

After School Programs



2009-2010 Parent Handbook

THE
Cornwell Center
at Myers Park Baptist Church

2001 Selwyn Avenue ■ Charlotte, NC 28207
704.927.0774 ■ www.cornwellcenter.org

After School Calendar 2009-2010

S1 = Session 1

S2 = Session 2

S3 = Session 3

August 25, 2009	S2 & S3	First day of After School
September 7, 2009	S2 & S3	Labor Day Holiday
September 8, 2009	S1	First day of After School
September 28, 2009	S2 & S3	Work Day - No School (will have ASP)
October 2, 2009	S1	No school (will have ASP)
October 29-30, 2009	S1, S2 & S3	Parent conferences - no school
November 11, 2009	S2 & S3	Veterans' Day – no school (will have ASP)
November 25-27, 2009	All	Thanksgiving Holiday
December 21, 2009- January 4, 2010	All	Christmas Holiday
January 18, 2010	All	MLK Holiday
January 25-26, 2010	S1	Teacher Workdays (will have ASP)
January 25, 2010	S2 & S3	Teacher Workday (will hve ASP)
February 12, 2010	S1	Teacher workday
February 15, 2010	All	President's Day Holiday
April 1-9, 2010	S1	Spring break
April 2-9, 2010	S2 & S3	Spring break
May 27, 2010	S1	Last day of After School
May 31, 2010	S2 & S3	Memorial Day Holiday
June 10, 2010	S2 & S3	Last day of After School



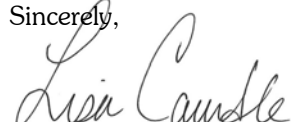
**Welcome to
the After School Enrichment Program
at The Cornwell Center!**

Our mission is to provide a safe, nurturing environment that promotes cognitive and physical growth. We encourage team building, respect, and positive relationships among peers and elders.

We are delighted you have chosen our After School Program. This handbook provides you with the necessary information and will answer many of your questions. All of our guidelines support our mission, and we welcome your inquiries and suggestions. We take pride in the program we offer, while the safety and well being of your child(ren) is our top priority.

We encourage all of our parents to be involved throughout the school year. To further advance our program, please communicate with our staff about your child's experience in After School. We welcome feedback about how we can improve the After School experience for current and future participants. We encourage you to volunteer during special activities and holiday projects. Donations of art supplies, books, toys, etc. are graciously accepted.

Our goal is to provide a positive learning atmosphere for your child(ren). We will work individually with your child(ren) according to his or her needs and abilities.

Sincerely,


Lisa Caudle
After School Program Coordinator
704-927-0774 x 614
lcaudle@mpbconline.org

PROGRAM OVERVIEW

The After School Program at The Cornwell Center includes arts and crafts, recreation, reading, homework time and computer activities. Children will also be served a healthy snack during After School.

Hours of Operation

Session 1	MPBC TTWS	M-F	12:30 - 2:30 pm	Ages 2-TK
Session 2	Selwyn Elementary	M-Th	2:00 - 6:00 pm	Ages 5-11
		F	2:00 - 5:00 pm	Ages 5-11
Session 3	Myers Park Traditional	M-Th	3:45 - 6:00 pm	Ages 5-11
		F	3:45 - 5:00 pm	Ages 5-11

Monthly Program Fees for TTWS and Myers Park Traditional

Cornwell Members		Cornwell Non-Members	
5 days/week	\$210	5 days/week	\$250
4 days/week	\$200	4 days/week	\$230
3 days/week	\$185	3 days/week	\$210
2 days/week	\$135	2 days/week	\$170
1 day/week	\$ 75	1 day/week	\$ 85

Monthly Program Fees for Selwyn Elementary

Cornwell Members		Cornwell Non-Members	
5 days/week	\$400	5 days/week	\$450
4 days/week	\$385	4 days/week	\$425
3 days/week	\$350	3 days/week	\$385
2 days/week	\$250	2 days/week	\$300
1 day/week	\$135	1 day/week	\$160

- Each additional sibling enrolled into the After School Program will receive a 5% fee discount.
- Refer a friend to the After School Program and receive a 1-month free individual Cornwell Center membership (\$40 value). This includes access to the fitness center, group exercise classes, Learning Center, discounts on children's clinics, camps, and much more. (Must be a first time enrollee into the After School Program.)
- Payments will be due on the 1st of the month. After the 5th of each month, a \$25 late processing fee will be added to the payment.
- **Automatic draft is available.**

- A late fee of \$25 per child will be charged to your account if he/she is not picked up within 10 minutes of child's After School session. The late fee must be paid before the child(ren) returns to the After School Program.
- After School fees are non-refundable. No tuition will be refunded or credited due to illness, holidays, vacations, or other absences.
- Consistent with MPBC Through-the-Week School policy, once After School days have been chosen, switching of days will not be allowed during that current month.
- Drop-in payment of \$25 per child must be received on or prior to drop-in date, otherwise child(ren) will not be permitted.

Policies

Admission/Enrollment

You are welcome to stop by our Front Desk at any time in order to complete an application in person. You may also print an application at www.cornwellcenter.org. A Registration and Health History form must be completed before the child(ren) attends the program.

Attendance

Attendance is checked every day based on the designated days chosen. Please call us as early as possible when an unexpected absence may occur.

Drop Off and Pick up Procedures

- **MYERS PARK BAPTIST CHURCH TTWS:** Two assigned teachers will coordinate with TTWS in picking up your child(ren) before they are dismissed for carpool.
- **SELWYN ELEMENTARY SCHOOL:** Two assigned teachers will pick your child(ren) up from Selwyn Elementary School courtesy of Myers Park Baptist Church van. *Please note that van spaces are limited to 13 students per day. **If your child will not be riding the After School bus, you must notify The Cornwell Center staff.***
- **MYERS PARK TRADITIONAL ELEMENTARY SCHOOL:** Two assigned teachers will pick up your child(ren) from Myers Park Traditional Elementary School courtesy of Myers Park Baptist Church van. *Please note that van spaces are limited to 13 students per day. **If your child will not be riding the After School bus, you must notify The Cornwell Center staff.***
- **EARLY PICK UP/ LATE DROP OFF:** Written arrangements must be submitted to After School staff for early pick up or late drop off.
- **AUTHORIZATION TO PICK UP:** Only individuals allowed to pick up your child(ren) are those authorized by the parent and must show identification upon pick up. Those allowed to pick up your child(ren) must be noted on the registration form under alternate pick up party.

Please note: Per church policy, The Cornwell Center After School staff members are not allowed to stay with your child(ren) on The Cornwell Center or church premises once After School has ended. Babysitting is allowed only if a parent is

present at the end of After School hours to give off-duty staff permission to stay or leave with your child(ren). This must be cleared with Jenny Yopp, The Cornwell Center Director or Lisa Caudle, After School Program Coordinator.

**** A late fee** of \$25 per child will be charged to your account if child is not picked up within 10 minutes of child's After School session. The late fee must be paid before the child(ren) returns to the After School program.

What to Bring

- 1st Session Participants: If your child is not potty trained please bring diapers, wipes, and change of clothes.
- We encourage closed-toe shoes (example, no flip-flops or heels) for the safety of your child(ren).
- We encourage elementary students to bring a reading book.

Discipline

Our goal here at The Cornwell Center is to create an environment that guides your child(ren) to become responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline the following steps will be taken.

- Staff will implement redirection and one-on-one communication.
- Staff will issue a "time out" according to the age of the child(ren).
- Staff will communicate regularly with the parent/guardians regarding behavioral concerns.
- Staff will utilize every effort to enlist the cooperation of the child(ren) and parent/guardian to resolve behavior concerns. Should the behavior continue, a conference will be scheduled between the director and the parent/guardian(s).

Suspension

A 1-5 day suspension from the program can occur if any of the following behaviors occur.

- Harming another child or a staff member.
- Stealing or damaging property.
- Being disruptive or disobedient.
- Repeating inappropriate behavior in a two-week period.

Dismissal

Dismissal from the program may result if:

- Inappropriate behavior(s) occurs after repeated interventions.
- An extremely serious situation or incident harming staff, children, or self.
- **Please Note: In the event of suspension or dismissal, we ask that your child be picked up within one hour of being notified.**

Illness

In the event of a child being sick they will be sent home for the following reasons:

- If they show signs of a contagious illness. (Example: Ring worm, lice, whooping cough, conjunctivitis, diarrhea, and vomiting).
- If a child has a fever 101 or higher they cannot return within a 24-hour period. Upon returning to After School, a doctor's note must be presented.
- If your child misses school due to illness, he/she may not come to ASP the same day.
- **Please notify Lisa Caudle of any food allergies your child has so she can notify staff.**

The Cornwell Center at Myers Park Baptist Church will not distribute medication.

Tutoring

We also offer tutoring for students of all ages. Please contact The Cornwell Center for more information and program fees.

The Cornwell Center Staff



The Cornwell Center Director

Jenny Yopp
jyopp@mpbconline.org
704.927.0774 x 601



After School Program Coordinator

Lisa Caudle
lcaudle@mpbconline.org
704.927.0774 x 614

Teachers for MPBC TTWS After School Program

Lisa Caudle
Kathleen Brown
Tammy Hull
Linda Owen
Sharon Sanders
Vicki Trotter

Teachers for Elementary After School Program

Lisa Caudle
Kathleen Brown
Victoria Ellis
Kenny Littler
Vicki Trotter
Mary Szura



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