

Fitness Fun & Games at Hampstead Hill Academy #47

500 S. Linwood Avenue, 21224 410-732-8778

www.FitnessFunandGames.org

Email: hampsteadhill@fitnessfunandgames.org

PROGRAM DETAILS

The program is in operation, Monday through Friday, on all school days. We will be OPEN when city schools close early for heat, since the building has A/C. When city schools close early for inclement weather, FF&G will close two hours later, with late fees in effect at that time. If BCPS is closed for the day, due to bad weather, FF&G is closed for the day. If BCPS announces a 2 hour delayed opening, due to weather, FF&G will open at 8:00 a.m. If a one-hour delay is announced, FF&G will open at 7 a.m. In that case, be sure your child eats breakfast before coming to school. If BCPS follows a late opening, with a school closing for that day, then parents must pick up their student by 10 a.m. Fees include two early dismissal days for report cards for students that are enrolled for Wednesdays in those months.

Sign up for School Closing Alerts at <http://wjz.com/schoolclosings>, www.wbaltv.com/closings/signup/index.html, OR www.abc2news.com/schoolclosings/default.aspx,

When school is scheduled to be closed for school holidays, FF&G is open on SOME of those days, at Hampstead Hill Academy. Full-day care is also offered, on additional days, at the ***Fitness Fun & Games Community Center***, 1101 Winston Ave., 21212, 410-323-1929. Pre-registration and a fee are required. Field trips or special activities are offered on these days. Space is limited.

Payment is due on the first school day of the month. Late payments should include a late fee of \$6 per day. This also applies to post-dated checks. For June, payments are due by May 28. Each month averages about 19 school days - some more, some less. Our payments are designed to cover the cost of staff, taxes, rent, phone, insurance, supplies, food, games, etc. The tuition is averaged to reduce administrative expenses and keep our rates as low as possible. We cannot make adjustments for short months, illness, absence, weather, or schedule changes. At the first of the month, you may make adjustments to your child's upcoming monthly schedule, for days or times. No refunds. The returned check fee is \$40.

Our responsibility for your child begins when he/she enters the supervised program area. Please let us know in advance if your child will not be attending on the usual scheduled day and time. There is a **\$10 fee** per occurrence if your child is absent on a scheduled day and you do not notify the staff in advance. Our phone has voicemail. We may be busy with students, or outside, so please leave a message!

Afternoon snacks will be provided. Let us know about any food allergies.
DO NOT ALLOW YOUR CHILD TO BRING GUM TO SCHOOL.

The program closes at 6:30 p.m. Please arrive at the school no later than 6:20 p.m. to pick up your child. If an emergency prevents you from getting to the school on time, another adult listed on the emergency card should arrive before 6:15 p.m. Call to inform the staff of unusual circumstances. **The late pick-up fee is \$3.00 for each 10 min. period (or less) after 6:20 p.m., due at the time of pick-up.** If your child is scheduled for pick-up at 4:45, the late fee applies, as well, after 4:45 p.m.

An authorized adult must "sign out" your child upon pick-up, unless you have signed permission for children, (age 10+) to sign themselves out, at a specified time, to walk home. (Do not tell your child to meet you outside, or honk your horn, or tell them by cell phone to leave.)

You are welcome to visit your child at anytime during the program. If you have any interests or talents you would like to share with the students, as a "special event", let the Director know so it can be scheduled at your convenience.

It is important that you discuss your homework expectations with your child. There will be a designated homework time each day (except Friday). This does not replace the parents' duty to check and review schoolwork daily with the student. Some students will need additional time to complete homework at home. For those that finish their homework first, there will be other quiet activity choices during the homework period.

If students bring their own toys or games to use, they will be responsible for their own things. If a student brings something, it should be with the intention of sharing it with others, since it causes hurt feelings to use something in front of others and not allow them to join in the fun. Expensive video games and trading cards are not allowed. Use of cell phones, by students, is not permitted during the program time.

There will be outdoor play every day, except in extreme weather. Your child should bring gloves, a hat, and appropriate outerwear for the cold. All belongings should be labeled with the student's name (backpacks, coats, glasses, hats, games, lunchboxes, etc.)

We would prefer not to administer medication during this time. However, if it is essential that a dose of medicine be given during the afterschool time, we must have it in a container with the student's name, name of medication, name of physician, and the dosage and time it should be given. This should be given to the director or designated substitute. We cannot give the first dose of a new prescription because of the risk of allergic reactions. This must be done by the parent.

Do not allow your child to attend the program if he/she has experienced nausea, vomiting, diarrhea, fever, or rash in the previous 24 hours. If your child has been out sick and the school requires a doctor's note for re-admittance, we must also be given a copy of that note. If your child has been exposed to contagious disease, we should be informed so we may alert other parents about possible symptoms they may observe.

Please let us know of any fears, family situations or crises that may affect your child's attitude or behavior in the afterschool program. If you have any questions, problems, concerns, or suggestions, feel free to call the Site Director. If you still need further assistance, contact the Executive Director, Meg McFadden, 410-433-2719, day or evening.

Students will be expected to refrain from wrestling and roughhousing, since these activities usually result in injuries or hard feelings. Discipline will consist of explanations, reminders, time-out, or loss of privileges. The students will be taught to tell people, politely, what they want, and to ask an adult if they are having difficulty with someone. DO NOT tell children to "hit them back". We are trying to teach them to solve their differences, tactfully, with words. If your child complains to you about another person's actions, remind them to speak up and to ask for help *at the time it happens*. (It is difficult for you to solve the problem long after the students have gone home and the behavior is forgotten.)

As with all childcare providers and educators, we are required to report any suspicion of child abuse or neglect. This includes physical punishment. If you are angry or frustrated with your child's behavior and/or attitude, please discuss your concerns with the director. We can work together to find positive and effective ways to help students improve.

Our **tax ID# is 52-1724298**. You will need this number if you are claiming a childcare deduction, along with the address: 5503 Boxhill Lane, 21210. Note this information with your tax file. Keep a record of your cancelled checks or cash receipts to total your child care expenses. There is an extra fee for staff to tally your payments for you.

We are a licensed, nonprofit organization working to provide quality childcare. Please *write in "Fitness Fun & Games, Inc."*, when you designate your payroll deductions for the United Way and tell your friends and relatives we need their support. Thank you!!