training on topics that both enhance the program and highlight the safety of the participants.

We hope this packet of information will answer many of your questions. Should you need additional information please contact our administrative office and we will be happy to assist you.

For billing and registration questions, please call 404-377-0494 or 404-378-1082.

For programming questions, child needs or information, please call 404-378-1082 for the Children and Youth Services administrative offices.

In an effort to keep you informed and to get your input, a new parent orientation meeting is held at the beginning of school each year. Monthly newsletters are available at individual sites as well as bulletin boards and parent programs or Family Nights.

We appreciate your participation in our programs and welcome your comments and suggestions.

Sincerely,

Nancy Brune

Nancy Brune
Assistant Director
Children and Youth Services

TABLE OF CONTENTS

Mission and Outcomes	4	Health and Wellness	10
		Parent Questions and Concerns	10
		Participant Essential Functions	10
Supervision	5	Illness and Injury	10
		Allergies	11
Enrollment	5	Medications	11
Registration	5	Snacks	11
Pre-registration	5		
Lottery	5	Description of Activities	12
Open registration	6	Homework	12
Wait lists	6	Special Activities	13
Payment	6	Structured Program	
Due Dates	6	Components	13
Payments	6	Tech Squad	13
Financial Assistance	6	Cultural Enrichment	13
Refunds	6		
Withdrawals	7	Daily Schedules	13
Cancellation	7	Animal Crackers	13
Tax Information	7	Whiz Kids	13
Termination	7	Project REAL	13
Hours and Pick Up	7	Afterschool Program – Participant	
Afterschool	7	Behavior	14
All Day Camp	7	Expectations	14
Absences	7	Code of Conduct	14
Check –In	8	Discipline Policies	14
Check –Out	8	Reports to Parents	15
Walkers	8		
		Rights and Responsibilities of	
Transportation	8	Children, Youth, and Families	15
Bus Riders			
Parent Involvement	9	Fee Schedule – Afterschool	17-18
		and All Day Camp for 2018-2019	

OUR MISSION

Community partners will collaborate to promote the development of our children and youth into healthy, productive, lifelong learners.

OUR OUTCOMES

The philosophy of the Afterschool Program is to provide City Schools of Decatur participants with a safe, enriching, and fun place to spend their out-of-school hours. Program activities are specifically selected in order to lead participants from our short-term to long-term outcomes and thus to accomplishing our mission.

We hope to accomplish our goals by following through on the objectives listed below:

Increase physical activity in participants

- Implement a variety of physical and athletic games and activities
- Provide students with ideas and information regarding physical activity they can enjoy at home

Increase child/youth knowledge of healthy food choices

- Participants complete food projects involving healthy food choices
- Participants learn about healthy foods, especially fruit, vegetables, and fiber

Increase parent participation in physical and nutrition activities with children

- Parents are invited to events that emphasize physical activity and nutrition
- Newsletters and other resources are provided to families to support healthy living

Increase children/youth participants' positive attitudes toward healthy food choices

- Participants exposed to new foods in an open environment
- Participants learn benefits of healthy food choices

Increase participants' skills for social and emotional learning

- Participants develop positive relationships with caring adults
- Participants have the regular opportunity for creative expression
- Participants feel a sense of belonging and sense of accomplishment

Improve program quality to achieve and maintain accreditation with the Council on Accreditation

Accredited programs:

<u>Animal Crackers</u>	Date of accreditation
Clairemont	2014
DRC	2016
Glennwood	2016
Oakhurst	2014
Westchester	2016
Winnona Park	2016
<u>Whiz Kids</u>	
Ebster	2018 (expected)
F.Ave	2016
<u>Project R.E.A.L.</u>	
Renfro	2016

Note: Clairemont, Oakhurst and Ebster will be going through the accreditation process in the Fall of 2018.

SUPERVISION

CYS Director – Claire Miller
Assistant Director – Nancy Brune
Program Supervisor – Glenda Lee
Administrative Assistant: Lillie Johnson

Animal Crackers Site Directors:
Clairemont – Ashton Hudson
DRC – Grace Seward
Glennwood – Rashawn Jackson
Oakhurst – Kiara Smith
Westchester – Ashley Thorpe
Winnona Park – Rashad Crowell

Whiz Kids Site Directors
Ebster – CJ Yancy
F.Ave – Lartasha Chaney

Project R.E.A.L. Site Director
Renfro – Caudieu Cook

Afterschool Counselors: Our program operates with a 12:1 child to staff ratio. Afterschool Counselors are hired based on the number of children enrolled at each program site. Counselors are provided ongoing professional development opportunities to add in their knowledge of the afterschool field. All staff members complete an intensive training covering topics such as: behavior management, how to work with different age groups, specific activity training, prevention of child abuse, first aid/CPR, supervision and much more.

Counselors' names and photos are posted on the site bulletin board. Please get to know our staff as they want to get to know you!

COMMENTS or CONCERNS?

Contact Information

If you need to get in touch with our staff or your child during camp hours, please call the Administrative Offices at 404-378-1082.

Please talk to the staff person most closely involved first

1. Please talk to the counselor to get details.
2. Talk to Site Director
3. Contact Program Supervisor

ENROLLMENT

It is the policy of Decatur Children and Youth Services to enroll children without bias toward sex, religion, race or physical disability. Every reasonable effort is made to accommodate the special needs of children. Our program provides supervisory care and not medical or nursing care. Should your child require special care, please contact the Assistant Director to arrange a consultation between the parents, teacher and/or the school social worker.

Part-Time Enrollment: CYS accepts children on a part-time basis 1 - 4 days per week. Days of attendance will remain the same throughout the session. Part-Time enrollment is subject to availability and must be requested in writing from CYS. Changes to part-time registration should be requested in writing to CYS by the 15th of the month prior to the start of the session in which the changes will go into effect. Changes to part-time registration made for a current session will cost \$25 per child. Families should be aware that while reducing days is easy, adding them back is dependent upon space.

Registration: Families must enroll children into the program by:

1. completing registration forms and
2. pay the fees due before children can participate. Minors cannot enroll or participate in the program without consent from a parent or legal guardian.

Pre-Registration: Families with at least one child enrolled in the current school year through Session 6 with fees paid in full by January 15 are eligible for the Pre-Registration Process. During the three week Pre-Registration period which begins in January, enrolled families are invited to complete registration forms for the upcoming school year to indicate their interest in remaining in the city's programs in the fall. A detailed instruction letter will go out via email to each eligible household.

Every child in the eligible household who will be in K-8th grade in the new school year may be pre-registered through this process. Although there is no guarantee of re-enrollment, Children and Youth Services makes every effort to enroll every eligible child for the next school year. Families are notified by the end of February as to their enrollment status for the new school year.

Lottery Registration : Lottery registration is open to families whose children are not enrolled in Animal Crackers, Whiz Kids or Project REAL as of January of the current school year. Detailed lottery information appears on its own page of the city website via www.decaturga.com/cys on February 4.

Lottery enrollment is available online from 10:00 am the day after Presidents Day in February through the second to last Friday in April. Children who will be in K-8th grades in the fall may be registered for the Afterschool lottery spin. On the last Friday in April, Children and Youth Services (CYS) will activate the lottery spin to place registrants in the available afterschool spots for all Animal Crackers, Whiz Kids and Project R.E.A.L. programs.

Fees will be applied to each family's account where children are placed in afterschool programs via the

lottery spin (\$35 per child). Those who are not placed in the program will automatically be placed on the waitlist for the program. Lottery registration can be confirmed by logging into WebTrac, selecting My Account from the menu and then selecting My History. Families will be contacted to confirm enrollment no later than the second week in May.

Open Registration: Open Registration begins after the lottery process is complete in early May and remains open throughout the school year. When programs are full, parents may place children on the waiting list for the program.

Waiting Lists: In the event that a site fills prior to your registration, you may place your child on the waiting list. You will be contacted if a spot becomes available.

PAYMENT

Due Dates: Fees are due on the 15th of every month, except December, in advance of the session start date. Session fees will be applied to each household on the first of each month in which fees are due.

We will send reminders regarding payment due dates via email using the address you provided on your child's registration form. Emails and calls will be generated for our entire contact list and will continue to the designated number and email address until you ask us to remove you from our contact list or give us updated contact information. For updates or removal please call our office at 404-378-1082.

Fees: The fee schedule is located on the last page of this handbook.

On-line Payments: Payments can be made via WebTrac, our online registration system, which can be accessed via the City website. WebTrac requires payment in full. Visit www.decaturga.com/webtrac. You will need your household ID number and password (usually your last name) to access the website. Select Pay Old Balances. Click the shopping cart icons for the items you wish to pay for. RecTrac will accept Visa or MasterCard.

Forgot Your Password? You can request it on the WebTrac login screen or call CYS.

Mailed: Payments may be mailed to the Decatur Active Living, PO Box 220, Decatur, GA 30031.

Phone Payment: Fees may be paid by phone using Visa or MasterCard at 404-378-1082 (CYS Office) or 404-377-0494 (Active Living Front Desk).

Hand Delivered: Payments may be hand delivered to the Decatur Recreation Center.

8am – 8pm Mon – Thur;

8am – 6pm Friday and 9am - 4pm Saturday

Financial Assistance: Limited financial assistance is available for Decatur families demonstrating a need. The Financial Assistance Application is available as an online form. The link may be found at www.decaturga.com/cys on the Afterschool Programs page. For special cases or to discuss a payment plan please contact the Director of CYS at 404-378-1082.

Non-Payment of Fees: Our office will communicate with you via email if afterschool fees have not been paid by the start of a new session. You will be notified that your child is no longer eligible to attend the program and will be withdrawn from the program. That space will be made available to another family. The only exception is in the case of special arrangements made with the CYS Director.

Note: Late fees are to be paid at Decatur Recreation Center before the session is ended. Failure to make payment or repeated tardiness will result in child's removal from the activity and ineligibility for other City programs.

Note: Our Staff members are not allowed to accept program payments on site.

Refunds

Afterschool:

- Refund request is made prior to the start of the new session.
- Refund is made in writing and will apply from the next program date following the refund request.
- Any refund requests prior to the fee due date for a session will be made in full.

Refund requests made after the relevant session due date will be charged a \$25 late change fee and will be pro-rated for session days elapsed. Refunds are not available for subsidized fee rates after the start of an afterschool session.

All Day Camp: Camp fees are not refundable and non-transferable within two weeks (13 days or less) of the start of camp.

A refund, is available if:

- Cancellation in writing is received 14 days prior to the session start date.
- The camper is physically unable to attend camp due to illness or injury. A physician's statement is required before a refund can be granted.
- Weather Related Closing: In the event All Day Camp is cancelled prior to opening for the day a full refund will be provided. If the program is closed after the start of the program, no refunds will be provided.

Withdrawals

Afterschool: If you choose to withdraw from the program during the school year, please email your request to us. Withdrawal notification should be received on or before the date session payments are due (the 15th of the month, prior to the start of the new session). Otherwise, you will still be considered to be enrolled in the next session and will be held responsible for payment for the upcoming session. You will remain responsible for any outstanding fees. Fees are non-transferable.

Cancellation Policy

Afterschool: In the event the program is not able to operate, due to weather, facility issues, or any unforeseen occurrence more than 3 consecutive days you will be issued a partial refund for the days missed. If the program is not able to operate and therefore cancelled for an extended period of time, you will be refunded for all of the affected dates. Families will be notified in writing.

All Day Camp: If a session is cancelled by CYS then all fees are refundable. If minimum enrollment is not met for any camp session at least 10 days in advance, CYS will cancel and notify families of the change.

Although CYS prefers not to cancel scheduled all day camp sessions, cancellation may be necessary in the event of staffing, facility, enrollment or other issues.

Age Exceptions

All Day Camp: Campers must be the age indicated in the Playbook by the first day of attendance. There will be no age or grade level exceptions. Activities are designed with curriculum and programming for campers of a certain age/grade level.

Tax Information

The City of Decatur tax ID number is **58-6000560**. At tax time, you can generate your own Childcare Statement through WebTrac.

Login to WebTrac at www.decalurga.com/webtrac. Select the My Account tab and choose Childcare Statement from the menu. Select your parameters and process.

Termination Policy

Children and Youth Services reserves the right to terminate your child's afterschool or all day camp enrollment with or without refund if the staff deems it in the best interest of the safety of the child, other children, parents or staff. If a child's enrollment termination is deemed necessary by CYS staff, parents will be informed of reasons for termination of services.

HOURS and PICK UP INFORMATION

Afterschool: Afterschool operates in sync with the City Schools of Decatur schedule and provides afterschool care from the end of each school day until 6:15 pm,

Monday through Friday. Please make a note on your calendar regarding school holidays.

Hours of Operation

Animal Crackers	2:30pm – 6:15pm
Whiz Kids	2:45pm – 6:15pm
Project Real	3:40pm – 6:15pm

All Day Camp: Camp runs 7:30am – 6:00pm. All Day Camp is a theme-based programs designed to allow children to have a safe, fun place to engage in recreational activities under the guidance of our afterschool staff. All Day Camps are provided on teacher workdays and school breaks as listed on the attached fee schedule.

Registration: All Day Camps require separate registration and an additional fee. You must pre-register to attend. No registrations will be taken on the day of camp.

K-5th All Day Camps: Camp is located at the Cochran Building at the 500 S Columbia Drive Children's Home property. Everyone must bring their own lunch, snack is provided.

Holidays: On City of Decatur holidays we will not offer programs for children and youth as the CYS Division will be closed.

Absences and Schedule Changes

If you know in advance that your child will be absent or his/her schedule will change, we ask that you notify the Site Director the day prior or send a note. If your child's schedule changes without notice, please contact the Children and Youth Services office at (404) 378-1082 and leave a message for your site staff.

Un-Scheduled Site Closure: If the buildings need to be cleared for any reason during afterschool hours we will notify parents by calling the number provided on the registration forms and/or emailing pick-up instructions.

Weather: In the event of extreme weather the program will adhere to the decision of the City Schools of Decatur regarding operation. The decision will be announced on local radio and TV stations, the school system hotline, and school system and city web sites. When schools are closed, afterschool will not be in operation.



NOTE: Please do not call the school office to leave messages. The afterschool program is not operated by your child's school but by City of Decatur Children and Youth Services.

Check in: We require that all children be checked in directly with a staff member through a signature on our sign in sheet.

School based programs: Children are dismissed from

their classrooms directly to afterschool and walk to the program space under school supervision.

DRC program: Children attending the DRC Animal Crackers program are placed on a CSD school bus to DRC by school staff and are received in front of Decatur Recreation Center by our afterschool staff. Some children will transfer buses at the 4th/5th Academy where they are supervised by school personnel.

Ebster program: Children attending the Ebster Whiz Kids program are placed on a CSD school bus to ERC by school staff and are received in front of Ebster Recreation Center by our afterschool staff.

Check out: All individuals picking up children must physically enter the building to sign children out. We cannot send a child out to your car or send your child to meet you at the door.

To ensure your child's safety, we require written notification including the name of the authorized party as well as the dates/times of authorization if anyone other than the persons listed on child's pick-up list. All persons (including parents) must present a valid picture I.D. to staff at pick up.

Siblings 13 years of age and older can check out a younger child if parent has notified the site in writing and included a photo of the older sibling to prove identification.

You may fax the information to us at 404-378-1281, give it to your Site Director in person, or email permission to cys@decaturga.com.

Note: Appropriate legal paperwork is required to be on file with CYS when the custodial parents requests us not to release the child to the other parent or guardian.

Walkers: Children ages 8 and younger cannot walk home unaccompanied. Children 9 and over can walk home with written permission from parents stating the days the camper should walk home and the time of dismissal. Children will be dismissed from the program 30 minutes before dark or at 6:15 pm (whichever comes first).

Extracurricular Activities: If your child will leave our program for another after-school activity, i.e. scouts, soccer, any school sponsored afterschool activity, etc. we must have written notification of these plans including the name of the person who will pick your child up. Children will be expected to sign in to afterschool and then sign out to attend activities outside our program including meeting with a teacher afterschool.

If your child is scheduled for activities, both in and out of school, please put this schedule in writing for the afterschool staff. This will allow the program staff to know what days and times to expect your child. If your child is to return to the afterschool program following an outside activity, please let the Site Director know what time to

expect the child's return. Our staff will contact parents concerning any child not accounted for at the scheduled time.



Children at Risk: Parents or other adults who arrive to pick up a child in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another parent or legal guardian
- Call another person on the child's emergency contact list
- Call a ride share
- Call a nearby neighbor or friend

If a reasonable conclusion cannot be reached, the parent will be advised that either DFCS or the City of Decatur Police will be called.

Parent Tardiness: The program ends at 6:15 pm. It is the parent or guardian's responsibility to ensure that children are picked up by that time. Repeatedly being late to pick up children may result in expulsion from the program.

Emergency Contact: At 6:15 pm we will call the people designated as emergency and alternate pick-up names in order to secure a ride for your child. If no one can be reached, the child will be transported to the Decatur Recreation Center.

Late Fees: Parents will be assessed a late fee of \$10.00 every 10 minutes beginning at 6:16 p.m. 6:16-6:26 = \$10.00, etc. Parents will be required to sign the LATE PICK UP LOG at the time of arrival and will receive a reminder of late fees at that time. The late fee will be added to your account balance. All late fees must be paid at Decatur Recreation Center. Late fees cannot be collected on site.

TRANSPORTATION

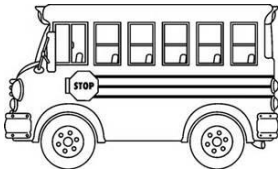
After Hours/Emergency Transportation: A City van will be used in the event of an emergency or to transport children still at their afterschool sites after 6:30 pm. A \$25.00 transportation fee will apply for after-hours transportation.

Booster Seats: Booster seats in combination with shoulder strap belts are used for all five to eight year olds per state law when travelling by City van.

School buses will be used in the event of any planned field trip outing involving a large number of participants. CSD is responsible for all children riding on the bus. For shorter or small group trips, children will be transported via City van with an approved driver.

Transportation to DRC Animal Crackers or Ebster

Whiz Kids: Children will be bused to the recreation centers via school bus from their school provided through the CSD school bus service.



Some buses traveling to DRC may stop at F.AVE to allow for the transfer of students to another bus route.

Families must complete a Transportation Form allowing their child to ride the bus.

Bus/Van Riders Code of Conduct.

Parents please review this with your child.

- Attendance will be taken while boarding and at destination.
- Remain seated throughout the trip.
- Leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your back pack and belongings on your lap or put them under the seat.
- Always keep the aisle clear.
- Do not talk to the driver except in case of an emergency.
- Avoid doing anything that might disturb or interfere with the driver.
- Do not talk loudly or yell. Be courteous at all times.
- Never stick hands, arms, head or feet out of the window.
- Do not open windows without the driver's permission.
- Do not throw anything within the vehicle or out of a window.
- Do not touch the emergency door or exit controls or any of the safety equipment without the driver's permission.
- Do not discard garbage in the vehicle.

- Do not eat or drink in the vehicle, with the exception that students may drink water from plastic water bottles.

PARENT INVOLVEMENT

Communication: We encourage parents to communicate daily with staff members at the site. We believe this builds a positive relationship that greatly benefits your child. In addition to this personal communication, parents can expect to receive a monthly newsletter communicating upcoming events, City-wide and CYS Division events, upcoming fee payments, the children's activities and other information. The newsletter will be available at your program site or can be emailed upon request. Please check the bulletin board at the site for postings, snack menus, lesson plans and other pertinent information.

Concerns: If you have an individual concern, please discuss this with your Site Director. If you feel you need further assistance in resolving any concerns after working with your Site Director, please contact the Program Supervisor at 404-378-1082.

Evaluations: In addition to visiting, we welcome parent feedback on program procedures and encourage you to provide your input. We have worked with an evaluator to create a targeted evaluation system that relies heavily on your participation at the end of the school year. Your participation in this written evaluation process helps us make changes to ensure we are providing the highest quality program for your child/ren.

Orientation: An orientation meeting is held at the beginning of the school year to orient new parents, introduce full-time staff and to answer questions. Once enrolled, parents are provided a Parent Handbook at orientation or may be located online. The purpose of this packet is to familiarize both the child and the parents with the program policies and procedures.

As new families enter the program throughout the school year the Site Director will facilitate introductions of the program staff and to the program's policies and procedures. Our bulletin board on site provides ongoing information to keep families informed about a variety of relevant topics, including staff names.

Special Events: We hold one Family Night and Parent Enrichment Events throughout the school year. These may be during the afternoon hours or during the evening. These events give the parents a chance to get to know their site staff and see and experience the variety of activities your children are engaging in during our program. Families are encouraged to participate in these events.

Visitation: We welcome parent visitation during the program. If you wish to visit please check in with the Site

Director upon arrival. There will be opportunities for parents to be involved in a variety of roles including helping with special events, sharing skills, etc. If you are interested in participating, please make your Site Director aware.

HEALTH & WELLNESS PROCEDURES

Parent Questions and Comments

If you have any special concerns or health needs regarding your child, please discuss these with the site director so that we may be best prepared to fully serve your child. We cannot adequately support your child's safety during afterschool/all day camp unless you share all relevant behavioral and medical information that might affect him/her during his/her time with us. Thank you for working with us to provide the very best care for your child.

Let Us Be Your Parenting Partner

Our Child Health History including the Asthma Action Plan, Anaphylaxis Emergency Plan and Health Form contains space for personal information regarding your child. We would like to take a moment to talk with you about this important information.

Some parents hesitate to provide afterschool programs with personal information about their child's behavior or past experience. Some fear the information may be misused, while others are concerned about their child being labeled, singled out or treated differently. All parents want to see their child have a strong, fresh start, unencumbered by past problems.

As seasoned afterschool professionals, we appreciate these concerns. We also know how invaluable such information can be in assisting us help your child make as smooth and happy adjustment to our program as possible – something we know all parents want, too!

Having a prior knowledge about a learning difficulty, ADHD, sensitivity to lights or sounds, medical condition or recent loss or major change in the family or child's life makes a tremendous difference in helping us be sensitive to your child's need for patience, understanding and reassurance – especially in the first few days of the program.

This is especially true for children who have an attention problem or who are nervous about new situations. Many parents fear that an afterschool program will not accept their children if they are completely forthcoming about these situations, yet children need us to be partners with you in planning for a safe and successful experience.

Furthermore, children often use their behavior rather than their words to tell us something is bothering them. Having

advance knowledge of areas that might be difficult for your child helps us understand the message in their actions. The better we understand your child, the more we can assure you of a better afterschool experience for your child.

Our commitment is to use such information only to help your child adjust to the program environment. It will only be used at the program unless necessary and then only with the greatest discretion and your prior knowledge.

Remember, when faced with challenges, we can help your child have great success if you help us. We encourage you to make us a full partner in planning for your child's afterschool needs. Please contact the Site Director before attending the program to set your child up for a successful experience.

Participant Essential Functions

In order to attend the City of Decatur afterschool and All Day Camps, children must meet the following essential functions:

- Able to move independently from place to place
- Able to effectively interact in a group based on program content
- Be able to meet personal needs (toileting, diet management, etc.)
- Capable self-manager of chronic illness
- Can communicate needs and is able to understand and follow instructions in order to comply with the sites' safety expectations.

Essential Forms

Each child must have a completed afterschool information and release form and health history form on file. Children may not attend sessions if the forms are not completed. Please be sure all information is accurate and complete.

Address and Phone Numbers

Please inform CYS in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately. Also, if you are going out of town please let us know as this will allow us to quickly contact someone on your emergency pick up list.

ILLNESS AND INJURY

Chronic Illness: If a child is chronically ill, the child will be included in the program when it is feasible. CYS will work with parents and doctors to include the child in any way possible.

Communicable Diseases: Children with communicable diseases are not permitted to attend the program until the symptoms have been resolved for at least 24 hours. Examples of possible communicable disease symptoms are:

- a temperature of 100° or more,
- diarrhea or
- vomiting
- copious respiratory secretions (especially yellow or green secretions)
- eye discharge
- severe coughing
- change in behavior lethargy, inability to focus

In the event that we find your child to have any of these symptoms we will contact you to pick them up. It is imperative that we maintain a current contact list in case of emergency. Please notify us regularly of any changes in phone numbers or emergency contacts. Children with communicable diseases will be readmitted to the program according to the school's health policy. Our policy supports your child's recovery from illness, by reducing his/her exposure to other children, and also allowing time for him/her to rest and recover. This policy also helps to prevent illness in other children, by reducing exposure risk. Our counselors support infection control policies by encouraging frequent hand washing, by cleaning shared items, and encouraging "vampire sneezing and coughing."



Emergency Services: Should your child become ill or sustain an injury requiring medical care while in attendance at our program, you will be notified immediately. If neither a parent nor an emergency contact can be reached, emergency care will be called and an emergency vehicle will transport the child, if needed. Parents are responsible for any medical or transportation costs incurred.

Allergies: We will try our best to make reasonable accommodations for campers with severe allergies to peanut products and other allergens. If you are aware that your child is severely allergic to something, it is your responsibility to notify the Site Director in advance so we may take proper precautions.

Please complete the Allergy Action Plan form, located on our website, to indicate what steps should be taken in case of reaction.

MEDICATIONS

We will not administer prescription medication to your child except in case of a life sustaining medication such as an Epi-Pen or asthma inhalers.



No medications will be dispensed to children during afterschool or at All Day Camp except

lifesaving medications. Lifesaving medications will only be dispensed with written consent from the parents.

- Complete the Allergy Action Plan form
- Provide medication in the original container with the prescription label and dosage directions attached.
- Medication must be labeled with the child's name, the name of the medication, the dosage amount, and the time or times to be given.
- Hand all medication to the Site Director. Children are not allowed to keep medications on their person, in their lunch bags or backpacks unless they have parent permission to self-carry medication. After a discussion with the Site Director, it may be determined that a child who uses an inhaler/EpiPen on an as needed basis may carry the inhaler/EpiPen in his/her backpack to all activities. The parent and Site Director will determine if the child can take on this responsibility. In this situation, we recommend a second inhaler/epi-pin remain with the Site Director if the other one is misplaced.
- All medications will be locked up or maintained by a staff member when away from the site and given to your child when needed.
- First aid supplies are available for use at the discretion of the staff.

Air Quality: In the event of an orange or higher rating for air quality by the Georgia DNR at www.airnow.gov we will move all activities indoors.

SMOKING

Smoking is prohibited inside the buildings where our programs are held or outside in activity areas where our participants are located.

SNACKS

Daily Snack: We provide a daily snack that meets and/or exceeds the USDA snack guidelines. The guidelines are based on an average caloric amount for the week. As such, snacks may vary in terms of nutritional and caloric value during a week and still be in compliance with USDA guidelines. Snacks include fruit juice or milk as well as a food item. Please see the bulletin board for weekly menus. City Schools of Decatur Nutrition Department plans the snack menu. Please share any feedback or concerns you have regarding snack selections with us as we work to improve our snack offerings in partnership with the City Schools of Decatur Nutrition Department. If you have suggestions for appropriate snacks that are individually packaged, please let us know.

Hand washing: Children are directed to wash their hands prior to getting/preparing snacks or after using the restroom.

Food Projects and Parties:

Occasionally, the children prepare additional snacks as a food project. We also have monthly birthday parties and occasional seasonal celebrations. Special foods may be served at parties.



DESCRIPTION OF ACTIVITIES

Kid's Choice/Stations/Fun Centers: Each afterschool day is organized around the concept of choices. This is an opportunity for children to choose how to spend their time in the program. A variety of activities offered include homework, board games, reading, free art, outside free play, blocks and other manipulative objects, science and nature activities, food projects, nutrition activities, imaginative play, drama and quiet games. The activity choices vary during the program day.

Arts and Crafts: Children have the opportunity to be creative with the Free Art Center each day. This center provides paper, markers, crayons, scissors, glue, and a variety of other items for the children's use. Also, each week a simple arts and crafts project activity is planned. This gives the children an opportunity to explore different media.

Community Time or Group Time: Community Time is a weekly sharing time where children talk about important happenings and plans for the day. Children are encouraged to share art projects and other accomplishments. Children might also share a poem, joke or story. At this time the activities for the week are shared, new opportunities are presented, rules are reinforced and policy changes are introduced to the children.

Cooperative Play: The programming will include a variety of non-competitive and cooperative games designed for participation by all. The theme for cooperative play is "play hard, play fair and play safe." The games involve working together, participation by all players, singing, and using imagination and creativity. All children are encouraged to participate.

HOMEWORK

Animal Crackers: Homework is a scheduled activity required for all children. All children are expected to spend 20 minutes on homework at a set time at least two days per week. If a child does not have homework, we require 20 minutes of quiet reading during this time period. If completion of homework becomes an issue for your child, please talk with the Site Director to make an agreement between you, your child and the staff relating to your homework expectations for your child.

Whiz Kids: Homework is a scheduled activity required for all children. All children are expected to spend 30 minutes on homework at a set time each day. If a child does not have homework, we require 30 minutes of quiet reading

during this time period. If completion of homework becomes an issue for your child, please talk with the Site Director to make an agreement between you, your child and the Whiz Kids staff relating to your homework expectations for your child.

Project REAL: Participants are provided a series of periods each afternoon during which children can choose their activities. Homework may be done at this time; however, our program staff does not require the completion of homework at a specific time of day. Staff will answer questions about homework and assist as needed or as requested by a child. In order for children to have the benefits of the total program, children are discouraged from spending more than 45 minutes in one homework block. Children needing more time can choose to complete their homework during a later free choice period.

Afterschool staff will not mandate that children complete homework. If you wish to mandate homework time for your child, you and your child should reach an agreement on that issue. Please do not ask CYS staff to enforce completion of homework or punish for non-completion. We are happy to work with you to remind and encourage children during homework time. A verbal contract may be created between staff, child and parent upon parent request. Staff will report daily homework activities to parents upon request as well. Parents may wish to ask a child's classroom teacher to share weekly assignments with program staff for follow up.

Homework Supplies: For those children who forget their supplies, each site is provided with a homework box including a dictionary, ruler, pencil sharpener, pencils, paper, etc.



Nutrition: Nutrition activities designed to teach good eating habits and increase positive attitudes toward healthy foods are included each week. These activities are drawn from a research-based curriculum designed for afterschool programs: CATCH Kids Club. At Project REAL additional activities from CANFit's Super Manual will be used to promote health and nutrition concepts.

Physical Activity: All programs offer at least 30 minutes of outside time per day. Where weather prevents outside time, active indoor activities will be substituted. This portion of the program is designed to provide children an opportunity to exercise and improve their fitness level. Fitness activities include: parachute games, kid aerobics, curricular activities from CATCH Kids Club (Coordinated Approach to Child Health) and active group games.

Sports Skills: We provide active, skill-building activities where children have the opportunity to play organized games or games of their choice and utilize playground equipment. This program is not designed to provide specialized sports or fitness programming.

SPECIAL ACTIVITIES

Field Trips: Periodically children may take a field trip for special programs or visit other sites or other special opportunities. Parents will receive advance notice of any off-site trips with beginning and estimated ending times and locations of trips. The general permission slip that is signed on the Afterschool registration form is adequate for participation unless a location requires specific permission.

Occasions: This time will be used for monthly birthday and holiday parties, speakers, films, field trips, and/or other "non-routine" events. These days will be mentioned in our monthly newsletters.

STRUCTURED PROGRAM COMPONENTS

TECH SQUAD

Animal Crackers: Participants attend hands-on sessions with trained instructors in small groups to expand their knowledge of computer-based applications, internet usage, and to complete group projects using a range of technology tools and software. Each child has the opportunity to attend at least one Tech Squad session per school year. Tech Squad lessons are designed by certified teachers to expand children's competencies and comfort levels with application of technology tools to exploratory and creative projects.



Whiz Kids and Project REAL: Tech Squad is a program choice through our enrichment program and is offered at the discretion of the site director. Topics are planned by the Site Director and Tech Squad staff based on the children's interest.

CULTURAL ENRICHMENT

Animal Crackers: Participants are offered exposure to a wide range of supplemental experiences with Artist Instructors ranging from mixed media visual arts and pottery to puppetry and improvisational theater. Sessions generally last four weeks and occur Monday and Friday weekly (K-5th). Children have the opportunity to attend least one session per week when enrichment is offered. Parents will be invited to attend closing sessions where children may showcase their creativity at the end of each enrichment session.

Whiz Kids: Whiz Kids offer activities called Whiz Kids Circles. The Whiz Kids will sign up monthly. At the third week of each month the Whiz Kids will select four Whiz Kids Circles to participate in for a 4 week period.

Project REAL: Classes are offered by local artists and facilitators on a rotating basis based on the theme.

DAILY SCHEDULES

Animal Crackers

2:30 pm Dismissed from school to program (DRC Animal Crackers board school bus)
2:45 pm Choice Activities: Snack, Homework, Outside Activities, Manipulatives, Board Games, Quiet Reading/Rest, Dramatic Play, Free Art, Rotating Centers
3:30 pm Community Time
4:00 pm Choice and Scheduled Activities
Enrichment M & F
Tech Squad Tu, W, Th, (depending on program enrollment)
5:00 pm Choice and Scheduled Activities
Enrichment M & F
6:00 pm Closing and Wrap Up – Choice Activities
6:15 pm Program Closes – All children must be picked up. Late fees begin at 6:16 pm



Whiz Kids

2:45 pm Dismissal
2:50 pm Arrival to Program
2:50 pm Snack and Group Meeting time
2:55 pm Outdoor Play and Free Choice
3:30 pm Homework Time
4:00 pm Enrichment sessions
4:00 pm Choice Activities
5:15 pm Choice Activities & Enrichment
6:15 pm Program Closes

Project REAL

3:40 pm Dismissal
3:40 pm Snack and Choice Activities: Homework, Outside Activities, Board Games, Quiet Reading/Rest, Dramatic Play, Free Art, Rotating Centers
4:00 pm Enrichment and Choice Activities
5:00 pm Second Enrichment group begins (where applicable) and Choice Activities
6:00 pm Walkers released (5:30 pm during daylight savings time)
6:15 pm Program Closes

AFTERSCHOOL PROGRAM – PARTICIPANT BEHAVIOR

Expectations of Participants

Children are entitled to a pleasant and safe environment while participating in afterschool. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and non-threatening manner. We want everyone to feel that they are in a safe environment where they are valued. All children should use their number one resource when an unexpected altercation happens, that is to self-report to a counselor right away.

Please review with your child daily the types of behaviors that we expect as outlined below and discuss their importance in order for your camper to have a successful time during the afterschool program.

Be Friendly: Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. Show and give respect to each other in our group. If we listen to others; they will listen to us. Use please and thank you often when working with others.

Be Inclusive: Teamwork and cooperation will be the basis for including every one. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs. Show respect. Keep your hands and feet to yourself at all times. Keep touch positive.

Build Community: We encourage each child to make new friends, play with old friends, learn new games, try something new, build skills and just have fun. The proper use and cleanliness of the area, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support to respect the environment, put up supplies, and put trash in the trash cans and not to intentionally cause damage to property. Be responsible for your words and actions. Be responsible for personal belongings. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions so everyone can be safe and have fun.

During the first month of afterschool, all expectations and guidelines will be covered and explained by the site staff. Please review the following rules with your child:

General Rules

- Listen to the staff and follow their directions
- During afterschool time, child should remain in the group unless given permission to leave
- Children should not be alone at any time while at afterschool
- No cell phone or electronics are allowed.
- Please respect nature, do not pick leaves, grass or harm plants or animals.
- Please do not throw sticks or stones

- Keep the program space clean. This includes picking up litter, no writing graffiti, and returning equipment to a counselor
- No fighting. If you have a problem, walk away from the situation and tell a counselor.
- Appropriate footwear must be worn at all times.
- Children should always strive to be caring, honest, respectful and responsible.
- Hallways are quiet places where there is no running/eating or horse playing.

Code of Conduct

We are committed to providing a safe and welcoming environment for all of our participants, family members and guests. To ensure the safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in a CYS program. This applies to staff, participants and their parents. We expect persons to behave in a mature and responsible way and to respect the rights and dignity of others.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a general accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which extends to or results in the theft or destruction of property;
- Carrying or concealing weapons or devices that may be used as weapons.

Please be responsible for your own personal conduct and safety. If someone's behavior threatens your personal comfort or safety, please ask that person to refrain. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help!

CYS Administration will investigate all reported incidents. Dismissal from a program may result from any violation of the code of conduct. No refunds will be given.

Discipline Policies

Our staff will work with children to help them resolve their own conflicts during the program. Parents will be informed of any safety related concerns, willful harm infractions or any repeated rule infraction by their child. Children with repeated disciplinary incidents relating to safety will be suspended. Children who continue to behave in unsafe or harmful ways may be expelled.

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the site director. This will enable us to work more effectively and productively with your child.

Rules and Consequences: Our afterschool program is structured to provide your child a safe, supportive, and positive environment in which to learn and grow. We try to allow many avenues for creativity, freedom of choice and new experiences. The afterschool staff is trained to utilize conflict resolution and violence prevention skills to supplement what is taught during the school day while helping children to solve their own problems.

Your child's safety is our primary concern. We want children to be safe in activities and kind to others and things around our program. We want to clarify our conduct/consequences protocol with you and hope you will review it with your child. It outlines our course of action in case of problematic behavior.

Minor Infraction to Rules (Non-Safety): After minor infractions to rules an initial warning is given for inappropriate behavior and an explanation for the existence of the given rule – with an emphasis on safety – will be offered to the child. Each K-3rd site has a Peace Center that children are encouraged to use to work out their frustrations and to talk with others to resolve their conflicts. Whiz Kids and Project REAL each have a quiet area. The "Time Out" system will be used, when required. If the conflict cannot be resolved or an inappropriate behavior is repeated, children will sit out for an appropriate amount of time to "regroup and rethink" (usually 3-10 minutes), then will be allowed to rejoin the group. Children will be encouraged to "work out and solve" problems as well as accept responsibility for their actions. Logical consequences will result from unacceptable behavior.

Safety Infractions: Following a safety-related rule infraction, more immediate consequences will be imposed. Staff will intervene immediately, rules are reiterated and a time out is likely to be given in order to allow a child the opportunity to calm down and reflect on the safety rules in question. Counselors will discuss the importance of the safety rule with the child, assure understanding, and allow the child to rejoin the group after an appropriate amount of time. If safety rules continue to be broken, parents will be involved as allies in reinforcing rules with children. Continued infraction of safety rules may result in suspension or expulsion.

Willful Harm Infractions: A willful harm infraction, in which one child deliberately harms or tries to harm another child, will result in immediate consequences. Depending upon the seriousness of the violation a child will be disciplined immediately and appropriately and may be suspended for one or more days. Parents may be asked to meet for a conference prior to the child's return

to the Afterschool program to help ensure that the child understands the program rules as well as the consequences of non-compliance. Any incident of willful harm may result in expulsion from the program for the remainder of the afterschool year.

Reports Will Be Made to Parents in the Event of:

- Destruction of property and inappropriate use of materials
- Running away from the school or a staff member
- Being away from the group without a staff member's knowledge
- Repeated refusals to take necessary time outs
- Excessive fighting or conflicts
- Engaging in inappropriate behavior or cursing
- Disregarding program safety rules
- Repeated or significant infractions of any rule or expectation

Immediate Dismissal from Program:

- Hitting children or staff and/or physically endangering others
- Refusing to stop dangerous activities, throwing objects, using objects as weapons, etc.)
- Uncontrollable behavior
- Leaving the program without permission, or refusing to remain with the assigned group.
- Theft, defacing or destruction of property
- Possession of weapons, tobacco, alcohol or illegal drugs
- Inappropriate touching of other children/staff or sexual misconduct.

Backpacks brought into the afterschool program can be searched at the discretion of the site director.

Parents/guardians will be held financially responsible for any damage caused by the willful misconduct of their child.

Note: We want to keep you informed of your child's positive accomplishments as well as his/her negative behavior. We strive to be accessible to your questions and suggestions as we value your opinion. Please feel free to speak with us about your concerns or questions.

RIGHTS AND RESPONSIBILITIES OF CHILDREN, YOUTH, AND FAMILIES

Child Care Licensing Information: The City of Decatur's afterschool programs are exempt from child care licensing by the State of Georgia because we are operated by a government agency. As a result, the programs are not licensed childcare programs.

Confidentiality: Information about our participants is kept at each program site in a locked space and at the Decatur Recreation Center for quick access in case of

emergency. Information may be requested in writing directed to the CYS administrators.

Release of confidential information: In the event of suspected child abuse or neglect, the City of Decatur will release confidential information regarding children and families to DCFS and/or the police department without the knowledge or consent of the family.

Fair and Equitable Treatment: Children, youth and families have the right to fair and equitable treatment including the right to be treated in a non-discriminatory manner; and the freedom to express and practice religious and spiritual beliefs. Children and youth have the right to receive individual attention for social, physical and emotional needs in an atmosphere which treats them with dignity, fairness and consistency.

Grievance Procedures: In the event of a problem at the program, you should first talk with the staff person most closely involved. If a satisfactory resolution is not achieved, children, youth and families should follow the supervision hierarchy for Children and Youth Services as follows:

Counselor → Site Director → Program Supervisor → Assistant Director → Director.

Children, youth and families may contact any person in this supervision chain to request assistance resolving a problem or concern.

If a resolution is not achieved through this process, children and youth and/or their families have the right to file a formal grievance in writing without fear of interference or retaliation. The Director of CYS will notify the family of resolution in writing and provide an explanation of any further appeal, rights or recourse. In a situation where the Director was involved in the decision about which the grievance is filed, the Assistant City Manager will serve as the unbiased reviewer of the situation and will notify the family of the resolution in writing, providing an explanation of any further appeal, rights, or recourse.

Parent/Family Conferences

Parents and families may request a conference at any time with CYS staff members. At times a conference may be requested by CYS to discuss problems or concerns relating to a child or youth. Parents/guardians may opt not to participate in a parent conference when called by the program; however, parents should be aware that this may result in more immediate suspension or expulsion from the program.

Responsibilities of Children:

- Abide by school and program rules and expectations
- Treat others with respect
- Communicate with program staff about personal needs and interests and ask for help when needed
- Items Not to Bring: cell phones, electronic games,

weapons of any kind, money, toys or other items of value. The City of Decatur is not responsible for lost or stolen items.

Responsibilities of Parents:

- Keep the program informed about their child's medical, physical, academic or other types of needs as well as current contact information.
- Adhere to school rules and program policies whenever at the program including use of appropriate language, a civil tone of voice, and calm demeanor. Parents/guardians who do not fulfill these responsibilities should know that their child may be removed from the program based on parent misbehavior.
- Support the program in reinforcing expectations for children's behavior while in the program.
- On-time pick up of children daily
- Timely communication with program staff in the event of any issues or concerns.

Responsibilities of the Afterschool Program:

- Inform families of any research to be conducted on behalf of or during the program and obtain consent from parents/guardians and assent from children and youth regarding participation in any such research.
- Provide high quality enrichment, technology, arts and recreation activities
- Provide parents/guardians with assistance in understanding program policies, procedures and expectations
- Keep parents informed about any challenges, issues, accomplishments, concerns or other topics related to the success of each child in the afterschool environment
- Help parents feel welcome and receive any feedback with attentiveness and professionalism
- Make reasonable efforts to address the written and oral communication needs of all families served.
- Conform to the legal requirements of a mandated reporter by making confidential reports, including family information, to the Department of Family and Children Services in any event of suspected child abuse or neglect.

Volunteers: CYS occasionally utilizes volunteers to enhance our program experience for children. Adult volunteers are interviewed and background checked prior to interacting with children. Underage volunteers are interviewed and must have an adult sponsor with a valid purpose. Both adult and underage volunteers are chaperoned by a staff member during their time at the program.

We look forward to working with you and your child during afterschool this year!



ANIMAL CRACKERS & WHIZ KIDS FEE SCHEDULE

ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE



SCHOOL YEAR CALENDAR 2018-2019

SESSION PAYMENTS ARE DUE ON THE 15TH OF EACH MONTH (except December). Participants will be re-enrolled on the first of the month unless family submits a written withdrawal request in advance. Each Session = 20 School Days (9 sessions x 20 school days = 180 days of school).

A \$15 LATE FEE PER CHILD WILL BE ADDED TO YOUR ACCOUNT AFTER THE 15TH OF EACH MONTH.

Payments for financial assistance are based on a sliding scale. Payments are due on the same dates.

Amount Due

Due Date	Animal Crackers	Whiz Kids	Session/All Day Camp
At Registration	\$35/\$15 FA	\$35/\$15 FA	One Time Fee for t-shirt and admin costs
July 15	\$340 ¹	\$340 ¹	Session 1 (August 1 – 28)
August 15	\$340 ¹	\$340 ¹	Session 2 (August 29 – October 3)
August 31	\$40 day/\$15 FA ²	\$40 day/\$15 FA ²	All Day Camp (September 17,18,19,20,21)
September 15	\$340 ¹	\$340 ¹	Session 3 (October 4 – November 1)
September 24	\$40 day/\$15 FA ²	\$40 day/\$15 FA ²	All Day Camp (October 8)
October 15	\$340 ¹	\$340 ¹	Session 4 (November 2 – December 7)
October 22	\$40 day/\$15 FA ²	\$40 day/\$15 FA ²	All Day Camp (November 6)
November 5	\$40 day/\$15 FA ² day	\$40 day/\$15 FA ²	All Day Camp (November 19,20)
November 15	\$340 ¹	\$340 ¹	Session 5 (December 10 – January 22)
December 15	\$40 day/\$15 FA ² day	\$40 day/\$15 FA ²	All Day Camp (January 2,3,4)
December 15	NO SESSION FEE DUE	IN DECEMBER	
January 15	\$340 ¹	\$340 ¹	Session 6 (January 23 – February 27)
February 4	\$40 day/\$15 FA ²	\$40 day/\$15 FA ²	All Day Camp (February 19,20,21,22)
February 15	\$340 ¹	\$340 ¹	Session 7 (February 28 – March 28)
February 25	\$40 day/\$15 FA ² day	\$40 day/\$15 FA ² day	All Day Camp (March 11)
March 15	\$340 ¹	\$340 ¹	Session 8 (March 29 – May 2)
March 18	\$40 day/\$15 FA ² day	\$40 day/\$15 FA ²	Spring Break (April 1,2,3,4,5)
April 15	\$340 ¹	\$340 ¹	Session 9 (May 3-31)

Non-residents \$25 additional per session, \$10 per day partial enrollment

Enrollment Fees (Resident):

Program	Full Session	Part-Time 1-day	2-day	3-day	4-day
Animal Crackers (AC)	\$340	\$80	\$160	\$240	\$320
Whiz Kids (WK)	\$340	\$80	\$160	\$240	\$320

FA Financial Assistance is based on a sliding scale for Decatur residents who demonstrate a need.

¹ Non-resident fees are \$365/session AC/WK and \$90/\$180/\$270/\$260 part-time; All Day Camps are \$50/day (K-5).

² Spaces for All Day Camp are limited and accepted on a first come basis. No new registrations accepted on the day of camp.

We will adhere to All Day Camp Registration Deadlines to determine if we have adequate enrollment to operate camp and for staffing numbers.

HOLIDAYS

(No Afterschool or All Day Camp Programs)

Labor Day	September 3	Thanksgiving Holidays	November 21-23
Winter Holidays	December 24-31, Jan 1	Martin Luther King, Jr. Day	January 21
Presidents Day	February 18	Memorial Day	May 27

PROJECT R.E.A.L. FEE SCHEDULE

ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE



SCHOOL YEAR CALENDAR 2018-2019

Session payments are due on the 15TH OF EACH MONTH (except December). Participants will be automatically enrolled on the first of the month unless family submits a written withdrawal request in advance. Each Session = 20 School Days (9 sessions x 20 school days = 180 days of school).

A \$15 LATE FEE WILL BE ADDED TO YOUR ACCOUNT AFTER THE 15TH OF EACH MONTH.

Payments for financial assistance are based on a sliding scale. Payments are due in advance of services.

Due Date	Amount Due	Session/All Day Camp
At Registration	\$35/\$15 FA	One Time Fee for t-shirt and admin costs
July 15	\$250 ¹	Session 1 (August 1– 28)
August 15	\$250 ¹	Session 2 (August 29 – October 3)
September 15	\$250 ¹	Session 3 (October 4 – November 1)
October 15	\$250 ¹	Session 4 (November 2 – December 7)
November 15	\$250 ¹	Session 5 (December 10 – January 22)
December 15	<u>NO MONTHLY FEE DUE</u>	<u>IN DECEMBER</u>
January 15	\$250 ¹	Session 6 (January 23 – February 27)
February 15	\$250 ¹	Session 7 (February 28 – March 28)
March 15	\$250 ¹	Session 8 (March 29 – May 2)
April 15	\$250 ¹	Session 9 (May 3-31)

Non-residents \$25 additional per session, \$10 per day partial enrollment

Enrollment Fees (Resident):

Program	Full Session	Part-Time 1-day	2-day	3-day	4-day
Project REAL	\$250	\$60	\$120	\$180	\$240

FA Financial Assistance is based on a sliding scale for Decatur residents who demonstrate a need.
¹ Non-resident fees are \$275 per session and \$70/\$140/\$210 for part-time based on number of days enrolled.

HOLIDAYS
(No Afterschool or All Day Camps)

Labor Day	September 3	Thanksgiving Holidays	November 21-23
Winter Holidays	December 24-31, Jan 1	Martin Luther King, Jr. Day	January 21
Presidents Day	February 18	Memorial Day	May 27

