

Schedule

The After-School Enrichment Program will open on the first day of school and end on the last day of school. The program will operate on regular school days from dismissal until 6:00 p.m. and on teacher workdays from 7:30 a.m. until 6:00 p.m. **The program will NOT operate the following days: Wednesday, November 23, 2011; during the Christmas Holiday; and during the Easter Holiday.**

The program will follow the Pitt County Schools' early dismissal and closing procedures for snow and storm emergencies. Parents will be responsible for picking up children in the event of such early closings.

The After-School Enrichment Program will not operate if the Pitt County Schools are closed due to weather conditions or other operational issues (fees will be prorated). The program will not operate during holidays and certain designated days.

Change of Address & Phone Number

If a student's address and/or phone number changes during the year, parents are to immediately notify the teacher of the change. **An emergency contact person must be available to the After-School Teacher at all times.**

Activities/Snacks

Activities include:

- ◇ Arts & Crafts
- ◇ Group Games
- ◇ Active Outdoor Games
- ◇ Enrichment Activities
- ◇ Music
- ◇ Homework Time
- ◇ Inside Games



Healthy Snacks will be served daily. Lunch will not be provided on teacher workdays.

Pitt County Community Schools & Recreation

4561 County Home Rd.
Greenville, NC 27858

Phone: 902-1975

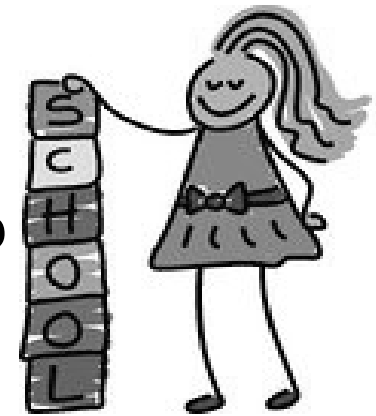
Fax: 830-4243

www.pittcountync.gov/csandrecreation

Pitt County Community Schools & Recreation

Parent's Guide

After



Enrichment Program 2011-2012

It is the desire of the staff of the After-School Enrichment Program to provide a positive atmosphere for your child. The confidence of the parents we serve is very important to us.

In order to be in one accord, it is necessary for you to understand the guidelines under which we are operating. Please read the entire Parent's Guide. If you have any questions, please contact our office at 902-1975.

Instructions for Completing Application

- Complete one application per child.
 - Fill out the application completely, fill in ALL blanks.
 - Make sure all information is correct.
 - Please return the following:
 - ★ **Completed ORIGINAL application form**
 - ★ **\$25.00 NON-REFUNDABLE application fee (per child)**
 - ★ **\$40.00 August Fees (for 1 child, \$75.00 for 2 children)**
 - ★ **\$65.00 TOTAL DUE AT TIME OF APPLICATION (1 child) (\$125.00 for 2 children, \$185.00 for 3 children)**
- Mail to: PCCSR
4561 County Home Road
Greenville, NC 27858
- Or return to the Community Schools and Recreation Office (please bring correct change). DO NOT RETURN TO THE SCHOOL.
- You will receive confirmation by mail.

Applications will be accepted beginning May 2nd. Enrollment is on a first-come, first-serve basis.

YOU MUST REGISTER BY FRIDAY, AUGUST 19, 2011, IN ORDER TO BEGIN ON THE FIRST DAY OF SCHOOL.

Registration is required for each new school year.

August fees of \$40.00 (\$75.00 for two children, \$110.00 for three children) are due at the time of registration. August fees are non-refundable unless we receive a withdrawal notice by Monday, August 8, 2011, NO EXCEPTIONS.

Sites

- ★ Ayden Elementary
- ★ Chicod
- ★ Creekside
- ★ Eastern
- ★ Elmhurst
- ★ Falkland



- ★ G.R. Whitfield
- ★ Lakeforest
- ★ Ridgewood
- ★ Stokes
- ★ W.H. Robinson
- ★ Wintersgreen Intermediate
- ★ Wintersgreen Primary

Only certain sites will operate on Teacher Workdays. You will be notified as to which site your school will be assigned.

Enrollment and Fees

Students in kindergarten through sixth grade (through 12 years of age) may register full-time or part-time and are enrolled on a first-come, first-serve basis. If the program reaches capacity, your child will be placed in the program as soon as space becomes available. **A minimum of 20 students is required by June 30th for any program to operate.**

One change in status is allowed. Each change thereafter will cost **\$25.00** per change.

Late pick-up is not a service, you are required to pick up your child by 6:00 p.m. each day. Parents arriving for their child after 6:00 p.m. will be charged an additional \$10.00. From 6:06 p.m.-6:15 p.m., the charge will be \$25.00. After 6:15 p.m. there will be an additional \$10.00 for each five (5) minute period or any fraction thereof. In order to be consistent and fair to all parents your arrival time is based on the school clock.

Full-Time

Refer to payment schedule below. **August fees of \$40.00 (\$75.00/two children) must be paid at time of application; all other months will be charged the flat monthly fee.**

Month	Due Date	Late After	Month	Due Date	Late After
Sept.	1st	9th	Feb.	1st	8th
Oct.	3rd	10th	Mar.	1st	8th
Nov.	1st	8th	Apr.	2nd	16th
Dec.	1st	8th	May	1st	8th
Jan.	2nd	9th	June*		

Monthly Fees	
One Child	\$150.00
Two Children	\$290.00
Three Children	\$430.00

- ★ June Fees are included in the regular monthly fees. Students registering after March 1, 2011, will be charged \$45.00 (\$90.00 for two children) for June.
- ★ Full-time students may attend on Teacher Workdays and Early Release Days (amount is included in monthly fees). Parents must notify the Lead Teacher in writing at least one week prior to workday in order for your child to attend.
- ★ Fees must be paid at the After-School Program site, given to After-School staff; do not send payments with your child, do not pay your school day teacher, do not pay or leave payment in the school office. Fees may also be paid at our office on County Home Road.
- ★ Cash payments must be made at our office on County Home Road.
- ★ Please write your child's name on your check when making payments.
- ★ Payments must be paid in full; partial payments will not be accepted. Fees not paid by the 6th school day will be assessed a **\$40.00** late fee. If any portion of the fees are not paid by the 9th school day, services will be suspended. Teachers are required to enforce this policy and will appreciate your cooperation.
- ★ Teachers cannot, and will not, adjust fees or extend any fee deadlines. It is your responsibility to ensure fees are paid according to our guidelines, if your child is absent on the due date fees are still due on time.
- ★ Fees will not be prorated due to student's absence.

You are required to give a two week notice if withdrawing from the program. Failure to pay within the first two weeks will result in a drop from the program.

Part-Time

Regular school day fees are \$10.00 per day for one part-time student and \$8.00 per day for each additional student from the same family.

In order to participate in part-time, parents must purchase a part-time card in advance. The first card must be purchased at registration. Additional cards may be purchased from the Lead Teacher at your school. Cards purchases 5 or 10 days and the student may attend after-school any day until the card is full, **no more than three (3) days per week.** The cost is as follows:

10-Day Card:	\$100.00 (1 Student)	\$80.00 (2nd Student)
5-Day Card:	\$ 50.00 (1 Student)	\$40.00 (2nd Student)

After-School
Part-Time Card

Part-time students will not be allowed to attend if card is not purchased in advance. Parents are responsible for purchasing cards according to their specific needs. We will NOT carry over days into the following year, issue refunds or transfer any unused days. You must purchase a minimum of 5 NON-REFUNDABLE days in order to register for part-time.

Teacher Workday fees are \$25.00 and Early Release Days are \$15.00 per day per student. Days must be purchased one week in advance with the Lead Teacher.