

# After School Enrichment Program Family Handbook 2017-2018



**Isaiah 40:11:**

He tends his flock like a shepherd  
He gathers the lambs in His arms  
And carries them close to His heart;  
He gently leads those that have young.

226 West John Street  
Matthews, NC 28105  
(704) 845-4673

[www.COSKidsMatthews.org](http://www.COSKidsMatthews.org)

[www.facebook.com/COSKids](http://www.facebook.com/COSKids)

## **Mission Statement:**

**COSKids, following Christ's example of love and compassion, strives to:**

- **Provide quality, Christian-based children's programs and education for all children, regardless of family structure;**
- **Empower, minister to and advocate for the unique needs of single parents; and**
- **Provide educational resources to the community through the Matthews Christian Library.**

## **Purpose:**

The COSKids After School Enrichment Program seeks to offer a nurturing, Christ-centered After School and Camp Day alternative for school-aged children in the Matthews community. Our goal is to provide a loving and encouraging atmosphere designed to enhance your child's development, academics, spiritual growth, fun, and recreation. We strive to model and teach love for God and neighbor, honesty, respect, responsibility, courage, forgiveness, self-control, humility, kindness, and perseverance. Through our exciting and engaging curriculum and activities, we seek to help children develop a thirst for learning about God and His world.

## **COSKids Child Development Campus:**

After School is a part of a larger ministry called Christ Our Shepherd Ministries which seeks to serve our community and its families. The following programs are also a part of COSKids Child Development Campus:

- Full-Day Preschool & Child Care
- Partial Day Preschool
- School Aged Summer Camp
- Matthews Christian Library
- Single Parent Ministry

For more information about any of these programs, call 704-845-4673, email [Nfulwood@coskidsmatthews.org](mailto:Nfulwood@coskidsmatthews.org) or visit [www.COSKidsMatthews.org](http://www.COSKidsMatthews.org).

## **Enrollment Procedure:**

COSKids ASEP offers afternoon classroom and enrichment experiences for children in Kindergarten through 5<sup>th</sup> grade. Children are grouped according to age, with classes typically consisting of the following:

- Younger Class: Kindergarten and 1<sup>st</sup> graders
- Middle Class: 2<sup>nd</sup> and 3<sup>rd</sup> graders
- Older Class: 4<sup>th</sup> and 5<sup>th</sup> graders

Please Note: Children may be moved to a different class depending on enrollment and classroom dynamics. We recognize that children develop at their own pace, so we will work with you to find the most suitable class for your child.

### ***To enroll your child in Full-Time ASEP (5 days per week):***

1. Fill out an ASEP Information/Registration Card and select the “5 days a week” option;
2. Turn in the \$50.00 per child non-refundable registration fee;
3. Notify us of the date that your child will begin our program;
4. Complete the full registration packet as needed before the first day of attendance;
5. Give your child’s school written permission for your child to be picked up by COSKids each day. (\*\*Matthews Elementary Parents: Your children will be riding the CMS bus to our campus and you will therefore need to fill out an Alternate Stop Request form. This form is only valid for 1 school year and therefore must be resubmitted each year.)

### ***To enroll your child in our Part-Time ASEP (2 days per week):***

1. Fill out an ASEP Information/Registration Card and select the “2 days a week” option;
2. Turn in the \$50.00/child non-refundable registration fee;
3. Let us know which days your child will be attending each week (Days must be the same every week);
4. Notify us of the date that your child will begin our program.
5. Complete the full registration packet as needed before the first day of attendance;
6. Give your child’s school written permission for your child to be picked up by COSKids each day. (\*\*Matthews Elementary Parents: Your children will be riding the CMS bus to our campus and you will therefore need to fill out an Alternate Stop Request form. This form is only valid for 1 school year and therefore must be resubmitted each year.)

### ***To enroll your child in our Camp Days Only Program:***

1. Fill out an After School Application and select the “Camp Days Only” option;
2. Turn in the \$25.00/child non-refundable registration fee;
3. Complete the full registration packet as needed before the first day of attendance;
4. Call or email us to sign up your child for the Camp Days you would like them to attend before the sign-up deadline (we will send out reminders as each sign-up deadline approaches).

***Outstanding Balance:***

Parents who have an outstanding balance from previous COSKids programs will not be allowed to enroll their child in ASEP. All accounts must be paid in full before parents will be allowed to enroll their children in After School unless an acceptable payment plan has been established and signed by the Director and Accounts Manager.

***Waiting List Policy:***

If all spaces in the class your child needs are full, you have the option to pay the \$50.00 registration fee, to be put on our waiting list. When we contact you with available space, you would need to begin payment at the date available to hold the spot (even if your child is not yet ready to start). Otherwise, you would be moved down to the next spot on the waiting list. You may stay on the waiting list for one school year.

***Tours/Orientation:***

Enrollment happens on a rolling basis throughout the year. We encourage you to set up a tour so you can check out our amazing campus and staff and see all we have to offer.

***Fees and Tuition:***

Tuition is based on the school year and divided between 10 equal monthly payments.

No adjustments will be made for vacation, holidays or bad weather.

All Camp Day fees and activity fees are included in in full-time ASEP tuition.

Part-time ASEP tuition does not include Camp Days. Camp Days are \$35 per child per day that they attend camp. *You are not required to sign up or pay for any set number of camp days.*

The total tuition cost is divided into 10 payment installments of \$290.00 per child (full-time) or \$130.00 (part-time).

The first payment is due on August 15, 2017, with a 7-day grace period (final due date is August 22, 2017). You may make your first payment in person, by mail, over the phone, or online at [www.COSKidsMatthews.org](http://www.COSKidsMatthews.org).

We ask all families to sign-up for Auto-Draft payment using either a credit or debit card or checking account using ProCare/Tuition Express

All remaining tuition payments are due by the 15<sup>th</sup> of each month, beginning September 15, 2017 and ending May 15, 2018. Payments are considered late and assessed a late fee after the 18<sup>th</sup> of the month.

***Scholarships:***

Scholarships may be available for single parents who qualify financially. For more information about our Single Parent Ministry, contact Lori Davis; [ldavis@coskidsmatthews.org](mailto:ldavis@coskidsmatthews.org) #704-845-4673 Ex:230

## **Class Hours:**

After School operates from 2:00-6:00pm, Monday-Friday, on school days according to the traditional Charlotte-Mecklenburg (CMS) and Union County Schools calendars.

Optional full day, Camp Days are available on teacher workdays and annual leave days from 7:00am - 6:00pm. We will also pick up children from school at their designated times on early-release days, with the exception of early closings due to inclement weather.

## **Transportation from School:**

All students will be picked up from school by a designated COSKids vehicle or will ride the CMS bus from school to our campus (Matthews Elementary only). Safety is our number one priority. All children will ride in the appropriate child restraint system as required by the North Carolina Department of Transportation (see regulations under "Transportation Safety Issues" below). Children riding the COSKids bus will be restrained with a lap belt. Children under 4'9" tall, under 8 years old, or under 80 lbs. who ride on one of the COSKids vans will sit on an approved booster seat with a lap and shoulder belt. Children over 4'9", 8 years old or older, or over 80 lbs. will ride with a lap and shoulder belt.

***Matthews Elementary:*** Students arrive at the COSKids Campus at approximately 3:00pm on the CMS school bus and are dropped off in front of our After School entrance (located on West Charles Street, though our address is listed as 116 N Ames Street, Matthews, NC 28105). After School staff will be there to greet them and walk them into the building. **Parents must fill out an Alternate Stop Request Form on the CMS website online before the deadline (as stated by CMS), and give them our 116 N Ames Street address to allow their child to ride the bus to the After School building. COS is not responsible for transporting children from Matthews Elementary to our COS campus if the parent has not completed this form on time.**

***Bain, Elizabeth Lane, Indian Trail, McKee Road, Providence Spring:*** We pick up these students from their schools in a COSKids vehicle at their designated dismissal times and bring them to our campus. After School staff will be there to greet them and walk them into the building.

***Other Schools:*** Parents (or a parent-designated individual) may drop their children off at our campus to participate in the After School program.

## **Drop-Off/Pick-Up Procedures:**

On Camp Days, or any other days when you will be dropping your child off at our program, you will need to escort your child to their Group Leader.

**ALWAYS SIGN YOUR CHILD IN ON THE DESIGNATED CLIPBOARD IN THE ATRIUM.**

***Do not drop your child off outside the building.***

Please be sure to drop off your child by 9:00am on Camp Days. We have set times for activities and field trips and will not wait for late children.

The teachers will greet parents and children when they arrive, but please remember the teachers' time and attention will be directed at your child and the other children in the room, therefore this is not the appropriate time to discuss concerns with them. It is easiest to communicate with teachers through written notes or phone calls, but if you would like to set aside time to meet that can also be arranged.

**ALWAYS SIGN YOUR CHILD OUT ON THE DESIGNATED CLIPBOARD IN THE ATRIUM.**

***Please refrain from cell phone usage while dropping off or picking up your child!***

## **Late Pick-Up Charge:**

Please keep in mind that After School closes at 6:00pm. There will be a late charge of \$1.00 per minute after 6:00. If your child is not picked up by 6:15pm, we will call an authorized person on your registration form. We are required to call the Department of Social Services and Law Enforcement if you have not picked up your child by 6:30 pm and we cannot reach you or an authorized individual.

If you know you will be a few minutes late due to unforeseen circumstances, please let us know by calling the office. Parents who are late on a regular basis will be subject to dismissal from our program.

## **Child Absences**

If you know in advance that your child will not be coming to ASEP, please write their scheduled absence on the clipboard on the sign-in/sign-out table.

In case of illness or other cancellations, please notify us by noon by calling the office and leaving a message at extension 280 with your name, your child's name, and the date of the absence, to ensure that we are not looking for your child at school dismissal. This is very important, as it allows our bus routes to run smoothly.

## **Withdrawal:**

There needs to be a minimum of 2-week notice of withdrawal. If two-week notice is not given, parents will be responsible for payment through the end of the month. Re-enrollment may occur only if space is available.

**School Calendar:**

After School begins on the first day of school and ends on the last day of school according to the CMS and Union County calendar. We have a separate 10-week Summer Camp program as well.

COSKids is closed on the following days:

Labor Day

Thanksgiving (2 days)

Christmas (2 days)

New Year's Day

President's Day (Staff Development Day)

Good Friday

Memorial Day

Independence Day

**Camp Days:**

Students enrolled in After School can participate in Camp Days (7:00 am - 6:00pm), which take place on CMS & Union County Teacher Workdays and Annual Leave Days. The schedule for Camp Days will be posted at the beginning of the school year. Children who do not have a scheduled camp day when other schools do will still be picked up from their school in the afternoon as usual.

There will be sign-up sheets on the sign-in/out table in advance for all camp days. The deadline to sign up for Camp Days is 1 week prior to the day. This is a strict deadline so that activity reservations can be made and group leaders can be scheduled.

Camp Day Only children can sign up for Camp Days by either email or calling the Afterschool Director at least 1 week in advance of the day.

Families will be responsible for payment for Camp Days unless they cancel at least one week in advance of the day.

## Field Trips:

As an enrichment program, we will be taking field trips and participating in many other special and activities throughout the year. Most of these field trips will take place during Camp Days. All children in attendance during our Camp Days will need to go on the designated field trip with us. All parents must sign the Field Trip Release form.

Details of all field trips will be posted prior to the Camp Day and will also be sent by email.

We cannot wait for children who have not arrived by the specified departure time. Please have your kids here on time.

All students will be transported to field trip locations via a designated COSKids vehicle (see "Transportation from School" for child passenger restraint policies).

Parents and guardians are welcome to accompany us during field trips and activities unless there is a limited availability. However, if our buses and vans are full, you will need to provide your own transportation. Additionally, you must pay for your own entrance fees for the activity when we arrive.

Please notify the Director and your child's Group Leader if you will need to drop off your child at or pick up your child from a field trip location so that we can make sure we give an accurate headcount to the field trip venue or that your child takes their belongings with them.

If you need to contact us while we are on a field trip (emergencies only), please call the main COSKids number and a staff member will contact us directly.

## Inclement weather

In the event of inclement weather, we will communicate any closings or delayed openings of the campus through emails to parents, the Remind app, and posting an announcement on our Facebook page.

If CMS chooses to close due to poor road conditions, we generally will also close. COSKids operates independently from the school systems, making our own decisions on closing.

In the event that CMS should have a delayed opening, our campus will most likely have a delayed opening as well, opening at 9am. If there is staffing available, we will have a Camp Day for families. Information will be sent out by the Remind texting app.

If CMS chooses to close early, After School will close. **COSKids will not pick up your child from school on days when CMS or Union County has closed early due to inclement weather.** Our goal is to be safe. We will always make sure the parking lots and sidewalks are clear before we re-open.



## Appropriate Attire:

Please dress your child in comfortable clothes that will handle outdoor activities, art projects, and bathroom breaks. We will get dirty. One of our goals is to encourage our children to be self-sufficient. Please help by sending your child to school in clothes that allow for a child to say, "I can do it!"

All children go outside if the weather permits. During colder months, please make sure your child brings a coat or jacket, mittens and a hat if needed (clearly labeled with child's name). It is a good idea to send hair ties with children with long hair during warmer months, as some afternoons get very hot.

- ***No hats except during cold weather.***
- It is our program's policy that shoes are to be worn at all times. **Rubber-soled shoes (sneakers)** will allow for a greater margin of safety on the outdoor equipment and are preferred. **No flip-flops, sandals or cowboy boots.**
- Avoid clothing with strings. These may get caught on playground or gym equipment.
- Be sure that all clothing is modest and age-appropriate. Students may not wear halter-tops, shirts showing off the midriff, very short shorts, or other clothing of a revealing nature.
- Shorts must be worn underneath all skirts/dresses.
- Shirts with logos should be respectful and "clean"
- Girls should wear shorts underneath skirts
- On any water play days, girls should wear a one-piece swimsuit.
- On any water play days all children should wear shoes that are securely attached to their feet; no flip-flops.

## Items from home:

- We ask that children leave other personal items at home unless specifically requested by the teachers.
- Children are not allowed to bring electronic games/devices from home.
- We are not responsible for any items that are lost or broken at COSKids.
- Do not bring pets or other **live** animals to school. Live animals are not allowed on our campus, with the exception of classroom fish and hamsters.

## Birthdays:

Birthdays are very special to youngsters! It is a fun time to celebrate their birthday at After School. Please remember the following guidelines:

- Discuss the plans with your child's Group Leader in advance.
- You may bring a store bought special snack for your child to share with his/her classmates.
- Make sure all food is PEANUT FREE and not made in a facility that manufactures peanut products
- Please - no favors or toys to give out.
- **Birthday invitations or special snacks will only be given out at school if the whole class is included.** Please mail invitations for off-campus birthday parties separately.

**Communication:**

Make sure we have your current e-mail, as this is an excellent way for us to keep you updated on classroom and school activities.

Sign up for the Remind text messaging app.

Important notices will be posted near the sign-in/out sheet.

A poster above the sign-in/out table indicates where your child's class is at any given time.

Be sure to check us out on Facebook (<https://www.facebook.com/groups/COSKids>). We love to post upcoming events, photos, and other great info that will give you a peek at all the wonderful activities we're doing with your kids each day.

**Change of Personal Information:**

Please notify the office, in writing, of any changes in your address, e-mail, telephone numbers, emergency contacts, and authorized pick-up list.

**Snacks & Lunch:**

COSKids is a PEANUT FREE CENTER. Any peanut products sent to the Center will be held for 1 day for a family member to pick it up. Items will not be allowed in any classrooms.

We will provide daily afternoon snacks for each child upon arrival. It is our goal to provide your child with healthy, nutritious food that meets the needs of their growing bodies. Snacks will typically consist of fruits, vegetables, cheese and crackers, trail mix, granola bars, or other nutritious items, with water or fruit juice to drink.

On Camp Days please feed your child a healthy, filling breakfast before dropping them off. Send them with a healthy, well-balanced lunch and morning snack. We are very active during these days, so your child will need enough nutritious food to give them enough energy to get them through the day. You will also need to provide your child with a lunch on early-dismissal days if they do not eat at school. We will provide them with an afternoon snack on Camp Days and early-dismissal days as on regular After School days.

There will also be cooking opportunities and special snacks throughout the year. If you would like to help in this area, please relay that information to your child's teacher.

## Health Policies:

Please do not send a sick child to After School. We will make every effort to prevent the spread of illness but we need your help! If your child is sick, please keep him/her at home. If the school calls and says your child is sick, they should not be sent to After School.

Sickness includes:

- Fever over 101° in the last 36 hours;
- Diarrhea in the last 36 hours;
- Congestion, sore throat, ear pain, or any other symptom that indicates to you that your child is not well;
- Head lice, ringworm, open sores, impetigo, or other skin diseases;
- Pink eye (conjunctivitis) that has not been treated for 24 hours;
- Any illness which a physician has written your child out of school for.

They must be symptom free for 36 hours before they can return to After School. Example: If your child had his/her last fever symptoms on Monday at 10am, your child must be fever free until Tuesday at 10pm. Therefore, your child may not return to After School until Wednesday.

Please notify us if your child has been exposed to these, or any other communicable disease/condition, including measles, whooping cough, or chicken pox. We will then notify all parents of possible exposure (you and your child's identity will be kept confidential).

You will be called if your child becomes ill while at After School and you will be expected to pick him/her up ***promptly***. If you cannot be located, we will try the other names you have given us on your registration form.

Please keep your child at home if full participation is not possible. We cannot keep a child inside when the class is outdoors or limit his/her activities within the classroom.

## Medication and Permission Slips:

A COSKids staff member will administer required medication for children for CHRONIC MEDICAL CONDITIONS (ADD, ADHD, Asthma, Severe Allergic Reactions) ONLY with the following procedures:

- All medications, whether prescribed or over-the-counter, must be accompanied by written instructions as outlined on the Medication Form, which must be completed before the child needs the medication. No medication will be administered without the parents' instruction, permission, and specific directions. All medication will be locked up immediately upon arrival.
- Prescription medications must be presented in the **original container from the pharmacy**, labeled with the child's name to who it is to be given. The instructions for administering must match the instructions on the container. If the parents' instructions are not in complete agreement with the label instructions, the medication will not be given to the child. In this situation, we will contact the parent. The parent may then contact the physician's office and direct instructions may be communicated to the program by FAX or written order.

- A COSKids staff member will administer sunscreen to a child in the event that he/she requires protection from the sun only if the child's parent has signed the respective permission forms and attached it to sunscreen that is kept locked on campus.
- We do not administer over-the-counter pain medications, cold medicines or prescription antibiotics.

### **Injuries, Emergencies, and Notification:**

We do our best to keep all our children safe each day. However, kids are busy people, and accidents can sometimes happen.

If your child sustains a minor injury, such as a bump, scrape, or bruise, we will tend to the child and provide lots of love and comfort. For more substantial bumps or bruises, we will give you a call and write up an injury report letting you know what happened.

For serious injuries, seizures, trouble breathing, or other life-threatening conditions, a teacher will tend to the injured child immediately, while another staff member alerts the Director or other staff member for assistance. If necessary, 911 will be called immediately. The Director (or the lead teacher, if the director is not present), will then be responsible for choosing the appropriate action to obtain proper medical care. If the injured child is to be taken to the hospital, he/she will be taken by ambulance/emergency vehicle with an accompanying staff member. No staff member will transport the injured child.

The injured child will be taken to Presbyterian Hospital Matthews, located at 1500 Matthews-Township Parkway; Phone: 704-384-6550, unless another hospital is listed on the injured child's emergency card, unless there is closer hospital to us while on a field trip, or unless the medical professionals advise otherwise. You will be notified about the incident as soon as appropriate measures for the immediate care of your child have been taken, and you will be directed to meet your child and the accompanying staff member at the hospital.

## **Discipline Policies:**

The first requirement for a safe, loving, and enriching environment is structure within the classroom. This is established through consistent guidelines presented in a positive manner, in which children are secure in knowing the classroom routine and expectations. We seek to create an atmosphere where kindness, respect, self-control, honesty, and responsibility are modeled and encouraged.

Each teacher has developed their own reward systems for their classrooms, and will send home information with specifics for you. However, each behavior system is based upon the same common structure, and includes methods to promote proper behavior for each individual child as well as the class as a whole. The emphasis is on what they can do rather than what they cannot do. The classroom is a "walking place," rather than a "Don't Run!" place. Children that are "having a rough moment" are reminded of the classroom rules and redirected to more appropriate behavior. When this doesn't work, time away from the activity to think about their behavior may be necessary. These actions help children realize that there are consequences associated with their behavior. Likewise, they will learn that having good behavior and showing God's love comes with many rewards.

It is extremely important that parents and teachers work together to solve any problems that persist and decide on the appropriate action together. An important part of classroom management is the fact that all misbehavior in the classroom is dealt with in the classroom. You, as parents, will be notified of any ongoing problem but we do not expect a child to be "punished" at home for what goes on here at After School. At the same time, it is important that behavioral expectations are the same at After School as they are at home. It is confusing to a child to have a different set of rules at After School and at home. We aim to support your standards at home—not conflict with them—and we hope that you will do the same.

If a child is dangerous to himself or others, this child will be removed immediately from the classroom and brought to the Director's office and the parents will be contacted. If a child has repeated incidents of aggressive, disruptive, or other inappropriate behavior despite appropriate actions being taken, he/she may be subject to suspension or expulsion from our program. Please be assured that we will do everything we can to prevent this course of action. We understand that your child is learning, and it is our goal to help and support you through this process every step of the way.

## **Parking Lot Safety:**

Your children are important! In our busy world of fears and anxieties we tend to worry about major issues of safety that we have no control over and fail to deal with minor issues that we do have some control over. One of these areas is car safety and child supervision in cars and parking lots.

Moving in and around our building are someone's precious little gifts from our Lord! It is your responsibility to be extremely careful as you drive onto our campus!

***Please do not park in the rounded driveway in front of the After School entrance.***

Cars left in the driveway block our buses from dropping off our students in a smooth and timely manner. They also prevent our Library patrons from having drive-through access to our book-drop box. Parking is available on West Charles Street directly across from our entrance. Extra parking spaces are available on Ames Street (next to the playground), and off Freemont Drive.

Please do not leave your car motor running—we want to protect our children and the quality of the air they breathe!

Children of any age should not be sent through our busy parking lots by themselves to return to the building for any reason. Parents must always accompany children while walking through our parking lots.

We often see children left in cars in our parking lots because parents feel that they will “only be gone for a minute.” ***This is illegal and is considered child neglect!*** It is imperative that children—including older siblings—not be left in vehicles for even short periods of time—even if you have them in eyesight. There have been cited incidents of cars bursting into flames, carjacking, kidnapping, children putting the car in gear, children becoming overheated or hypothermic, and/or children leaving the vehicle to find parents. We want to avoid these and any other tragic incidents at all costs!

We have also seen parents not securing their children in proper safety restraints. It is law that “a child less than eight years of age or less than 80 lbs. in weight shall be properly secured in a weight-appropriate child restraint system.” Motor vehicle accidents are the number one killer of children in our nation according to the National Transportation Safety Board (NTSB). The NTSB also reports that 8 out of 10 child safety seats are not properly installed, putting children at increased risk of serious injury or even death. The Matthews Police and Fire Departments, as well as many local car dealers offer safety checks for proper safety seat installation free to the public. Be sure to stop in and ask them if you need help.

***Additional Child Safety Points from the North Carolina Department of Transportation:***

Children 12 and under should ride buckled up in a rear seat. Small children should ride in child safety seats approved for their age and size:

- Infants, until they are at least 20 lbs and at least 1 year old, should be in rear-facing child safety seats;
- Toddlers, until they are about age 4, should be in a child safety seat facing forward;
- Children, until they are 4'9” tall, 80 lbs, or age 8 years old should use a booster seat and properly fitted lap and shoulder seat belt rather than a lap and shoulder belt alone;
- NOTE: Booster seats can NEVER be used with a lap belt only. A child who weighs at least 40 pounds can legally be restrained using only a properly fitted lap belt if there is no lap and shoulder belt available for use with a booster seat;
- All children should use seat belts after they outgrow booster seats.
- Infants in rear-facing child safety seats should NEVER ride in the front seat of a vehicle with a passenger-side air bag.
- If a child over one year old must ride in the front seat with a passenger-side air bag, put the child in a front-facing child safety seat, a booster seat, or a correct fitting lap/shoulder belt, and move the seat as far back as possible.

***\*Please be aware that we are required to call the authorities if we see offenses that break the law in our parking areas.\****

See [http://www.nts.gov/doclib/safetyalerts/SA\\_002.pdf](http://www.nts.gov/doclib/safetyalerts/SA_002.pdf), <http://www.nts.gov/safety/children.html>, or [www.buckleupnc.org](http://www.buckleupnc.org) for more information.

## **Emergency and Evacuation:**

We will have fire drills periodically throughout the year. It is our goal to help all our children and staff be as prepared as possible for an emergency. All staff members receive training on our Fire Drill, Tornado/Hurricane plans, and Lock Down and Evacuation Procedures.

## **Security:**

Your child's safety is our first priority. We have a security card reader system on the outside doors. Each family will receive 2 security cards upon enrollment. You will need to use your security card to enter the building each day. Extra or replacement security cards are \$5.00/card.

List individuals who are authorized to pick up your child on your registration form. Your child will not be released to any individual who is not listed on the registration card without prior notification in writing.

Send a note if someone other than you or your usual pick-up person will be picking up your child on a given day. All unfamiliar individuals picking up a child must present their driver's license or other government issued photo I.D., even if they are on the authorized pick-up list.

If someone comes to pick-up your child who is not on the authorized pick-up list and we have not received notice from you, we will contact you immediately. We will NOT release your child to unauthorized, unidentified, or unverified individuals.

## **Director/Group Leader Meetings:**

You are welcome to schedule conferences with the ASEP Director and/or Group Leader , either by phone or in person, as you wish. Group Leaders will make every effort to be available to you, but please avoid lengthy conversations at arrival or dismissal. If you need to have a longer conversation with your child's Group Leader, please notify the Director so we can arrange a conference that will take place during an appropriate time in our schedule. Please note: It is most important that we avoid discussion about your child in front of your child. Little ears hear a lot and take your words to heart.

## **Curriculum:**

Learning is included in every minute of every day your child spends while he/she is at COSKids. Everything he/she experiences throughout the day—from free play to the planned activities of the classroom—are all part of the classroom's curriculum.

We are a developmental After School Enrichment Program, which means we concentrate on each child's total development. The objectives of the curriculum are planned to promote spiritual, intellectual, social/emotional, language/literacy and physical growth. Each area is very important in developing a well-rounded child.

We place your child in a fun, safe, and interactive environment that engages their interests, and furthers their development. We know your child will be most successful when we bridge the gap between home

and school. Not only will your student get to spend time with friends, enjoying activities that are relevant to school-age interests, he'll also be provided with homework help and skills enhancement.

Each class' schedule varies slightly, but all are designed to provide a variety of age-appropriate activities, such as:

- Homework Time\*
- Daily Snack
- Computer Time
- Tutoring Service
- Sports & Recreation
- Fine Arts/Arts & Crafts
- Bible Study
- Clubs
- Community Service Projects
- Field Trips

\*Please note that we provide 1 hour of homework time per day except for Fridays. Please sign the Homework Response Form and return it to your child's teacher. If you and your child decide to opt out of completing homework at COSKids, your child will need to have a quiet alternative to do during that time period.

Although we incorporate many reading activities and opportunities throughout our curriculum, we do not sign School Reading Logs. We want to make sure that we give you, the parent/guardian, the opportunity to closely monitor and become actively engaged with your child's reading progress.

Our schedule is somewhat flexible so that we can include special programs, guests, story times, movies, parties, performances, and other special activities as well.

### **Parent Involvement:**

We want you to be as involved with your child as you can, and would love for you to help out with story times or special activities. We also have many opportunities for guest speakers during our many themed learning units. If you would like to attend any of our activities, just let us know. We just ask that you not attend on a "too frequent" basis because your child may not participate as well due to your presence. These are learning times too!

You will receive emails and notes from your child's teacher to acquaint you with the unit studies, Bible stories, Bible verses, special activities, and other information of interest for your child's class. We also send home weekly sheets which tell you about your child's behavior and activities each day. Please take time to review these and talk to your child about them so that he/she will know that you value the time spend in school and are interested in what they are doing.

We have many exciting campus-wide events throughout the year as well, and we would love to see you there!

Since COSKids is part of a non-profit organization, Christ Our Shepherd, we offer scholarships and support to single parents and their families, and will therefore have many opportunities for volunteers or donations throughout the year.