



# **Building Bridges Afterschool Program Parent Handbook**

**Wingate Faith  
A Global Methodist Church  
111 Runville Road, Bellefonte, PA 16823**

Dear Parents and Guardians:

***We would like to take this opportunity to welcome you and your children to our afterschool program. This handbook is designed to give you helpful information about the Building Bridges Afterschool Program offered by the Wingate Faith Global Methodist Church. It includes our program activities procedures, and policies. Please read this handbook carefully and keep it in an easily accessible place for easy reference during the school year. Creating a program experience for your child that is nurturing, enjoyable and enriching is a priority for all of us. We welcome your input, and look forward to working with you and your family.***

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## **CONTACT INFORMATION:**

### **ADDRESS:**

Building Bridges Afterschool Program  
 Wingate Faith Global Methodist Church  
 111 Runville Road  
 Bellefonte, PA 16823

**CHURCH OFFICE PHONE: 814-353-8870**

**E-MAIL:** [wingatebuildingbridges@gmail.com](mailto:wingatebuildingbridges@gmail.com)

### **STAFF:**

Rev. Samantha McElwee.....814-353-8870  
 Karen Caprio-Devore, Director.....814-880-9562  
 Janette Moore, Finance...814-883-0893

### **CARE GIVERS:**

Karen Butler  
 Karen Devore  
 Linda Young  
 Janette Moore  
 Jossy Pearce  
 Cathy Wallish  
 Sophia Rhoades – student helper

Absences can be reported to:  
 Karen Caprio-Devore 814-880-9562  
 Or  
 Janette Moore 814-883-0893

## About the Program

Building Bridges is committed to meeting the needs of children in kindergarten through 5<sup>th</sup> grade. The program is relaxed and recreational based. Our staff strives to be sensitive and flexible to meet both the physical and emotional needs of the children as well as the needs of the parents.

The primary goal is to provide children a safe, enjoyable and enthusiastic environment. We offer a variety of materials and activities that promote enjoyment, exploration, creativity and learning. The activities provide both a structured and non-structured atmosphere.

Activities include organized games, crafts, supervised play, quiet time, and snack time. Building Bridges staff lead organized games and crafts. Supervised play, playground, or classroom activities allow children to play freely with their friends. Quiet time is a time for children to do homework, read or participate in a quiet activity on their own. A snack is offered daily. We occasionally have special guests who provide unique activities to share with the children.

## ADMISSION PROCEDURES

Each student who attends the afterschool program must be registered. A copy of the registration form may be obtained from the church website or at the church office.

## TUITION AND PAYMENT POLICIES

The mission of our program is to provide quality, low-cost childcare. The guidelines listed below were developed to be clear, consistent and fair to all participants in the Building Bridges Afterschool Program.

Limited economic assistance may be available for qualifying families to receive reduced rates. To qualify, a Confidential Fee Adjustment Form must be submitted along with the registration form. Please contact the church office or program director to request this form.

- Tuition:
  - \$65.00/week - Full Time (4-5 days/week)
  - \$45.00/week - Part Time (1-3 days/week)
  - \$20.00/week – Full time additional child per family
  - \$15.00/week – Part time additional child per family
- If an account becomes two weeks or more in arrears, the child may be withdrawn from the program until the account is paid in full.
- Families with unpaid balances from the previous year will not be admitted into the program until the child's account has been paid in full.
- **One week's tuition is due with the registration form.**
- Payment for each school week is **expected during or before that week**. If another payment plan is desired, a written request must be submitted with the registration form.

- Payment is due regardless of attendance.
- Payments may be placed in the payment box at the checkout station. The finance secretary provides a copy of your payment schedule at the beginning of the school year and then again at the beginning of the new year.
- Rates are subject to change at the discretion of the Building Bridges Committee. The Building Bridges Committee will give a 30-day notice if that happens.

## **SCHEDULE CHANGES**

Although every effort will be made to accommodate families who request schedule changes, any change in a child's attendance at the afterschool program is subject to availability. A written request for termination or change in schedule must be requested two week prior to the change. Once written notification terminating a child's participation in the afterschool program has been received the family will receive an invoice detailing the charges for the child's remaining time in the after school program. This invoice is due upon receipt.

## **SCHEDULE OF OPERATION**

**Program Hours:** On regular school days, Building Bridges operates from 3:00 pm to 6:00 pm. Building Bridges staff will pick up students at designated spot at the Wingate Elementary School and escort them the church.

**No School Days:** Building Bridges follows the Bald Eagle School calendar. Building Bridges will not be open when students to not attend school such as on vacation holidays, Act 80 days, Assessment/Parent conference days, In-service days, or ½ day (vacation) days.

Building Bridges will not be open on days when schools are closed due to inclement weather or emergencies, i.e. snow days.

## ATTENDANCE PROCEDURES

**Pick-up Procedures:** A parent or guardian must sign out their child every day. Children will not be released without being signed out. Anyone who is picking up a child must be authorized to do so on as listed on the child's Building Bridges registration form. Identification by photo ID may be required at any time. You may enter the building at the Building Bridges entrance or go the pavilion if we are outside. Please record the time your child is picked up. This is a good time to indicate any future absences your child may have that week.

**Late Pick-up:** Children must be picked up by 6:00 pm. You will be charged a \$10.00 late fee per child for every 15 minutes you or your authorized pick up person is late. Example: 6:01 pm – 6:15 pm = \$10.00 fee, 6:16 pm – 6:30 pm = \$20.00 fee per child. Continued late pick-ups risks having the child dismissed from the program.

We understand that emergencies may occur, so if you find yourself in such a situation, please call the church office phone or the director's cell phone as soon as possible. This will alleviate anxiety on the part of both the staff and your child. We understand your required work time and respectfully ask that you respect our required work time.

**Absences:** When your child will not be attending Building Bridges, please call, text or email Building Bridges to report an absence. Phone numbers and emails are listed on the Contact Page. If your child is at school but will not be attending Building Bridges, please inform Building Bridges and your child. When a child who is scheduled to attend the Afterschool program is not at the designated spot at the school, the following action will be taken.

- Building Bridges staff will contact school office personnel (who are very busy at this time of the day) to see if the child was absent or dismissed from school.
- The child's parents will be text or called.
- A \$10 fee will be charged for every unreported absence after the third occurrence.

## **PROGRAM PROCEDURES:**

**Homework:** A quiet time is allotted each day for homework and reading. Expectations for completing homework assignments while at the program vary from parent to parent. You may indicate your expectations for homework on your child(ren)'s registration form. If your child(ren) is not required to do homework during this time, he/she will be free to participate in a quiet activity while others are finishing their homework. Please keep in mind that the staff will answer questions, but not correct homework assignments.

**Snacks:** A daily snack is provided. There may be certain days when special snacks are served, such as for parties and special occasions (we celebrate birthdays once each month).

Please inform Building Bridges staff of any food restrictions your child may have. While we understand there are many types of food restrictions, we cannot accommodate every child's need.

**Birthdays, Holidays, and Last Day of School:** Once per month we celebrate each child's birthday with a birthday cake or cupcakes. Children with birthdays on months when there is no school will be celebrated on the last month of the school year. Birthday celebration days will be marked on the calendar located on the bulletin board at the checkout station. We also celebrate most holidays and the last day of school with special activities and snacks.

**Outside Play:** Children who attend the Afterschool program can expect to spend a minimum of 20 minutes outside during the day. Outdoor play will be cancelled due to precipitation icy ground conditions, temperatures below 30 degrees, or excessive wind or heat. All children will be required to be outside; we do not have enough staff to provide both inside and outside care at the same time. . Please make sure your child has appropriate clothing for outdoor activities. During the winter months, and throughout the year, children are welcome to leave an extra set of seasonal clothing at Building Bridges. Please mark all clothing with child's name.

**Possessions from Home:**

Since we cannot guarantee the safe return of personal belongings, Building Bridges requires that personal possessions such as electronics, cell phones cameras, etc., be left in backpacks during a child's time in our program. Responsibility for the safekeeping of these items remains with the child. Building Bridges does not allow the use of toy weapons or trading cards at any time.

**Health/Emergency Information**

**Medication Policy:** If medication is to be given during Building Bridges hours, a separate Dispense Medication Release Form must be completed. If your child has allergies requiring medication, an Allergy Action Form is also required. These forms may be picked up at the church office or Building Bridges rooms.

**Health Policy:** Please do not send your child to Building Bridges if he or she exhibits any signs or symptoms of being ill. If your child exhibits signs of illness or has a rash without a doctor's note while at Building Bridges, you will be contacted to pick up your child as soon as possible. If you are not available, the emergency contact(s) listed on your child's registration form will be called.

**Emergency Information:** All steps will be taken to assure the safety and welfare of your child. If your child is injured/ill and requires more than basic First Aid, we will contact the parent/guardian, or listed emergency contacts. In case of an accident or serious illness, 911 will be called and parent/guardian contacted.

Building Bridges does not assume responsibility for accidents or injuries during our program hours. Please review your own personal insurance to be sure you and your family have proper protection.

## **PHOTOGRAPHS**

Occasionally the Building Bridges Afterschool program takes pictures or videos of program activities for use on our website, brochures, reports, bulletin boards, etc. Pictures or photos are not used without parental permission as indicated on the registration form. If you need to modify this release, please notify the afterschool director.

## **COMMUNICATION**

The Building Bridges Afterschool program maintains an open-door policy. Please feel free to direct questions or concerns related to any facet of our program to the Program Director at any time.

## CODE OF CONDUCT

The children and staff of the Building Bridges Afterschool program are asked to treat each other with respect, tolerance, kindness and consideration. The rules and behavior expectations will be explained to the children clearly and reinforced in a consistent manner.

It is the responsibility of each parent/guardian to discuss the code of conduct with their child(ren) and reinforce compliance with it. All children and parents are expected to always exhibit appropriate behavior while at Building Bridges. Please discuss with your

children that our activities are planned for groups. While your child may not wish to participate in a specific activity, he/she is still expected to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all.

Participants shall:

- Show respect to caregivers and other children
- Show respect to the church building and grounds
- Never take anything that does belong to you
- Clean up after yourself - equipment, toys, craft supplies, dishes
- Take direction from staff
- Do not leave room or area without permission
- Do not throw objects or balls inside - against walls or others
- Do not use abusive gestures or foul language
- Do not cause bodily harm to self, other children or staff
- Bullying is not tolerated

A positive approach will be used regarding discipline.

Consequences for inappropriate behavior will:

- Be given a verbal warning by staff accompanied by a discussion about why their behavior is not appropriate.

- Be given a time out that is one minute per year of the child(ren)'s age.

Any child who does not accept the physical boundaries of the program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal from the program.

Any inappropriate behavior by a parent/guardian, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the afterschool program.

I have read the Code of Conduct and Agree to these Terms:

Child/Children's Names: \_\_\_\_\_

Signature Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_