

**Elizabethtown Christian  
Educational Ministries**

# **Afterschool**



Thank you for choosing Elizabethtown Christian Educational Ministries Afterschool (ECEM AFTERSCHOOL). Our goal is to provide quality care in a Christian educational environment to all children in our care. Our staff provides children with a healthy snack, homework assistance, daily devotions, and organized games in a safe, fun, recreational environment to keep children active and engaged in physical activities [enhancing their daily routine].

The following pages outline our ministry and costs. Please make sure you read through all the pages carefully, as you will be entering a contract with us that should be honored as outlined. We welcome your questions, comments, and ideas. We are looking forward to working with you and your family.

Sincerely,

Mrs. Beverly Bridgers  
Head of School  
Email: [bbridgers@etownecem.org](mailto:bbridgers@etownecem.org)  
Phone: (910).862.3427

Mrs. Angela Smith  
Director of the Afterschool Program  
Email: [asmith@etownecem.org](mailto:asmith@etownecem.org)

**Admission:**

Enrollment at ECEM Afterschool Ministries is open to all children Pre-K-6<sup>th</sup> grade without discrimination in regard to sex, race, color, religion or beliefs. Registration forms and a \$35.00 non-refundable registration fee must be completed and submitted prior to a child’s start date.

**Students who are 3 through 5 years old must also submit an immunization record.**

**Transportation:**

For liability purposes, ECEM does not provide transportation for students who are coming from local public schools. Parents must contact the transportation officers at the schools for instructions about dropping their child/children off at the Melvin Street entrance of Elizabethtown Christian Academy.

**School Closings**

In the event of inclement weather, we will follow Elizabethtown Christian Academy’s delays and closures. We will also be closed the following holidays:

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|-----------------------------|-----------------------------|
| Labor Day Monday            | Thanksgiving Break (3 days) |
| Christmas Break (2 weeks)   | Martin Luther King Day      |
| Easter Good Friday & Monday | Memorial Day Monday         |
| Fourth of July Week         |                             |

**Illness Policy**

For the well-being of all our students and staff, we ask that parents keep their child/children home if the child/children are ill. If a student develops any of the symptoms listed below during school hours/program hours, we will contact you for immediate pick-up.

Please keep the child/children home for at least 24 hours after symptoms have disappeared or been treated for the following illnesses:

Vomiting	Pink Eye
Diarrhea	Head Lice (including eggs)
Flu Symptoms	Strep Throat
Chronic Cough	Unexplained Rash
Heavy, Colored Nasal Discharge	

**Discipline Policy**

Students are expected to follow the rules outlined by the Head of School and Afterschool Director. Students will be given a verbal warning and/or time out. Parents will be notified if there is a serious breach of any of the rules/expectations. Verbal warnings and parent contacts will be documented by staff members. Excessive warnings or **any threatening/violent behavior** will result in a student being dismissed from the afterschool program.

**Daily Behavior Plan:** Ways in which our staff will help children be successful in meeting our expectations.

- **1<sup>st</sup> Offense – Verbal Warning:** We will warn the child to stop the behavior and suggest better choices.
- **2<sup>nd</sup> Offense – Take Five:** If your child chooses not to stop the behavior or make better choices, he/she will have to “Take Five” and sit away from the group until he/she calms down or agrees to listen and follow rules.
- **3<sup>rd</sup> Offense – Try Again Tomorrow:** If your child continues to misbehave, act out, or not follow the rules even after a Verbal Warning or Sitting Out, the staff will notify you.

\*\* Continuous disruptions/outbursts may result in dismissal from the program.

**BE RESPECTFUL:** Students should be respectful and kind to all staff, peers and property. Students should keep their hands to themselves, treat others as they would like to be treated, use appropriate language and respect all toys and property of ECEM. Violence and bullying will not be tolerated.

**WORK QUIETLY:** During homework time, work is to be completed in a quiet and timely manner. This ensures that all students are given the same opportunity to complete work and receive help when needed. Whatever homework is not completed in the allotted time is the responsibility of the student and parents. Phones will not be allowed during homework time.

### **Schedule and Expectations**

**BE PREPARED:** Each student should come into the ECEM Afterschool Ministry with knowledge of how the day will go. Snack time, devotion, homework assistance, and outside time/free play. The following schedules are a rough outline.

Afterschool Schedule for 3-year-old to 5-year-old students

12:00-12:30	Lunch (May purchase hot lunch with ECA)
12:30-2:00	Nap Time/Quiet Time
2:00-3:00	Snack/Bathroom/Devotion
3:00-4:00	Outside play time
4:00-5:30	Inside play, clean up/parents arrive for pick up

Afterschool Schedule

3:00 – 3:15	ECA students arrive/monitored free time
3:10 – 3:45	Bus arrives
3:15 – 4:15	Snack & Homework
4:15 – 4:45	Devotion
4:45 – 5:15	Outside time
5:15-5:30	Clean up/parents arrive for pick up

**Homework Policy:** We understand the importance homework plays in the life of a child, as well as for the families we serve. Homework is often assigned to reinforce the work covered in the classroom; serves as practice for the mastery of the classroom work; assists in remediation for students who may have shown a weakness for a particular lesson in the classroom; and affords students the opportunity to do special assignments such as reports and research projects.

Afterschool offers opportunities for homework time, socialization, structured and unstructured play. For those students choosing to do homework while in the afterschool program, we will provide 30 minute blocks of time for homework. We will also provide paper, pencils and basic resource guides as well as appropriate interaction with children completing homework.

**We will check to see if homework is completed; however, you as the parent/guardian will need to check over it at home for accuracy. Oral reading assignments and sight words will need to be read/practiced at home.**

**Tuition**

**There is a one-time \$35 registration for all new contracts/students.** This fee is due when the contract is turned in at the front desk of Elizabethtown Christian Academy. Once a child has entered the ECEM Afterschool Program, he/she will not have to submit a registration fee again unless he/she leaves the program and re-enters at another time.

ECEM Day School students	12:00-5:30 M-F	\$55 per week, per child
Academy & Public School students	3:00-5:30 M-F	\$45 per week, per child

Special Days (teacher workdays, holidays) The director **must be notified two weeks in advance** of any special days that afterschool care may be needed. **At least five** students must be signed up in order for the director to put staff on the schedule.

Special Days	7:30-5:30	\$30 per day, per child
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Drop-ins are allowed if the director is given advanced notice in order to make sure adequate staffing is provided.

\$10 for 1-3 hours
\$20 for 4-6 hours
\$30 for 7 or more hours