Transportation

Parents/designated adults will be responsible for transporting children to/from the sites. Students must be signed in each morning. The Summer Program will assume responsibility from the time a student is signed in until they are signed out. Students are transported by activity bus to all off campus activities. Please be advised that the buses are not air-conditioned for all trips.

Change of Address & Phone Number

If a student's address and/or phone number changes during the year, parents are to immediately notify the teacher of the change. **An emergency contact person must be available to the Summer Enrichment Teacher at all times.**

Breakfast, Lunch and Snacks

Lunch will be provided by the Pitt County Schools Child Nutrition Program from June 14 - August 6, 2021

Please provide breakfast & lunch for your child on the following dates: June 9-11, 2021

Healthy afternoon snacks will be served daily. You may send a morning snack if you wish.

Activities

- ☺ Arts & Crafts
- ☺ Active Outdoor Games
- ☺ Group Games
- ☺ Inside Games
- ☺ Movies

- ☺ Music
- ☺ Swimming
- ☺ Free-Time
- ☺ Electronic Day
- ☺ Field Trips

(additional fees may apply)

Video recording and picture taking is *NOT* permitted on any Electronic Day. Disciplinary actions will be taken against anyone in violation of this.

PITT COUNTY COMMUNITY SCHOOLS & RECREATION
4561 County Home Rd.
Greenville, NC 27858
Phone: (252) 902-1975
www.pittcsr.com

PITT COUNTY COMMUNITY SCHOOLS & RECREATION

Program

June 9 – August 6, 2021

An Extension of the After-School Enrichment Program

2021 PARENT GUIDE

Register online at:

www.pittcsr.com

It is the desire of the staff of the Summer Enrichment Program to provide a positive atmosphere for your child. The confidence of the parents we serve is very important to us.

Instructions for Completing Application

SPACES WILL BE LIMITED FIRST COME FIRST SERVE.

1. **Visit our website to register online: www.pittcsr.com**
2. Complete one application per child (must be original application).
3. Fill out the application completely, make sure all information is correct.
4. Return completed application along with a **non-refundable $35.00 per child application fee**:

   Pitt County Community Schools & Recreation
   4561 County Home Road
   Greenville, NC 27858

   DO NOT RETURN ANY APPLICATIONS TO THE SCHOOL

5. **Registration must be completed by June 1st to start on June 9, 2021**
6. You will receive confirmation via email.
7. Please list an email address on your application as we may use email as a source of communication.
8. All applications require a two-day processing time from the date of application.

Parent Information

It is necessary for you to understand the guidelines under which we operate. Please read the entire Parent's Guide. If you have any questions, please contact our office at 252-902-1975.

At times it may be necessary for us to communicate important information to you and we may email you or place information notes/signs at the program. Please pay special attention to any signs or notes posted at your site.

Calendars can be obtained online, at each site and in our office. It is your responsibility to keep up with the calendar to know when your student is traveling, what is required for field trips and making sure all permission forms are signed and up to date.

Sites

Eastern Elem ~ Wintergreen Primary - WH Robinson Elem

***The program will operate daily from 7:30 a.m. until 6:00 p.m.* Please note the drop off time. We do not offer early drop off; you *MAY NOT* drop off your child prior to 7:30 a.m.**

Students MUST be walked into the building accompanied by an adult. Parents must sign their child in and out each day.

Carefully consider which site will best suit your needs. Once you have registered for a site and wish to change locations, you will be charged a $30.00 change fee. NO EXCEPTIONS.

Enrollment

The program is open to all students who have completed kindergarten and up through 12 years of age (Grades K-6). Students are enrolled on a first-come, first-serve basis. All children must be able to go to the bathroom without assistance from the staff (potty-trained).

Fees

$100.00 per week, per student

Fee Schedule:

- Fees are due on Mondays (for current week).
- A $40 late fee will be assessed if fees are not paid in our office (4561 County Home Rd) by 5:00pm or by 11:59 pm via School Pay on *Tuesday* of the current week due.
- Non-payment of fees will result in suspension of services.

Partial payments will not be accepted. It is your responsibility to ensure fees are paid according to our guidelines. If your child is absent on the due date, fees are still due on time. Fees will not be prorated due to absences. Fees may be paid in advance.

Payments must be made in our office located at 4561 County Home Road or online at www.schoolpay.com\login.

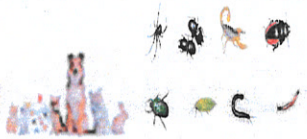
Teachers CANNOT, and WILL NOT accept, adjust, or extend any fee deadlines.

Three late pick-ups may result in your child(ren) being dropped from the program for the remainder of the summer

Students are entitled to a one week, no charge, vacation (off-site). We ask parents to give us at least one-week advanced notice by completing a Vacation form and submit to the Summer Enrichment Lead Teacher or the main office on County Home Rd.

WITHDRAWAL – a 2-week PAID notice and a withdrawal form is required.

Theme Weeks



All About Me!

Favorite sports/team	Favorite book
Independence Day	All about bugs/insects
Favorite food	Favorite Animal
All about water	Ice Cream

- **We DO NOT offer late pickup; you are required to pick up your child by 6:00 pm.**
- **Anyone arriving between 6:01 pm-6:05 pm, will be charged $10.00.**
- **Anyone arriving between 6:06 pm-6:15 pm, will be charged $25.00.**
- **Anyone arriving after 6:15 pm will be charged an additional $10.00 for each five-minute period or any fraction thereof.**
- **In order to be consistent and fair to all parents, your arrival time is based on the school clock**

ALL LATE PICK-UP FEES MUST BE PAID WITHIN 2 DAYS OF THE OCCURANCE OR SERVICES WILL BE SUSPENDED. Again, late pick-up is not a service, three (3) late pick-ups may result in an immediate dismissal from the program.