



2022 – 2023 Afterschool, Teacher Workday and Intercession Parent Handbook



NEW HOPE CAMP & CONFERENCE CENTER, INC.

4805 NC 86 S, Chapel Hill, NC 27514



Table of Contents

About Us.....	Page 2
Our Ratio.....	Page 2
General Information.....	Page 3
- Calendar	
- Withdrawal	
- Lost and Found	
- Clothing and Skin Protection	
- Food	
Policies.....	Pages 4-8
- Payments	
- Late Payments	
- Continued Enrollment	
- Attendance and Pick Up	
- Health and Safety Procedures	
- Policy on Sick Children	
- Covid Policies	
- Inclement Weather	
- Discipline	
- Grievance Procedure	
Teacher Workdays and Intersession Dates.....	Page 9
Billing Cycle.....	Page 10



About Us

The afterschool program is for students' in grades kindergarten through 6th. Our unique program encourages outdoor play in a beautiful natural environment at New Hope Camp and Conference Center.

Our goal is to provide a quality program that is safe, fun and affordable. Our programs offer age appropriate activities under the supervision of a knowledgeable, reliable, helpful and trained staff. Our goal is for the students to be outdoors in a natural environment while building a collaborative and interactive community.

We commit to providing students:

- a safe and secure environment
- play based outdoor activities
- Punstructured play time to help build creativity and problem solving skills
- a relaxed atmosphere where students can socialize and make new friends
- snacks
- time for homework

Our Ratio

Our student to counselor ratio is 1:15. We aim to keep it lower, but it will not exceed that. This helps our counselors have more one on one time with our students.



General Information

Calendar

The afterschool program is closed on the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, Memorial Day.

A list of Teacher Workdays and Intersession Dates is listed at the end of the handbook.

Withdrawal

In order to withdraw a student from the afterschool program one month's written notice is required. If the written notice is not given, the family will be charged for a month's of tuition beginning after notice is given or the student ceases to attend.

Lost and Found

All personal belongings, including jackets, lunch boxes, backpacks, etc. should be clearly labeled to help avoid loss. We cannot be responsible for any lost, damaged or stolen belongings. Lost and found will be kept in the dining hall and cleared out every 2 weeks.

Clothing and Skin Protection

Please dress your student in weather appropriate clothing that you do not mind getting soiled and that is easy for your student to play in. We will spend the majority of every day outside regardless of weather.

Food

One non-sugary snack will be provided daily for After School. Two non-sugary snacks will be provided for all day care, such as Intersession or Teacher Workday camps. If your student has a food allergy, please be sure to complete the online medical form so we can make a plan for accommodations.

Policies

Payments

Payment is due on the 25th of each month. Payment is always one month in advance.

- All payments must be made in advance prior to the start of the attendance period.
- Payments can be made online. Credit Cards are accepted, you may register your card in the parent portal.
- Payments can be set up on automatic charge system. Please contact the office for further details.
- Any family unable to pay tuition by the 1st of the month that the fee is due should contact the Program Director as soon as possible to make payment arrangements. The Program Director will consider requests for payment plans from any families experiencing unforeseen financial hardships.

Late Payment

- A late payment fee of \$25 is due for all tuition payments made after the 1st of the month and should be added to the monthly tuition check or payment. If payment has not been received by the 10th of the month, your student will be suspended from the program until your account balance is up to date.
- Families unable to pay monthly tuition or adhere to payment plans may be requested by the After School Director in writing or by e-mail to withdraw enrollment of all students when the monthly tuition fee and late payment fee are not received by the 10th of the month. At that time, the enrollment space will be offered to the first family on a waiting list or marketed to the public.
- The family requested to withdraw enrollment may reapply for enrollment following satisfactory resolution of their financial account.

Continued Enrollment

Monthly tuition must be paid to secure a student's continued enrollment during a school year, regardless of sickness, prolonged leave of absence, suspension, or vacation/holiday. Not attending a program does not entitle you to a refund. When you enroll in a program, you are reserving space, time, and staffing whether or not your student attends the program daily.

Attendance and Pick Up

- If a student is registered to attend the after school program and is on the bus list we require prior notification by the parent regarding any changes. Contact the Program Director by noon at 919-812-4883 or jessie@newhopeccc.org.

- Your student must be signed out by the parent, guardian, or emergency contact or the Afterschool Director. Only persons authorized in writing by you, the parent(s) and/or guardian(s), may remove your student from the program. Staff members will request photo identification if the person picking up the student is unfamiliar and check the authorization form.
- The after school program closes promptly each evening at 6pm. All parents and/or guardians are expected to pick up their student on time. If you are unable to do so, it is your responsibility to notify the Director that you will be late or are sending an alternate to pick up your student. This individual will need to bring photo identification with them. After the site closes, a staff member will attempt to contact the parent, guardian or emergency contact person by telephone.
- A \$10.00 late fee will be charged for each student for each 15 minutes or portion thereof after closing, if the parent/guardian is late picking up their student. This fee is due upon picking up your student or the next day.

Health and Safety Procedures

Emergency Procedures for an Injured Student

- Every afterschool space is equipped with a first aid kit. There are at least 2 staff members at each site that are CPR/First Aid Certified. The director will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the incident report will be sent home to the parent/guardian with the student, and a copy will be kept on file.
- In case of emergency, illness, or injury to a student, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached immediately, the emergency numbers on the registration form will be called.
- In the event of an emergency warranting medical attention or considered life threatening, the Director will call 911 or take other necessary emergency procedures. Parents/guardians and/or emergency contacts will be contacted as well.
- If your student must take a prescription medication of any kind, you must notify the Program Director and complete a Medical Authorization Form. Per the online registration we will administer over-the-counter medication that you have approved. All medication should be given to the Program Director to ensure proper usage. Students are not permitted to have medication in their possession to take on their own. The exception to this is epipens and inhalers which will be kept with students at all times.
- Health forms are to be completed as part of the registration process. Immunizations are required. ***All students at our afterschool program must be up to date on their immunizations.***

Policy on Sick Students

Students should be kept at home if:

- They have been exposed to contagious diseases
- They have had a fever within 24 hours preceding the day at camp
- They have experienced vomiting or diarrhea within 24 hours preceding the day at camp
- They clearly do not feel well (lethargy, glazed eyes, etc)
- There is discharge from the eye(s)
- They demonstrate symptoms of illness including but not limited to fever above 100 degrees; conjunctivitis (pink eye); flu; covid; unusual rash; severe cough; rapid breathing or labored breathing; severe cold; vomiting; yellowish skin or eyes; diarrhea; head lice; intestinal parasites; or contagious illness of any sort which results in student being too ill to participate in daily activities.

In case of contraction of contagious disease or infestation (e.g. covid, lice, intestinal worms):

- Immediately notify the Program Director. Your student's identity will be protected. This can be done either via email or by phone.
- Once the student has contracted the disease or parasites, keep the student at home for the maximum number of days required. The student should return to camp only when the contagion is gone and a physician deems them well enough to return to school.
- Return your student to camp when she or he has been naturally free of fever, vomiting, and/or diarrhea for 24 hours.
- At the discretion of the lead counselor or Program Director, a student may be deemed too sick to remain at camp. Parents will be contacted and are expected to pick up the student within 20 minutes. If the parents cannot be contacted, the emergency contact will be called and expected to pick up the student as soon as possible.

Inclement Weather

Please know that when we make the decision to close New Hope Camp Afterschool and Intersession programs we are balancing multiple factors of safety and staffing. This decision is not made lightly. We consider road conditions to ensure staff arrive at work and home safely. We understand the responsibility to our working families while also balancing our staff's safety.

- As a general rule, if Orange County Schools (OCS) are dismissed early or closed New Hope Camp will be closed. There are times, however, when New Hope Camp does NOT follow the public schools' inclement weather policy. Families are encouraged to make their own driving decisions in adverse weather conditions.
- The decision to close New Hope Camp for the day will be made as soon as possible. Closures will be posted on Facebook, and families will be notified by e-mail no later than 5 pm.
- If widespread power outages occur, getting closure information out regarding New Hope Camp may be difficult. Under those conditions, in all likelihood, New Hope Camp will be closed.
- If inclement weather begins suddenly while campers are on campus, the Program Director will make a decision regarding canceling the remainder of the day and will notify families to pick up



students accordingly. In this case, families or their emergency contact must return to New Hope Camp to pick up their students.

Discipline

- Camp rules are designed to enhance the happiness and safety of all students. Students who exhibit negative behavior cause our staff's attention to be diverted to dealing with the individual student, instead of focusing on the fun, care and well-being of the entire group. Inappropriate behavior can include but is not limited to, repeated non-cooperation, biting, vandalism, or repeated bad language, physical boundary-crossing, disrespect of self, others and property.
- There are certain instances which will be determined as grounds for immediate dismissal. These include but are not limited to choking, fighting or violent behavior, running away from camp, stealing, possession or use of drugs/controlled substances/alcohol/weapons, or any action that could threaten or pose a direct threat to the physical or emotional safety of the student, other students or staff.
- The Program Director will contact parents to discuss any ongoing behavioral problems. If a camper consistently demonstrates inappropriate behavior he/she will be sent home from camp at the discretion of the Executive Director and/or Program Director. Early dismissal from camp will not warrant the refund of fees.

Behavior Policy

Please go over the behavior policy with your student, sign and return to Program Director.

Grievance Procedures

Should an individual have a grievance, the following procedure should be followed:

- Any concerns regarding your student's after school care should be brought to the attention of the Program Director.
- If, after discussing the matter with the Program Director, you are not satisfied with their decision, please contact the Executive Director of New Hope Camp and Conference Center.

At New Hope Camp and Conference Center we are committed to ensuring that every student has a successful afterschool experience. The Program will contact parents to discuss any ongoing behavioral problems. We appreciate the trust you invest in our staff and programs to care for your students.



2022/23 Teacher Workdays and Intersession Dates

Students will enjoy all that New Hope Camp has to offer – outdoor fun can include hiking, exploring the world around us, and perhaps some fishing. The day includes a variety of activities coordinated by our well trained staff. Registration is required in advance.

Teacher Workday and Intersession Programs are open to K-6th Grade programs begin at 8am and end at 5pm. Early drop off at 7:30am and late pick up by 6pm are offered at no additional fee. We provide 2 snacks during the day.

Fees:

Weekly Fee is - \$200/week – 2 snacks provided each day

Teacher Workday - \$46/day – 2 snacks provided each day

Registration is required at least 1 week prior to the start date of an Intersession Camp or a Teacher Workday. Walk up registration is not available.

If we do not have enough campers to hold a teacher workday or intersession, you will be alerted 1 week prior, so that other plans for child care can be made.

Teacher Workdays and Intersessions Cancellations/Refunds – Full refunds will be given if New Hope Camp has to cancel the Workday or Intersession due to low registrations. **Cancellations must be made 3 weeks in advance.** If parents cancel camp for any reason, half of the paid amount will be kept by camp as the non-refundable deposit (\$23 for Teacher Workdays, \$100 for intersession). If refund is due, refund will be applied first to any other programs (afterschool, summer camp, etc.). If there are no fees to cover, refund will be mailed to address on file, please give us 2 weeks to get check in the mail to you.



Billing Cycle

Full time students

Over the course of 12 months there are 36 weeks of full school days. The annual cost is \$2,360. The monthly fees are based on which school your student attends:

Hillsborough Elementary: 10 month billing cycle. \$236 per month. *First payment due June 25th 2022*

The Expedition School and Eno River Academy: 10 month billing cycle. \$236.00 per month. *First payment due July 25th 2022*

Traditional Schools: 10 month billing cycle. \$236 per month. *First payment due August 25th 2022*

PART TIME STUDENTS:

There are limited part time spaces available during the 2022-23 academic year for students who ride the New Hope Camp and Conference Center Bus.

Part time fees are charged at a rate of \$16.50 per day.

Charges are based on days enrolled, not days attended.

Please contact the Program Director if you have any questions.