



Orange United Methodist Church

AfterSchool

2010 – 2011

PARENT HANDBOOK

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Dear Parents,

Welcome to the Orange United Methodist Church AfterSchool Ministry. We are delighted to have you and your child in our program and look forward to working with your family this year.

Our Parent Handbook is updated every summer and is designed to provide you with the information you and your child need to experience a successful year at OUMC AfterSchool. Please take time to read it before the school year begins. Another way to find out about our program is to attend our Open House on Monday, August 23, 2010, from 6 - 7pm at the Hut. You may turn in forms and pick up your child's new AfterSchool T-shirt. Counselors will be on hand for you to meet. Our piano instructor will be available to answer your questions and take sign ups. New equipment will be showcased.

We are an Outreach ministry of Orange United Methodist Church, and as such, are a private, nonprofit, tax exempt organization. We actively encourage inclusion of all families including ethnic minority, single parent and low income families. We offer need-based scholarships and strive to keep our tuition and fees low. We share our Christian faith with our AfterSchool community. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14) We believe all children are gifts from God, and are entitled to God's gifts of respect, care and nurture.

This fall marks the start of our 10th academic year. We have grown from a class of 12 in 2001 to a capacity of 26 children, and a part-time staff of three. Our teacher to student ratio is 1:8.6. The smaller numbers allow us to get to know you and your child personally. Please tell us if your student is struggling with something and we will work with you to help. We want your children to be healthy, happy kids and to perform to the best of their ability.

We invite you to be a part of our ministry. If you can spare an hour once in a while, volunteer with us. If you play a musical instrument, have a job of interest to children, hobbies or collections you can bring in to show, cultural artifacts, friendly pets or personal histories you might like to share, please let us know.

I would like to thank you for entrusting OUMC AfterSchool with the care of your child. If all of us work together with God, we have a wonderful year ahead in store.

*Robyn Hiltner
August 2010*

OUMC AfterSchool Mission and Goals

The **mission** of the OUMC AfterSchool Ministry is to provide a safe and nurturing Christian environment for elementary school-aged children. Our program is focused on the needs of all children and aims for inclusiveness of all families. We believe that all children are gifts from God and are entitled to God's gifts of respect, care and nurture.

Our **goal** is to provide a safe, fun and educational program for children in grades K-5. We believe each child is an individual equipped with his or her own strengths and gifts. Each child should be encouraged to develop their strengths and to grow in ways that best suit him or her.

We believe healthy development involves spiritual as well as emotional, mental and physical growth. Christian education sessions are offered periodically during AfterSchool. These sessions are non- denominational and seek to reinforce Judeo-Christian values such as hope, faith, love and charity. The children may sing songs, engage in a craft, act out a Bible story and have prayer. Parents are welcome to attend this activity.

Table of Contents

<u>Topic</u>	<u>Page</u>
AfterSchool Advisory Board members	14
AfterSchool Rules	12
AfterSchool Staff	15
Application, Registration and Materials Fees	5
Birthdays	11
Calendar 2010-2011	4
Conduct	12
Daily Program	9
Snack	9
Quiet Time, Homework, Reading	9
Faith Club	10
Activity Calendars, Clubs & Pick Up	10
Free Play	10
Days and Hours of Operation	6
Discipline Policies	13
Dress	11
Emergency Closings	7
Letter from the Director	2
Library Programs	11
Lost and Found	12
Medical Matters	8
OUMC Ministry Team	14
Parent and Teen Volunteering	12
Piano Lessons	11
Rules for Fighting Fair	13
Statement of Mission and Goals	3
Table of Contents	3
Teacher Workday Day Camps	6
Transportation, Pick Up & Late Fee Policy	6
Tuition and Scholarships	5
Withdrawal	6

OUMC AfterSchool Calendar 2010-2011

<u>Day</u>	<u>Date</u>	<u>Event</u>
Monday	August 23	OPEN HOUSE 6 – 7pm Hut
Tuesday	August 25	First day AfterSchool Grades 1 – 5
Thursday	August 27	First day AfterSchool Kindergartners
Monday	Sept. 6	Labor Day HOLIDAY AfterSchool closed
Monday	Oct. 25	Teacher Workday DAY CAMP
Friday	Nov. 5	Teacher Workday DAY CAMP
Thursday	Nov. 11	Veterans Day HOLIDAY AfterSchool closed
Wednesday	Nov. 24	Teacher Workday NO DAY CAMP
Thurs.-Fri.	Nov. 25-26	Thanksgiving HOLIDAY AfterSchool closed
TBA	December	AfterSchool Family Christmas Party 5-7pm OUMC Fellowship Hall
Monday-Friday	Dec. 20-31	Christmas HOLIDAYS AfterSchool closed
Monday	Jan. 17	Martin Luther King Jr. Birthday HOLIDAY AfterSchool closed
Tuesday	Jan. 18	Teacher Workday DAY CAMP
Monday	Feb. 21	Teacher Workday DAY CAMP
Friday	Mar. 25	Teacher Workday NO DAY CAMP
Monday-Friday	Mar. 28-Apr. 1	Spring Break AfterSchool closed
TBA	April	Priority Registration for 2011-2012 AfterSchool
Friday	April 22	Teacher Workday DAY CAMP
Monday	May 30	Teacher Workday Memorial Day HOLIDAY NO DAY CAMP
Friday	June 10	Last day AfterSchool

NOTE: These dates are subject to change.

Consult the Chapel Hill-Carrboro School District website for updates - www.chccs.k12.nc.us

Application, Registration and Materials Fees

A parent or legal guardian must fill out an application form and turn it in or mail it to the church (attention AfterSchool) along with a **nonrefundable, one-time application fee of \$15**. Application forms can be printed from the church website AfterSchool page. Checks should be made payable to **OUMC – AS** (Orange United Methodist Church AfterSchool). The director will contact applicants once the form and check have been received. If the program is full at that time, applicants are placed on a wait list. When a vacancy occurs, the first applicant on the waitlist is contacted.

We do not offer part-time after school care. Tuition is the same whether a child is present for one or all five weekdays.

The **registration fee** is your first tuition payment and reserves your child's spot in the program. If you enroll before school starts, the registration fee amounts to half-a-month's tuition. This covers your tuition payments for the partial months of August 2010 and June 2011.

The **materials fee** is \$40 per child per year and is due with the September 1, 2010, tuition payment. This one-time fee covers a T-shirt and basic homework supplies for the year such as paper, pencils, erasers, crayons and markers. A large envelope containing forms, updated Parent Handbook and other information is mailed in early August to your home address. *The forms must be completed and turned in before AfterSchool starts.* **Forms include the Medical Statement, Universal Permission Slip, Pick Up Authorization and Media Release.**

Tuition and Scholarships

Tuition remains at \$210 per month this year. Over the course of the year, nine payments of \$210 are made on the first school days of September, October, November, December, January, February, March, April and May. Total tuition for the year amounts to \$1,995 (9.5 months x \$210). **There are no refunds** for illness, school breaks, holidays, teacher workdays, inclement weather, family vacations or days missed for any other reason.

Pay tuition by the seventh day of the month at the latest. If the seventh falls on a weekend, the grace period ends at 6pm on the school day before that. After the 7th, you will be charged a late fee of 10 percent of your tuition amount and will be billed by the church financial secretary.

We offer partial scholarships based on demonstrated need. If you would like to apply for a scholarship, please ask the director for a Financial Aid Application. Applicants are asked to summarize their circumstances and provide details about their household income and expenses. The information is confidential and is reviewed by a committee consisting of the OUMC AfterSchool Advisory Board Chairperson, the Church Financial Secretary and the AfterSchool Director prior to the start of school. The allocation of funds is based on the total amount of scholarship money available, each applicant's demonstrated need and the number of applicants. The committee assumes that scholarship recipients are making concerted efforts to recover financially. Once your financial situation improves, you will be asked to pay full tuition.

Failures to pay tuition, chronic late payments and/or returned checks jeopardize your child's standing in the program. You will be asked to reimburse the AfterSchool for any returned check fees a bank may assess the church. The Financial Secretary mails postcard reminders of past due fees to your home.

Payments may be handed to the director or placed in the payment envelope tacked to the bulletin board in the Hut. The preferred payment method is by personal check. If you pay in cash, ask for a receipt.

PLEASE DO NOT SEND TUITION PAYMENTS IN CHILD BACKPACKS.

Withdrawal

If you need to withdraw your child from the AfterSchool for any reason, please give two weeks advance notice so the vacancy left by your child may be filled in a timely manner. We appreciate this courtesy.

Days and Hours of Operation

AfterSchool begins on Wednesday, August 25, 2010, for first through fifth graders, and on Friday, August 27, for kindergartners. The last day of AfterSchool for all children is Friday, June 10, 2011. All children enrolled in OUMC AfterSchool attend Chapel Hill-Carrboro City schools so the AfterSchool follows the CHCCS district calendar. This includes holidays, breaks, teacher workdays and school closures due to inclement weather. **The district calendar is subject to change. Please see 'Emergency Closings.'**

The AfterSchool program begins with OUMC van pick up at the school student release time of 2:30pm and ends at the Hut at 6pm.

Transportation and Pick Up

In May 2009, the church purchased two 15-passenger vans to replace the older activity bus. Use of the vans is shared by the AfterSchool and other ministries. Van transportation from the two elementary schools closest to the church, Seawell and Estes Hills, is provided daily. The vans carry a total capacity of 26 children and are driven by fully insured, licensed drivers.

The AfterSchool transports the children by van for field trips and library programs. ***Universal permission slips must be signed in advance by parents in order for children to go on these trips.***

You may pick up your child at the Hut any time before 6pm. For the safety and protection of the children, anyone else who signs out your child **must be 18** or older, and must come in to the Hut to do so. **Children are allowed to leave only with parents and individuals who are listed on the child's Pick Up Authorization form--unless parents provide prior written permission or call the director before the pick up takes place.** Sign out sheets are kept on clipboards on the counter by the front door of the Hut. There is a clipboard for Seawell students and another for Estes Hills students. A spiral-bound *Parent Notebook* is available on the sign out table for parents to write messages to staff about upcoming changes in their child's schedule.

PICK UP YOUR CHILD BY 6PM

The Hut is a multi-use facility and is usually reserved by other groups after 6pm. If you have an emergency and are unable to arrive by that time, call the director's cell at 919-291-6067 as soon as possible. When you call, ask whether one of the counselors is available for hire to stay with your child after 6pm. If you arrive at 6:10pm or later, you will be asked to pay one of the counselors for their time.

If the director stays with your child, the late pick up fee is \$1 per minute after 6pm payable by check or cash to OUMC-AS. Pay the late fee when you arrive.

Teacher Workday Day Camps

The AfterSchool offers full day childcare on five Teacher Workdays this year. Teacher Workday Day Camps are scheduled for October 25, November 5, January 18, February 21 and April 22. **A minimum of eight children must sign up with payment by the deadline of a week in advance in order for Day Camps to take place.** The charge for the day per child is \$40 payable to **OUMC-AS**. Admission charges to venues being visited are included in the \$40 but parents are responsible for pocket money and sack lunches.

Drop off of children for Day Camp takes place at the Hut between **8 – 8:30am**. Pickup time is generally between **4:30-6pm**. Information about the itinerary for upcoming Day Camps is posted on the sign out table in advance of the date. The AfterSchool director programs and conducts the Day Camps.

Camp itineraries vary widely. We may go to Camp Chestnut Ridge (CCR) in Efland, a 300 acre United Methodist Church retreat center, located just off I-40, about a 15-minute drive from OUMC. Chestnut Ridge has many activities to choose from including arts & crafts, kayaking, campfire and s'mores, nature hikes, horseback rides, hayrides and so on. We also may visit the NC State Fair, Morehead Planetarium, Duke Primate Center, the Sportsplex in Hillsborough, Mardi Gras bowling, Museum of Life and Science, Duke Gardens, a pumpkin farm, Scrap Exchange, and so on.

If a Teacher Workday/Inclement weather day is cancelled and a regular school day is scheduled instead, we can refund your \$40 or apply it to the next Teacher Workday Day Camp. Your choice.

Emergency Closings

When the Chapel Hill-Carrboro public schools close due to inclement weather, OUMC AfterSchool closes also. Tune in to local radio and TV stations for information about school closings. You might also consult the school district website for updates about closings (www.chccs.k12.nc.us and click on "Alerts"). Check the Weather Line or www.weather.com on the internet for updates about weather. Following are some major radio and TV stations that give information about closings:

RADIO Stations and Frequencies

WUNC-FM, 91.5
WRAL-FM, 101.5
WRDU-FM, 106.1
WPTF-AM, 680
WCHL-AM, 1360

TV Stations

WRAL CBS
WTVD ABC
WNCN NBC
WLFL WB
News 14 Carolina

Once in a great while, the schools close earlier than 2:30pm due to the threat of an incoming weather system. **Again, if the schools close, the AfterSchool closes also.** During hazardous weather conditions, we believe the safest place for your child to be is with his parents. ***Please keep us informed of your daytime phone numbers.*** Sometimes phone service particularly cellular service is jammed during weather emergencies.

If you hear that schools are closing early and you can not get through to Seawell School 919-967-4343; Estes Hills 919-942-4753; OUMC AfterSchool 919-942-2825 x33; or the director's cell 919-291-6067, assume there will be no AfterSchool van pickup and go to your child's school to pick up your child. Have an emergency backup plan in place with a neighbor, family member or babysitter if you are unable to pick up your child at school at the earlier closing time.

Medical Matters

Each child is required by state law to have a health statement on file with schools and daycares. The statement should include the child's physician or source of medical care, insurance information and a copy of current immunizations. **OUMC AfterSchool's Medical Statement form is in the registration packet. It should be completed, signed and in your child's file in our office BEFORE the first day of AfterSchool.** A copy of the immunization form required by your child's school is sufficient for our needs. One copy the first year your child attends the AfterSchool is sufficient.

OUMC AfterSchool operates for well children and staff only. For the health of everyone, please keep your child home if she has a bad cold, sore throat, cough, upset stomach, rash or fever. Children who have had a fever within 24 hours preceding the school day should stay home. If a child is sick when we pick him up at school, we will call parents so they may pick him up at the AfterSchool **as soon as possible**. We will make your child comfortable at the Hut until you arrive.

If your child is absent from school and will not be at AfterSchool, call the director's cell (291-6067) **before 2pm**. Leave a voice mail message if the director is unable to answer your call personally. **Messages are retrieved promptly**. During AfterSchool hours, the director may be driving the van, teaching a group of children or conferring with another parent when you call. She will make every effort to return your call **if you request a return call in your message**.

The AfterSchool has a First Aid kit available to administer basic first aid. Staffmembers are CPR and First Aid certified by the American Red Cross. In the event of a medical emergency during AfterSchool, we will do our best to contact parents and/or emergency contacts listed on your child's application form. If parents and contacts are unreachable, decisions about medical care are made by the director. Staffmembers will administer CPR and basic first aid but cannot give medication of any kind to any child without specific, dated, written permission from the parent. The physician's prescription must be visible on the medication container. Forms are available for this purpose.

If your child has allergies to certain foods, please be sure to list them on your medical statement. Also, talk with us about any chronic conditions and keep us updated in general about medication changes if they are likely to affect your child's behavior. Tell us what you would prefer that we do for your child in the event he suffers an allergic reaction, seizure or asthma attack during AfterSchool. We will call you if any of these happen.

Head lice outbreaks are an unfortunate fact of life in large populations of children. Head lice like any head of hair whether the head is clean or not. Outbreaks occur throughout the school year. If your child is sent home from school because of head lice, please let the director know because it is contagious. The schools and your physician will provide information about how to treat for head lice. In most cases, children with head lice are not allowed to attend school until the condition is cleared up. If your child is kept home from school for this reason, *please do not send them to AfterSchool*.

The church janitorial team cleans the Hut floors and the bathrooms, replenishes paper supplies, vacuums the Hut carpet and removes trash daily. The AfterSchool staff washes dishes and utensils in hot soapy water, and disinfects table- and countertops everyday. A comprehensive cleaning of the Hut (windows washed, carpets steam-cleaned, walls and ceilings swept, cubbies disinfected, etc.) takes place every summer before AfterSchool starts.

Before snack is served, the children are asked to wash their hands with soap and water. *Washing hands cuts down on the spread of illness. Please show your child how to thoroughly wash his hands with soap and water. Make a point of discussing the relationship between good hygiene and health.*

DAILY PROGRAM

Snack

The children arrive at the Hut from school at 2:45-2:50pm, deposit their backpacks and other belongings in their cubbies, use the restrooms and play/unwind for 20 minutes. There is a 10-minute blessing circle at which the afternoon schedule is discussed, birthdays are recognized and a blessing is said. This is followed by Snack Time from 3:20-3:45pm. Snack is offered buffet-style and includes fresh, cut up fruits and vegetables, a protein item such as yogurt, peanut butter or cheese and a carbohydrate such as whole grain bagels, crackers, pretzels or flat bread wedges. We offer skim milk, light soy milk, water and orange juice or apple juice on alternating days. The children choose what they want and sit at the tables inside to eat and visit with friends. **All families are asked to donate a snack item once a month.**

Quiet Time, Homework & Reading Assignments

Quiet Time takes place from 3:45 – 4:30pm Monday through Thursday. Many parents expect their children to complete their homework and reading assignments at AfterSchool. Quiet Time is the period set aside for this. While Kindergartners and first graders do not have an hour's worth of assigned homework, second through fifth graders often do. The older children get their work out of their backpacks and sit at the tables. Fifth graders are given the privilege of working at the outdoor picnic tables in nice weather. The counselors check on them regularly and are available if anyone asks for help.

Fourth and fifth grade students who have shown they can work quietly and independently may be given the privilege of walking with a counselor to the middle school youth suite downstairs in the Fellowship Hall to work. If students need more than 45-minutes to complete their homework, they may return to the Hut and continue working as long as they need.

We ask all parents who want their children to work on homework during AfterSchool to encourage them to use Quiet Time wisely. Talk to your child about not interfering with the study time of others.

The adult staff to child ratio is 1:8. It is not possible for a staffmember to work one-on-one exclusively with one child everyday. We coach the children to self-start, work independently as appropriate and be *responsible* for their own assignments. Sometimes an adult volunteer is able to sit with one child but generally, if your child requires one-on-one help, consider hiring a high school tutor at \$6-7 an hour to come to the Hut Monday through Thursday and work with your child.

If your kindergartner or first grader has homework assigned by her teacher, be sure to talk with her about taking it out of her folder **at the beginning of Quiet Time** and bringing it to the table. There is not enough time for the staff to go through all the backpacks and folders looking for homework. If homework is not getting done, inform the director and she will discuss it with you in the presence of your child. Please go over your child's completed homework in the evening and check it for accuracy. We try very hard to correct everyone's homework but sometimes circumstances prevent that. Please discuss homework concepts with your child.

Homework for K-1's generally consists of practicing reading and number skills. A counselor may read a good *read aloud* book to the group and follow up with discussion and comprehension questions. There might be a math-based activity or game. Grade level workbooks are given to kindergarten- and first- graders at the beginning of the year and the children may be asked to complete several pages for reinforcement. The K-1's are asked to read one-on-one with a counselor or adult volunteer everyday. If your child has a "Book In a Bag," tell her to get it out of her backpack and read it with her counselor. We will gladly fill out and sign a reading log for your child if one is made available.

After completing their assignments, the children may choose a **quiet** activity such as puzzles, cards, board games or drawing until Quiet Time ends and/or an adult is free to supervise them outdoors. If second through fifth graders do not have written homework assigned, then we ask them to read a book at their reading level for 15-20 minutes, then play quietly. We have a good selection of children's literature in the AfterSchool library ranging from *Dr. Seuss* easy readers to *Harry Potter* novels. Additions to the collection are made annually and **donations are welcome.**

Faith Clubs

OUMC encourages spiritual development in children. For this reason, *Faith Club and sometimes Bible Study*, is offered twice a month at the AfterSchool. Faith Club is a non-denominational Christian education curriculum written specifically for the after school time frame. The lessons feature stories, songs, crafts and games that help children apply *the teachings of Jesus to their world*. These sessions last approximately 30-45 minutes. Informational letters for parents are given to the children to take home when a new concept is introduced so it can be discussed and reinforced at home.

Activity Calendars, Clubs & Pick Up Time

After Quiet Time, around 4:40pm, the children choose from a wide variety of supervised activities. A fully programmed “club” activity, playground session, or field game or off site field trip is scheduled **every afternoon**. The director produces an *Activities Calendar* the first of each month to keep parents informed. A stack is placed on the sign out table by the Hut door for parents the first week of the month and a copy is always posted on the bulletin board the entire month. The director writes a parent newsletter on the flipside of the calendar with details and information about upcoming field trips, changes and new programming.

Tip *Post the Activities Calendar on your refrigerator at your child’s eye level. Make a point of looking at it with your child before school. Discuss pick up time from AfterSchool if you can be flexible.* Should your child express a desire to participate in the club activity, plan to pick him up around 5:30pm. Use the extra few minutes to run an errand, walk the dog, pick up a sibling elsewhere, start dinner, etc.

Staff members are generally supervising activities during AfterSchool hours. The adult to child ratio is 1:8.6. It is not possible for us to have a child *ready to go* when a parent arrives.

Please make eye contact with your child when you arrive and allow a few minutes for him to *disengage* himself from whatever activity he is doing. Smile and greet your child should he come over to you. Tell him quietly, “It’s time to go,” and acknowledge rapid compliance with a warm word or two. Ask if he needs to pick up the game he was playing or help put equipment away before he leaves. Sign him out, collect his gear from his cubby and say “bye” to a staff member so we know you are taking your child. If we are at the playground or soccer field, sign your child out at the Hut, pick up the gear and drive around to that side of the church to retrieve your child.

Free Play

If a child chooses not to participate in the scheduled activity, he may choose *free play*. We encourage the children to interact in socially acceptable ways and to *play with each other* rather than exclusively with adults. Grownups are there to guide, teach, assist, facilitate, supervise. Energetic play, healthy competition and physical exercise are very much encouraged. Significant life skills are learned whether children team up or play one on one.

The AfterSchool has basketball goals, four-square and hopscotch grids, a tetherball pole and a covered 8’x 8’ sandbox with toys. We have baseball bats, bases, a T-ball stand, whiffle balls, mitts, soccer balls, soccer goals, fold up badminton/tennis nets and racquets, outdoor ping pong, bocce, croquet, jump ropes, hoola hoops, sidewalk chalk, bug catchers and bubble blowing liquid/utensils. A workbench attached to the Hut has been turned into an outdoor kitchen, and there are pots, pans, plates, utensils, a child picnic table and a play house. We also have a 12-foot-tall tipi in the woods next to the Hut.

We have many arts and crafts supplies. Projects are regularly scheduled (see *Crafty Critters* on the monthly Activity Calendars). We have schoolage swings behind the playground. The soccer field next to the church allows for Capture the Flag, kickball and other field games. We have a hiking trail through the woods from the Hut to the playground. There is a short ropes course on the trail. Third through fifth graders are permitted to play in the woods behind the playground in winter months.

On rainy days, we take groups to the Fellowship Hall to play indoor games. In the Hut, we have puzzles, board games, card games, building blocks, marble works, race tracks with battery-operated cars, K'nex, Legos, Lincoln logs, and a multi-game table with electric air hockey, foosball, ping pong and pool. We have checkers and chess. We have a teddy bear hamster named Ginger. We have two computers and games available on **Fun Fridays** (see Activities Calendar). The director has a laptop that can be connected via church wireless service to the internet. We have a portable CD player for music and dancing. We have a TV monitor with DVD/VHS for movies on **rainy Fridays**. We have a puppet theater and puppets. We have dress up clothes. We have a Victorian doll house with furniture and families. Fun Fridays are scheduled **at least** once a month, and usually feature special activities.

If your child tells you he cannot find anything to do or is “bored” at the AfterSchool, please share this partial list of activities with him and talk about it. At times, there might be something else going on. For example, he might have had a disagreement with a friend; he might be having difficulties at school; he may be ill, or overly tired. She may be stressed about something like a parent being out of town, a relative in the hospital or a sick pet. **Often enough it could be something as simple as a genuine need to spend time with mom and/or dad.** Try to determine if there is an underlying issue then let us know how we can help.

Piano Lessons

Piano lessons are offered on Tuesday afternoons in the OUMC Sanctuary. There are five 30-minute slots available. These are private lessons and cost \$20 per lesson. An opportunity to inquire about and/or sign up for these will be available at Open House on August 23. William Chicurel, Ph.d., has served as our piano instructor for seven years.

Library Programs

The K-2's go to the Chapel Hill Public Library for children's literature programs quarterly. The librarians plan the 30-minute programs around a theme such as Halloween, Chinese New Year, famous African American North Carolinians and so on. They select outstanding pieces of children's literature to read aloud to the group. Sometimes there is a game or a craft. These programs are geared to five through eight year olds. The older children are welcome to come along and participate, or they may stay with a counselor at the Hut to work on their homework. **The children may not check out books at the library.**

Birthdays

The AfterSchool happily recognizes all birthdays during Blessing Circle. We are delighted to serve a special treat at Snack Time should parents wish to bring or send one in. A day's notice is appreciated if you plan to bring or send in a special snack. The AfterSchool has paper products such as plates, napkins, cups and plastic utensils. The birthday child is invited to select a prize from our “Prize Box” in the office. Donations of gently used or new little toys and gadgets are gladly accepted anytime for the Prize Box.

Please do not send birthday party invitations for your child to distribute unless all children at the AfterSchool are to receive one.

Dress

The children should feel comfortable in their clothes and be able to enjoy themselves without worrying about preserving their outfits. Please have them wear play clothes and *shoes that are safe for active play*. If your child wants to wear flip flops, open-toed sandals or fancy "dress up" shoes to school, consider keeping a pair of tennis shoes in their AfterSchool cubby.

Lost and Found

A **Lost and Found** bin is maintained at the AfterSchool. It is stored under the computer table. Please check it occasionally for missing items.

Parent and Teen Volunteers

We welcome parent and/or teen participation in the AfterSchool. All of our kindergartners and first graders need to read with a fluent reader everyday. If you can spare a few minutes, stop by during Quiet Time and offer to read with a child.

Any parent, grandparent or other relative with hobbies, talents or stories of interest to children are encouraged to share them with the AfterSchool. We want you to feel free to inspire a child's interest in an activity you love.

If you have teenagers (rising ninth graders and up) who might like to volunteer with us, we can use their help. High school students have service learning hours they must complete in order to graduate. All high schools in Chapel Hill accept hours completed at our AfterSchool. Teens can lead games, tutor students in math and reading, teach younger children to use computers, supervise children at the playground and facilitate arts and crafts sessions. The city buses stop at the high schools and on MLK Blvd. at Homestead Blvd. where OUMC is located. Teens are also welcome to spend **Teacher Workday Day Camps** with us (8 service learning hours). The AfterSchool will cover teen volunteer admission charges.

Conduct

We have high expectations for the behavior of children in our program. We expect them to exhibit tolerance if not kindness towards each other and towards church property. Good manners are very much appreciated and recognized. The goal of the program is to establish a Christian atmosphere in which all children feel safe participating in the activities. Staff members are generous with verbal praise when positive behavior is displayed. Rewards including recognition in front of the group, special certificates, ribbons, medals and small prizes are given when merited. We prefer to use positive reinforcement when we see compliance with rules and desirable behavior in general.

AfterSchool rules are displayed in the Hut and are discussed often especially at the beginning months of the year. Our rules exist for the safety of everyone and are similar to those in elementary schools. **Please discuss the following rules with your child before AfterSchool starts and from time to time during the year:**

OUMC AFTER SCHOOL RULES

- 1. Listen when adults are speaking and do what they ask you to do promptly. Wait until a person finishes speaking *before you speak.***
- 2. Keep hands, feet and objects to self.**
- 3. Take care of church property.**
- 4. Shoes stay on feet.**
- 5. Remain with your group leader *at all times.***
- 6. Enter and exit vans *carefully.* Fasten your seatbelt as soon as you sit down. Use quiet voices while riding.**
- 7. Sit on the floor, chairs or benches but *not* on the tables. Play games, draw, do homework and *eat* on table tops.**
- 8. Bullying of any kind is prohibited. *Respect the personal space, feelings and property of others.***

Discipline

Sometimes the most effective consequences for misbehavior occur naturally. For example, when a child is playing unfairly, others who are playing with that child catch on and refuse to play with her. Natural consequences provide powerful lessons. Sometimes misbehaviors have no apparent natural consequences so we look for logical ones. For example, a child may fail to follow directions repeatedly on a field trip. We explain that if they cannot follow directions this trip, they will not be allowed to go on anymore field trips until they make a commitment to better behavior. Or, a child may misuse a game or toy after being given instructions on proper usage. The child is told she may use that game or toy when an adult is supervising the use of it directly, otherwise, not at all. In other words, privileges offered as a matter of course within the program are limited or taken away.

Sometimes a short *time out* period is warranted, for example, after a child has been asked more than once to listen while someone is speaking in a group activity. Everyone prefers *time in* as opposed to *time out*. More serious offenses benefit from a sit down conversation with the director and/or counselor.

We have a policy in place that prohibits the harassment, intimidation and bullying of a student by another student. This includes both social/emotional and physical forms. Examples of unacceptable bully behavior include name-calling, use of abusive language, exclusionary tactics and physical violence.

When an incident occurs, we separate the children involved and offer comfort and/or counseling immediately. Depending on the nature of the incident, we discuss AfterSchool rules or the “Rules for Fighting Fair” which are posted on the director’s office door and below. We ask the children involved to suggest solutions such as: *choose* someone else or *something* else to play with; *think* of a nicer way to exit a game or to ask for something you want; *manners work wonders*; put yourself in the other person’s place for a moment; walk away; ignore the slight; how would Jesus handle this; ask a grownup for help. Etc. The most appropriate solution for the incident is selected and the situation is monitored.

If bully behavior and/or flagrant disregard for AfterSchool rules continue to happen, we inform parents and ask them to help us work with their child. Incident reports are kept. Occasionally, and after all available remedies are exhausted, the director may ask the parents to find a different AfterSchool for their child.

Rules for Fighting Fair

1. Find out the problem.
2. Attack the problem, not the person.
3. Listen to each other.
4. Care about each other’s feelings.
5. Be responsible for what we say and do.

FOULS (not OK): Blaming, getting even, hitting, making excuses, name-calling, bossing, not listening, teasing, put downs and threats

**Orange United Methodist Church
1220 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514**

**Church website: www.connect2orange.org
Church Phone: 919-942-2825**

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About the AfterSchool Staff

Robyn Hiltner is starting her ninth year at OUMC AfterSchool. She was a counselor her first two years then applied for the director position when it became available. Robyn has a BA in Journalism and a master's degree in Human Relations. She worked as a print reporter and photographer in Los Angeles for a national weekly publication. After completing two years of graduate requirements in mental health counseling at Western Kentucky University, she worked as a family therapist in public and private schools before moving to Chapel Hill in 2000. Robyn and her husband Randy spent 22 years traveling the world while Randy served in the U.S. Army. They have two sons, both Eagle Scouts. Dane graduated from the U.S. Military Academy at West Point in 2007 and is serving as a captain in the Army. Collin graduated with a degree in environmental engineering from NCSU in December 2009. Their two dogs, Bonnie and Ginger, visit the AfterSchool occasionally. Robyn enjoys teaching kids about reading, cooking, health & nutrition, pet care, the natural world and gardening.

Robyn's Tutoring Service

Robyn is a reading tutor trained by the Augustine Literacy Project in Chapel Hill. She works with students who have reading disabilities, English-as-a-Second Language (ESL) students, and those who are struggling with reading, writing and spelling. Students are assessed before and after tutoring begins to determine progress. This program uses Wilson Reading System materials. The approach is research-based, explicit, structured and multi-sensory. In addition to working with private clients, Robyn works as a volunteer tutor in Chapel Hill schools. Charges are based on a sliding scale.