

# Spence's Community Educational Farm

## August 2010-June 2011

### After-School and Enrichment Programs Handbook

#### **HOURS AND FEE STRUCTURE**

##### **After-School Program Information**

Spence's Farm provides:

- Access to the unique atmosphere of the farm including outdoor play and time with animals;
- Focused activities in art, horses, swimming, sports, hiking, ecology, and gardening
- School pick-up.
- A ratio in after-school of 1 mentor to 10 children;
- One to five days per week scheduling options;
- Teacher workdays and holiday mini-camps when school is out.
- Ages 5-12
- **Hours:** After School 3:00 - 6:00 PM

**Community Centered Vision** We ask that you contribute (3) hours in the fall and (3) hours in the spring per family. We have open houses, our Halloween Festival each fall and the spring farm tour each year. We need your help to make them great.

#### **Fees:**

##### **After-School Fixed Monthly Fee Schedule (Includes School Pick-up and care up to 6 pm; Separate from Enrichment days)**

Scheduled # Days/week	Sept – May Fixed Monthly After-School Fee	Daily Rate for Prorated Months i.e. August & June- daily rate plan X number of days attending.
1	\$80	\$20 a day
2	\$144	\$18 a day
3	\$198	\$17 a day
4	\$245	\$16 a day
5	\$285	\$15 a day

After-school monthly payments are calculated based on the number of school days from September to May. Teacher workdays and Holidays are not included in monthly payments. Aug. & June are charged per day.

**Mini-Camps** Total MC fees are \$50 a day.

**Sibling Discount** Additional Siblings get a 10% discount on **After-School tuition only not on Enrichments.**

##### **Enrichment Program Fixed Monthly Tuition Schedule**

We offer horsemanship, pottery and woodshop classes during the week and riding lessons on the weekends.

Enrichment Class	Per Class Fee	Monthly Fixed Fee 1 day per week	More than one Enrichment Class per week
Beginner/Adv Horse, Pottery, Woodshop	\$35	\$165	10% discount off 2nd or more classes
Spanish	\$15	\$85	No Discount
Intermediate Horse	\$40	\$185	10% discount off 2nd or more classes

(Parent Transport = deduct \$5 from daily fees)

Billing fees for enrichment classes are based on an average of 4 weeks per month. In a particular month there may be 3, 4 or 5 classes, but the price will remain the same fixed fee. **Enrichment Classes are held on Mini-Camp days (no refunds for those who don't show), but are not held on Farm Holidays. Please see Spence's Farm school year calendar in the handbook for holidays we are closed and for MC Days.**

### **Registration Fee**

A registration fee of \$25 is due for each child's application, "each" school year.

### **Payments To Your Account**

**Invoices are emailed monthly. Tuition is due on the 15th each month and is late on the 1<sup>st</sup>. Checks are preferred but we can automatically charge your credit card, if you make a request. We require a valid credit card # on file. If your payment is not made by the 1<sup>st</sup>, we will charge your credit for the full amount in addition to a late fee of \$25.**

### **Absences, Missing Days, School Closings, Make-Ups,**

We do not offer make-ups or refunds for After-School or Enrichment class absences as a result of school closings or for any personal reasons such as school tests, special events or assignments, doctor's appointments or other circumstances over which we have no control.

### **Changing Fixed Monthly Schedules**

**A Schedule Change must be turned in at least 2 weeks prior the 1<sup>st</sup> of the month in question before we will make a change in your after-school schedule, add or delete an enrichment class, or drop out. If we do not receive the appropriate notice in writing, your account will be charged for another month based on your last agreement. We can change a day or add days only if there is available space.**

### **INSF Checks**

There is a \$25.00 charge for returned checks. If a second INSF check has been received, only cash or credit card will be accepted.

**Focused Activity periods from 4:00 to 5:30 pm each day:** We ask parents to not pick-up your children between 4:00 and 5:00 pm each day when we will be doing focused activities. A phone call or a note can be sent with the child telling us if they need an early pick-up time so we can prevent including the child in a focused activity where they will be away from the farm, (like on a hike).

**Pick-Up** Pick-up is before 6pm.

### **Late Charges For Pick-Up After 6:00 Pm**

Pick-ups after 6pm will be charged \$5 for each 10 minute block.

## **Program Description:**

Spence's Community Educational Farm After School Program is centered around the main farm house and utilizes the extensive facilities and grounds located at the farm. Each day after arrival the children settle in, eat their snack, and work on homework as needed, and then participate in a focused group activity. Those children who have enrolled in horses, pottery, or woodworking will begin at 4:00. At 5:30 the kids will return to the yard for supervised independent play time while they wait for pick-up.

Program activities offered:

4:00 to 5:00 Focused Activities \*Organized games \* Arts/Crafts, Gardening, Egg collecting, Farm Projects  
\*Homework Time \* Hiking \* Independent Play Time \* Snack Time

We are committed to providing an environment that allows your child opportunities to grow and learn. Our staff is always available for discussion of any specific needs your child may have.

We provide snacks that are derived from non-sugar based natural sources. Feel free to send additional snack items as well.

## Spence's Farm Discipline Policy

It is our primary goal to offer hands-on challenging learning experiences to children. Our experiential educational programs are designed to increase each child's personal knowledge, self respect and confidence. Our programs are based on what we call the **CRAFTS** of Partnership: **COMMUNICATION, RESPECT, ACKNOWLEDGMENT, FRIENDSHIP, TRUST, and SETTING GOOD BOUNDARIES.** Our philosophy on discipline at Spence's Farm emphasizes a positive approach, in which children are led towards becoming more self-disciplined and more accountable for their behavior choices. Consequences for misbehavior will be age-appropriate. We do not use physical punishments.

### Progression of Disciplinary actions

1<sup>st</sup> Participants will be redirected to comply with Spence's Farm rules.

2<sup>nd</sup> If the behavior continues, Spence's Farm staff will provide child with an age appropriate consequence related to the misbehavior. For example if a child damages property the child will be given the opportunity to repair their mistake by fixing property (or at least help), paying for property depending on their age or choosing which of the daily farm responsibilities he/she will help with or take on in return. We will inform parents what happened and of any consequences.

3<sup>rd</sup> The third time the child will be removed from activity and meet with the Program Director to process. After processing the child will reunite with the group. Parents of the child will be informed and consulted to determine if there are other factors affecting the child's behavior. We want to talk with the parents to create a plan and a goal we can all work on together.

4<sup>th</sup> Suspension from program. Suspension time is based on severity of offense and will be determined by program director.

5<sup>th</sup> Expulsion from program. Expulsion from the program is for one calendar year. There will be no refund of program fees already paid. A child who has been expelled from the program may request to be allowed back into the program, but we would like to see some new structure that will support the child's success. This request must be approved by the Director and, if granted, the child will be on a 90-day probation period. This Discipline and guidance policy is used as a guideline only. We reserve the right to bypass corrective procedure based on severity of the action. We do not tolerate violent behavior. Children whose behavior indicates that his or her continued presence in program constitutes a clear threat to the safety of others will be expelled.

## Policies and Procedures

## **INCLEMENT WEATHER POLICY**

### **School Cancellation**

If Chapel Hill/Carrboro schools are cancelled due to severe weather, we will also cancel our After-School. We cover Chapel Hill/Carrboro school make-up days at no additional charge. We do not offer make-ups or refunds for After-School or Enrichment classes missed as a result of school cancellations.

## **TRANSPORTATION**

We provide transportation from the Chapel Hill - Carrboro City School District elementary and some middle schools. We also pick-up from Emerson Waldorf, the Montessori schools and the Carolina Friends School. Middle schools we pick up from include Culbreth, McDougle, Smith and Phillips. Orange County New Hope Elementary students can ride the school bus to the farm. **If a school dismisses early, we will NOT pick-up that day.** You may call the farm to inquire whether the After-School program will be held. Parents and/or guardians will be responsible for their child's transportation on snow days and teacher workdays.

## **VEHICLE CONDUCT RULES**

Children must follow these basic rules while being transported by Spence's Farm. With the first infraction, a parent will be notified and asked to discuss proper behavior with his/her child. With the second infraction, all transportation services will be denied for a minimum of two days.

Parents will be notified. The following rules will apply while on the vans:

1. No fighting, swearing or abusive language.
2. Child must remain seated at all times secured with a seat belt.
3. No eating or drinking in the vans.

## **ATTENDANCE CHECK**

Your child's safety is our main concern. **Please notify Spence's Farm by 1:00 pm on the day your child will NOT be attending After-School.** You may call the office at 919-968-8581 to report an absence. Attendance is kept and checked daily. Drivers check their attendance as the children board the vans. If there is an unexplained absence, the driver checks with the school administrative office to verify the child's whereabouts and then calls the Farm office and then will depart without your child. The Farm office will then call parents to verify the child's whereabouts. When the child is not at school this process takes up time and could be avoided with a simple phone call from the parent. You will be charged \$5.00 for every time you do not call our office to report that your child will not be on the bus. Please plan accordingly.

## **AFTERNOON PICK-UP AND DEPARTURE**

Each child must be signed out daily. A sign-out sheet is provided with each group for parents to sign out their child. The sign out sheets are available from 3:00 - 6:00 at the picnic tables (or inside in inclement weather). Parents must go to the playground if they pick up their child before 5:00. Until we get to know you personally, please **show us a valid ID**. This ensures the safety of the children and gives parent's an opportunity to talk to the staff. We encourage all parents to come in to visit our program and see the activities that the children are participating in at any time.

## **RELEASE to non-parent PROCEDURE**

If a person other than the parent or authorized persons listed in your child's file is picking up your child, you are required to notify us by WRITTEN note, email or a phone call. When communicating this information over the phone, please ask to speak to the After School Director. Please give your name, your child's name and the name of the person picking up your child. We ask you to inform the persons picking your child up that we will ask to see a picture ID prior to releasing your child to them. This is done for security purposes. If a note or phone call is not

received, we will not release your children to anyone other than those listed. **In case of emergency pick-up situations, all authorization must go through the After-School Director**

## WITHDRAWAL PROCEDURES

We require a **two-week** written notice for withdrawal from our Afterschool or our Enrichment Programs. It must be given to the After School Director at least 2 weeks **prior to the end of the month** you want to withdraw. Full tuition fees will be charged until the written notice has been received. There are no refunds given for missed days or special occasions. **The same cancellation policies apply to Teacher Workdays. If you sign up for a particular teacher workday inside the two week limit, you will not be able to receive money back or a credit for the cancellation.** If withdrawal is due to a medical reason, please include a doctor's note.

## ADMINISTERING MEDICATION POLICY

Medication that needs to be administered to a child while attending the After-School Program should:

- A) Be given directly to the After School Director or the Farm Office Manager via the parent in the original medicine container.
- B) A written note containing permission for the After School Director to administer the medication, dosage information, time of dosage, and dates to be given, parent's name, parent's phone number, and physician's name and number for reference.

## EMERGENCY INFORMATION

Every effort will be made to reach you or other contacts on your child's application in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. An emergency medical form must be submitted with your child's application prior to enrollment. Should there be any changes in the emergency contact numbers, please notify the After School Director in writing, so we may update your child's file.

**LOST AND FOUND-** Lost and found is kept in the hallway supply closet located in the farmhouse. PLEASE PUT YOUR CHILD'S NAME ON ALL YOUR CHILD'S ITEMS. WE WILL KEEP LOST AND FOUND FOR ONE MONTH. AT THE END OF EACH MONTH WE WILL DISPLAY THE LOST ITEMS AND DONATE THEM TO THE THRIFT SHOP. WE WILL KEEP ALL ITEMS THAT HAVE NAMES ON THEM. PLEASE DO NOT SEND ANY VALUABLES WITH YOUR CHILD.

## HOLIDAYS OBSERVED

Labor Day – Monday September 6th  
Thanksgiving – Thursday-Friday, November 25-26  
Christmas Holiday – Friday 24<sup>th</sup> - December 24-25  
New Year's Holiday – Jan 1st  
Memorial Day – Monday May 30

## MINI-CAMPS

We offer mini-camps on teacher work days, Intersession days and school holidays. See our calendar located at our website for dates.

	<u>Hours</u>	<u>Fee</u>	<u>Deposit</u>
<b>Mini-Camp Day:</b>	8:30-3:00 pm	\$50/day/child	\$15/day/child

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Spence's Farm, 6407 Mill House Road, Chapel Hill, NC 27516 Telephone: (919) 968-8581 Fax: (919) 968-7618  
[www.spencesfarm.com](http://www.spencesfarm.com) Office Hours: 9:30-5:30 pm

**Enrichment Class\*:** 4:00-5:30 pm \$35 Art/Woodshop/Beg-Adv Horses  
**Enrichment Class\*:** 4:00-5:30 pm \$40 Intermediate Horses

**Balance of total fees due:** the 15<sup>th</sup> of the previous month of the Mini-Camp date.

**\*Enrichment Classes – Hours:** 4:00-5:30 pm (if space is available):

**Art** \_\_\_\_ **Woodshop** \_\_\_\_ **Beginner Horsemanship** \_\_\_\_ **Intermediate Horsemanship** \_\_\_\_

**Custom Mini-Camps:** If you don't see the dates you need, we offer custom mini-camps for your school or group. Our minimum is 6 campers for custom days. Please call for more information.

*For Mini-Camps please send a backpack with two snacks, a lunch and water bottle with your child. Extra clothes are always a good idea, as well as sturdy, closed-toe shoes, or water proof boots that can get dirty.*

## **PROCEDURES/TIPS THAT WILL HELP AFTERSCHOOL AND MINI-CAMPS FLOW MORE SMOOTHLY!!**

1. Please do not call the FARM to have your child waiting in advance of the parent's arrival.
2. The child will be released only to the persons listed on the registration information form. Should this information change, please notify the Director in writing.
3. Children participating in ENRICHMENT classes will be released at 5:30 pm from their class.
4. Children may not receive personal phone calls at the FARM. In an emergency situation, a message will be taken to the child and he/she may return the call.
5. We strongly recommend sending your child with an extra snack, especially snacks that are full of protein such as peanut butter sandwiches, cheese and crackers, hard boiled eggs. We have found that many kids after a busy afternoon of running around are extremely hungry again before they get picked up.
6. Because our program is built around life on a family farm and being outside, it is important to take extra care that your child is dressed appropriately for the weather. For cold weather we recommend using layers. Below is a list of suggested clothing items.
  - Snow hat
  - Gloves/mittens
  - Long sleeves
  - Long johns
  - Long socks
  - Sweatshirt
  - Coat

For the warmer months, we recommend light, cool clothing (shorts, short sleeves, and hat)

For rainy weather, we recommend a rain coat and rain boots

In addition, we recommend you send your child with an extra set of clothes and boots that can get dirty.

Thank you for your cooperation. We give quality care to a lot of children and we need your help!