



After-School Policies



Location:
4517 Jessup Grove Road,
Greensboro, NC 27410

Contact:
336.665.5233
angie@proehlificpark.com

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AFTER-SCHOOL POLICIES PROEHLIFIC PARK YOUTH

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.



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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.

Thanksgiving, Thursday, November 28th	New Year's Day, Wednesday, January 1st
Day After Thanksgiving, Friday, November 29 th	Memorial Day, Monday, May 27 th
Christmas Eve, Tuesday, December 24 th	Independence Day, Thursday, July 4 th
Christmas Day, Wednesday, December 25 th	Labor Day, Monday, September 2 nd

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 a 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.

Pricing and Payment

There are part-time, full-time, and platinum program options for After School. There is a one-time registration fee per year of \$50 per participant, \$25 for additional siblings.

Teachers, Police Officers, EMS workers, Firefighters, Military & Veterans: Receive a \$20 discount/month, and must show up to date verification off Full Time/Platinum.

Part time: \$155/month (3 days/week)

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



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Regular: *Member \$195/month

Non-member \$205/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 \$235/month

Non-member \$255/ month

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

***Sibling Discount:** \$10/month off 2nd child's fees (full time and platinum only)

* August and June are prorated based on your child's start and end date for their school. All other months are full price.

Kindergarten fee: \$20/month

Van transportation fee: \$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 the fee is \$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:

- Brooks Global*
- 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.*



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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.*

Payment is due on the first of the month. A monthly draft should be set up upon enrollment in the program. For parents that have not made payment by the 1st, or another previously agreed upon scheduled date, Proehlific Park WILL NOT provide care until payment has been made for services. Payments can be made online, over the phone or at the front desk. Please let us know if your card on file needs to be added or updated.

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 a website interface with three main options for account management. At the top left, it says 'Welcome, Guest' and at the top right, 'Program Search'. The first option is 'I want to sign in to my account', which includes a form for 'Email Address' and 'Password', a 'Forgot your password?' link, and a blue 'Login' button. The second option is 'I want to set up online access for my account', with a paragraph explaining that it is for current or past members who haven't set up an account, and a blue 'Find Account' button. The third option is 'I don't have an account, but I want to create one', with a paragraph explaining that it is for new members and includes a blue 'Sign Up' button.

Your child already has an account and should be set up under your email address you gave when you registered for the program. 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

Cancellation/Un-enrollment Policy

Parents must notify the Youth Program Director, Angie Tallant, via email (angie@proehlificpark.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 15th, they will not be reimbursed and will be unenrolled from April onward.



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Sign-Out 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.

Late Fee

Beginning after 6:30 pm, parents will be charged a flat fee of \$10 and then an additional \$5.00 dollars for every five minutes 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 every 5 minutes). 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. **Missing Parent: If contact is NOT made with parents by 7 pm, Youth Program staff will contact the police. If contact is not made with parents, the children will be handed over to the police by 7:30 pm.**

Health, Safety, and Medications

Procedures for Handling Medical Emergencies

If an accident or illness occurs, staff will follow the Proehlific Park emergency 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.

Behavior Guidelines

All participants are asked to:

1. Keep hands and feet to self
2. Use kind words
3. Respect your coaches

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.



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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 Policy

We want to create an environment that is safe and secure for your children. To do this we limit parents and adults to check in at the front desk and present identification. If a parents/legal guardian would like a tour or to enter the After-School Program facility which their child(ren) is/are receiving care we are that you wait for approval from an After School coach or director. The law prohibits discrimination of retaliation against any child or parent/legal guardian to exercise their rights to visit. The law authorizes the person in charge of the After-School Program facility to deny access to the parent/legal guardian under the following circumstances:

The parent/legal guardian is behaving in a way that poses a risk to the children in the facility.

The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

Under no circumstances should a parent/legal guardian approach another child other than their own while in the facility. While in the facility, parents are expected to act appropriately by speaking in an appropriate tone and using appropriate language at all times. Any parent who does not behave in this manner will be asked to leave the facility and may result in termination from the program. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontation with a Youth Program staff member will not be tolerated.

Parent Grievance Procedure: If you have a grievance regarding the After-School Program, immediately set up an appropriate time to discuss it with the Youth Program Director. We want to address any questions or concerns you or your child might have regarding the program. 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 annual 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.



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Accommodations and Modifications

If your child needs modifications or accommodations to our program, please reach out to Youth Program Director, Angie Tallant at angie@proehlificpark.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.

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-3rd boys, K-3rd girls, and 4th 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.

4:15-5:00 PM Homework/Downtime- This is an academic time where students are given the opportunity to work on homework. Homework time is a huge priority at Proehlific Park. Books, word searches, coloring sheets, and other educational tools are provided for those without homework. Homework time will last for 45 minutes every day for each age group. Our coaching staff also provides homework assistance for our kids, if needed.

5:00-6:00 PM Activity time- Each day there will be 30-40 minutes of mini sports camps, led by our coaches. Once a week we will host a big sports camp for all of the kids to participate in. For those kids that don't enjoy sports, there will be designated coaches doing crafts, board games, and various other activities they can engage in. Parents will be emailed every week so they know what activities we will be doing at camp.



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6:00-6:30 PM Students gather in the **Academic Center** to unwind from the day by playing card/board games, read, color, or watch an age appropriate movie/show until their parent/guardian arrives.

Dance Camp: This year, we are partnering with Bella Ballerina. Once a week, this dance company will be teaching our kids dance classes, as well as yoga. The weeks will alternate between different dance classes and yoga sessions, giving kids a variety of different styles of dancing and relaxation methods.

FUN FRIDAYS: Every Friday, is Fun Friday here at the park. On Fridays, the kids get the chance to help choose what fun activities they would like to do with their specific age group. Every other Friday, Sunset Slush will be here to provide kids with a sweet treat to end the busy school week.

Items to Bring to After School:

- Homework or a book to read.
- Snacks and a water bottle. *Please note that we do not have a fridge or microwave for your child to utilize.*
- Comfortable shoes to run and play in.

Items my child should NOT bring to After School:

- Electronics are not approved UNLESS approved for as a special behavior reward by the Youth Program Director.
- Cellphone usage is not allowed by students. Should students need to contact their parents, they can use the office phone. If parents feel uncomfortable sending their child without a phone, the child can keep their phone in their bag and ask for permission to utilize it.
- Money has been known to wander and get lost in our facility. To avoid bills floating around, parents can pre-pay for snack on their child's online account by contacting the front desk or Youth Program Director. Parents are encouraged to pre-pay for add-on activities to avoid money getting lost or stolen. Proehlific Park is not responsible for lost money.
- Toys and sporting equipment are discouraged only for the reasoning that it can get lost, stolen, or end up in our camp equipment.

Proehlific Park is not responsible for lost or stolen items.

