

# AFTERSCHOOL PROGRAMS WITH BURLINGTON RECREATION AND PARKS

**336.222.5030 • [www.BurlingtonNC.gov/youth](http://www.BurlingtonNC.gov/youth)**

We would like to welcome you and your child to the Burlington Recreation & Parks Afterschool Programs. This is a joint effort of the Recreation & Parks Department and the Alamance-Burlington School System to provide a safe and enjoyable program for your child. The program will consist of a variety of recreational activities, arts and crafts, homework, quiet time, snack time and fieldtrips. Recreation Supervisors and Counselors conduct the program.

## **Burlington Recreation & Parks 2022-2023 Afterschool**

### **PURPOSE**

The program strives to provide a safe, enjoyable and well-supervised environment for children kindergarten through fifth grade, ages 5-12 years old following the regular school hours from 2:30pm until 6pm on in-person school days. All children are welcome without any discrimination. However, if a child cannot function safely in the program, he or she may not be able to remain in the program. Ratio of staff to participants is 1:20.

### **LOCATIONS**

Programs are held at these school sites:

- Hillcrest Elementary
- Andrews Elementary
- Grove Park Elementary
- Thataways Youth Center (Smith & Newlin Elementary)

*\*We must have a minimum of 10 students to operate any Afterschool program.\**

### **Pick Up & Drop Off**

- Thataways Youth Center for students of Smith & Newlin Elementary

## **AFTERSCHOOL REGISTRATION**

### **ONLINE REGISTRATION**

NEW! Registration for Afterschool can be completed online using CivicRec.

#### **STEPS TO CREATE AN ACCOUNT IN CIVIC REC:**

1. Visit <https://secure.rec1.com/NC/burlington-nc/catalog>
  - On your desktop, select Log In/Create Account in the top left corner, then select Create Your BRPD Account.
  - On mobile devices, select Account in the upper right corner and then select Sign Up.
2. Fill out all the required information (address, personal info, contact numbers, etc.)
  - To receive text alerts regarding programming(cancellations, important info), make sure to select your mobile carrier next to your cell phone number.
  - Add additional members (spouse, children, etc) at anytime in your account settings- this keeps your entire household in one convenient account.\*If using a mobile device, to add additional members you must select 'Desktop Version' in the left hand menu.

\*If you need any assistance with setting up your account, please call 336-222-5030 or email [recreation@burlingtonnc.gov](mailto:recreation@burlingtonnc.gov)

### **IN PERSON REGISTRATION**

If registering in person, the BRPD Main Office is open Monday-Friday from 8am-5pm.

## **MONTHLY FEES**

### **FEES ARE DUE BEFORE THE 1ST OF EVERY MONTH**

Registration and payment must be completed before each child attends Afterschool.

#### **FULL TIME:**

Your child must be picked up by 6pm sharp.  
\$140/ month per child

#### **PART TIME:**

Your child can attend every day until 4:30pm.  
\$90/month per child

Late Pick Up Fees apply. If your child is picked up after 4:30pm, you will be asked to switch to Full Time.

**Rec Days are no longer included in afterschool payments.**

There is no August/June payment for Full Time and Part Time Afterschool participants once September/May are paid in full. September is the first payment to secure a space for the first day of school.

For those starting after the first of the month, you must register in person to receive the pro-rated monthly fee.

Switching statuses (part time and full time) must be made before the 1st of the month & cannot be changed once that month begins or is paid.

## **AFTERSCHOOL PHONE NUMBERS**

<b>Andrews Elementary</b>	<b>336-263-1242</b>
<b>Grove Park Elementary</b>	<b>336-261-8042</b>
<b>Hillcrest Elementary</b>	<b>336-516-7824</b>
<b>Thataways Youth Center</b>	<b>336-222-5134</b>
<b>Leah Podolle (Supervisor)</b>	<b>336-229-3150</b>
<b>Danny Routh (Asst. Supervisor)</b>	<b>336-222-5072</b>
<b>Maggie Massey (Thataways Director)</b>	<b>336-222-5134</b>
<b>BRPD Main Office</b>	<b>336-222-5030</b>



Burlington Recreation & Parks

*For additional information & forms, visit  
[www.BurlingtonNC.gov/youth](http://www.BurlingtonNC.gov/youth)*

## **PAYMENTS**

**Fees are due before the 1st of every month. 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 CAN BE MADE:**

- In person at the Main Office (1333 Overbrook Road)
- Online at <https://secure.rec1.com/NC/burlington-nc/catalog>
- Drop box at the main office (check or money orders only).
- Phone payments can be made over the phone if your card is saved on file with civic rec. 336-222-5030 ext. 0

Please be sure to include the following on your check or money order: your driver's license #, phone #, child's name & program site

*Payments will not be accepted at the Afterschool sites.*

### **LATE FEES**

Parents that are late picking up their child will be charged a late fee of \$1 per minute per family. The late fee must be paid before your child can return. If you are consistently late, your child will be dropped from the program. The program closes at 6:00pm sharp.

### **REFUND POLICY**

There are no refunds or transferable options for Afterschool payments. (i.e. payments cannot be transferred to another Burlington Recreation & Parks program, another month or to the next school year)

\*Payment information is subject to change

## **INCLEMENT WEATHER**

If there is early release from school due to adverse weather conditions, the Afterschool Program will not operate. Please make sure you have a plan in place to pick your child up.

\*For Safety Reasons, we will not pick up children from "pickup" locations in the event of Early Release.

### **REC DAY SNOW DAYS**

Rec Day Snow Days operate when the children are out of school due to snow, the accumulation has stopped, and road conditions are clear enough for our families and staff to attend safely.

Rec Day Snow Days are held at Thataways Youth Center.

Rec Day Snow Days are no longer included in full time registration.

### **REC DAY SNOW DAY FEES:**

\$15 per child (there is no additional child discount)

Please see "Inclement Weather Policy" information sheet or visit "Rec Days" at [www.BurlingtonNC.gov/youth](http://www.BurlingtonNC.gov/youth) for more information as well as what to wear and what to bring to Rec Days!



### **Notify Me Notifications**

Stay in the loop with Burlington Recreation & Parks!

Register for Notify Me Notifications to receive phone calls, text messages, and/or emails from any combination of subscription lists from the City of Burlington about upcoming programs and events, as well as inclement weather updates. You can tailor your topic selection to your interests and select your preferred method of message receipt.

Visit [www.BurlingtonNC.gov/NotifyMe](http://www.BurlingtonNC.gov/NotifyMe) and subscribe to receive communications from the City of Burlington. Be sure to click "Programs for Children & Teens"!

## **IMPORTANT POLICIES**

Listed below are a number of IMPORTANT POLICIES, PROCEDURES, 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.

### **DEPARTURE**

We will be limiting the number of individuals allowed into the school building. Therefore we will be operating a drive thru pick-up procedure for students. Please be prepared to show proper ID when picking up your student. Only those authorized on the registration form will be able to pick up. Advanced written notice from the parent/guardian is required for those not on the registration form to pick up.

### **DISCIPLINE**

If discipline problems occur the staff will talk to the child and try to clarify and correct the problem/situation. If the child continues to misbehave and shows no improvement then a parent/director meeting will be requested to explore further options. For safety reasons, all children must behave on the bus/van or they will be suspended. If the staff finds that a child cannot function safely within the group, we will ask that the parent/guardian withdraw the child from the program. Once a child has been expelled from a Burlington Recreation and Parks program, the re-enrollment period is 1 year pending an evaluation. Safety, enjoyment, and respect for each child and the staff are very important to the program. In the event of a suspension/expulsion, refunds will not be given.

### **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 programs, a Medication Policy & Action Plan Packet (available on website) must be completed in advance or personnel will not be able to administer the medication to your child. Medication cannot be on site or in the child's possession until the packet has been approved. This may take up to two weeks for approval. Medication packets are non-transferable from program to program.

### **SNACKS & MEALS (tentative)**

In partnership with the YMCA, dinner and snack will be provided to each child enrolled in the afterschool program. The Child and Adult Care Food Program sponsors meals for children under the age of 18. Dinner and snack will be of no additional cost to parents. Dinner will be served no later than 3:45 pm. Dinner will not be provided on Rec Days or days there is no school.

## **REC DAYS**

with Burlington Recreation & Parks

Burlington Recreation & Parks offers care during teacher workdays, holidays, and snow days through the Rec Days Program.

### **FEES**

**\$15 per child**

**\* There is no multi child discount for Rec Days\***

Please see "Rec Days" information sheet or visit "Rec Days" at [www.BurlingtonNC.gov/youth](http://www.BurlingtonNC.gov/youth) for more information about the program, as well as what to wear and what to bring to Rec Days!