G.R.A.S.P.

SUMMER ENRICHMENT

WELCOME!!!

I would like to thank you for entrusting your children with us for the next 10 weeks.

Little Flowers Early Childhood and Development Center, Incorporated, is a 501 (c)(3) non-profit organization. We are committed to providing low-income children and families in the Sandtown community with quality childcare services through comprehensive early learning and intervention, before, after-school, weekend and summer enrichment programs.

Our summer enrichment program provides services to children ages 4 to 15 years old. We operate 10 weeks during the summer months, Monday through Friday, and every other Saturday from 9 am to 6 p.m.

The focus of the summer enrichment program is to build literacy and math skills while preventing summer loss of existing skills. Social and emotional needs are addressed through a variety of venues. In addition, we focus on developing knowledge, skills, and creative talents through structured enrichment. Enrichment activities help youth generate patterns for creative proficiency, build good character, initiate an engaged mode for learning, and find purpose in life.

As you will see on the check list page, we require each student to turn in their 4th quarter report card so that we accurately track each student’s progress during the summer, providing them with necessary tools to succeed in the upcoming School Year!

Enjoy Your Summer

The G.R.A.S.P. Team

Registration for GRASP SUMMER ENRICHMENT PROGRAM 2018

(One Sheet Per Child)

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_\_\_ Birthday: \_\_\_\_\_\_\_\_\_\_

School Currently Enrolled in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School attending for the School Year 18-19\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Information

**Parent 1 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent 2 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact should parents not be available**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Other) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pick-Up List (If different from the parents or emergency contact listed)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

----------------------------------Office Use Only-----------------------------------------

 Program Enrolled: [ ] Cash [ ] Voucher [ ] Summer Funding

Registration for GRASP SUMMER ENRICHMENT PROGRAM 2018

PT 2

**REGISTRATION:**

1. An Annual registration fee per child of $25.00 is due at the time of registration.

(The Registration fee is nonrefundable).

1. If registering a child any time during the year the space will be held for ten (10) days. Other arrangements **MUST BE MADE AT THE TIME OF REGISTRATION.**

**TUITION and SECURITY DEPOSIT:**

1. ALL Tuition is due in **ADVANCE.**
2. If a holiday falls on the day tuition is due, tuition is due the day before.
3. Personal leave, vacation and illness will not be exempt from full payment
4. Monthly tuition fees are non-refundable regardless of holidays, illness, vacation, inclement weather days or “Acts of Nature.” The center will make reasonable efforts to open in inclement weather; however, the center may choose to close at the Owner’s discretion.

**PURCHASE OF CARE VOUCHERS**

1. ALL Co-payments are due in ADVANCE.
2. If a holiday falls on the day Co-payment is due, payment is due the day before.
3. Personal leave, vacation and illness will not be exempt from full Co-payment payment
4. Payments are non-refundable regardless of holidays, illness, vacation, inclement weather days or “Acts of Nature.” The center will make reasonable efforts to open in inclement weather; however, the center may choose to close at the Owner’s discretion.
5. Failure to renew vouchers prior to expiration date will result in termination of contract, unless cash payment is received
6. **“30-Day Notice of Guarantee:”** failure to receive vouchers within 24 hours of expiration date will result in termination of services, unless cash payment is received.

**LATE FEE:**

All Tuition and Fees **MUST BE PAID PROMPTLY**.

1. A fee will be charge for any child not picked up before the center’s regular closing time. This charge shall be $1.00 per minute/ child and an additional $5.00 per child per 30-minute period thereafter. Fees for late pick up are payable immediately; if not paid, the child will not be readmitted to the program. Consistent lateness will be cause for the child’s dismissal from the Center.
2. A fee of $35. 00 will be charged for returned checks.
3. Services after 6:00 p.m., Mon. – Sun. will be charged $40/week in addition to weekly tuition.
4. Weekend services **only** $40/day

**WITHDRAWAL FROM ENROLLMENT:**

1. I (We) understand I/We must give two (2) weeks advance written notice to the LF SHOULD I (We) elect

 to withdraw my (our) child/ren for any reason, or pay additional tuition.

1. The center reserves the right to deny, cancel sever or suspend a child’s enrollment at any time the center, in its sole discretion, deems such action to be in the best interest of the child or the center. In such event, any unused tuition will be refunded.

**ABSENCE:**

1. Children may not attend the center while ill. Children who become ill at the center must be picked up immediately – refer to the health policy guidelines.
2. When your child is going to be absent, please call the center as early as possible.

 slides or screen images for display, magazines, television, newspapers and any other media forms.

**PARENTS PARTICIPATION:**

1. I (We) understand that we are welcome anytime in LF and to go on trips, volunteer in the classroom or observe.
2. I (We) understand that I Must attend 2 out of 3 **Parent Teacher Meetings** during each year.
3. I (We) agree to help with fund raising activities sponsored by the **Parents Committee** for the benefit of my child/ren enrolled at LF

**Sliding-fee:**

Our **sliding**-**fee** program allows us to reduce or "**slide**" the **fees** for the care of you or your family. ... To **apply** for the **sliding fee**, please provide your most recent pay stubs for the last 30 days, current personal income tax return or an unemployment benefits.

**Tuition Fee Waiver/Scholarship**

Little Flowers offers **“tuition fee waivers/scholarships”** to families facing financial hardships.  To **apply,** please provide your most recent pay stubs for the last 30 days, current personal income tax return or an unemployment benefit.

Summer Funding:

If your child is enrolled in the Summer Funding Program you must comply with the following:

Before Care:

Before Care is offered to those families needing early morning care. Hours of operations - 6:30am – 9am, Monday – Friday, Fee: $35.00 weekly.

* I will need before for my student
* I will not need before care for my student

Transportation

Transportation is offered to students (ages 2 and up) living in Sandtown- Winchester and the surrounding areas. Round trip fee $65.00 weekly and one way $35.00 weekly.

* I will need transportation for my student
* I will not need transportation for my student.

REPORT CARD COMPLETION OF REGISTRATION

Your registration and reservation for GRASP SUMMER ENRICHMENT PROGRAM IS NOT COMPLETE unless we have a copy of their 4th quarter report card.

* I agree and have read this registration form and will adhere to all program policies

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

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

 Camp Class Schedule

K-1

|  |  |
| --- | --- |
| 9am- 9:45  | Breakfast |
| 9:45 am – 10:00  | Transition/ Bathroom |
| 10:00 am -10:50  | Math Lesson/SL |
| 10:50 am -11:20 am  | Science/Art/ SL |
| 11:20 – 11:30 AM  | BRAIN BREAK |
| 11:30 am – 12:15pm | Literacy Lesson/SL |
| 12:15pm – 12:45 pm | Lunch |
| 1:05 pm – 2:00 pm | Cultural Enrichment/SL |
| 2:00 pm – 3:00 pm  | Recess |

2nd/3rD

|  |  |
| --- | --- |
| 9:00am- 9:40  | Breakfast |
| 9:45 am – 10:00  | Math Lesson/SL |
| 10:05 am -10:20 | Transition/ Bathroom |
| 10:35am – 11:00  | Literacy Lesson/SL |
| 11:05 am – 11:25 AM  | BRAIN BREAK |
| 11:25 am – 12:15 pm | Science/ART /SL |
| 12:15pm – 12:40 pm | Lunch |
| 1:05 pm – 2:00 pm | Cultural Enrichment/SL |
| 2:00 pm – 3:00 pm  | Recess |

4th-6th

|  |  |
| --- | --- |
| 9:00 AM – 9:35PM | Breakfast |
| 9:40 am – 10:05 | Math |
| 10:10 am – 10:45 | Literacy |
| 10:45am – 11:00 am | Bathroom/Transition |
| 11:00 am – 11:35 am | SCIENCE/ART |
| 11:35 AM – 11:55 AM  | BRAIN BREAK/CHOICE TIME |
| 11:55 AM – 12:15 PM  | LUNCH PREP |
| 12:15PM – 12:45PM  | LUNCH |
| 12:45PM –1:05 pm | Bathroom/Transition |
| 1:05 pm – 2:00 pm  | Cultural Enrichment |
| 2:00 pm – 3:00 pm  | RECESS |

EVENING ENRICHMENT SCHEDULE

|  |  |
| --- | --- |
| 3:00PM – 3:30 | Snack |
| 3:30 pm – 3:45 pm  | Arrival Class  |
|  3:45pm – 4:45pm | Cultural Enrichment |
| 4:45pm – 5:45pm  | Arrival Class Activity |

GRASP STORE Hours

12:15pm – 12:45pm

3:30pm – 3:45pm

(If any student would like to purchase something upon exit that will be allowed)

**BEHAVIORAL POLICY**

Students **WILL** be **Dismissed** from the program for the following infractions:

* Stealing
* Fighting, threatening others
* Cursing, fighting, threatening and/or being disrespectful to any adult/staff
* Bullying
* Horse playing (or rough housing) of any kind
* Destroying property
* Engaging in any of the above behaviors while being transported

**G.R.A.S.P BUCKS BEHAVIORAL POLICY**

Students earn $300.00 per day of G.R.A.S.P BUCKS. G.R.A.S.P BUCKS can be used for trips and the G.R.A.S.P store.

Students can lose G.R.A.S.P BUCKS for their behavior, attendance, and classroom participation.

**“In-Program Suspension”** – Students are allowed complete their suspension on-site. However, they cannot participate in any enrichment activities or extracurricular activities. Students **MUST** complete required assignments during that time.

How students get “In-Program” suspension:

* Behavior (other than the above infractions)
* Phone call home

If the student refuses “In-Program” suspension, he/she will be suspended (up to five (5)) and MUST return with their parent.

**UNIFORM POLICY**

Students MUST wear Little Flowers’ Summer Enrichment shirts on ALL TRIPS. students are not allowed to wear: tank tops, crop tops, shorty shorts, mini skirts or any type of pajamas.

**TRIP POLICY**

In order for Students to go on any trip they must have the required (TBA) amount of GRASP BUCKS for that trip.

For every trip, student must wear their Little Flowers’ Summer Enrichment Shirt. Students will not be permitted to go on any trip without their T- shirt

**ATTENDANCE POLICY**

The program starts at 9 am. Each student is allowed a 15-minute grace period. are Students who will be late, must contact the program within 30 minutes of the program start time (9 am). Failure to contact the program may result in the student being sent home. Excessive lateness and absenteeism can result in dismissal from the program. ***(If you are having a problem with attendance, please see the program coordinator for assistance)***

Each student is required to come every day. Students are allowed three (3) unexcused absences. Excused absences must be due to vacation and sickness/illness. Parents are required to attend all three (3) Parent Investment Meetings (P.I.M).

**Camp Activities**

* Swimming/Water Fun
* Skating
* Bowling
* Nature Exploration
* Out Door Fun/Picnics
* Off Site Trips
* Tutoring
* Arts and Crafts
* Sports Activities
* Computer Fun
* Health and Nutrition

 Activities

**Staff**

All staff is certified through the Office of Childcare Administration, experienced in early childhood and development and credentialed.

School Age (5 – 15) Ratio: 15 – 1

**Food and Nutrition**

All meals are served at the center and include, breakfast (9am – 9:30am), lunch (12:15 – 12:45), Dinner (6pm – 7pm), and two snacks (10 am and 3 pm). Evening children receive a snack at 8 pm. Children with food allergies must provide a written statement and notify the director.

**Disciplinary practice**

Refer to Parent handbook

**Valuables**

LF **is not** responsible for lost or stolen items. Therefore, we encourage parents to keep all valuable items such as, expensive jewelry, portable game devises, MP3 players, digital cameras, and cell phones at home.

**Summer Enrichment Permission Slip**

Child(ren) Name(s):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for the above-named child(ren) to participate in the following summer camp activities:

* Swimming (pool) \_\_\_\_ Water Fun \_\_\_\_\_\_

My child can \_\_\_\_\_ cannot swim \_\_\_\_\_\_\_\_

(Water fun is a weekly activity. Children will be supervised by center staff and pool personnel if at a public facility. Children enrolled in the early learning program, MUST use the wading pool and sparklers only. Water activities at the center will consist of sparklers, water balloons, other non-pool water activities. All children must bring a swim suit, shoes, towel and change of clothes.)

* Movies \_\_\_\_\_\_
* Library \_\_\_\_\_\_
* Offsite location(s) \_\_\_\_\_\_
* Nature Exploration \_\_\_\_\_\_
* Out Door Fun \_\_\_\_\_\_
* Off Site Field Trips (see calendar) \_\_\_\_\_\_
* Bus Rides \_\_\_\_\_\_
* All Other Activities \_\_\_\_\_\_

Children will not be allowed to participate in camp activities without a signed permission slip.

If your child has allergies and/or special restrictions please check the box [ ] and note his/her allergies/restrictions below

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Date

Parent Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to adhere to all policies and ensure that my student is at GRASP SUMMER ENRICHMENT PROGRAM daily and if they are absent I will provide proper documentation to the main office if my student is absent. I agree to all policies and fully understand dismissal procedures if I or my student(s) do not adhere to policies and procedures in place. I further understand that the information I provide may be used for statistical and grant use.

 Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Agreement

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ promise to make sure that I am doing my best to follow all the GRASP SUMMER ENRICHMENT PROGRAM policies and procedures and if I do not I do understand that there are consequences that could cause me to be dismissed from the program

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist for Reservation

* 4th Quarter Report Card turned into Mr. Jamaal
* $25 Registration Fee Paid
* Registration Forms filled out and turned into Mr. Jamaal
* Proper Documentation turned in the main office
* Parent Agreement Signed and Turned In
* Student Agreement Signed and Turned In
* Parent Survey
* Media Release Forms signed
* Follow @graspafterschool on Instagram