



2009-2010 Parent Handbook



A Ministry of
Wellspring United Methodist Church

Dear Parents,

Welcome to the Wellspring Enrichment Program, a ministry of Wellspring United Methodist Church. We are delighted to have you and your child in our program and look forward to working with your family this year. Our Parent Handbook is designed to provide you with the information you and your child need to experience a successful year in our program. Please take time to read it before the school year begins.

We are a private, nonprofit, tax exempt organization. We actively encourage inclusion of all families regardless of race, income level and/or religious background. We share our Christian faith with our Enrichment Program students through weekly chapel opportunities, which we call Kids Praise!. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 19:14) We believe all children are gifts from God, and are entitled to God's gifts of respect, care and nurture.

This fall marks the start of our second year. Our teacher to student ratio is kept low to allow us to get to know you and your child personally. Please tell us if your student is struggling with something and we will work with you to help. We want your children to be healthy, happy kids and to perform to the best of their ability.

We invite you to be a part of our program. If you play a musical instrument, have a job of interest to children, hobbies or collections you can bring in to show, cultural artifacts, friendly pets or personal histories you might like to share, let us know. We would love to have you as one of our weekly guest speakers. I would like to thank you for entrusting Wellspring Enrichment Program with the care of your child. If all of us work together with God's help, we have a wonderful year ahead.

*Angela Hartle
July 2009*

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Wellspring Enrichment Program Mission and Goals

The **mission** of the Wellspring Enrichment Program is to provide a safe, enriching and nurturing Christian environment for elementary school-aged children. Our program is focused on the needs of all children and aims for inclusiveness of all families. We believe that all children are gifts from God and are entitled to God's gifts of respect, care and nurture. Our **goal** is to provide a safe, fun and educational program for children in grades K-5. We strive to be a "one stop shop" for your child's enrichment needs. Our hope is to limit the amount of time parents spend driving their children to after school activities. We believe healthy development involves spiritual as well as emotional, mental and physical growth. Our *Kids Praise!* chapel sessions are nondenominational and reinforce Judeo-Christian values such as hope, faith, love and charity. The children participate in high energy songs, Bible stories, and games and end in prayer. Included in our commitment to the development of the whole child, is our belief that children should experience the joy of helping others. Our program accomplishes this by having students participate in multiple community service projects throughout the year.

Our Philosophy

We believe that with the increasing pressure on schools to produce higher test scores in language arts and math, parents are left with few outlets that help them raise a contentious and well-rounded child. The Wellspring Enrichment Program will support students' academic, social, emotional and physical development by working within the framework of Howard Gardner's Theory of Multiple Intelligence. Gardner, of Harvard University, changes the traditional question of "How smart are you?" to "How are you smart?" He identifies 8 major areas of intelligence (see chart) and believes that we all have areas that are already strengths and others that can be strengthened.

Students enrolled in the Wellspring Enrichment Program will have the opportunity to identify and further develop areas of strength, as well as explore areas of untapped potential. Though there are many resources available on Multiple Intelligences, the following website gives a concise overview and explanation of the benefits of using this theory with children:

<http://lth3.k12.il.us/rhampton/mi/MIDENTIFIED.htm>

Multiple Intelligence Theory – Howard Gardner

The 8 areas of intelligence identified by Gardner are:

-  • **VISUAL/SPATIAL** - "Picture Smart" - learning visually and organizing ideas spatially. Seeing concepts in action in order to understand them. The ability to "see" things in one's mind in planning to create a product or solve a problem. Graphs/charts, puzzles and many forms of art, fall into this domain of intelligence.
-  • **VERBAL/LINGUISTIC** - "Word Smart" - learning through the spoken and written word. This intelligence was always valued in the traditional classroom and in traditional assessments of intelligence and achievement.
-  • **MATHEMATICAL/LOGICAL** - "Number/Reasoning Smart" - learning through reasoning and problem solving. Also highly valued in the traditional classroom, where students were asked to adapt to logically sequenced delivery of instruction. Having a strong sense or love of numbers and their relationships.
-  • **BODILY/KINESTHETIC** - "Body Smart" - learning through interaction with one's environment. This intelligence is not the domain of "overly active" learners. It promotes understanding through concrete experience. Activities may include dance, sports, drama, experiments or fitness activities.
-  • **MUSICAL/RHYTHMIC** - "Music Smart" - learning through patterns, rhythms and music. This includes not only auditory learning, but the identification of patterns through all the senses.
-  • **INTRAPERSONAL** - "Self Smart" - learning through feelings, values and attitudes. This is a decidedly affective component of learning through which students place value on what they learn and take ownership for their learning. This intelligence promotes looking inward and evaluating one's own character.
-  • **INTERPERSONAL** - "People Smart" - learning through interaction with others. Not the domain of children who are simply "talkative" or "overly social." This intelligence promotes collaboration and working cooperatively with others.
-  • **NATURALIST** - "Nature Smart" - learning through classification, categories and hierarchies. The naturalist intelligence picks up on subtle differences in meaning. It is not simply the study of nature; it can be used in all areas of study.

Daily Program

Wellspring Enrichment Program students will participate in the following daily enrichment experiences:

2:30 - 3:30 Gross Motor Movement Activities and Snack

3:30 - 4:15 Academic Support/Study Buddies/Reading Recess

4:15 - 5:00 Smart Club Meetings

5:00 - 5:30 Helping Hands Service Projects

5:30 - 6:00 Exploration Centers

**Students will also participate in weekly Faith Celebrations with Wellspring UMC's Director of Student Ministries, Tyler Hettich.

- **Gross Motor Movement Activities** - Individual and large group movement opportunities will be provided on our clubhouse playground, as well as in our open area sanctuary.
- **Academic Support/Study Buddies/Reading Recess** - Certified elementary teachers will be on hand to provide academic support and grade specific skill review. Students will learn to support each other academically by creating materials such as skill review games to share with their peers. Students will also be supported in selecting appropriate books for independent reading.
- **Smart Club Meetings** - Smart clubs will each represent one of the 8 areas of intelligence identified by Howard Gardner. Periodically, club topics will change (see Smart Club Calendar) and students will have an opportunity to select new clubs based on their interest. Examples of club topics may include: theater, science, art, sports, writing etc.
- **Helping Hands Service Projects** - Students will work together to plan, prepare and carry out many community service projects throughout the year.
- **Exploration Centers** - Students will be able to choose from independent activities, both indoors and out, that are designed to promote exploration and reinforcement of each of the different areas of intelligence.
- **Kids Praise!** - Tyler Hettich will lead students in a high energy, engaging celebration of faith and character development each **THURSDAY**.
- **Guest Speakers** - Each **WEDNESDAY**, a guest speaker will lead students in discussions and activities related to specific careers and hobbies. These experiences will demonstrate how multiple intelligences are applied in real world settings.

Wellspring Enrichment Program 2009-10 School Year Calendar

Day	Date	Activity
Tuesday	August 25, 2009	First Day of School
Wednesday	September 2, 2009	Early Release Day 12pm pick up
Monday	September 7, 2009	Labor Day - CLOSED
Wednesday	September 16, 2009	Early Release Day 12pm pick up
Wednesday	October 7, 2009	Early Release Day 12pm pick up
Wednesday	October 21, 2009	Early Release Day 12pm pick up
Sunday	October 25, 2009	Trunk-or-Treat 4pm - 6pm
Friday	October 30, 2009	Camp Day 7:30am - 6pm
Wednesday	November 4, 2009	Early Release Day 12pm pick up
Wednesday	November 11, 2009	Veterans Day - CLOSED
Wednesday	November 25, 2009	Camp Day 7:30am - 6pm
Thursday	November 26, 2009	Thanksgiving HOLIDAY - CLOSED
Friday	November 27, 2009	Thanksgiving HOLIDAY - CLOSED
Wednesday	December 17, 2009	Early Release Day 12pm pick up
Mon - Fri	December 21-25, 2009	Winter Holidays - CLOSED
Mon - Thurs	December 28-31, 2009	Camp Days 7:30am - 6pm
Friday	January 1, 2010	New Year's Day - CLOSED
Wednesday	January 13, 2010	Early Release Day 12pm pick up
Monday	January 18, 2010	MLK Jr. Day - CLOSED
Tuesday	January 19, 2010	Camp Day 7:30am - 6pm
Tuesday	January 27, 2010	Early Release Day 12pm pick up
Wednesday	February 3, 2010	Early Release Day 12pm pick up
Friday	February 5, 2010	Camp Day 7:30am - 6pm
Monday	February 15, 2010	Camp Day 7:30am - 6pm
Wednesday	February 17, 2010	Early Release Day 12pm pick up
Wednesday	March 31, 2010	Early Release Day 12pm pick up
Mon - Fri	April 12-16, 2010	Camp Days 7:30am - 6pm
Friday	April 30, 2010	Camp Day 7:30am - 6pm
Wednesday	April 21, 2010	Early Release Day 12pm pick up
Wednesday	May 5, 2010	Early Release Day 12pm pick up
Wednesday	May 19, 2010	Early Release Day 12pm pick up
Monday	May 31, 2010	Memorial Day - CLOSED
Thursday	June 10, 2010	Early Release Day 12pm pick up

NOTE: These dates are subject to change. Consult the Hillsborough County School District website for updates. www.sdhc.k12.fl.us

Registration Process

In order to apply for enrollment at any time during the school year, a parent or legal guardian must fill out a registration packet and turn it in to the church office or the director. If the program is full when application is made, your child's name will be placed on the wait list. When a vacancy occurs, the parent will be informed of the opening and the child's name will be removed from the wait list. Once availability is confirmed, a registration fee of \$100 per child will be due. This registration fee will be prorated if the student does not start at the beginning of the school year. Receipt of the registration fee reserves your child's spot in the program. Checks should be made payable to: *Wellspring Enrichment Program*.

Tuition

Yearly tuition fees are:

Full-time (5 days)	\$3200
Part-time (3 days)	\$2400
Part-time (2 days)	\$1600

A 10% sibling discount will be applied to the oldest child in each family. (FULL TIME STUDENTS ONLY)

All fees and tuition are non-refundable.

There are 42 weeks in the school year. You are paying for 40 weeks, which takes into consideration the week we are closed over the winter holidays and one week previously called "vacation days". Instead of keeping track of when each family was using their vacation days, we simply deducted one week of tuition off of each family's yearly total. Over the course of the year, ten monthly tuition payments are made. These payments will be scheduled through **automatic bank draft or credit card payment on the 20th of the following months:** August, September, October, November, December, January, February, March, April, and May.

There are no refunds for illness, school breaks, holidays, inclement weather, family vacations or days missed for any other reason. **Tuition is due by the 20th day of the month.** If funds are not available either through automatic bank draft or credit card payment by the 20th of the month, you will be charged a late fee of \$35 to be billed by the Church Financial Secretary. If several people are splitting the cost of tuition for one child (for example, an out-of-state non-custodial parent or a grandparent), please consolidate the partial amounts into one payment available in full on the 20th. **Please avoid asking us to secure partial payments from multiple parties as this is a time consuming and**

therefore costly, task for the Church Financial Secretary.

Failure to pay tuition or late fees, chronic insufficient funds and/or declined credit cards constitute grounds for dismissal of your child from the program. You will be asked to reimburse Wellspring Enrichment Program for any fees a bank may assess the church. The Financial Secretary e-mails invoices of late fees and/or insufficient fund notices to the email address provided in your child's registration packet. Payments for late or insufficient fund fees should be placed in the payment box on the wall in the entryway to the church. The preferred payment method is by check. If you pay in cash, please enclose money in an envelope with the child's name on it.

Withdrawal

If you need to withdraw your child from the Wellspring Enrichment Program for any reason, notice must be given in writing by the fifth of the month in order to cancel any automatic payments for that month. This also insures that the vacancy left by your child may be filled in a timely manner. We appreciate your cooperation.

Days and Hours of Operation

Our Program begins on Tuesday, August 25, 2009. The last day of the regular enrichment program is Thursday, June 10th, 2010. Please

consult our calendar for early dismissal days, full camp days and closings. The Wellspring Enrichment Program is open Monday - Friday and begins with our bus pickup at 2:00pm. Our program closes at 6pm.

Transportation and Pickup

Wellspring Enrichment Program bus transportation is provided from Westchase Elementary daily. Other schools may be added to the pick up schedule as needed. The bus is driven by a fully insured driver with a completed background check. The director or a teacher from Wellspring Enrichment Program are always aboard the bus during pick up. This staff member will gather and supervise students in the school cafeteria until the bus is ready to depart. Appropriate behavior is expected while waiting in the school cafeteria, boarding and riding the program bus.

If your child is absent from school, checked out early, or being picked up from school as a car rider, and will not be at riding our bus, please call the director's cell (727-692-5864) **before 2:00pm**. Leave a voice mail message if you find the director is unable to answer your call personally. **Messages are retrieved promptly.** During Enrichment Program hours, the director may be teaching a group of children or conferring with another parent when you call. She will make

every effort to return your call if you request a return call in your message.

The Wellspring Enrichment Program bus will also be used to transport the children for field trips as needed. Permission slips must be signed by parents in advance in order for children to go on these trips.

You may pick up your child at the church any time before 6pm. For the safety and protection of the children, parents must come in to the church and sign out their child each day. Parents are asked to enter the building through the playground door as the front doors are locked during program hours.

Children are not allowed to leave with individuals other than those listed on the Authorized Pick Up List unless parents provide written permission or call the director in advance. The authorized pick up list is comprised of approved names listed by each parent in their child's registration packet.

CHILDREN MUST BE PICKED UP BY 6PM. If you have an emergency and are unable to arrive by 6pm, call the director's cell (727-692-5864) as soon as possible. Our church building is a multi-use facility and is reserved by other groups in the evenings. The Wellspring Enrichment Program staff

members also have other commitments after 6pm. **The late pickup fee is \$1 per minute after 6:05pm.** If you are not able to pay the staff person who waits with your child upon your arrival, the Church Financial Secretary will send you an invoice by email.

Early Dismissal and Camp Days

There are 14 days on the school calendar in which school will close at noon instead of 2pm. On those days, we will provide early pick up and extended enrichment programs at no additional charge.

We will offer full day enrichment programs on sixteen days during the school year. Please consult our calendar for the exact dates. **A minimum of six children must sign up with payment by the deadline of a week in advance in order for full-day camps to take place.** The daily charge per child is \$20. Checks for camp day fees should be placed in the payment box on the wall in the entryway to the church. If your child attends part-time and the camp day does not fall on one of your child's regularly scheduled days, you may substitute the camp day for one of your regularly scheduled days that week (\$20 camp fee still applies). **Sibling discounts are not offered for camp days.** Parents are responsible for providing a healthy morning snack and sack lunch on camp

days. Afternoon snack will be provided by Wellspring Enrichment Program. Our operating hours for Camp Days are 7:30am - 6:00pm. If you are registered for a camp day and need to cancel, please do so as soon as possible as purchasing of materials and staffing requirements are arranged in advance.

Early dismissal programs and full day camps are also open to children that do not regularly attend our after-school enrichment program. The fee for these students will be \$20 per early dismissal day and \$40 per full camp day. Any full day summer camp programs available will be offered to currently enrolled students first and then will be opened to the public.

Emergency Closings

When the Hillsborough County public schools close due to bad weather, Wellspring Enrichment program closes also. Tune in to local radio and TV stations for information about closings. You might also consult the school district website for updates about closings www.sdhc.k12.fl.us. Sometimes the schools close earlier than 2:00pm because of an incoming weather system. **Again, if the schools close, the Enrichment Program closes also.** During hazardous weather conditions, we believe the safest place for your child to be is with his parents. **If you hear that schools are closing early, assume**

there will be no Wellspring Enrichment Program bus pickup and go to your child's school to pick up your child. We will also email you confirmation of the closing as soon as we have it. Have an emergency backup plan in place with a neighbor, family member or babysitter if you are unable to pick up your child at school at the earlier closing time.

Medical Matters

Each child is required by state law to have a health statement and immunization records on file with their school. **Any medical conditions or allergies must be indicated in your child's registration packet and should be on file in our office BEFORE the first day your child attends Wellspring Enrichment Program.** Our program operates for well children and staff only. For the health of everyone, please keep your child home if she has a bad cold, sore throat, cough, upset stomach, rash or fever. Children who have had a fever within 24 hours preceding the school day should stay home. If a child is sick when we pick him up at school, we will call parents so they may pick him up at Wellspring **right away**. We will make your child comfortable until you arrive. Wellspring Enrichment Program has a First Aid kit available to administer basic first aid. Staff members are CPR and First Aid certified. In the event of a medical emergency during our program, we will

do our best to contact parents and/or emergency contacts listed on your child's application form. If parents and contacts are unreachable, decisions about medical care will be made by the director. Staff members will administer CPR and basic first aid but can only administer Benadryl to a child if indicated by the parent in the registration packet. Head lice outbreaks are an unfortunate fact of life in large populations of children. They tend to occur throughout the school year. If your child is sent home from school because of head lice, please let the director know. It is contagious. The schools and your physician will provide information about how to treat for head lice. In most cases, children with head lice are not allowed to attend school until it has been cleared up.

Conduct

We have high expectations for the behavior of children in our program. We expect them to exhibit tolerance if not kindness towards each other and towards church property. Good manners are very much appreciated and recognized. The goal of the program is to establish a Christian atmosphere in which all children enjoy participating in the activities. Staff members are generous with verbal praise when positive behavior is displayed. We prefer to use positive reinforcement when we see compliance with rules and desirable

behavior in general. Most of our rules exist for the safety of the children and are similar to those in any elementary school.

Please discuss the following with your child:

Wellspring Enrichment Program Rules

1. Listen when others are speaking. Wait until a person finishes speaking before you speak.
2. Keep hands, feet and objects to self.
3. Respect church property and property of others.
4. Shoes stay on feet.
5. One person on the slide at a time. No jumping off the playground equipment. No climbing on the outside of the playground equipment. No jump ropes, hula hoops, baseball bats etc. on the playground equipment.
6. Enter and exit the bus carefully. Stay seated when the bus is moving. Keep hands, arms, legs, feet, heads and objects inside bus windows. Use quiet voices while riding.
7. Bullying of any kind is prohibited.
8. Respect the personal space, and feelings of others.

Discipline

Sometimes the most effective consequences for misbehavior occur naturally. For example, when a child is playing unfairly, others who are playing with that child catch on and refuse to play with her. Natural

consequences provide powerful lessons. Sometimes misbehaviors have no apparent natural consequences so we look for logical ones. For example, a child may fail to follow directions on a field trip. We explain that if they cannot follow directions this trip, they will not be allowed to go on anymore field trips until they make a commitment to better behavior. Or, a child may misuse a game or toy after being given instructions on proper usage. The child is told she may only use that game or toy when an adult is supervising the use of it directly, otherwise, not at all. In other words, privileges offered as a matter of course within the program are limited or taken away. Sometimes a short *time out* period is warranted, for example, after a child has been asked more than once to listen while someone is speaking in a group activity. Everyone prefers *time in* as opposed to *time out*. More serious offenses benefit from a one-on-one conference with the director and/or teacher.

Bullying Policy

We have a policy in place that prohibits the harassment, intimidation and bullying of a student by another student. This includes both social/emotional and physical forms. Examples of unacceptable bully behavior include name-calling, use of abusive language, exclusionary tactics and physical

violence. When an incident occurs, we separate the children involved and offer comfort and/or counseling immediately. Depending on the nature of the incident, we discuss Enrichment Program Rules or the "Rules for Fighting Fair" (listed below). We ask the children involved to suggest solutions such as: choose someone else to play with; *think* before you speak or act; make better choices for getting what you want...*manners work wonders*; walk away; ignore them etc. The most appropriate solution for the incident is selected and the situation is monitored. If bullying behaviors continue to happen, we like to bring parents into the conversation. Behavior contracts are appropriate. Incident reports are kept. Once in a very great while, we must ask a child to leave the Wellspring Enrichment Program if bullying issues cannot be resolved.

Rules for Fighting Fair

1. We find out the problem.
2. We attack the problem, not the person.
3. We listen to each other.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

FOULS (not OK): Blaming, getting even, hitting, making excuses, name-calling, bossing, not listening, teasing, put downs and threats.

Parent Communication

Parents will receive a monthly newsletter via e-mail. This newsletter will include summaries of activities done during the previous month, a calendar of upcoming activities and speakers, as well as club information and reminders. Email is a very efficient way to communicate with the director. Her email address is tghartle@aol.com. She is also available by cell phone at 727-692-5864. Please be mindful that during program hours, you may need to leave a message.

About the Wellspring

Enrichment Program Staff

We are proud to announce that we currently have 3 very qualified and excited staff members to work with the students. Our director, **Angela Hartle**, is involved in all aspects of the program from teaching, planning, staffing and supervising. She has a Master's Degree in elementary education with specializations in early childhood and gifted education. She also has 8 years of teaching experience in Pinellas County and 2 years experience as a curriculum specialist.

Ms. Kilee Manulak is a lead teacher at Wellspring Monday - Friday. She has experience as a counselor at Westchase Elementary's HOST program and leads many of our clubs and activities. She is also currently

working on her Bachelor of Science degree in Nursing.

Mr. John Arteaga serves as our part-time teacher. He has a background in mixed martial arts and comes to us with experience as a YMCA youth counselor.

Wellspring United Methodist Church

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Ministry Team

Lead Pastor

Craig Hammond x2

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Enrichment Program Director

Angela Hartle x4

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