



~Welcome~

Thank you for choosing the After School Club as your trusted provider of before & after school programming for your child! United Educational Corporation (UEC) is a 501 C 3 nonprofit organization. Pursuant to Family Law Article, Sections 5-570 through 5-585, COMAR 13 A.16.16COMAR 13 A.16.01.19, Education Article Section 2-206 and Annotated Code of Maryland. UEC has a Child Development Program License per the Office of Child Care, Maryland State Department of Education. As we enter our 8th year of programming at Mount Washington Elementary School we are particularly excited about the expanded list of fun, educational, cultural and sports activities for our participants. The activity list includes Spanish Club, Arts and Crafts, Violin Club, Sign Language, Recreational Sports & free play, Martial Arts, Drama, Basketball Team, Cheerleading Team (Advance and Biddies), Recreational Games, Scrabble Club, Chess Club, Literacy Club, Nutrition Education Games, Computer Lab, Dance Club, Walking and Exercise Club, Yoga and Piano Lessons (stay tuned!!!). More activities will be added throughout the year.

Please take a moment to review each of the enclosed documents for more information on the program. It is extremely important that each parent/guardian read and understand the expectations, routines and procedures as well as complete and return the activity selection worksheet by the end of the first week of joining the program.

Again, thank you for the opportunity to provide care for your child. We look forward to continuing a lasting and mutually rewarding relationship.

Matthew J. Day
Director and Founder



Procedures & Routines

Program Arrival: Students will meet in the designated area for check in each day.

- Before School Program (beginning at 7:00 am)- All students are to arrive at the school cafeteria.
- After School Program (beginning at 2:55 pm) – Students are to arrive at designated areas as follows:

Pre K, K, 1st Graders- Cafeteria

2nd thru 5th Grade Girls- Cafeteria

2nd thru 5th Grade Boys- Gymnasium

Check In: Children will immediately be seated in order for attendance to be taken.

Storage and Belongings: Pre K, Kindergarten and 1st grade students will store their belongings in the labeled bins in the cafeteria. Grades 2-5 girls & boys will store their items in lockers near the gym. Two students will share each locker. All belongings should be kept in identified lockers and storage bins at all times for the duration of the participant's attendance to the program.

Snack Time: All students will receive a snack after storing their belongings and being checked in.

Activity Sessions: Students will participate in activities based on the selections made by parents and club scheduled sessions for that day.

Child Pick Up: Parents /Guardians should park along the right hand curb of the hill of Lochlea next to the school or in the parking lot. Enter the cafeteria to sign out Pre K, K, 1st and 2nd -5th grade girls. Enter the side door of the gym to sign out 2nd -5th grade boys. Parents/Guardians must request that a staff member locate each child. The program ends daily at 6:00 pm. Late pickups will incur a \$1.00 per minute late fee due immediately upon arrival.



Club Fees & Payments

After School Care:	Monthly	\$168.00
	Weekly	\$45.00
	Daily	\$10.00
Before School Care:	Monthly	\$70.00
	Weekly	\$25.00
	Daily	\$5.00 (7:00am-8:00am in cafeteria)
Half Days:	Daily	\$10.00 (11:55am-6:00 pm)
Full Days:	Daily	\$20.00 (7:00am-6:00 pm)
Holiday camps:	Weekly	\$110.00 (7:00am-6:00pm)

There is a one-time registration fee of \$10 per child.

Professional Development Days for teachers are scheduled throughout this year on the following days: September 25, October 15 &16, and January 28 &29. (5 total full days)
Half days this year are scheduled on October 9, December 18, March and May 7. (4 total days)

Payment Due Dates: Monthly Due by the 5th of each month
Weekly..... Due by Friday of the previous week
Daily..... Due on date of service

Methods of Payment: Fees may be paid in person by cash, check, or money order. Please make checks payable to: "United Educational Corp" or "UEC". (Please do not send payment with children.) You may also make payments on the UEC website at: www.uecorp.org. DSS Vouchers also accepted.



UEC Contractual Information

After School Care Payment/Hours: I understand that tuition is due monthly by the 5th of each month, weekly by Friday of previous week, or daily on date of service. Service hours are 7:00 A.M. - 8:00 A.M. and 2:55 P.M. - 6:00 P.M.

Parent's Initials _____

Transportation: I authorize the After School Club staff to transport my child in the event of a field trip or medical emergency. I understand that if a van is used to transport students for a field trip I will provide a car seat, if needed.

Parent's Initials _____

Discipline: A child's discipline must be a collaborative responsibility with the program staff, the child, and the parents. Disciplinary actions may be imposed ranging from temporary removal from an activity to suspension/dismissal from the program, depending on the severity of the infraction. Severe violations may necessitate dismissal on a first offense.

Parent's Initials _____

Homework: The program staff will provide appropriate time and space for homework. We will gladly encourage each child to use this time wisely. However, your child is responsible for homework completion and accuracy. This is the responsibility of the parent /legal guardian.

Parent's Initials _____

Cell Phones/Electronics: I understand that cell phones & electronics are not permitted in the After School Club program. In the event that my child has a cell phone or an electronic device I am aware that UEC will not be held responsible for loss or damages.

Parent's Initials _____

UEC Contractual Information (continued)

Photo Release: Brochures, promotional materials and website content are created and occasionally feature student photos. I agree that UEC may use my child's photo in connection with its promotional and publicity materials. In the event you do not want your child's photo used, you must inform us in writing at the time of registration.

Parents' Initials _____

Parent Consent & Waiver: I and my child(ren) fully recognize the risk of injury and/or illness inherent in participation in any fitness or after school program activity. I the legal guardian, give permission for my child(ren) to attend the UEC After School Program. My child is physically and mentally prepared to participate in all fitness, recreational & playground activities. I hereby knowingly assume all risks and dangers inherent and incidental to the activities and thereby, will not sue or hold United Educational Corporation's After School Club, and staff liable for any injuries or damages incurred during all activities.

Parents' Initials _____

Medication: Your child will not be given any medication during the After School Club hours (including aspirin and cough drops). In case of 911 medical emergencies, I hereby authorize medical personnel to give the necessary treatment. I also authorize the After School Club staff to administer minor first aid procedures to my child, if needed.

Parent's Initials _____

Late Pick-up Fees: The program ends daily at 6:00 pm. Late pickups will incur a \$1.00 per minute late fee due immediately upon arrival. I understand the fees and payment associated with pick-ups after 6:00 pm.

Parent's Initials _____

I have read, accept and understand the guidelines and procedures concerning discipline, tuition payments, photo release, wavier, medication and transportation.

Parent or Guardian Signature

Date

Child's Name



Our Staff

Matthew Day, Program Director/Founder

Mr. Day holds a Master of Science Degree in Sports Management from the Virginia Commonwealth University, a Bachelor of Science Degree in Physical Education from Virginia State University, and an Associate's Degree in Teacher Education from Baltimore City Community College. Mr. Day also holds a certification in Administration 1 as well as an Advanced Professional Certificate for grades K-12. Mr. Day has been the Physical Education Teacher & After School Club Director at Mount Washington for the past 8 years. Matthew Day received the Youth Development Award from 40th District Delegate, Shawn Tarrant. Mr. Day has also established many of Mt. Washington's Community based activities, including Family Movie Night, Father/Son & Father/Daughter Basketball Games, Children's Fun Run, and Cheerleading/Basketball Team. Mr. Day has been an active member of the PTO board for the past 6 years. He is also First Aid/CPR & Lifeguard Certified.

Fraya Arnett, Assistant Director

Mrs. Arnett attended Coppin State University. She handles all administrative duties for the After School Club including receipt of payments and overseeing communications. Mrs. Arnett has several years experience coaching Women's Volleyball, Track and Basketball. Mrs. Arnett is CPR/First Aid certified.

Kimberly Calhoun, Primary Director (Cafeteria)

Ms. Calhoun holds a Bachelor of Arts Degree in Psychology and a Graduate Degree in Elementary Education from The University of New Brunswick, Fredericton, New Brunswick, Canada. Ms. Calhoun has teaching experience in Canada and Seoul, South Korea. Ms. Calhoun is currently working as a Kindergarten teacher at Mount Washington Elementary School. Ms. Calhoun is also First Aid/CPR certified.

Mark Chinnia, Sports & Recreation

Mr. Chinnia is a college graduate of Towson University with a Bachelor of Science in Social Science. He has over 4 years experience working and teaching in the Baltimore City Public School System. He is a graduate of Loyola High School where he is the former basketball coach. Mr. Chinnia has also run previous basketball camps for Loyola High School. Mr. Chinnia will be a part of the school day staff starting in August 2009. Mr. Chinnia is CPR/First Aid certified.

Robert Lee Hardy, Drama/Theatre

Mr. Hardy holds a Bachelor of Fine Arts from The State University of New York at Purchase. Mr. Hardy has several years experience in acting, teaching, and directing plays throughout Baltimore City. He recently directed a play for the After School Club in which first through fifth grade students worked together to compose and perform a successful event. Mr. Hardy is CPR/First Aid Certified.

Jennifer May, Scrabble Club/Homework Club

Ms. May holds a Master of Science in Education from North Carolina/Greensboro University, and a Bachelor of Science in Exercise and Sports Science. Ms. May has over 8 years of certified teaching experience. Ms. May is also a fifth grade teacher at Mount Washington Elementary School.

Devan Prescott, Cheerleading/Counselor

Ms. Prescott is a senior at Morgan State University. Ms. Prescott has worked in several after school programs in Washington D.C and Baltimore City. Ms. Prescott is the Cheerleading Coach and after school counselor at Mount Washington Elementary School. She directed a very talented cheerleading squad that participated in an intense competition during the 2009 season. She is also CPR/First Aid Certified.

Carol Pugh, Chess Club/Homework Club

Ms. Pugh holds a Bachelor of Science in Education from Coppin State College and is a candidate for a Master of Science in Mathematics at Johns Hopkins University. Ms. Pugh is the organizer of the Mt. Washington Elementary Chess Team. She has over 20 years of teaching experience and is a fifth grade teacher at Mount Washington Elementary School.

Gail Thompson, Parent Volunteer/Counselor

Ms. Thompson is a parent of two children currently attending Mount Washington Elementary and has one child that graduated from our school. Ms. Thompson assists daily with homework, organization, recreation, check out and computer activities. Ms. Thompson attended Baltimore Community College and Computer Certification Center. Ms. Thompson is a certified pharmacy technician.

Judy Moore, Literacy Club

Mrs. Moore holds a Master of Science in Education from Coppin State University and a Bachelor of Science in Education from Morgan State University. Mrs. Moore has over 30 years of teaching experience in the Baltimore City School System and is the former Primary Advanced Academic Instructor. She will be teaching grade three in the fall at Mount Washington Elementary.

Kabrina Edmonds, Sign Language

Mrs. Edmonds attends Baltimore City Community College. Mrs. Edmonds has taught Sign Language for the Maryland School for the Blind and several after school programs. Mrs. Edmonds provides clerical services for the school office.

Lamont Sutton, Basketball Coach/Counselor

Lamont is a former student and graduate of BCPSS. Lamont is currently the Basketball Coach for Mount Washington Elementary School Basketball Team who made it to the Final Four Basketball Competition this past season. Lamont is CMT, CPR/First Aid certified. Lamont is a BPS Behavior Technician at the Chimes School.

Dwight Washington, Assistant/Volunteer

Mr. Washington holds a Master's Degree of Divinity from Family Bible College, Bachelor's Degree of Theology, and Associates Degree in Biblical Studies. Mr. Washington is the husband of first grade teacher, Mrs. Washington. Mr. Washington assists with check in, homework and recreation. Mr. Washington has worked with the After School Club for 6 years.

James Smith, Assistant/Counselor

James is a senior in high school. James is a former student of Mount Washington Elementary School who assists with all operations during the after school hours.

Erin Bonstel, Arts & Crafts Instructor

Erin is a graduate from Towson State University with a Bachelor of Arts Degree with a major in Art Education. Currently Erin is pursuing her Masters of Arts in Art Education. Erin is the daily Arts & Crafts teacher.

Claire Cote, Dance Instructor

Claire is a graduate from Goucher College with a Bachelor of Arts with a major in Anthropology & Sociology and a minor in Art. Currently she is pursuing her Masters of Arts degree. Claire will be teaching Dance lessons. (Modern Dance, Ballet & Jazz).

LaTasha Jones

Ms. Jones is currently a senior at Towson University majoring in Communications with a minor in Electronics, Media & Film. Ms. Jones is also a participant in the United States Army Reserves, and works part-time as a Technical Producer at a local radio station



Communicating with Parents & Staff

After School Club staff keep in communication throughout the program using handheld high frequency radios (“walkie talkies”) and mobile phone texting.

Communication with parents will include emails, mobile (text) messaging, telephone, and printed notices. A bulletin board will display current and upcoming information. Flyers will be sent home to inform parents about special events.

Parents are encouraged to contact the program staff using email. Staff may also be reached via cell phone. Parents must notify the staff when any changes are necessary with a child’s schedule, etc. Questions will be addressed promptly.



After School Club Registration Form

Child's Name: _____

Date of Birth: ____/____/____ **Age (when school starts):** ____

Grade Level: Pre K Kindergarten 1st 2nd 3rd 4th 5th (circle one)

Parent's Names: 1. _____
2. _____

Mailing Address:

Home Phone _____ **Work:** _____ **Cell:** _____

Email: _____

Child's Physician: _____ **Phone #** _____

Any Medical concerns: _____

Date or year of child's last tetanus shot: _____

Emergency Contact/Authorized Pick Up:

1. Name: _____ #: _____ - _____ - _____ Relationship: _____

2. Name: _____ #: _____ - _____ - _____ Relationship: _____

3. Name: _____ #: _____ - _____ - _____ Relationship: _____

***** Please read, complete, and return to Mr. Day, Ms. Calhoun or Mrs. Arnett*****



After School Club Activity Sign-Up Sheet

Child's
Name _____

Parent's
Name _____

Parent's
Signature _____

Date _____ / _____ / _____

Arts & Culture

- Spanish Club
- Arts & Crafts
- Violin Club (limited space)
- Sign Language Club
- Photography
- Piano Lessons (stay tuned!)
- Drama/Acting

Sports & Recreation

- Recreational Sports
- Martial Arts
- Basketball
- Cheerleading Team
- Recreational Games / Free Play

Nutrition & Health

- Nutritional Games
- Exercise & Walking Club
- Yoga (coming soon!)

Educational Activities

- Literacy Club
- Computer Lab
- Scrabble Club
- Chess Club

Homework Club (All students are required to complete their homework unless indicated otherwise by parent or teacher)