



After School Youth Program

After School Policies and Registration Info
2019-2020 School Year





Welcome to Christ the King!

Nestled in the majestic countryside of upstate New York, Christ the King is a vibrant retreat center for people of all ages who gather for overnight conferences, day meetings, family reunions, banquets, overnight accommodations, recreation, summer camp, worship, Christian education, spiritual direction, and more.

Located in Washington County at the Eastern border of Greenwich and Easton, the Center encompasses 500 acres and includes a private lake, natural wetland, miles of trails and outdoor activities for all seasons.

Mission Statement

The mission of the Christ the King After School Youth Program, as a ministry of the Episcopal Diocese of Albany, is to be a community of disciples creating disciples. We aim to provide a safe, wholesome, Christian environment for children.

Registration

Attached please find a copy of the 2018-2019 Registration form. To enroll your child/ren you will need to fill out a registration form for each child attending. Due to spacing and staffing limitations we have a maximum capacity of 20 children at the youth program per day. Children will be added on a first come, first serve basis upon receiving paperwork. Registration paperwork needs to be filled out in its entirety before it can be considered received and your position in line can be held.

Please keep in mind that changes to your child's registration throughout the year will require filling out a new registration form and will only be permitted if spots are still available or at the discretion of management. **If your child is scheduled to attend, per your registration form, you will be billed for those days regardless of actual attendance.**



Rates and Payments

Rates:

- Regular Rate - \$12/day
- Half Day - \$35
- Full Day - \$45

We operate under a tuition based system. Once you have selected the specific days your child/ren will be attending, your weekly bill will reflect that. Lack of attendance and early pickup will still result in a full charge on your account.

Payments are to be made on a weekly basis prior to the close of the current week. Running 'tabs' is not permitted. Checks made out to Christ the King, cash or credit card payments will be accepted. Check payments can be dropped off in the check box during pick-up. Cash payments can be made at the Welcome Center during business hours or with Laura during pick-up. Credit Card payments can be made during business hours at the Welcome Center by phone or in person.

On days Greenwich CSD is closed for non-holidays, CTK Youth Program may offer full or half day programming. A sign-up sheet will be put out two weeks prior to the day/s in question and parents/guardians will be given seven days to sign up. If we receive enough signatures of commitment, programming will be offered. Families will be given notice a minimum of one week prior to the date stating whether child care will be offered or not. Once signed up, we are unable to remove the charges on your account and you will be responsible for the cost regardless of attendance.

CTK After School Youth programming ends at 5:30 p.m. Pick-ups made from 5:31 p.m. and 5:45 p.m. will result in an additional \$15 charge. Pick-ups made after 5:46 p.m. will result in an additional \$1 per minute charge. We also ask that you make the program aware of your late pickup.

Holidays and Closings

CTK After School Youth Program will follow the same closing schedule as Greenwich Central School District. In the event that Greenwich CSD does call a snow/weather day CTK will not offer programming. CTK After School Youth Program does not offer programming in the event of an emergency evacuation.

CTK After School will be closed for the following:

- *October 14, Columbus Day*
- *November 11, Veterans' Day Observed*
- *November 27-29, Thanksgiving Recess*
- *December 23-January 5, Christmas/New Years*
- *January 20, Martin Luther King, JR Day*
- *February 17-21, Mid-Winter Recess*
- *April 10, Good Friday*
- *April 13-17, Spring Recess*
- *May 25, Memorial Day*



After School Youth Program Standards

Youth are to be dressed appropriately for the weather, as we often go outside. Please do not send your child with or wearing:

- Makeup
- Materials with inappropriate content
- Provocative clothing
- Toy weapons
- Electronics

You may send your child with the items below, as long as the children understand that they will have limited use and that if they pose a problem, they will be asked to put them away or leave them at home:

- Snacks, gifts or invitations to share as long as there are enough for all children present
**CtK is not responsible for any items damaged or lost while at the After-School program.*

We are a well-child facility. Parents/guardians may be notified to pick-up immediately if a child is found to have:

- Sickness
 - A fever of 100 F or higher
 - Diarrhea
 - Vomiting
 - Continuous coughing
 - Breathing trouble
 - Sore throat
 - Swollen glands
 - Red and/or crusty, watery eyes
- Lice. The child may not return until treated and no more lice or nits are spotted

If there is an immediate threatening emergency, 911 will be called and the child's parents will be notified.

Proper behavior is expected, if a child repeatedly has difficulty following directions, is disrespectful, or acts inappropriately, they will not be able to attend the program. Communication between staff and parents, as well as parent and child, is critical in dealing with these situations.



Daily Schedule

Daily schedules will consist of planned activities and discussions.

- 3:00 Pick-up
 - Children will be met by a member of afterschool staff at bus drop off on Burton Road and bussed to the After School building.
- 3:15 Circle time
 - Each day will start with circle time where children are able to participate in whole group discussion. This time will also serve as our prayer and Christian Education time. Each Bible lesson will be presented in an age appropriate manner and will be accompanied by an activity.
- 3:30 Snack
 - Snack time will consist of 2-3 healthy choices and water. Children are allowed to bring their own snack but sugary items, such as candy or cookies, will not be permitted. Snack is included in the cost of tuition.
- 3:45 Homework
 - Immediately after snack time, any child with homework or projects will be dismissed to the homework room. A member of the After School staff will be present for supervision and support. This time is limited to one hour per day.
- Group activity
 - A Large part of our mission at After School is to encourage fellowship and citizenship by using Faith based opportunities to inspire growth in those areas. Large and Small group activities are a great opportunity for children to have the support of After School staff while still independently problem solving and socializing. Activities will vary from free play activities monitored by staff, instructed games, arts and crafts or even simple baking. Daily group activities will be scheduled at the discretion of After School staff.
- <5:30 Pick-up
 - Pick up will normally be at the Infirmary Building, however, if you pick up prior to 5:00-5:30 we may be in a different part of Christ the King playing games, going for walks, etc. In that event, we will leave a note at our base location saying where we are so you can easily find your child.

Parent Responsibilities

We ask that parents/guardians pick-up your child at the pre-designated time. Children are not permitted to leave the building until a parent/guardian or adult who is authorized by a parent/guardian has signed them out. Photo ID may be required for anyone who is not recognized by a member of CTK After School Staff. To authorize someone to pick up your child they must be listed on their registration form; no verbal consent will be accepted. Parents/guardians can make changes to authorized individuals at any time. Individuals who are unauthorized or without photo ID will be unable to pick up.

Reporting an absence is appreciated, but not required. Parents may be contacted if your child is found absent at the time of bus pick-up when no absence is reported.

We also ask that parents update registration forms as changes occur (change of contact numbers, address etc.). Please see a member of After School Youth Program staff for a new registration form.

