

## After School Program Overview

Glorious Future is a school age program that offers a variety of educational and enrichment programs for families in a safe and nurturing environment for children to learn, grow, and thrive. Our programs are carefully designed to meet the academic and developmental needs of children. Our goal is to provide children with amazing, memorable and inspiring childhood experiences that help to prepare them for a glorious future. We strive to expose children to new ideas, concepts, materials that would enrich their knowledge of the world around them. Our program strives to instill core values of integrity, honesty, diligence, perseverance, confidence, respect, responsibility, wisdom, empathy, leadership, discipline and self-control. These values are emphasized throughout our activities, conversation and special recognition.

## Program Highlights

- \* Part time & Full Time Option
- \*Creative Curriculum
- \*Academic enrichment
- \*One on One Homework Help
- \*Small Group
- \*Meets needs of Children
- \*Healthy Meals & Snacks
- \*Fun Fridays
- \*Trips
- \* Holiday Camp
- \*Open when Schools are closed
- \*Available for Back Up Care
- \*Pick Up/ Drop Off Service
- \*Fun Activities
- \*Extended AM/PM Care
- \*Group Activities
- \*Computers & Tablets
- \*Manipulatives & educational Games
- \*Library Visits
- \*Spring & Winter Break



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## Daily Schedule

<u>Activity</u>	<u>Time</u>
Arrival & Snacks	2:45 PM- 3:15PM
Homework & Enrichment	3:15 – 4:30 PM
Devotional	4:30 – 4:45 PM
Evening Meal	4:45 – 5:15 PM
Activity/ Free Choice	5:15 – 6:00 PM
CleanUp/ Quiet Activity	6:00– 6:30 PM
Dismissal	6:30

### Enrichment Program

- Daily Math Drills
- Daily Reading Log & Activity
- IXL
- Work Books
- Writing Prompt
- Test Prep
- Spelling Activity

## After School Schedule

Activity	Time
Arrival & Snack	2:30PM-3:15PM
Home Work /Academic Enrichment	2:45PM - 4:15PM
Devotional	4:15PM -4:30PM
Meal	4:30PM-4:50PM
Activity/Free Choice	5:00PM-6:00PM
Clean Up & Quiet Activity	6:00PM - 6:30PM
Dismissal	6:30PM



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## Enrollment Policy & Contract

Dear Glorious Future Parents & Guardians,

I would like to use this opportunity to welcome you to an exciting school year! It is my prayer that this school year will be rewarding for you and your child. I strongly believe this is our year to reach greater heights, to grow, explore, learn, build meaningful and enriching relationships. I want to greatly thank you for returning for another year! I look forward to the opportunity to serve your families.

My goal for this year is to provide parents with exceptional child care service that will foster the all-around development of your child. We have carefully prepared for this year's program to ensure that your child has an amazing school year filled with much learning and fun. As we take this journey, I trust that your child will be positively influenced to be the best they were created to be.

I believe without a doubt, that all children were created with the divine ability to fulfil their God given purpose. With this understanding, my role is to help develop skills and discipline that would prepare them for a Glorious Future. Once again, I thank you for the opportunity to work with your child and I look forward to having an amazing school year!

In my effort to providing parents with exceptional child care service, please adhere to the following program policy:

### Financial Policy

- All payments are due before service. No exceptions. No child care service will be provided without payment.
- Payments MUST be made via zelle or cash app, Money order, bank certified check. Cash payments are not accepted There is no refund on service provided.
- The fee for late payments is \$5 per week.



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- All parents must pay a registration fee according
- A two weeks tuition deposit is required. (This deposit will be used for the last 2 weeks of the program). Without it, your child's seat is not guaranteed.
- A minimum of 2 weeks notice is required before dropping out of the program for any reason. Without it, your deposit will be forfeited.

- Once students are registered, parents are responsible for child care fees, regardless of how many days students attended the program. Plans are made for the program based on the number of students enrolled.

#### Pick Up

- Parents who pick up their children later than 6:30 PM will be charged a late fee of \$5 per every 15 minutes. No Exceptions
  - Students who are picked up late more than 4 times a week will be dismissed from the program.
- 3 days of programming during a school week counts as a full week.
- Once school is in session parents are responsible for child care fees regardless of if you choose to send your child the program for the day or not.
- Parents pay 50% of child care fees weeks when school is closed. (Keep in mind Program's financial responsibilities are calculated by the month, i.e rents, utilities e.t.c)

#### Electronic Devices

- Students can bring electronics to the center.
- Students must be productive with their electronics devices.
- Students are not permitted to make calls without permission.
- Students are not permitted to make video recordings at the center, as this involves the recording of other students.

#### Library

- Students will get a chance to go to the Library each week weather permitting.
- Parents can send students with library so that they can use the computer and check out books for their daily reading log.
- Students will only be allowed to check out one book at a time with parents' permission.
- Students will not be permitted to check out books for other students.
- Parents should send students with library cards

#### Staff Management



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- Any complaints or concerns should be reported to the program director immediately.
  - "We have a Bright Future for Children"
  - We have several volunteers that would be assisting us during program hours.
  - All staff that are left with the children have undergone all required screening by the New York State Department of Health.
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### **Behavior Management**

- Students are expected to follow all rules of the program.
- Students are expected to respect all staff.
- Under no circumstance is any child allowed to hit other children.
- Children will be given 3 verbal warnings.
- A redirection approach will be used to guide a child's energy productively and positively.
- Parents will be notified if behavior does not change.
- Parents and the Program director will work together to develop a plan to address challenging issues.

### **Discipline Policy**

- Discipline Policies will be implemented when children are not following the rules, and will include the following:
  - Verbal warning
  - Redirection
  - Group Separation (10 mins)
  - Loss of privileges (No game / fun time.)
  - Call to parents if behavior continues
- If behavior that endangers the safety of students and others continues, students will be expelled from the program immediately.
  - It is very important that parents explain to their children the importance of program rules to ensure their safety and well-being and to make sure they enjoy themselves.
  - We have a zero-tolerance policy for hitting and inflicting pain of any kind to other students.
  - We have a zero-tolerance policy for bullying. Children need to learn how to work together to build a community setting.
  - For children who do not follow behavior policy and endanger the safety of other children, their parents will be asked to pick up their child immediately.
  - To ensure the safety of all students, children who have uncontrollable behavior issues after a variety of strategies to help will no longer be able to attend the program.



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### **Parent Support**

- In our effort to provide parents with excellent child care services, we ask that parents encourage their children to follow the rules of the program.
- Encourage your children to always be responsible.
- Feel free to express concerns or make a complaint at any time.
- We also welcome suggestions on how to make sure the program is meeting the needs of parents.
- Be sure to let us know when we are doing a great job as well!

### **Allergies**

- Parents must inform the program director of their child's allergies or food preferences.

### **Withdrawal from the Program**

- A full 10 school days' notice is required to withdraw from the program for any reason. Any notice not given at least 10 school days in advance, your deposit will be forfeited.

Please check your calendars for the year and make adequate arrangements for vacations and absences.

We sincerely appreciate your business, it is our delightsome pleasure to effectively run the business and provide high quality child care. The program requires timely payment and proper financial planning as the business has several financial commitments such as rent, staff salary, light, gas, insurance, etc. that must be fulfilled in a timely manner so as to not interrupt service provided. We kindly and respectfully ask parents to adhere to the following contract. It is your responsibility to read the terms in its entirety and ensure that you fully understand and agree to the terms and conditions.



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By signing this document, you agree to enroll your child in the Glorious Future After School program for the current school year. I have read and reviewed this policy in its entirety and understand all policies and expectations for myself and my child. I understand that I am expected to abide by all terms listed above, and by signing my name below, I agree to these terms. I understand that my child can be dismissed from the program for reasons including, but not limited to, 1) any missed payments without proper notice to the Program Director; and 2) uncontrollable child behavior that affects the safety of other children.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Program Director

*"Building a Bright Future for Children"*



## Glorious Future School Age Program

2021 - 2022 Fees and Rates

### Non-Refundable Yearly Registration Fee:

New Incoming Students	\$100
Returning Students	\$75
Summer Camp Students	\$50

### Full Time After School Program

10 months Enrollment (September - June)

Monday to Friday	2:30PM - 6:30PM
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### Monthly Plan

Monthly Fee of \$500 for 4 Weeks/ \$650 for 5 Weeks Month	\$500
Security Deposit of (To be returned at the end of program or use for child care fees for last 2 weeks of After School Program)	\$250

### Bi-Weekly Plans

Bi-weekly fee	\$250
Security Deposit	\$250

### Weekly Payment Plans

Weekly	\$125
Security Deposit of	\$250

### Part Time After School Program Fees

3days Programming

Weekly Program Fee	\$90
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Bi-weekly Fee	\$180
Monthly Fee	\$360 (4 Weeks)/\$450 (5 weeks)

**2 Days Programming**

Weekly	\$65
Bi-Weekly	\$130
Monthly	\$260/ \$325

**Daily Rate**

With Pick up from school	\$35
Without Pick up From School	\$30

**Additional After School Fees**

<b>Hourly After School Rates</b>	\$15 per hour	
<b>½ Day Rate Early Dismissal Pick Up</b>	\$10	From 11:30AM
<b>AM Care</b>	\$25	7:30AM - 2:30PM
<b>Full Day Fee</b>	\$50	7:30AM - 7:00PM
<b>Full Week Fee</b>	\$225	7:30AM - 6:00PM
<b>Evening Drop-off Fee</b>	\$5 per child	
<b>Late Pick-up Fee</b>	\$5 per every 15 minutes increments	

**PLEASE NOTE:**

- 10% discount applies only to the second child in a family of 2 or more.
- Payments are made based on enrollment and not attendance.
- Payments for the week must be made regardless of the number of days a student attends the program.
- All parents must pay a yearly registration fee.
- All payments are due before service. No exception will be made.



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• No child care services will be provided without advance payments

## Tutoring Services

Non-Refundable Yearly Registration Fee: \$50

Homework Help	\$20 per session	45mins
Tutoring Private	\$35 per person	1 Hour
Tutoring Group Rate	\$45 per person	2 Hours
Weekend Enrichment	\$160	Monthly (4 sessions)
Project/School Packet Help	\$25 & up	
Reading Program	\$35	1 Hour

## Back-Up & Emergency Child Care

Non-Refundable Yearly Registration Fee: \$50

Full Day Care	\$50	7:30AM - 6:00PM
Half Day Care	\$35	8:00AM - 1:00PM/1:00PM - 6:00PM
Extended Day Care	\$15	Up to 1 Hours Before/After
Hourly Rates	\$15	

## Pick-Up & Drop Off Service

St. Albans & Hollis Service Area Quotes

Security Fee: 2 Weeks (to be used towards final payments)

One Way Trip (Weekly)	\$65
Round Trip (Weekly)	\$100
Daily Single Trip	\$15

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