

MONTHLY FEES: FEES ARE DUE BEFORE THE 1ST OF EVERY MONTH

Exploration Station Fees are due "BEFORE" the 1st of every month and must be kept current or your child will be dropped from the program. There is no registration fee or supply fee for the program. Parents will be responsible for packing a healthy morning & afternoon snack, as well as a lunch with milk.

Days: Monday - Friday • Times: 7:30am - 5:30pm

<u>Burlington City Resident</u>		<u>Non-City Residents</u>	
\$240/month	1st child	\$300/month	1st child
\$230/month	2nd child	\$290/month	2nd child
\$220/month	3rd child	\$280/month	3rd child

PAYMENTS

Exploration Station Fees are due "BEFORE" the 1st of every month and must be kept current. The department will no longer offer a 10 day grace period for payments. If payments are not received before the 1st of every month, your child will not be able to attend the program until it is paid.

Payments will not be accepted at the site, however you can bring them to the Main Office (1333 Overbrook Road), drop them in the drop box, pay over the phone with your debit or credit card (Visa or MasterCard), or mail them to the following address:

Burlington Recreation & Parks
ATTN: Exploration Station
P.O. Box 1358, Burlington, NC 27216

LATE PICK UP = LATE FEE

Parents that are late picking up their child will be charged a late fee of \$1 per minute. The Late Fee must be paid to the Main Office before child can return to the program. If you are consistently late, your child will be dropped from the program.

FAIRCHILD PHONE NUMBER - Office: 336.222.5119

Kathy Hayes, Youth Programming Director: 336.222.5072 • 336.516.6545

Brandy McCandless, Assistant Director: 336.229.3150 • 336.516.6298

DeNesha Jamison, Exp. Sta. Administrator/Director: 336.222.5119 • 336.261.8020

BRPD Main Office & Billing: 336.222.5030

August 2015 - July 2016



**Learn,
Share,
Laugh,
GROW!**




336.222.5030 • www.BurlingtonNC.gov/youth

Burlington Recreation & Parks introduces the newest program to the Youth Programming Division for ages 3-5, **Exploration Station!** The two star licensed program features learning adventures, hands on excitement in the outdoors, with a big focus on childhood obesity with recreational activities throughout the daily routine. The program's goal is to maximize each child's early childhood experiences and engage them in fun interactions with new concepts and new friends.

IMPORTANT POLICIES

Listed below are a number of IMPORTANT POLICIES and points of emphasis to give you a better understanding of the program. We hope to make this a successful experience for you and your child.

PURPOSE

We strive to provide a safe, enjoyable, and well supervised environment for children ages 3-5. All children are welcome without discrimination. If a child cannot function safely in the program, or is not potty-trained, then he or she may not be able to remain in the program.

PARENT CALENDAR

A monthly Parent Letter & Calendar will be distributed to the parents to inform them of special events, etc. In addition, our staff will post reminders at the classroom entrances. Remember to check the sign-out table for important reminders.

LOCATION

The program is located at Fairchild Community Center (Office: 222-5119 • Cell: 261-8020). This facility is located at 827 South Graham Hopedale Road in Burlington. PARENTS: always use the classroom entrances only.

DEPARTURE

To insure that all children depart safely, parents will be required to come into the facility and sign their child in and out. This also allows for daily contact between parents and staff. If someone else is picking up your child, you must send a note in advance. Parents that are late picking up their child will be charged a late fee of \$1 per minute. The Late Fee must be paid before child can return to the program. The Exploration Station Program closes at 5:30pm sharp.

FIELD TRIPS (tentative)

Departure and arrival times for trips are estimated times. Please allow 30 or more minutes for safety. Always check your Parent Calendar, the sign out table, and the signs on the doors. Field Trip Permission Slips will be sent out before each trip and must be returned in advance before the day of the trip. Children are responsible for their belongings. Please label all of your child's belongings.

DISCIPLINE

A variety of activities will be offered in an effort to capture the interest of each child. If discipline problems do occur the staff will talk to the child and try to clarify and correct the situation. If the negative behavior continues, then a parent/guardian and director meeting will be requested to explore further options. (see Operational Policy for Participants for complete Discipline Policy)

INJURIES & MEDICATION

An accident/incident report will be provided for your child in case of injury or illness and parents will be notified. If parents cannot be reached, a relative or friend will be notified. If your child must take medication during the program, a Medication Policy Packet must be completed in advance or personnel will not be able to administer the medication to your child. The medication must be approved by administrators before being brought to the program. The medication approval may take up to a week.

MEAL PATTERNS

The United States Department of Agriculture (USDA) has developed meal patterns and serving sizes for breakfast, snack, and lunch. The meal patterns are compliant with state licensing and the Child Care Food Program. Each child's meal must be a well-balanced meal that follows the USDA meal pattern. Please do not send sugary foods, chips, fast food, soda/punch, junk foods, desserts or candy. All food, drinks, cups, and containers sent from home must be labeled with the child's name and date.

Morning and Afternoon Snack

Consists of at least 2 of the following for each snack:

Milk, 100% juice or fruit, bread/bread alternative or cereal, meat/meat alternative

Lunch

Consists of at least 4 of the following:

Milk, 2 or more fruits and vegetables, meat or meat alternative, bread or bread alternative

INCLEMENT WEATHER

We do not pro-rate for days missed at Exploration Station. Inclement weather information can be found on the Leisure Line (222-5147), the Burlington Recreation & Parks Facebook Page, or you can visit our website in advance at www.BurlingtonNC.gov/NotifyMe and sign up for the Notify Me eNewsletter emails.

Early Release Due to Inclement Weather

If our program is "dismissed early" due to inclement weather, we will automatically close one hour following the ABSS school's dismissal time. Please make sure you have a plan in place to pick your child up within the one hour.