

# After-School Policies



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*Our Mission:*

The Proehlific Park mission is to inspire, cultivate and ignite the P.O.W.E.R. within each of us no matter our age using sport, exercise, play and spirituality as tools for life and to help others.

*P.O.W.E.R. represents the Park's core values:*

## **PLAY**

The belief that Play, defined as spontaneous activity of children, is a vital part of a fulfilling life for adults and children alike.

## **OPPORTUNITY**

At Proehlific Park, every individual has the opportunity to advance in body, mind and spirit through play, sport or service by recognizing, embracing, and creating opportunity for oneself and others in our community.

## **WORK**

Deeply ingrained in the Proehl family and imparted to Proehlific Park coaches, staff, and members is the work ethic that drives individuals to persevere and overcome obstacles and achieve goals.

## **EXCELLENCE**

Throughout Proehlific Park, you will find individuals applying the values of discipline in order to excel and attain a superior level of performance in one's life and in the community to serve others.

## **RESPECT**

At the very core of all that Proehlific Park symbolizes and executes is the value of respect, which is embodied in staff and members by demonstrating humility in victory and defeat, coaching and mentoring, and self-improvement through health and fitness.

## Hours and Important Dates

Our After-School Program generally runs Monday through Friday from 2:30 PM to 6:30 PM. On early release days, teacher workdays, and some school holidays, hours may be expanded to cover the full day. Please see the list of dates below for days we are closed.

New Year's Da	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Day after Christmas Day
Thanksgiving Day	New Year's Eve
	New Year's Day

## Inclement Weather

If school is cancelled due to inclement weather, the safety of our Proehlific family is of the utmost importance. As it is never easy to fully predict the weather, but information posted on our website, our Facebook page, and text alert system. You can sign up to receive the text alert by texting; PROEHLIFICINDOOR to 84483 to receive After School, Indoor Fields, Courts and AFC alerts from Proehlific Park.

## Registration Procedure

You can register your child online at <https://proehlificpark.com/youth/>, via phone (336-665-5233) or come visit us in person! Please note that availability is based on transportation and room in the program.

## After School Schedule

**2:30-3:30 PM** Students arrive from school and have time to unwind during **free-play**.

**3:30-3:45 PM Afternoon Meeting-** All students come together for an afternoon meeting where expectations are reviewed, behaviors addressed, and activities are discussed. Then students get into their designated groups (K-3<sup>rd</sup> boys, K-3<sup>rd</sup> girls, and 4<sup>th</sup> grade and up).

**3:45-4:00 PM Snack time-** students are to bring their own snacks or purchase one at the snack bar. Drinks can be purchased for \$2 and snacks for \$1. It is recommended for parents to pre-pay snack money onto their Daxko Operations account. *Proehlific Park is not responsible for lost or stolen items.*



**4:15-5:00 PM Homework/Downtime-** This is an academic time where students are given the opportunity to work on homework. Books, word searches, manipulatives, and other educational tools are provided for those without homework. K-3<sup>rd</sup> grade students have thirty minutes of homework time while 4<sup>th</sup>-8<sup>th</sup> grade students have 45 minutes.

**5:00-6:00 PM Activity time-** Students participate in an age and skill level appropriate activity lead by their coaches. Activities can include football, basketball, volleyball, soccer, or hockey.

**6:00-6:30 PM** Students gather in the **Panther's Den** to unwind from the day by playing card/board games, read, color, or play with manipulatives until their parent/guardian arrives.

## Pricing and Payment

There are part-time, full-time, and platinum program options for After School. There is a one-time registration fee of \$50 per family.

**Part time:** \$149/month (3 days/week)

*Does not include holidays, GCS closed days, or teacher workdays.*

**Regular:** \*Member \$189/month

Non-member \$199/month

*Does not include holidays, GCS closed days, or teacher workdays. \*Member rates are for members of Proehlific Park's Adult Fitness Center.*

**Platinum:** Member \$229/month

Non-member \$249/month

*Includes all school holidays, GCS closed days, and teacher workdays.*

**Kindergarten fee:** \$20/month

There is an extra fee for **van transportation:** \$30/month.

For non-platinum members who need **drop-in care days** when school is out the fees are as follows:

If parents register online [here](#), the fee will be \$40 for the day (7:30 am - 6:30 pm).

If parents do not pre-register, the fee is \$50 at the door.

For early release days, the fee is \$30.



Proehlific Park offers VAN PICK UP at the following schools:

- Caldwell Academy
- Cornerstone Academy
- General Greene\*
- Greensboro Academy
- Jefferson Elementary
- Jesse Wharton Elementary
- Jones Elementary\*
- Mendenhall Middle\*
- Northern Elementary\*
- Northern Middle\*
- Oak Ridge Elementary\*
- Summerfield Charter Academy

*\*We will ONLY pick up from these schools if we have more than 3 students enrolled full-time.*

Proehlific Park offers BUS DROP OFF from the following schools:

- Claxton Elementary
- Kernodle Middle
- Pearce Elementary
- Summerfield Elementary

*\*Other magnet schools available upon parent request. Must go through GCS transportation office to set up.*

If there is more than one child in a family, the first child will pay the full rate and each additional child after will receive a \$10 monthly discount, but all children must be enrolled in the same full-time month.

**Payment is due on the first of the month.** For parents that have not made payment by the 5<sup>th</sup> of the month, or another previously agreed upon scheduled date, Proehlific Park WILL NOT provide care until payment has been made for services. **If payment is not made on the 1<sup>st</sup> of the month, or a previously agreed upon date, late fee charges of \$10 per day will begin until payment is made.**

## Cancellation/Unenrollment Policy

Parents must notify the Youth Program Director, Allie Arpajian, via email ([allie@proehlficpark.com](mailto:allie@proehlficpark.com)) at their earliest convenience. Unenrollment will begin from the following month of the requested date. Parents will not be reimbursed for services if they need to unenroll in the middle of the month. For example, if a parent requests unenrollment on March 15<sup>th</sup>, they will not be reimbursed and will be unenrolled from April onward.

## Pick-Up Procedures

We require the parent/legal guardian to pre-approve who is allowed to sign their child out. For the safety of our participants, proof of identification is needed to sign-out any child from the program. It is your responsibility, as the parent/legal guardian to provide updated information on who can pick up your child.



## Pick-Up Late Fee

Beginning after 6:30 pm, parents will be charged a flat fee of \$10 and then an additional dollar for every minute they are late. For example, if you came to pick your child up at 6:35 you would be charged \$15 (\$10 as a flat fee and \$5 for each minute).

Parents that do not arrive at 6:30 pm for pick-up will be contacted via phone, email, and/or their emergency contact number until contact with the parent has been made. **If contact is NOT made with parents by 7 pm, Youth Program staff will contact the police. If contact is still not made with parents, the children will be handed over to the police by 7:30 pm.**

## Accessing Your Tax Statement

You can log in to your account with any of the “register now” buttons from our website and it will take you to the login screen.

<https://operations.daxko.com/Online/login>

The screenshot shows the website's user interface with three main options:

- Welcome, Guest** (top left) and **Program Search** (top right).
- I want to sign in to my account:** Includes fields for Email Address and Password, a "Forgot your password?" link, and a "Login" button.
- I want to set up online access for my account:** Includes explanatory text and a "Find Account" button.
- I don't have an account, but I want to create one:** Includes explanatory text and a "Sign Up" button.

Once you log in you will see a button for payment history in the top right corner and then with each transaction you will have a print button which will give you the details of the transaction and the Tax Id information. **Proehlific's Tax ID Number** is 20-5778966

## Health, Safety, and Medications

### Procedures for Handling Medical Emergencies

If an accident or illness occurs, staff will follow the Proehlific Park emergencies procedures and make every effort to address the situation. Parents/guardians and/or emergency contacts will be notified. 911 will be called in the need of immediate medical attention.

Staff carry first aid bags to address injuries and accidents. Proehlific Park staff cannot store medication for children unless a medical form is completed. Medical forms can be found [here](#). Proehlific Park staff cannot administer medication to children.

## Participant Code of Conduct

### All participants are asked to:

1. Keep hands and feet to self
2. Use kind words
3. Follow adult instructions

The Proehlific Park After-School Program utilizes a system of positive behavior supports and interventions. Students are expected to follow these guidelines and expectations daily. For students that break our three rules, disciplinary action will follow.

### The Discipline Policy

1. First incident results in a verbal warning.
2. Second incident results in a one-day suspension.
3. Third incident results in a one-week suspension.
4. Fourth incident will result in termination from the program.

Students that require an additional level of support will be assessed for this need by the Youth Program Director. The Director will correspond with parents about if an additional support system is needed to help students be successful within the after-school program.



## Parent Code of Conduct

All parents are asked to:

1. Treat Proehlfic Park staff with respect.
2. Understand that if the parent or legal guardian is behaving in a way that may pose a risk to a child, the Youth Program Director or Assistant Director will intervene.
3. Not approach other children in the program.

**Missing Parent:** Parents that do not arrive at 6:30 pm for pick-up will be contacted via phone, email, and/or their emergency contact number until contact with the parent has been made. **If contact is NOT made with parents by 7 pm, Youth Program staff will contact the police. If contact is still not made with parents, the children will be handed over to the police by 7:30 pm.**

**Parent Grievance Procedure:** We want to create an environment where we can work together to solve grievances. Please allow 24 hours with any grievance to allow time for information gathering. Please encourage your child to speak directly to any staff member in the program about issues they are uncomfortable with, so that we can address them in a timely manner. We conduct evaluations of our programming annually and give parents, staff, and participants the opportunity to evaluate our programming. Participating in our surveys is an excellent time to leave anonymous feedback regarding improvements and the continued success of our program.

## Accommodations and Modifications

If your child needs modifications or accommodations to our program, please reach out to Youth Program Director, Allie Arpajian. Allie is a recreation therapist and extremely versed in providing inclusive service delivery. You can reach her at [allie@proehlficpark.com](mailto:allie@proehlficpark.com) or 336.665.5233

## Staff Qualifications

All coaches go through detailed training and orientation with the Youth Program Director. Each month, all staff meet for continuing education to better enhance their skills as a coach. Coaches are trained in positive behavior supports, emergency procedures, developmentally appropriate activities, classroom management and more. Staff members are American Red Cross First Aid, CPR and AED certified.

