Activity Promotion Laboratory
Department of Kinesiology
East Carolina University

After-School Activity Program
Parent’s Guide

Sponsored by the Activity Promotion Lab
Department of Kinesiology
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, 2014) and end on the last day of the public school calendar (June 10, 2015). The program will operate from 2:30 pm-5:45 pm in Christenbury Gym.

The program will not operate during holidays or teacher workdays when Pitt County Schools are closed.
**Daily schedule:**
3:00-3:30 pm: Supervised Free Play
3:30-4:00 pm: Snack
4:00-4:30 pm: Group Activity
4:30-5:00 pm: Homework Time
5:00-5:45 pm: 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\textsuperscript{th} and the 30\textsuperscript{th} of each month (bi-monthly) or the 1\textsuperscript{st} of the month (monthly).

Cash or check made payable to: \textit{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 \textit{full-time} participants as follows:

- Wintergreen Primary and Intermediate - 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: 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

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

Site supervisor: Elena Cortright

Contact information:
After-School Activity Program
115-A Christenbury Gymnasium
ASAP@ecu.edu
737-2424
East Carolina University