



# After-School Activity Program *Parent's Guide*

Sponsored by the Activity Promotion Lab  
Department of Exercise and Sport Science  
East Carolina University

## **After-School Activity Program**

**Research project description:** A research project examining the effects of an after-school program on physical activity and fitness. Periodically, children and parents will be provided with information about other research studies in which they may want to participate. There is no obligation to participate in these other studies.

**Purpose:** To provide an after-school program that focuses on physical activity in a safe, fun, and positive environment. Activities include inline skating, scooters, sports, fitness activities, games, etc.

### **Background checks:**

All faculty, staff, and students involved in the after-school program have completed a criminal background check. For more information, please contact the directors.

**Student to staff ratio:** To provide quality care for your child, we will try to maintain a maximum 10:1 ratio.

### **Schedule:**

The After-School Activity Program will begin on the first day of the public school calendar (August 25, 2010) and end on the last day of the public school calendar (June 9, 2011). The program will operate from 2:30 pm-5:45 pm in Christenbury Gym.

**The program will not operate during holidays or teacher work-days when Pitt County Schools are closed.**

**Daily schedule:**

3:00pm-3:30pm	Supervised free play
3:30pm-4:00pm	Group activities
4:00pm-4:30pm	Homework and snack
4:30pm-5:45pm	Games/physical activities

**Enrollment:**

A completed registration form and waiver form with a non-refundable deposit of \$25 per child is required to hold a space for your child.

**Admission:**

Students enrolled in kindergarten through sixth grade (ages 5-12) are eligible for the program and will be admitted on a first-come, first-serve basis. Students have to meet the research study criteria.

**Full-time fees:**

Cost of the program:

Without transportation: \$110/bi-monthly or \$220/month

With transportation: \$120/bi-monthly or \$240/month

Additional child discount: \$10 discount/week for each additional child from the same family

**Part-time fees:**

10-day card: \$125

5-day card: \$62.50

In order to participate part-time, parents must purchase a part-time card in advance. The first card can be purchased at the time of registration.

*Payment is due on the 15<sup>th</sup> and the 30<sup>th</sup> of each month (bi-monthly) or the 1<sup>st</sup> of the month (monthly).*

*Cash or check made payable to: **EXSS-ASAP**.*

*A late fee of \$5.00 per day will be charged if fees are not paid by 5:00 pm the day after they are due.*

**Drop-off/Pick-up:**

Drop-off and pick-up will occur behind Christenbury Gym. Please let us know if you need a hang tag for parking.

**Late pick-up:**

Parents arriving after 5:45 pm will be charged \$5 per minute. Late fee is due within 48 hours of the late pick-up.

**Tax records:**

Parents will be responsible for keeping accurate records of payment fees for tax purposes.

**Transportation:**

Transportation is provided from the following schools for *full-time* participants as follows:

- St. Peter's School- ECU van
- Wintergreen Primary and Intermediate - ECU van
- Elmhurst Elementary School - a Walking School Bus will be organized to travel to Minges Coliseum and children will then be transported to the program by ECU van

All van drivers have been approved to drive through East Carolina University.

All students will wear a seat belt and children who are not 8 years old or 80 lbs. will use a booster seat (as required by NC state law).

**Notification of absence:**

If your child is transported to ECU and will be absent, parents must notify the site supervisor by 12:00 noon on the day of absence by phone or email. A \$5 fee will be charged for lack of notification.

**Homework:**

Students will work on their homework from 4:00 pm - 4:30 pm. We want the students to engage in physical activity right after school.

**Snack:**

We will provide a snack for your child.

**Illness:**

A parent or guardian will be contacted if a child becomes ill after school. For the health of all children, the ill child must be picked up within 30 minutes of the call.

**Medication policy:**

Any medication needed by the child is the responsibility of the parent. Program staff will not be allowed to dispense medication.

**Inclement weather:**

The After-School Activity Program will follow the Pitt County Schools determination for inclement weather and will not be open if the public schools close due to weather conditions.

## Behavior Policy

To maintain a positive environment and to ensure the safety of all students, we will implement the following plan to handle behavior problems.

ASAP rules and guidelines:

- Be nice to others
- Be respectful to others
- Always ask a PAL to escort you to the bathroom or water fountain
- Always stay in the gym (or other designated area)
- Always share the equipment
- Take good care of the equipment

First Offense: Site Supervisor talks with participant about behavior problem.

Second Offense: Time-out from activity.

Third Offense: Parent conference.

The following behaviors are not acceptable and could result in dismissal from the program:

- Refusing to follow behavior guidelines or program rules
- Refusing to listen to Site Supervisor or PALs
- Using profanity, vulgarity, or obscene language
- Disrupting the program
- Leaving the program without permission
- Damaging property (personal or ECU) or stealing
- Endangering the safety of children/staff/or volunteers
- Bullying

**Dismissal of student from program:**

The directors of the program reserve the right to dismiss a child from the program at any time without advanced notice.

Participant signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Date of signature \_\_\_\_\_

## Our staff

Co-Director: Rhonda Kenny, MAEd in Physical Education

- Licensed in Physical Education
- Director of the Health Fitness Specialist degree at ECU
- Contact information: 328-0006/kennyr@ecu.edu

Co-Director: Matt Mahar, EdD

- Director of the Activity Promotion Lab at ECU
- Director of the Physical Activity Promotion master's degree concentration
- Contact information: 328-0008/maharm@ecu.edu

Site supervisor: Grace Anne Edwards

### **Contact information:**

After-School Activity Program

115-A Christenbury Gymnasium

[ASAP@ecu.edu](mailto:ASAP@ecu.edu)

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East Carolina University