

# **PORT CITY AFTERSCHOOL CLUB RULES & GUIDELINES, TERMS & AGREEMENTS 2019/2020**

## **PORT CITY GYMNASTICS and/or PORT CITY KIDS GROUP, INC.**

**6724 Amsterdam Way, Wilmington NC 28405 Ph. 910-793-1921 Fax 910-793-1922**

Port City Gymnastics provides transportation to the “**AfterSchool Club at Port City Gymnastics**”. Our program is offered to children at the following elementary schools: **Blair, Coastal Prep, College Park, Eaton, Murrayville & Ogden**. Activities include: free play in the gym, board games and crafts, as well as homework and snack time. WE ARE NOT A DAYCARE! We help develop happy, healthy children. Homework and games are essential to our program. We are a free-to-come-and-go facility and our stock in trade is well-rounded children. Your child will get lots of physical exercise. They will practice discipline, manners and respect for teachers, parents and other students, as well as themselves. They will gain self-esteem and confidence through our program. Your child’s positive attitude will be encouraged and will carry over into school work and all other activities.

Owners, Joe & Trish Warwick, as well as our Gym Manager, Marie Lagan, take pride in all our programs and participate in them daily. If at any time you feel there is a problem, please come see us...we know we can resolve any issue in a fair and balanced manner. We want you to know that your child’s safety and wellbeing is our utmost concern. We schedule our staff around the number of children enrolled, there is a balance necessary to ensure your child gets the care that you expect. With that in mind, there are a few rules that must be followed.

**Daily Schedule:** After the children arrive at the gym, they will put their school items into a locker in the ASC room and have snack. After snack, the children move to the front or back gym for game time and free play. This time is for the kids to burn off some of their energy from a long day in class. They will play games, tumble on the tumble track, roll on mats and play organized games each day. At 3:50pm the children will return to the ASC room for homework. During homework, they will be divided up into study groups. Children with homework will be assisted by the staff, all other children will only be allowed quiet time, reading or coloring. If you allow your child to bring any electronic devices, they will only be allowed to use it after 5:00pm, no exceptions. We are not responsible for any electronics, toys or games of any kind. We do not provide Internet or Wi-Fi access.

**Snacks:** We provide snacks each and every day. If your child wants to purchase something different than what we serve, they are free to do so. We do not provide lunches. If your child is here for early release or other non-school days, you must pack a lunch that doesn’t need any refrigeration or preparation.

**Behavior Policy:** PCG holds a three strikes policy for behavioral problems. After three strikes, the parents will be asked to come in for a meeting to discuss the child’s future at Port City Gymnastics. Any behavioral incident will be put in a written report to be signed by the parents at the time of pick-up. We want to work with every child to create a fun and safe environment and open communication is key. We encourage parents to stay in contact via phone and email should a situation arise.

**Daily Pick-ups:** When you ask PCG to pick-up your child, we are obligated to make sure that we do that. We have a roster that is followed each day. When we get to the school and your child is not there or has been moved to a car rider, we have to verify that information. This puts a strain on the system, for the school as well as PCG. We cannot return to the gym or continue on our route to the next school until we have verified the whereabouts of your child. That takes up time for PCG and the school administrators. **If your child is out of school or has been picked-up early from school for any reason, YOU MUST NOTIFY PCG in a timely manner. We will assess a \$10.00 charge to your account for each incident of non-notification.**

**After School Care Ends at 6:00PM:** We understand the traffic in Wilmington, and at times you may be late.... we will allow you the first 10 minutes. After 6:10 there will be a late charge of **\$10.00 per 10 minutes**. There are always special situations, call us - we are very understanding. **Pick-up by 6:00 PM, LATE FEES APPLY.**

**Half-Day Pick-ups:** For scheduled half-day and emergency early release days, PCG will pick-up children per our daily roster. We receive emergency telephone notifications from all the schools and will be aware of any changes in the school schedules. If your child is not scheduled to be picked-up on a day when an early release is announced, please contact the school and the gym ASAP to request that PCG pick-up your child.

**Teacher Workdays/No School Days:** PCG will provide full day camps for scheduled No School days. Please refer to the PCG Calendar posted on the website, in the gym and in the afterschool packet. You may drop your child off after 7:00am; pick-up by 6:00pm, late fees apply.

**Intersession Camps for Year-Round Schools:** PCG will provide intersession camps for all year-round school children, space is limited for these spots and currently enrolled PCG students have 1<sup>st</sup> priority for all available spots.

**Billing:** When you enroll in PCG-ASC you are holding a slot in the program. We schedule our staff according to our enrollment. We are a full-time program and cannot prorate your bill for missed ASC days due to **sickness, vacation, doctor visits, snow days or any other days missed.**

**Payments:** Dues are PREPAID - **payment is due each Friday, before the scheduled week.** PCG has an auto-payment program for credit cards and EFT (Electronic Funds Transfer). All accounts must maintain current accurate information on file for auto payment. All payments are the responsibility of the party who registers the child into our program; we no longer will split fees. Payments will be processed on the Friday before attending the following week, reserving and confirming your attendance. Payments may be made in person or via our customer portal prior to Friday to avoid charges to your credit card on file. If for any reason, payment is not processed completely/declined, due to card error or other processing issues, a **\$25 administrative late fee will be assessed if balance is not paid by Monday of the week attending.** An e-mail notification will be sent to you each time a payment is processed. Upon request, PCG will provide annual AfterSchool Care Statements with Tax ID Number for tax purposes.

**Refunds:** PCG does not issue refunds; we will credit your account with any discrepancies.

**For the 2018/2019 school year, we are offering AfterSchool Care full time – 5 DAYS/WEEK ONLY.**

**Fees: 5 days/week.....\$80.00/week elementary school**

Includes all fees for any Teacher Workdays, Half days, Early Release days, or No School days. Your account will be billed \$80 each week at a flat rate – no extra charges for days out of school or half days. (**EXCEPT:** Year Round Intersession, Thanksgiving/Christmas Holidays & Spring Break)

**Late Pick-up Fee.....\$10.00/10 min after 6:10pm**

**Non-Notification Fee.....\$10.00 per incident**

**Annual Registration Fee.....\$50.00**

**Administrative Late Fee.....\$25.00**

**Intersession/Holiday Camp**

**Full Day/Week.....\$165.00/week \$155.00 2<sup>nd</sup> child**

**Full Day Daily.....\$50.00/day**

**Half Day/Week.....\$100.00/week, \$90.00 2<sup>nd</sup> child**

**Half Day Daily.....\$30.00/day**

I have read, understand and fully agree to abide by the above detailed PORT CITY AFTERSCHOOL CLUB RULES & GUIDELINES, TERMS, & AGREEMENTS 2019.

Parent/Guardian: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_