



Wake Harvest Before/After School Program Family Handbook

“Sowing seeds of hope to reap a HARVEST of success.”

Director: Jessica Rivera

2601 Blue Ridge Road, Raleigh, NC 27607
(located next to the Medical Supply store)

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www.wakeharvest.com



General Information

Wake Harvest

Wake Harvest is a community outreach program created by JRV Consulting. This program is designed to positively influence the lives of the youth in our community. The Before/After School Program is an extension of Wake Harvest.

Hours of Operation

Wake Harvest After School Program (WHASP) hours are Monday through Friday from 7am – 7pm.

Registration Requirements

Registration is open for children ages 5 – 16. We are not yet equipped to serve children with special needs. However, those with minor needs will be considered on an individual basis.

All enrollment forms must be filled out in full before a child attends the camp.

Tuition is due per child at time of registration.

Facilities

Our center (aka the clubhouse) address is ***2601 Blue Ridge Road, Suite 2, Raleigh, NC 27607***. We are located next to the Medical Supply store.

Health and Safety

Records

Completed emergency contact forms will be kept on file for each child.

COVID-19

1. In response to COVID-19 Wake Harvest team members sanitize high-traffic areas and commonly used surfaces every day. 2. All students and team members are required to complete daily symptom screenings to ensure no one is symptomatic prior to entering our Clubhouse. PLEASE NOTE: We will not allow anyone who is experiencing symptoms to enter. 3. Face covering are optional. 4. All Campers are required to follow proper hand hygiene throughout each day.

Illness

Illness is difficult for working parents, but these policies are intended to protect all our children from catching the many infections that can spread. We ask that you help your child's program director by not sending your child to Wake Harvest when they are not feeling well.

A sick child is to be cared for at home. If your child develops a fever (of 100.3 or above) or has other signs or symptoms of sickness (such as diarrhea, vomiting, pink eye or rash) please keep your child home to mitigate spread.

If your child develops a fever or any signs of sickness our team will notify you to pick up as soon as possible or at least within 1 hour.



Injury

We foster a safe environment for all students and take pride in keeping a fun and controlled atmosphere. Wake Harvest is not held liable if a child is injured while participating in our programs.

Medications

Please ensure your child's medication is given prior to arriving for the day. We prefer to avoid our team administering medication.

Emergency Treatment

At the time of enrollment, all parents/guardians must fill out an "Emergency Information/Medical Treatment Authorization Form" and keep the information on that form up to date at all times. If an emergency arises, the form is used to give consent to emergency medical treatment if the parents/guardians cannot be contacted. The form is kept in the child's file.

Release of Children

At the time of enrollment, all parents/guardians are asked to list persons to whom their child may be released. The child will not be released to anyone not listed on the enrollment form. Suitable forms of identification may be required at pickup. Please update list if any changes need to be made.

Sign in and sign out policy

Every child is signed in and out daily by Wake Harvest staff. This policy is important for the safety and wellbeing of our students.

Meals and Snacks

Please be sure your child has eaten breakfast before they arrive. Additional snacks and water will be available for both before and after school students.

Clothing and Personal Items

Please ensure your child is dressed appropriately. Dress should be such that your child may enjoy running, climbing, working with arts and craft materials without worry. No open toed shoes or sandals allowed during field trips.

Bullying Policy

We are a zero tolerance for bullying program. Note: any child suspended for behavior or disciplinary reasons will still be billed.



Discipline Guidelines

We feel positive reinforcement produces desired behavior. Our goal is to do what is in the best interest of the child, and to work very closely with each child and their parents. We want to help children develop physically, socially, emotionally and intellectually in a wholesome positive atmosphere that is safe and orderly.

A positive approach with emphasis on self-control and positive self-image will be used to discipline children. Techniques of discipline include talking to the child to make sure he/she understands what is expected of him/her; offering alternatives; praise and reward; and keeping communications open between parent, child, and staff.

Children shall not be subjected to discipline, which is severe, humiliating, or frightening. Discipline shall not be associated with food. Spanking or any other forms of physical punishment is prohibited.

Discipline must always be done with dignity, keeping in mind the feelings, emotions, needs and values of the child and Wake Harvest.

Negative consequences for misconduct are necessary to help children understand that they must obey their teacher and stay within the limits he/she sets for his/her children.

Positive reinforcements are needed for children as well for appropriate behavior. This helps children focus on good conduct.

Steps for Inappropriate Behavior

- A. Verbal Warning
- B. Practice sitting-Cool down time: Child may be directed to sit or stand facing away from the activity so that neither observation nor participation is possible.
- C. One or more of the following may be used:
 - 1. Loss of a privilege such as free play, special activity, etc.
 - 2. Supervised trash pickup on premises.
 - 3. Teacher directed writing assignment. (75-100 Words)
 - 4. Written up on incident report and kept in child's file.
 - 5. Comments on parent's daily report form/Informing parents
 - 6. Letter to parents informing them of continued conduct and asking them for help.
 - 7. Conference with parents
- 8. 1 day suspension
- 9. 2 day suspension

D. NOTE:

In case of serious misconduct steps 1-9 may be bypassed.

Wake Harvest will not tolerate firearms or weapons of any kind.

Any child suspended for behavior or disciplinary reasons will still be billed.

Subject to change without notification.



Miscellaneous Information

Field Trips

By signing the application you are giving permission for your child to participate in field trips.

Transportation

We offer transportation to and from schools within 5 miles of our center.

It is the responsibility of the student to be in the designated pickup area after school.

To avoid confusion, we ask parents to report to the Wake Harvest if their child will be absent and/or not be picked up by a WH transportation driver.

No additional fees will be charged for field trip transportation – when applicable.

Weapons

Weapons of any kind (firearms, guns, knives, etc.) are not permitted on the property. If a child is found possessing a weapon, the parent will be called immediately, and the child will have to be picked up. Repeated offenses will be cause for suspension or dismissal from WH.

Holidays

Wake Harvest will be closed on the following dates:

Monday, September 9: In observance of Labor Day holiday

Friday, November 11: In observance of Veteran's Day holiday

Thursday, November 24: In observance of Thanksgiving holiday

Friday, November 25: In observance of Thanksgiving holiday

Monday – Monday, 12/26 – 1/2: In observance of Christmas & New Year's holidays

Monday, May 29: In observance of Memorial Day holiday

Inclement Weather

In the event of a weather emergency such as hurricanes, tornados, etc., we will implement center closing procedures at the discretion of the Director. We typically follow the same guidelines as WCPSS.

Child Vacation Days

Please notify WH as soon as possible regarding vacation days. We ask families to provide at least a 2-week notice, whenever possible, to ensure team schedules can be adjusted accordingly – if needed.

Note

Beginning on the day your child is enrolled and ending at the time of withdrawal, tuition must be paid for every week of enrollment whether your child attends or not.

There may be other extenuating circumstances where a client may be charged while the child is removed from the center because of a failure to comply with WHASP regulations.



Delinquent Payment

Weekly payments are due Friday prior to the week of attendance. Payments made after 9am on the following Monday will be charged a \$25 late fee. Monthly payments are due between the 1 – 5 of each month. At 12am on the 6th, a \$25 late fee is added to the account. Late fees are added for every week a payment is delinquent.

NSF Checks

There will be a \$35 charge for each check written to WH and returned for insufficient funds. The fee will be billed to the parents' account. Wake Harvest will only accept cash payments, money orders, or cashier's checks from the client from the time the first insufficient funds check was written.

Financial Information

Tuition

There is a \$25 registration fee per child.

At least one month tuition payment per child is due upon enrollment. Weekly, bi-weekly and monthly payment options are available. Weekly and bi-weekly payments are due the FRIDAY prior to the week(s) of attendance. Monthly payments are due between the 1st and 5th each month prior to attendance.

Payment options:

1. Venmo: Please send your payment to username @jmr7. The name will appear as Jessica Rivera.
2. Zelle: Please send your payment using email jessica@wakeharvest.com. The name will appear as Jessica Rivera.
3. Check: Please make checks payable to Wake Harvest.

Late Pick Up

\$1/minute per child will be charged for late pickup.



Child #1 Name: _____ DOB: _____
Child #2 Name: _____ DOB: _____
Child #3 Name: _____ DOB: _____
Child #4 Name: _____ DOB: _____

Handbook Agreement

Parent/Guardian

I have received and read a copy of the Wake Harvest Before/After School Program Family Handbook. I agree to abide by the fees, tuition payments/financial agreements, policies, procedures, etc. included in the handbook (subject to change without prior notification).

Parent/Guardian/Financially Responsible Individual

Printed Name: _____ Date: _____

Signature: _____

Printed Name: _____ Date: _____

Signature: _____



Child/Student Agreement

Please initial the rules outlined below.

List of Behavior Goals to be Considered		
Speak respectfully	Keep hands to yourself	Avoid interrupting teacher
Avoid interrupting students	Pick-up after yourself	Greet peers with a smile and eye contact
Follow directions the first time given	Change tasks quickly	Have a positive attitude
Give best effort	Take time to consider actions before taking actions	Be in the right place as directed
Avoid bullying other students	Use kind words; swallow mean words	Respect technology free zone
Accept failure/errors as perfectly normal opportunities to learn	Ask for help if needed	Listen carefully

As a Wake Harvest Summer Camp Program participant, I agree to abide by the rules of the camp as outlined in this agreement.

Printed Name: _____ Date: _____

Signature: _____

