Welcome to the Union County Public Schools After School Program!

2026-2027 Parent Handbook

Description of the Program

The After School Program is designed to meet the needs of working families with school-age children enrolled in UCPS elementary schools. Sites are well-staffed and conveniently located at schools where there is sufficient interest, with the locations providing many advantages. Besides having access to playgrounds and equipment, gymnasiums, and audio-visual material, children remain in a familiar environment. All sites are licensed with the North Carolina Department of Health and Human Services, Division of Child Development.

The After School Program does not discriminate on the basis of sex, race, color, national origin, and disability or ethnic background; children of all backgrounds and abilities are encouraged to enroll. Enrollment is open to students with a disability who can function without reasonable programming modifications and who are currently enrolled in a UCPS elementary school. **The child must be self-sufficient and able to function in a group setting.** We assume children are potty trained when enrolled; we reserve the right to withdraw a child if there is repeated evidence that a child is not potty trained. Parents should notify the coordinator of any known medical conditions prior to enrollment.

The After School Program complements rather than duplicates the school day by giving children the opportunity to explore and build on individual interests and skills. Students can relax and unwind, join a special interest club, play sports and games, and socialize with peers and adults. For further information please see the daily schedule and weekly lesson plans which are posted at each site.

Mission Statement

We will provide Quality Care and Fun Learning in a Safe Environment.

Goals of the Program

Provide supervised care for school-aged children, kindergarten through fifth grade (ages 5-12).

Provide programs at convenient locations at a reasonable cost.

Provide programs that are safe, fun, and recreational while allowing children to pursue individual interests.

Enrollment and Registration:

Enrollment is limited to children currently enrolled in UCPS in grades kindergarten through five, ages 5—12. Enrollment is also limited to the available licensed spaces at each site and is restricted to regular users. Children must enroll on a full-time basis. A child is enrolled in the program when:

1. The parents are notified that there is space available at the requested program site.
2. A completed electronic application and packet and proof of insurance coverage along with the registration fee is returned to the program coordinator. **A child will not be able to attend the program until a copy of the insurance card and child's photo has been received.**
3. There is no outstanding balance from a previous enrollment.

All children—Kindergarten through Fifth Grade (ages 5—12)—attending the After School Program must be registered with the program coordinator. Care is not offered for either preschool or middle school students. The program is not designed to accommodate children on a "drop-in" or occasional basis. If all available spaces are filled at a site, a child may have to be placed on a waiting list until a space is available. A child will not be permitted to attend the After School Program unless the completed application and proof of insurance has been returned to the program coordinator and the registration fee has been paid. A kindergarten student may not enroll in the summer camp program prior to starting his/her kindergarten year.

It is imperative that parents provide the program coordinator with current contact numbers, physician and hospital preferences, and place of employment.

Insurance

The After School Program does not provide accident insurance. **All students must be covered by a personal policy held by parents or by the optional school insurance offered through Union County Public Schools**. An insurance waiver that is included on the application must be signed and returned to the program coordinator at the time of registration, along with a copy of the insurance card, **before** a child can be enrolled in the After School Program.

Hours of Operation

The school calendar will be followed in all instances. **There will be no After School Programs on remote learning days, holidays, snow days, or days when school is dismissed due to inclement weather**. In the event of a makeup day on a Saturday, after school care will not be provided. The program will begin on the first day of school and end on the last day of school. The hours of operation are from the closing of school (which varies at each elementary school) until 6:00 p.m.

The program will operate from 7:00 a.m.-6:00 p.m. on **most teacher workdays, intersession (year-round), breaks, and summer camps**. On certain holidays, with advance notice to parents, programs may close one hour earlier.

Holidays

The After School Program will observe the following holidays: Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Easter, Memorial Day, and July 4th (Summer Camp). For specific dates, please refer to the current school calendar.

Teacher Workdays

The program will operate on teacher workdays (TWD) between the first day of school and the last day of school when there is sufficient interest. **(Exception: those TWDs during Winter Break.).** A non-refundable TWD Fee of $20.00 per child will be charged to a parent's account to cover the additional seven hours of care and additional snack provided on a TWD. An effort will be made to place children at an alternate site if there is not sufficient interest at their regular site.

Registration is required to attend a TWD so adequate staffing can be arranged based on the number of children who plan to attend.

Children must bring a bagged lunch; morning and afternoon snacks will be provided. Parents are asked to register by the enrollment deadline for a teacher workday.

**NOTE: Care is not available on those teacher workdays prior to the first day of school or after the last day of school.

Breaks: (Spring Break and Teacher Workdays)

Every effort will be made to offer care at selected sites during Spring Break. Registration is required. If you register, but your child does not attend, you are financially responsible for the tuition unless you give notice to the program coordinator at the site your child was to attend by the date specified on the registration form. Field trips and extra activities are usually planned. Please check with your program coordinator to see if any activity fees apply or permission forms need to be completed. Care on Teacher Workdays will be offered at selected after school sites and will open on the Teacher Workday if 25 students have registered in advance to attend. Please check with your program coordinator for locations.

Weather/Emergency Closings

The decision to close schools or to delay opening due to inclement weather will be made by UCPS personnel no later than 5:30 a.m. and will be communicated to local radio and television stations. If possible, the decision will be made the evening before the closing or delay. If no announcement is made on area radio, television stations or social media, parents may assume that schools will operate on a normal schedule and the After School Program will also operate on a normal schedule. Parents may also check the UCPS website at www.ucps.k12.nc.us for up-to-date scheduling decisions.

Weather conditions sometimes worsen during the day after children have arrived at school. If early dismissal is necessary, local radio and television stations will make the announcements. **If school is closed or dismissed early because of weather conditions, the After School Program will not operate that day.** If the school calendar changes, rates or credits will be adjusted to reflect changes.

1. If school is dismissed during the school day, the After School Program will not operate. **Your child's classroom teacher must be provided with the name and phone number of the person to contact.**
2. If school is closed due to inclement weather, the After School Program will be closed. Fees will be prorated for any days missed due to inclement weather.
3. If the weather becomes hazardous after 2:00 p.m., parents are encouraged to pick up children within one hour of notification.

Staff

There is a program coordinator at each location. The duties of the program coordinator include managing the site, enrolling new children, purchasing supplies, collecting fees, and preparing bookkeeping information for ASP Central Services. In addition, the program coordinator is responsible for adhering to daycare licensing/sanitation rules and regulations.

There is a group leader assigned to each group of children. The duties of the group leader are planning, supervising, and interacting with the group.

Each employee must pass a criminal record check before employment. All staff members are certified in First Aid and CPR, are required to get annual training in childcare education classes and must meet and maintain North Carolina state licensing requirements. Staff members will attend regularly scheduled staff meetings to review policies and procedures and to make lesson plans.

Ratio and Group Size

Group size does not exceed 24 children. Staff/child ratio varies based on age group, accreditation, and SACERS rating:

SACERS

	1-4 Star Rating	5 Star Rating
5-year-olds	1:15	1:14
6-year-olds and older	1:20	1:19

FINANCIAL INFORMATION:

After School Program Fees

$25.00 Non-refundable annual registration fee collected when family registers.
The fee is reduced to $15.00 after February 1.

$100.00 Per week for the first child registered in the program.

$95.00 Per week for additional children registered in the program in the same family.

$20.00 TWD Fee for attending additional time on teacher workdays (per child, non-refundable).

Activity Fees

If a parent elects to enroll a child in an extra enrichment activity (field trip, on-site activity, etc.), the parent will be responsible for any cost incurred by the After School Program for the extra activity. Advance notice of the date and cost of the activity will be given. All activity fees are non-refundable.

Late Payment of Tuition Fee

A fee of $10.00 per family will be added automatically when tuition payments are made after Friday (or the last day of the week that the child regularly attends) for the upcoming week unless the child is absent on that day. A parent who arranges for alternate pickup on Thursday is still responsible for ensuring that payment is made according to ASP payment policy to avoid being charged this fee.

Late Pickup Fee

A late pickup fee of five dollars per child, per every five minutes ($1.00 per minute) will be charged to parents picking up children after 6:00 p.m. We reserve the right to dismiss a child after the third instance of late pickup. In the event a parent experiences a true emergency, the program coordinator should be notified by 6:00 p.m. If no contact has been received, attempts will be made to contact people on the child's emergency list. If the child is not picked up by 6:45 p.m. local authorities may be called.

Payment Policies and Procedures

The program is financially self-supporting through fees collected from the parents of each child enrolled. The After School Program receives no Federal or State money, therefore:

For Regular Paying Parents:

1. **Weekly tuition from all parents, including those receiving tuition assistance, is due in advance on Friday (or the last day of the week that the child regularly attends) for the next week.**
2. Weekly tuition payments are considered late, and an account will be assessed with a Late Payment Tuition Fee of $10.00 if payment is made after Friday. In the event of a school closing or child's absence due to illness on Friday (or the last day of the week that the child regularly attends), tuition is due on the first business day of the next week.
3. **An account is considered past due if not paid on Friday if there is a balance due. The total balance due must be paid by Monday by 6:00 p.m. or the child may not return to the program Tuesday afternoon after the account becomes past due.**
4. **We reserve the right to dismiss a child/family after the fifth time of paying late per school year.**
5. Payments should not be sent with the child or left in the school office. Payment should be made to the program coordinator or the coordinator's designated charge person. A parent who arranges for alternate pickup on a Friday is still responsible for ensuring that payment is made according to these policies.
6. If paying in cash, parents are requested to have correct change—cash is not kept on site.
7. Credit will be given for inclement weather when the program is closed.
8. The After School Program is unable to accept postdated checks for payment on account. If special circumstances or situations occur, consideration for approval of payment arrangements must be made through the After School Program Central Services (704) 290-1516.
9. The full weekly fee is due regardless of a child's attendance, remote learning days, holidays during the week, or child's start date.

For Parents Receiving Tuition Assistance:

1. **Weekly tuition from all parents, including those receiving tuition assistance, is due in advance on Thursday (or the last day of the week that the child regularly attends) for the next week.**
2. Parents who have a parent portion due must meet the payment requirements stated above for the parent portion.
3. Parents must obtain a DSS voucher for Summer Camp in the name of the site where the child will be attending. A new voucher must be obtained for any site other than the site a child regularly attends. If a new voucher is not obtained, the parent will be responsible for all charges not covered by DSS. Unpaid past due balances will result in the child(ren) not being able to attend as stated in the Financial Agreement and Parent Handbook.

4. If the ASP contacts DSS more than twice during the school year for non-payment of past due balances on parent portions, the voucher will be suspended, and the child(ren) will be unable to attend ASP for the remainder of the school year.

Statements of Account

As a courtesy to our parents, year-end tax statements will be produced by January 31 for all families with accounts in good standing. The statement will be in the name of the person who enrolled the child/ren. Statements for active families will be sent to the current site. Statements for inactive families will be available at the site that the child attended **unless the family has a past due balance.** If there is a past due balance on the account, the year-end tax statement may be picked up from ASP Central Services after payment of the past due balance. A year-end tax statement may be mailed if a parent provides a self-addressed, stamped envelope.

Families needing childcare reimbursement statements should call the appropriate program coordinator; a one-week notice is required to fulfill these requests.

Refunds

The program coordinator submits a withdrawal slip to the ASP bookkeeper when a family withdraws from the program. If a credit balance remains after all charges and fees are posted, the bookkeeper will submit a refund request to the UCPS Finance Department. Checks will be cut and mailed based on the Finance Department's monthly schedule.

GENERAL PROGRAM INFORMATION:

A minimum of forty children is needed to begin an After School Program with a steady yearly increase in enrollment to offset costs. All programs must be self-sustaining. Subsidized assistance is available through the Department of Social Services for families who qualify. The After School Program is organized and operated by Union County Public Schools.

1. Each site builds upon community resources and encourages community involvement through our lesson plan activities, field trips, special service projects and outreach events.
2. Each site welcomes comments, suggestions, and concerns from parents of children in the program. Please feel free to offer suggestions to the program coordinator at any time. Your interest and input help us to establish policies and procedures that enhance daily activities.
3. It is imperative that each parent keeps the program notified of any address or phone number changes. Failure to supply current contact information may result in a child being dismissed from the program.

Absences

Parents should contact the program if a child will not attend the After School Program on a regularly scheduled day. Please contact the program coordinator or leave a message with the school office to be relayed to the program coordinator prior to After School hours. The program coordinator will check with the school office, the child's teacher, and, finally, attempt to call the parent in effort to locate a child not in regular attendance. If your child attends clubs or other afternoon activities, please give your program coordinator written notification so the child will not be expected to be in After School on those days.

Bathroom Accidents Policy

Unlike most kindergarten classrooms, we do not have constant access to the bathroom. Children are given scheduled group bathroom breaks and individual ones when requested. All children entering school and the After School Program are assumed to be potty trained *(please see "Description of the Program" on page 1, second paragraph.)*. If your child has a bathroom accident, we will call you. You will be expected to pick up your child or arrange for pickup as soon as possible within one hour.

Behavior Management Policy

In order to provide a safe and caring environment in which children can play and learn, limits are set on behavior. Limits are set for three primary reasons: 1) to prevent children from injuring themselves or others, 2) to prevent the destruction of property, materials, or equipment, and 3) to help children learn respect for themselves, other children, and adults.

Our Code of Conduct is as follows:

RESPECT:

- ***R- be Responsible***
- ***E- Encourage others***
- ***S- act Safely***
- ***P- Personal Space***
- ***E- Ears listening***
- ***C- Choose to be kind***
- ***T- Take time to think***

If a child in the UCPS After School Program cannot follow the rules and has recurring inappropriate behavior, the following steps will be followed to help the child understand the impact of the child's behavior on others. Behaviors will be addressed by a member of the UCPS ASP staff or possibly school administration.

- The child will be told what behavior is acceptable and what is expected; each child will be held responsible for his or her own actions.
- Re-direction, removal from the group, and limitation of privileges will occur for inappropriate behavior that is repeatedly displayed.

If the above techniques are not effective, a Behavior Notice will be completed by the Program Coordinator. The parents will be requested to attend a mandatory conference with the Program Coordinator and Group Leader (if necessary) to discuss the child's behavior. The notice should be signed by the parent and the Program Coordinator to be placed in the child's folder. A parent's refusal to sign a Behavior Notice does not excuse appropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal. Parents who do not make the effort to schedule a conference must remove their child from the After School Program. Parents contacted about behavior problems are expected to help the staff in assuring the elimination of the inappropriate behavior. One of the goals of our behavior process is to help children develop self-discipline and give them choices whenever possible.

- The first behavior notice will serve as a warning, letting the parents know about the behavior. However, if a child does something physical against another child or another severe action, the warning can be bypassed, and the child may be suspended.
- Two behavior notices will result in a one-day suspension from the program on the school day following the second behavior notice
- Additional issues that occur after suspension will result in a two-day suspension from the program or dismissal.
- Additional issues that occur after a two-day suspension have been served may result in the child being dismissed from the program.
- There will be no adjustment to weekly tuition due to suspensions.

A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents who are on school property. Adults are expected to model the desired behavior that is expected of the children. Profanity, threats, or disruptive behavior will not be tolerated.

A child who has been dismissed due to behavior issues will no longer be eligible to attend for at least 365 days.

Checking Identification

After School Program personnel have been instructed to ask for identification from any unfamiliar person who arrives to pick up a child. Usually, this is not required after the first few weeks of school and as staff become more accustomed to family relationships. If a child attends a site other than the regular site for spring break or a teacher workday, parents/caregivers should be prepared to present identification before a child is released. In addition, anyone who picks up infrequently (even if authorized by parents on the child’s application), should also be prepared to present identification.

Child Abuse, Reporting Suspected

After School Program staff are required to take an in-service training course on recognizing and reporting child maltreatment as part of their orientation. As childcare providers, After School Program Staff are mandated reporters, meaning **they are required by law to report suspected child maltreatment.** If a staff member suspects child abuse, the program coordinator will be notified, the school principal and counselor will be informed, and a report will be made to the Department of Social Services.

Clubs

UCPS ASP is not responsible for children attending a school-sponsored club during after school hours until the club sponsor signs the child in with UCPS ASP.

Please inform your program coordinator if your child will be attending another after school club or activity. The after-school staff cannot walk your child to their designated club meeting area. They will need to report to that area immediately following dismissal or as directed by the club representative.

Conferences

After School Program staff, including administrators, program coordinators, and group leaders, will meet with any parent who has a concern about a child or the operation of the program. If you feel you need a conference at any other time, please talk with your program coordinator. If a resolution is not agreed upon, please call the After School Program Central Services office.

Electronics

Personal electronics are not allowed in the after-school program. If personal electronics are brought to the program afterschool is not liable for damaged, lost or stolen items.

Emergency Drills

Emergency drills (fire drills, tornado drills, bomb threats, etc.) will be held as set forth by State Regulations and Union County Board of Education policies. ASP staff cannot unlock the doors or allow parents to pick up their children during an emergency drill. These typically only take a few minutes. We appreciate your patience and understanding while waiting for a drill to be completed before entering the building.

Evacuation: After School Program staff and students will follow the evacuation map

posted in each room to exit the facility. Students are to line up quietly and follow the group leader. Once outside, leaders will complete a roll call to account for all students in attendance. Everyone is to stay in the “safe area” until notified by the program coordinator to return to the building.

Fire Drill: Each site is required to conduct a monthly unannounced fire drill. Each program coordinator will conduct the fire drill and record documentation.

Power Failure: A power failure can be a safety factor especially if it occurs while children are in the rest room or a group is moving in a hallway from one area to another. The group leader should contact the program coordinator by walkie-talkie to see if the incident is isolated or is campus-wide; keep the students calm until the power is restored. The group may proceed to a lighted area if the move can be done in a safe, organized manner.

Emergency Preparedness and Response Plan (EPR)

Parents should be familiar with the ASP EPR Plan that is designed to assist licensed childcare programs to be adequately prepared to respond to the needs of children and others in the event of disasters and emergencies. Please contact the program coordinator at your child’s school for more information.

Field Trips

Field trips may be planned by the program coordinator to offer extra learning and enrichment opportunities and to support weekly themes. If a field trip is scheduled, all children in attendance must participate; additional staff are not scheduled to remain on site during a field trip. Parents will be notified in advance of any field trips so permission forms can be completed. Parents are responsible for any additional costs related to a field trip (admission charges, lunch, etc.). Activity Fund payments are non-refundable. **No credits, refunds or account adjustments will be given if the child does not attend a field trip.**

High Risk Activities, Participation in

The After School Program does not offer activities that are classified as high risk. Planned activities are carefully monitored and supervised. All staff members are trained within the first six weeks of employment in First Aid and CPR. At least two people at each site are required to have playground safety training. Participation in any activity that could be considered "high risk" (i.e., swimming, etc.) will require prior approval from the Superintendent or designee.

Homework

Opportunity is given for children to work on homework during after school time. However, it is not the responsibility of the After School Program to ensure that a child's homework is complete or correct.

Illness

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program and a report being submitted to the Department of Social Services. Any contagious illness may require a doctor's note for re-admission. Staff are expected to instruct children on State Regulations for washing hands as posted at each site in an effort to reduce contagious illness. A child who is absent from school during the school day or who has been picked up due to illness may not attend the After School Program that day.

Medical Emergencies

In the event of a medical emergency that cannot be handled by the program coordinator, EMT personnel will be called. Physician and hospital preferences will be taken directly from the application completed at time of enrollment. Then, people will be contacted in the following order: Parent or Guardian **or** Emergency Contact Person; After School Central Services**. It is imperative that parents provide the program coordinator with current contact numbers, physician and hospital preferences, and place of employment.** An Emergency Medical Care Plan Sheet is posted on the Parents' News Board at each site.

Medication Administration

Should it be necessary for your child to receive medication at the After School Program, the procedure is as follows:

1. The parent must complete the Medication Administration Consent Form.
2. Medicine must be brought in the original container.
3. The child's name must be on the container.
4. The parent must provide clear and concise written directions for administration of medication to the program coordinator; directions should not be brought in by the child or given to any other ASP employee.
5. **The After School staff will not administer medication without written authorization** from the child's physician.
6. Over the counter medications cannot be given without written consent from the child's physician

Newsletter/ Parents' News Board

Each month a newsletter or event calendar is produced to keep families in each program informed about the events occurring in that program. Parents should check the Parents' News Board for program updates, snack menus, activity information, weekly lesson plans and themes.

Orientation

Parents are requested to attend an Orientation Meeting that is generally scheduled prior to Summer Camp. The parent handbook is online, but a hard copy will be provided upon request. Not attending an orientation session **does not** alleviate a parent's responsibility to follow all established policies and procedures.

Parent Participation

Each After School Program site encourages parent involvement. Parents may meet with staff to discuss their child's needs and exchange information. Parents are encouraged to participate in several ways:

Attending orientation meetings and/or parent-staff conferences as needed or requested.

Volunteering to help in the program—reading stories, sharing a craft or game, accompanying staff and children on field trips.

Participating in Career Week to discuss your job duties or a career that interests you.

Sharing enrichment ideas and outside resource leads.

Donating outgrown games, craft items, etc.

Participating in our Parent Appreciation programs.

Volunteering to help with our special projects such as Secret Santa or seasonal holiday parties.

Volunteers must complete the appropriate forms and must receive an approved criminal record check before volunteering. Follow the process at this website: https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/1905/New%20Volunteer%20Applicants%20Flyer%20Aug%202017.pdf

Parent/Guardian Under the Influence of Drugs or Alcohol

After School Program staff cannot release a child to a person who is under (or is suspected to be under) the influence of drugs or alcohol. The group leader will contact the program coordinator if this arises. The program coordinator will notify law enforcement and emergency individuals listed on the application form to arrange a safe ride home for the child and parent. If the parent/guardian does not cooperate and insists on removing a child from the program, the after-school staff will call proper authorities.

Sign In/Out Procedure

State regulations require parents to sign out with the date and pick-up time for their child each day. On workdays and Summer Day Camps, parents are required to sign in their child in the morning and sign out in the afternoon. Children are not to be dropped off; a parent should accompany the child into the building to sign them in.

A child will be released only to the person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment form. **Once a child is signed out by a parent/guardian the After School Program is no longer responsible for that child.** According to the State Daycare Consultant, children are not allowed to leave during after school hours from any area (classroom, playground, cafeteria, etc.) where a teacher directly supervises them unless an adult can physically walk that child to another area. After School teachers have more than one individual child in their care at any given time and must have someone else come and get the child. Since North Carolina Daycare Rules and Regulations govern After School care, we must comply with all required rules and regulations. Therefore, a parent must come into the gym or other designated area to sign out his/her child in the sign out book and then walk to the area where the child is located, such as the playground, art room, etc. to pick him/her up. Walkie-talkie communication for a child to be sent into the sign-out area for pick-up is not accepted by the State. A parent's failure to comply with this State rule will result in a child's dismissal from the program.

Failure to properly sign in or out could result in incorrect fees being charged, and repeated failure to properly sign in and out may result in dismissal.

If a child is to be released to someone not listed on the application, the program coordinator must be notified. Staff will require identification from any unfamiliar person who arrives to pick up a child. A program coordinator may call the parent to verify any written or verbal authorizations to release a child to someone else.

Snacks/Lunch

A nutritious snack will be offered each afternoon at a scheduled time. A snack menu will be posted on the Parent Board at each site. If your child has a food allergy, please advise the program coordinator of that fact in writing. If a food substitution is necessary, written documentation from a physician is required.

On days when full-day care is provided (TWD and breaks) morning and afternoon snacks are provided; parents are responsible for sending a bag lunch and drink on those days.

If a child arrives after the scheduled snack or lunch times, the parent is responsible for providing the child's snack/lunch. This includes when your child is participating in another after school club or activity. Since the program is licensed by the Division of Child Development, each lunch, snack, and water bottle must have the child's name written on it with the current day's date. Our program receives demerits for water bottles or food that are not properly labeled with the child's name and date on them. Your cooperation and diligence in this are greatly appreciated. Lunch brought from home should be labeled and dated and should contain two of the five components recommended by DCD (fruit, vegetable, meat or meat alternative, bread, milk). Please refrain from packing your child's sodas or candy in their lunches or as a snack.

Toxic Materials

All toxic materials will be secured from children as mandated by State Regulations. Staff will check all spaces used by the After School Program to ensure that no toxic materials are present; if found the program coordinator will be informed and remove the items.

Transporting Children

In the event that children must be transported while in care of the After School Program, only certified drivers will operate approved school buses or activity buses. Children will follow all Union County School System bus safety rules. Approved staff-child ratio will be maintained. A first-aid kit and emergency information for each child will be available. Staff will have attendance sheets which will be checked at departure, during the trip, and when children board the bus for the return trip.

Volunteering in After School (Subject to covid guidelines):

A parent who wishes to volunteer in the After School Program must receive an approved criminal record check prior to volunteering. Follow the process outlined at this link: https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/1905/New%20Volunteer%20Applicants%20Flyer%20Aug%202017.pdf

Interest Lists

Each site is licensed by the state; thus, enrollment is limited to licensing approval notice. A child will be placed on our waiting list for the current school year **IF** the parent resides in Union County **AND** the child attends UCPS or is a rising kindergartner. **Enrollment in After School is contingent upon verification of enrollment in UCPS.** Parents will be notified when a vacancy is available in the child's

age group. To keep a child's name on the waiting list, the parent will need to notify the Program Coordinator each school year to add the name if there is still interest.

Withdrawal from the Program

A child may withdraw and re-enroll **only once per school year** (including Summer Camp) without incurring another registration fee. Re-enrollment cannot be within 30 days of withdrawal date. Breaks, intersessions, and the week that tuition is not charged (December) do not count as part of the 30 days.

Directory

School	Site Coordinator	Coordinator Email	School Number
Antioch Elementary 3101 Antioch Church Road Matthews, NC 28104	Jon Lamar	Jonathan.Lamar@ucps.k12.nc.us	704-296-0578
Fairview Elementary 110 Clontz Road Monroe, NC 28110	Tonya Cumber	Tonya.Cumber@ucps.k12.nc.us	704-296-6332
Kensington Elementary 8701 Kensington Drive Waxhaw, NC 28173	Anita Henderson	Anita.Henderson@ucps.k12.nc.us	704-290-1500
Marvin Elementary 9700 Marvin School Road Marvin, NC 28173	Charmaine McKenzie	Charmaine.McKenzie@ucps.k12.nc.us	704-296-6357
New Salem Elementary 6106 Highway 205 Marshville, NC 28103	Christy Hough	Christy.Hough@ucps.k12.nc.us	704-296-3174
New Town Elementary 1100 Waxhaw-Indian Trail Road Waxhaw, NC 28173	Saleena Aiken	Saleena.Aiken@ucps.k12.nc.us	704-290-1535
Poplin Elementary 5627 Poplin Road Indian Trail, NC 28079 *Sardis*	MeShaunda Martin	MeShaunda.Martin@ucps.k12.nc.us	704-296-0326
Porter Ridge Elementary 2843 Ridge Road Indian Trail, NC 28173	Angela Jordan	Angela.Jordan@ucps.k12.nc.us	704-907-9179
Rea View Elementary 320 Reid Dairy Road Waxhaw, NC 28173	MacKenzie Love	MacKenzie.Love@ucps.k12.nc.us	704-290-1534

Sandy Ridge Elementary 10101 Waxhaw Manor Drive Waxhaw, NC 28173	Denise Fornshell	Denise.Fornshell@ucps.k12.nc.us	704-290-1676
Shiloh Valley Elementary 5210 Rogers Road Monroe, NC 28110 *Indian Trail & Rocky River (3-5)*	Veronica Weathers	Veronica.Weathers@ucps.k12.nc.us	704-296-3041
Shiloh Valley Primary 5200 Rogers Road Monroe, NC 28110 *Indian Trail & Rocky River (K-2)*	Jill Jordan	Jill.Jordan@ucps.k12.nc.us	704-296-0245
Stallings Elementary 3501 Stallings Road Stallings, NC 28104	Angela Smith	Angelat.Smith@ucps.k12.nc.us	704-296-0247
Unionville Elementary 4511 Unionville Road Monroe, NC 28110	Lisa Staton	Lisa.Staton@ucps.k12.nc.us	704-296-3058
Weddington Elementary 3927 Twelve Mile Creek Road Matthews, NC 28104	DaMonica Perry	DaMonica.Perry@ucps.k12.nc.us	704-849-2711
Western Union Elementary 4111 Western Union School Road Waxhaw, NC 28173 *Prospect & Waxhaw*	Donna Rabanus	Donna.Rabanus@ucps.k12.nc.us	704-296-6334
Wingate Elementary 301 Bivens Street Wingate, NC 28174 *Marshville, Rock Rest, Union*	Kelsey Livingston	Kelsey.Livingston@ucps.k12.nc.us	704-296-0633

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