

The Afterschool Program is designed to serve as an outreach into the community. The staff of the afterschool program strives to provide a safe, Christian environment with wholesome activities and sound leadership for school-aged children. The children may take part in a variety of fun, safe, organized activities conducted by our church staff, adult and Rhodes College volunteers and our trained college-aged and adult Afterschool staff. Activities may include but are not limited to board games, basketball, soccer, arts & crafts, playground, chapel, computers, puzzles, table games, homework time, and tutoring.

Phone Afterschool – 901-300-4860 or 901-258-9473

Facility Vollintine Evergreen Neighborhood School
Living Hope Church 815 N. McLean Blvd. Memphis Tn 38107

Staff Vollintine Evergreen Neighborhood School

Afterschool Director Leslie Montgomery 901-258-9473
lesliem@venschool.com

Playschool Director Cindy Warren
cindyw@venschool.com

VENS Administrator Cindy Warren

Registration forms All participants are required to have a parent/guardian complete an Afterschool registration form and return it to the Afterschool Office **before attending**. Children must be in compliance with all school health requirements and their health files must be on file at the school. Registration in the Afterschool Program is for the entire school year. **There are no daily rates or pro-rated weeks.**

Children served Pre K – 12 years old (PreK-8th grade)

Schools Served Snowden, Vollintine and Little Flower

Days/Hours of operation Monday – Friday, 3:15 p.m. – 6:00 p.m.

Concurrent with the Memphis City School calendar. If the City Schools are closed – VENS Afterschool is closed. **When city schools have a half-day or close early (snow & heat days) – Afterschool is closed.**

Staff Staff members are required to have graduated from high school or the equivalent. Many of our staff members are college students or adults who have other part-time employment. We maintain a staff ratio of about 10 children per staff member. At least two of our staff are certified in CPR and First Aid. All staff members are required to complete twelve child related education hours per year.

Fees **\$50.00 Nonrefundable registration fee due at time of Registration per family**

\$40.00 per child, per week (1st 2 weeks fees due at time of Registration)

\$35.00 per sibling, per week (1st 2 weeks fees due at time of Registration)

Fees are NON-REFUNDABLE and NON-TRANSFERABLE. NO STATEMENTS OR INVOICES WILL BE SENT. Payment of fees, on time, is the responsibility of the parent/guardian.

Parents/guardians are responsible to keep up with the due date for fees or pay the **\$10.00 late payment fee.**

*No per day rate available

*Fees are subject to change due to the vote of the Board of Directors

*See late pick-up policy for late pick up fees charged.

Fees are due before services are rendered. **Payments must be paid with exact change, check or money order. WE DO NOT KEEP CHANGE IN THE OFFICE. Please make checks out to “VENS Afterschool”.**

Right to Refuse Service VENS Afterschool reserves the right to refuse afterschool service to families with past due accounts.

Returned check fee VENS Afterschool’s bank charges a fee of **\$35.00 for each returned check.** After two returned checks we can only accept cash payments.

Homework/Tutoring

There will be thirty minutes of required homework time, in which students K-4th must participate. Homework time for 5th through 8th grade is now “optional” unless otherwise requested by the parents.

Discipline A system of removal-from-the-situation is used. NO corporal punishment (no spanking or paddling) is used. In the case of continued unacceptable behavior, parents will be called upon to help solve the problems. If unacceptable behavior persists, parents may be asked to make other arrangements for afterschool care, or the student may be put on probation or suspended. **Physical aggression is not allowed at Afterschool; students are asked to use their words or ask a counselor to help resolve problems. Physical aggression may result in immediate suspension upon the Director's discretion.**

Trial Period Afterschool is not for everyone. We reserve the right (and give you the right) of dismissal if the relationship between your child and our program is unhealthy or if the student and or guardian cannot agree to abide by our policies.

Schedule The "Parent Info" bulletin board, located in the Fellowship Hall, provides information of schedule changes and upcoming events in the life of Afterschool.

Below is a basic daily schedule. The groups will move to the different areas based on their rotation schedule.

3:15p.m.	Children load bus
3:40-4:00 p.m.	PreK-3 rd Snack / 4 th -8 th Free Play
4:00-4:30	4 th -8 th -grade snack/ PreK-3 rd Free Play
4:30-5:00	Homework for k-5 th (optional for 6 th -8 th since they do not have their books with them)
5:00 – 6:00 p.m.	Children go outside, participate in games, crafts, and any other optional activities.
6:05 p.m. –	Late fee begins

* See "Parent Info" bulletin board or front desk for a more detailed schedule

Bus Pick Up The bus is parked on McLean Ave. Children Pre K to 3rd grade will be walked to the bus by our staff from the elementary library at Snowden. 4th -8th grade will walk from their class to the bus by themselves. The bus leaves the Snowden property at 3:25 sharp. If your child is not comfortable walking to the bus by his/herself, he/she may meet at the elementary library and walk with the younger students and staff.

Late pick-up The program closes at 6:00 p.m. **After 6:05 p.m., parents are charged \$1.00/minute until the child is picked up.** Parents are expected to pay this charge no later than their next pay period.

*** A more detailed brochure will be given upon registration.**