

Northern Liberties Recreation Center

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After School Program (ASP) 2018-2019 Information (as of 4-01-18)

Hours

- Dismissal until 6PM from August 27th thru June 11th. *See below for Kindergarteners.
- This is strictly an *After School* Program. If your child does not attend school for any reason, then your child is not permitted to attend the After School Program on that day.
- We adhere to BOTH the Philadelphia School District Calendar AND Frankford Friends School Calendar.
 - a. <https://www.philasd.org/calendar/2018-2019/>
 - b. <http://frankfordfriends.org/>

Ages

- Kindergarten thru 8th grade
- *If your child is in Kindergarten, we recommend that you get here by 5:00pm at the latest. If your kindergartener finds it difficult to survive the long day, we may recommend that you find a day care that can accommodate napping to better suit your kindergartener.

Registration

- Non-refundable deposit of \$100 is due at time of registration with completed registration form.
- This fee is applied towards the yearly fee or monthly fee.
- Registration form is not complete unless ALL releases are signed.

Fees

- The fee options are: \$700/entire school year due by September 30th OR \$100/month (to be paid monthly Sept thru May) due on 1st of the month.
- ***We will charge a late fee of \$25 per month if monthly payment is received after the 15th of the month.***
- We accept credit card payments and checks/money orders made payable to "Northern Liberties AC". We do not accept cash payments.
- If for whatever reason, your check bounces, you will be responsible for any fees we incur.
- If you bounce more than one check, we will only accept payment in the form of credit card and money order from that point forward.

Communication

- Please use nolibsp@gmail.com for **ALL AFTER SCHOOL COMMUNICATION.**
- You must email us if your child is not going to attend the program for any reason.
- If you are going to have a NEW person come to pick up your child, email us with full name and cell phone #.
- We also use the REMIND app for text alerts. More information will be given at a later date.
- **Under no circumstances may a parent address another ASP student or another ASP parent in regards to issues at the After School Program.**

Arrival

- Children will be walked from Kearny Elementary School at dismissal.
 - a. Children assemble inside the gates, near the playground @ Kearny.
- Parents who register a child from any other school are responsible for transportation to the Recreation Center. This includes any agreement with a shuttle service or bus company.
- Children must sign in upon arrival to the Rec.

Dismissal

- You are required to pick up your child by 6pm SHARP and sign out your child each day. We charge \$1 per minute for every minute past 6:10pm that you have not arrived to pick up your son/daughter. Your child will not be allowed to return to the program until late fee is PAID in FULL.
- Only **AUTHORIZED ESCORTS WITH PHOTO IDs** will be able to sign out your child from the program. If someone else not on the approved list is going to pick up your child, you must notify us by giving **written permission** at nolibsp@gmail.com that he/she may sign out your child and escort your child home.

Early Dismissal

- We will accommodate for SCHEDULED early dismissals for Philadelphia School District and for Frankford Friends School.
- We will NOT accommodate for emergency early dismissals due to snow, lack of heat, etc. If by some miracle staff can get here safely for any emergency early dismissal, we will alert you via email.

Homework Policy

- Children will be allotted 45-60 minutes for homework help each day. It is EVERY parent's responsibility to check all homework at home for completeness and correctness.
- Homework time is a quiet time, so children who are already finished need to respect that.
- If we are arranging for the children to do a special activity or go on a trip, we will let you know in advance if we will not be doing homework on that day.
- The Hundred Book Challenge, school projects and computer activities need to be completed at home.

Trips

- On occasion, we will schedule a bus trip for the After School Program Participants. You will be given advance warning and you will be asked to sign a permission slip.
- We may go on walking trips throughout the neighborhood. We will not always give you advance notice when we do this. We will alert you thru REMIND.

Discipline

- Behavior not adhering to code of discipline may result in:
 - a. 1st offense: verbal warning and/or reduced or no participation in an activity
 - b. 2nd offense: discussion with parent and/or reduced or no participation in an activity
 - c. 3rd offense: written letter to parent and meeting
 - d. 4th offense: child will be removed from after school program
- Our facility upholds a Zero Tolerance Policy for
 - a. Physical violence to another participant or staff member
 - b. Proven theft
 - c. Proven possession of any weapon
- Unexpected situations may arise that may not fit the above parameters and we reserve the right to handle it the best way we see fit. We will do our very best to handle all situations fairly.

**** No refunds will be given to participants who are expelled due to discipline issues. ****

Cell Phones

- **ALL PHONES (and any other electronic devices) ARE NOT ALLOWED to be used.**
- If a parent wants their child to have a device, it must remain in the child's school bag AT ALL TIMES.
- If brought to the facility and if taken out of the child's school bag, the phone/device will be held for the duration of the day and will be returned to a parent/authorized escort only.

Personal Belongings

- **PERSONAL TOYS AND ELECTRONICS ARE NOT ALLOWED**, for they are easily damaged, lost, or stolen. If brought to the facility, they will be held for the duration for the day and will be returned to a parent/authorized escort only.
 - a. **If your child's school requires them to do MOST of their homework on a computer, we will try to accommodate usage of that device based on agreed upon stipulations.**
- The Recreation Facility is not responsible for lost, stolen, or damaged items. This includes cash.

Water Bottles

- It is highly recommended that each child has a reusable/refillable plastic or stainless steel water bottle to use while at the After School Program.

I have read and understand all of the NoLibs After School Program Policies listed above. I have discussed these with my child and our family will make every effort to follow them to assure a safe experience for all participants.

PARTICIPANT NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Thank You!