

At Departure (continued):

2. At this time, the staff will notify the parent/guardian of your child's accomplishments and any problems or concerns that occurred during the day.
3. The child may not leave the facility unless accompanied by a parent or guardian.

Personal Belongings:

Staff will exercise reasonable care for personal belongings brought to the center but do not want to assume responsibility for them. School age children will be expected to keep up with their belongings.

Complaint Procedure:

1. It is the policy of the center that parents and employees have the right to a timely resolution of work-related problems.

A. Definition of Grievance:

1. An alleged breach or violation of day care policies and procedures or a dispute arising from interpretation or application of the same.

B. Procedure:

1. The parents and employee must present the problem to his/her supervisor who shall give the matter prompt attention and respond within ten (10) working days. Most matter should be settled satisfactorily at this level.
2. If any parent or employee is not satisfied with his/her supervisor, he/she should present the grievance in writing and request an appointment with the Director, who will meet with the parent or employee and other involved parties within twenty (20) days and submit a written decision to the employee. A written decision of the problem will be given to the parties involved within sixty (60) days. The decision is considered final.



Medication:

In order for your child to receive any medication, they must have a medication request form signed and dated from a parent/guardian. This includes prescriptive or non-prescriptive medicine. Along with this form, there are other guidelines that must be met. Please see a member of the After-School Staff for this information.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint alleging discrimination, write:

USDA
Director, Office of Civil Rights
1400 Independence Avenue SW
Washington, DC 20250-9410

or call toll free:
1.866.632.9992 (Voice)

For individuals who are deaf, hard of hearing or have speech disabilities, please contact USDA through the Federal Relay:

1.800.877.8339 (English)

or

1.800.845.6136 (Spanish)

USDA is an equal opportunity provided and employer.

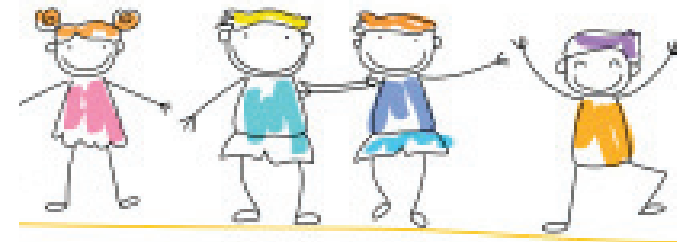


321 Twelfth Street Extension
Princeton, WV 24740
p: 304.487.7876
f: 304.487.7879

After-School Program



PRINCETON
HEALTH & FITNESS
CENTER
The Foundation For Healthy Lifestyles!



PRINCETON HEALTH & FITNESS CENTER AFTER SCHOOL

The After School Program offers children ages 5-12 a safe and healthy environment in which to grow and learn about themselves. Our mission is to help your child develop as an individual and a friend. We emphasize the development of interpersonal skills, responsibility and self-discipline, as well as physical fitness, in all of our programs.

We are open Monday through Friday from 2:30 pm to 6:00 pm. The After School Program provides your child the perfect transitional setting between school and home. We are licensed to maintain 63 children in our program. Our ratio is 1 adult for every 15 children.



We pick up your child from school and transport him/her to the fitness center, where we supervise their care until you pick them up. On mornings that school is delayed or closed, you may drop your child off at 7:30 am. Each afternoon is filled with a variety of interesting and fun activities. Homework time is regularly scheduled on Monday and Wednesday. We encourage your child to work on any homework they may have. Encouragement from home is also helpful in this process. Parents are also encouraged to volunteer and be involved. Parents are welcome to watch their children any time during the program. The children may swim every Tuesday and Thursday. Other activities include the following: group exercise on Fridays from a fitness center instructor, basketball, walleyball, Zumba and free time.

Bus service is provided to the following schools:

- Glenwood
- Princeton Middle
- Melrose
- Princeton Primary
- Mercer
- Straley

Getting Started:

All participants must register at the fitness center before beginning the program. A current copy of each child's up-to-date immunization and physical record must be presented to register. Prior to registration, admission forms and policies & procedures of the program must be reviewed.

Program Fees are determined by membership status:

Members: \$ 12.00 - After School
\$ 18.00 - All Day
\$175.00 - Per Month

Non-Members: \$ 16.00 - After School
\$ 22.00 - All Day
\$235.00 - Per Month

To assure a continued space in the program, all fees must be paid by the due date listed on the current invoice.

Attendance Policy:

Each child will receive 12 "free" days, plus scheduled holidays during the year. Any days missed over 12 will be billed at half of the regular daily rate. Rates will vary depending on whether After School or All Day.

Scheduled Holidays include the following:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Discipline:

Children are expected to obey the rules and guidelines established for the safety of the group. All children will receive a verbal reminder before other disciplinary action is taken. Upon the second occurrence, the child will be redirected. Upon the third occurrence, the child will be placed in time-out (1 minute per age). Should the child continue to disrupt the program or disobey the rules, the parent will be called and also may be asked to remove the child for the remainder of the day. Regular violations of rules may result in longer suspensions. Continued violations may result in removal from the program.

A child may also be removed from the program for the following reasons:

1. Failure to pay tuition as outlined.
2. Failure to comply with any program policy.
3. Behavior that is uncontrollable or destructive to other children or to PH&FC Policy.

If removal is necessary, parents will receive written notice outlining date and reason for removal five days in advance.

The PH&FC requests five work days' notice from the parent or guardian who wishes to remove a child from the After School Program.

Inclement Weather Policy:

During periods of inclement weather, school delays or closing, the After School Program will operate on a regular schedule (7:30 am - 6:00 pm). During instances of a two-hour delay, please make sure your child is at the center by 8:45 am. In case of severe weather, please call the fitness center before bringing your child.

Upon Arrival:

1. Parent/Guardian must accompany child into the facility. Please arrive by 9:30 am to assure that lunch will be ordered for your child.
2. Child must be signed in with name and time on the arrival/departure sheet.
3. Parent/Guardian must notify attendant of any problem the child may have had during the night or early morning.
4. At this time, the staff will perform a health check. If the child shows signs or symptoms of communicable disease, he/she will not be allowed to stay at the center that day.

At Departure:

1. Parent/Guardian or person authorized to pick up the child must come into the center and sign and date the departure time on the sign in/out After School sheet. If a non-custodial parent is legally restricted from picking up or visiting the child, you must provide a copy of the separation/divorce agreement or other legal document.