

SUMMER 2008



International | Links
SUMMER 2008

Thanks for your interest in International Links!

Upon enrollment you will be responsible for the following...

Application

Enrollment fee: \$50

Payments for 1st week and last: \$190 (9-1pm)

This application is for...

I am _____ years old and in the _____ grade!

My School is

My parent/guardian's contact information is...

Parent/Guardian's Name

Phone Number

Email Address

International Links
Summer Camp 2008 Information

Payment Information

\$50 Enrollment Fee (Non-Refundable)
Payment for 1st & last week tuition

\$95/week
(Part-Time Camp)
9am-1pm

\$45
Excursion Fee
(This is a discounted rate)

Tentative $\frac{1}{2}$ Day Schedule

9-9:30am

Arrival/ Play Room

9:30-10am

Spanish Lesson

10-10:30am

Snack

10:30-11am

Recreation

11am-11:30pm

Arts n Crafts/Music & Movement/Cooking/Math n Science/Video/Computers

11:30-12pm

Teacher Directed Activity

12-12:30pm

Lunch

(Must be brought with children. We provide ALL snacks.)

Excursions

South Point Mall:
Play Area, Lunch, Treat

Mexican Restaurant

Natural Science Center

Grocery Store/Cooking Event

Frankie's Fun Park

We will also have weekly events: Field trips or on-site cultural activities & guests.

International Links

919-321-2590

Learnafterschool@yahoo.com/www.International-Links.org/fax: 641-453-1256



International | Links

June

SUMMER CAMP 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 First Day Of Summer Camp *Park*	11 On-Site *Math n Science*	12 South Point Mall	13 *Park* Video	14
15	16 On-Site Music & Movement	17 Picnic @ the Park	18 On-Site *Math n Science*	19 Natural Science Center	20 *Park* Computers	21
22	23 On-Site Music & Movement	24 *Park*	25 On-Site *Math n Science*	26 Grocery Shopping & Cooking Event	27 *Park* Video	28
29	30 On-Site Music & Movement					



International Links

July

SUMMER CAMP 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Frankie's Fun Park	2 On-Site *Math n Science*	3 CLOSED 4TH OF JULY HOLIDAY!	4 CLOSED 4TH OF JULY HOLIDAY!	5
6	7 On-Site Music & Movement	8 *Fun Day*	9 *On-Site *Math n Science*	10 Mexican Restaurant	11 Fiesta Fiesta Fiesta	12
13	14 First Day Of Spanish Immersion After-School For Year Round Students	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2008-09 School Year
After-School



International | Links

Thanks for your interest in International Links!

Upon enrollment you will be responsible for the following...

Application

Enrollment fee: \$50

Payments for 1st week and last: \$170

This application is for...

I am _____ years old and in the _____ grade!
My School is

My parent/guardian's contact information is...

Parent/Guardian's Name

Phone Number

Email Address

INTERNATIONAL LINKS



Application Date _____
Anticipated Start Date/Date of Enrollment _____

CHILD'S APPLICATION FOR CHILD CARE

To be completed and placed on file prior to enrollment

Name of Child _____ Birth date _____
(Last) (First) (MI) (Nickname)

INFORMATION ABOUT THE FAMILY:

Father/Guardian's Name _____ Home Phone _____
Address _____ Zip Code _____
Where Employed _____ Business Phone _____

Mother/Guardian's Name _____ Home Phone _____
Address _____ Zip Code _____
Where Employed _____ Business Phone _____
Insurance Carrier _____ Policy # _____

INFORMATION ABOUT YOUR CHILD:

Does your child have any known allergies: No _____ Yes _____

Explain: _____

Please give any information concerning your child which will be helpful in his experience in group setting (such as play, eating and sleeping habits, special fears, special likes or dislikes).

EMERGENCY CARE INFORMATION:

Name of child's doctor _____ Office Phone _____
Address _____
Name of child's dentist _____ Office Phone _____
Address _____
Hospital preference _____ Phone _____

If neither father nor mother (or guardian) can be contacted, call (please list relationship):

Name _____ Home Phone _____ Office Phone _____
Name _____ Home Phone _____ Office Phone _____

If you cannot call for your child, please give the names of persons to whom the child can be released:

I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately.

X _____
(Signature of Parent) (Date)

International Links

Office: (919)321-2590...fax: (641)453-1256

www.international-links.org

Thank You

International Links thanks you for choosing us to care for your child(ren). We are pleased you chose our program, and look forward to serving you for years to come. Please take a moment to read about our program and policies. It will undoubtedly answer many questions you may have, and hopefully make your transition to International Links as smooth as possible.

Arrival/Departure

Children must be accompanied to the center by an adult. We will not allow any child to leave with any adult other than a parent/guardian unless we receive permission from the parent or guardian. Please make sure the adult who has been given permission to pick up your child brings a picture ID (license) with them. We will check their identity. No child will be released without proper identification. We ask that whenever possible that you call that morning if a child is going to be absent that day.

Enrollment

We are currently accepting enrollment for children AND adults.

Upon enrollment the following items are needed:

- signed contract
- signed acknowledgment of handbook
- application for enrollment

Payment Policy

Just as you depend on your weekly, bi-weekly or monthly paycheck to pay your bills, we at International Links are no different. Payment is due no later than 3 days after your scheduled payment date. If payments are not received before this time it will be considered late and a \$25 late fee will be charged. Services will be suspended if fees are not paid by the 10th day. If services are suspended a new registration fee may be required.

There are no reductions for sick days or holidays. Your fee holds your child's spot; therefore, the full amount is due even if the child misses 1,2,3 or 4 days. If your child will be out the entire week, half the weekly fee is due. We cannot guarantee your child's spot if you are out for more than two weeks.

**The above is true unless International Links is closed for a full week.*

An application fee of \$50 is due upon enrollment. In addition to tuition, there is an annual \$35 activity fee payable on the first day of school, which covers school supplies and enrichment activities for the year. You will also be responsible for paying the first and last week tuition before start date.

**A 5% discount is given for families that enroll more than one child.*

Checks and money orders are accepted. No cash please. There is a \$30 non-sufficient funds (NSF) fee. Services will immediately halt until full payment of services and NSF charges have been made with a money order/cashiers check. If we receive two or more NSF checks, a money order/cashiers check will be required thereafter.

Late Pickup

For pick-ups after 5:45pm \$2 per minute will be charged and \$5 per minute after 6 pm. This fee is due upon pickup. If a child is still in our care by 6:30pm and the parent/guardian have not communicated with the center and we have made all efforts to contact parents and persons listed on the child's emergency form, then we will be forced to contact the police and the Division of Human Services.

Withdrawals/Dismissal

When you sign up for classes, you are signing up by sessions. We will have a Spring, Summer & Fall. You will be responsible for fulfilling the session term; however if we are on a waiting list or (it is mutually agreed upon), you will be able to leave the program early without penalty.

**The penalty will be based on the amount of time you have left in the session & the length of time it takes to find a replacement.*

(Penalty will not exceed 1.5 months tuition at current market rates.)

Once your session is over you will automatically be enrolled in the next session unless you have provided a written notice. Proper notice will consist of a two-week written notice handed to the director. If you choose to terminate classes with less than two weeks written notice, you agree to forfeit any monies paid, including the last week fee. A permanent space cannot be guaranteed if parents wish to withdraw their children temporarily. In such cases, the child's name may be placed on a waiting list. If at any time you or your child pose a safety risk to anyone at International Links, services will immediately discontinue and any monies paid will be forfeited. International Links also reserves the right to terminate services for repeated failure to comply with the policies and procedures of the center.

Parent Participation

One of the most important aspects of any children's learning program is parent involvement. We encourage you to be a part of the learning experience. Feel free to join a class yourself and learn right along side your child! We will provide opportunities for the parents of the children to also take Spanish classes and provide care for the children during that time. We hope you will feel comfortable coming to us at any time with questions, concerns or comments. We also check our phone and e-mail messages daily and will respond as promptly as possible for you and your child.

Parent/Staff Communication

It is very important that you keep us informed of any changes in your child's life or daily routine. (E.g. custody arrangements, home environment, changes in behavior, etc.) We also need to be informed if there are any changes in your home address, home phone number, work/school address and work/school phone number and changes in address or phone number of all emergency contacts.

Staff communication to parents is done in the following ways:

- daily verbal communication
- parent information boards
- posted signs at the entrance of the center
- weekly posting of program plans
- weekly posting of snack menus

Closings

We will follow the policies set forth by Durham Public Schools in the case of inclement weather.

The center will be closed on the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Spring Break (1 Week)
- Good Friday
- Easter Monday
- Memorial Day
- July 4th
- Labor Day
- Veteran's Day
- Thanksgiving and the day after
- Winter Break: One full week at Christmas

YEAR ROUND STUDENTS, PLEASE SEE THE SPECIALIZED LIST OF CLOSINGS!

Year Round Student Calendar
For
International Links

Closings

We will follow the policies set forth by Durham Public Schools in the case of inclement weather.

The center will be closed on the following holidays:

New Year's Eve

New Year's Day

Martin Luther King Day

Spring Break (1 Week) (or March 30- April 17th)

Good Friday

Easter Monday

March 9th (Student Vacation)

Memorial Day

July 4th

Labor Day

(September 15- October 3)

Veteran's Day

Thanksgiving day before and the day after

Winter Break: One full week at Christmas (or December 15- January 2nd)

Inter-sessions...

We will operate on a normal schedule/ no transportation will be provided, unless all students are at the normal location at the regular time of pick up. If you choose not to attend during the inter-sessions, you will not be billed for this time. If an insufficient number of students choose to attend from 3:30-5:45pm, we will be closed.

September 15- October 3rd

December 15- January 2nd

March 30- April 17th

Durham Public Schools Inter-Session Rate is: \$120/week

We will operate on early release days from 1:30-5:45pm:

September 10

October 15

November 19

December 3

February 11

March 18

April 22

May 6

Last Day of International Links, After-School Program will be June 4, 2009.

My child _____ is attending International Links:

Spring Summer Fall

Mon/Tues/Wed/Thurs/Fri from _____ to _____.

My tuition rate is: \$_____ per month/ week/ bi-weekly.

I have read and agree to the guidelines set forth in the Parent Handbook.

I have a copy of this handbook for my personal reference.

Signature _____

Date _____