

Dear Parents,

Welcome to **Cely's House** AfterSchool Program.
We are delighted to have your child with us and look forward to working with all of you this school year.

Cely's House AfterSchool Program is beginning its seventh year of operation. This year we will again be located in both the garage studio of 110 Buena Vista Way and the new house at 115 Dixie Drive. Parking and parent pick up will be at 115 Dixie.

It is our goal to provide a safe, loving, and creative environment for children, fostering friendships, and bridging the time between school hours and home. We try hard to offer a quality program but realize that there is always room for improvement. We welcome your comments and suggestions at any time as we begin this new year of art and adventure together.

We are looking forward to a fun and productive year as we get to know your child(ren) personally. Please be a part of our AfterSchool. You are welcome to volunteer or visit any time. If we can help your family in any way, please ask!

May God bless you,

Cely and Bill Chicurel



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Cely's House AfterSchool Mission and Goals

The **mission** of Cely's House AfterSchool Program is to provide a safe and nurturing environment for kindergarten through fifth grade children whose parents need assistance with child care during the after school hours. Our program honors all of our children and welcomes diversity. We are committed to a rich and unhurried experience where children have time for structured and unstructured play and we will offer opportunities to explore many different creative art forms. 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, loving, and creative environment for children, fostering friendships, and bridging the time between after school hour and home.

We believe that each child is an individual equipped with his or her own strengths and gifts. Children will be encouraged to develop their talents and grow in ways that suit them best.

We will celebrate both secular and religious holidays, and thank God for our food at each snack time as we recognize our Creator's many blessings.



2010-2011 Cely's House Calendar

This is our schedule for the current school year. It will not include every detail about our field trips, seasonal activities, or special events. Changes and more specifics information will be communicated to parents via a monthly newsletter.

August

- Monday, August 22 Camp - Pottery Dragons
- Tuesday, August 23 Camp - Baskets
- Wednesday, August 24 Camp - Ugly Dolls, Bird Houses
- Thursday, August 25 **First day of school grades 1-12**
- Monday, August 29 **First day for Kindergarteners**

September

- Monday, September 5 **Labor Day No AfterSchool**
- Friday, September 9 **Family Open House Picnic**
- Friday, September 16 **Field Trip to Maple View (K-3)**
- Friday, September 23 **Field Trip to Maple View (4 & 5)**

October

- Friday, October 21 **Field Trip Pumpkin Farm**
- Friday, October 28 **Teacher Workday Camp**
AM Charcoal Drawing
PM Field Trip to Corn Maze
- Monday, October 31 **AfterSchool Costume Party/Games**

November

- Monday, November 7 **Teacher Workday Camp
Spice Balls and Pottery Bowls**
- Friday, November 11 **Veterans Day Camp
Fruit Dish and Decorations (glaze)**
- Wednesday, Nov. 23 -25 **Thanksgiving Break
No AfterSchool**

December



- Friday, December 2 **Field Trip Planetarium**
- Friday, December 16 **Family Night Christmas Party**
- Wednesday, December 21 - 30 **Winter Break
No AfterSchool**

January

- Monday, January 2 **No School - Day Camp
Quilt**
- Monday, January 16 **MLKJ Day Camp
Pottery and Journals**
- Tuesday, January 17 **Teacher Workday Camp
Ugly Doll Pillows**
- Friday, January 27 **Field Trip Animal Shelter**

February

- Tuesday, February 14 **Valentine's Day Party**
- Friday, February 17 **Field Trip to Sugarland**
- Monday, February 20 **President's Day No School
Camp Option?**
- Tuesday, February 21 **Fat Tuesday Pancake Party**

March

- Friday, March 23 **Teacher Workday Camp Option**
- Friday, March 30 **Easter Egg Hunt and Party**

April

- Monday, April 2 – Monday, April 9 **Spring Break
No AfterSchool**
- Friday, April 22 **Family Dinner and Camp Out
(Alternate Date Friday, May 4)**

May

- Friday, May 18 **Field Trip to pick Strawberries**
- Monday, May 28 **Memorial Day No AfterSchool**

June

- Friday, June 1 **Field Trip to Duke Forest**
- Friday, June 8 **Last Day of School Family Party**

Application and Materials Fees

The **application fee** is \$25.00 and is not refundable. This is due when you turn in your child's application form. If the program is full when you apply, we will place your child on a waiting list. As vacancies come up, we will call you. The fee does not guarantee your child's place in the program.

Tuition covers costs for basic art supplies as well as homework and activity supplies. Excessive consumption or misuse of art supplies or program materials will be subject to additional fees.

Tuition and Scholarships

The schedule of tuition is as follows:

5 days.....\$17.00/day.....**\$320**/month/child

4 days.....\$20.00/day..... **\$320**/month/child

3 days.....\$20.00/day..... **\$240**/month/child

2 days.....\$20.00/day..... **\$160**/month/child

1 day.....\$20.00/day..... **\$80**/month/child

There are **nine equal payments** over the course of the year: September, October, November, December, January, February, March, April, and May. August and June days are included in the total number of days. Tuition is due the first day of each month and no later than the 15th.

Please pay tuition in a timely manner.

There will be no refunds for illness, school breaks, inclement weather, or days missed for any other reason (including closings and cancellations).

A late fee of \$25.00 per payment will be assessed to all delinquent accounts. Consistent late or returned checks constitute grounds for dismissal of your child from the program. You will be asked to reimburse the program for any returned check fees.

Full time students will receive a 10% discount for additional siblings. We also offer partial scholarships based upon need. Please ask the director for a scholarship application. Alternate payment methods or schedules should be cleared in advance by the director.

Make checks payable to: Cely's House

Checks may be mailed to the program, given to the director, or placed in the payment envelope on the bulletin board. Please do not send checks with children as they may be misplaced or damaged. **Cely's House** mailing address is: 110 Buena Vista Way, Chapel Hill, NC 27514



Withdrawal

If you need to withdraw your child from the AfterSchool, please give at least two weeks' notice so the vacancy left by your child can be filled in a timely manner.

Days and Hours of Operation

Cely's House AfterSchool Program for Chapel Hill City Schools begins **Thursday, August 25, 2011 for grades 1-5 and Monday, August 29, for Kindergarteners. The AfterSchool will conclude on Friday, June 8, 2012** with the closing of CHCS schools. (See above for additional vacation dates and camps)

AfterSchool begins with van pickup at the city schools at 2:30 and ends at 5:45 with parents picking up their children. **Extended stay until 6:00 P.M. can be requested, however please make every effort to pick up your child no later than 5:45 PM.**

If you have an emergency and are unable to arrive by that time, please call the director's cell or program number as soon as you are able. Both numbers are listed on the front of this booklet.



Transportation and Pickup

Cely's House has two 15 passenger Vans that will be used to transport the children every day from the Chapel Hill City Schools. We will also transport children by van for field trips and other activities. Permission slips must be signed by parents for children to go on outings.

You may pick up your child at **Cely's House** anytime before 5:45 PM. For the safety and protection of the children, parents must sign out their child(ren) every day. A sign out sheet will be available on a clipboard near the main entrance to our AfterSchool. Children will not be allowed to leave with individuals other than those specified on the **Child Pickup Authorization Form** unless parents provide written permission or make verbal arrangements with the Director.

Parent pick up will be at the 115 Dixie Drive location. Please enter and leave on Dixie Lane (the road leading straight out to Airport Road) and drive carefully through our neighborhood as you leave.

PLEASE drive slowly (the speed limit is 25 MPH) and watch out for children playing outside (especially in the darker months). The safety of all children is our prime concern.



Day Camps

Day camps are a special service to provided activities and art enrichment to children for teacher workdays and some school holidays. **Cely's House** will provide this services as needed (based upon a minimum of 6 children signed up for the camp).

Full day (8:30-5:30) \$80.00/child

Half-Day (8:30-1:00 or 1:00-5:30) \$45.00/child

Note that these prices are in addition to the normal monthly tuition and are due no later than the end of the occurring month. Sign up early if you want the camps.

Emergency Closings

If the Chapel Hill-Carrboro City schools close due to bad weather, Cely's House will close also.

Tune in to local radio and TV stations for information regarding closings (WRAL-TV and 1360 WCHL-radio). Sometimes the schools close early in the day because of an incoming weather system. If this should happen, we will do our best, along with the schools, to make sure you are informed of the early closing. **Cely's House** vans will drive to the schools to pick up children at the earlier closings as long as the weather permits safe travel. Parents will then be able to come to **Cely's House** to pick up their children or pick them up at the school if it is more convenient and close.

If the children have already been picked up and are here at **Cely's House** and the weather becomes dangerous, please try to pick up your child as soon as you are able, but know that they will be kept safe here until you arrive. Should you need help in a bad weather situation, please contact us.

Medical Matters

Each child is required by state law to have a health statement on file which includes the identity of the child's physician or source of medical care and a copy of current immunizations. The **Medical Statement** form issued by the After School Program should be on file in our office by the first day of After School or as soon as possible thereafter.



Cely's House After School Program operates for well children and staff only! For the health of all of us, we ask that you please not send your child if he or she has a bad cold, sore throat, cough, upset stomach, rash, fever, or other symptoms. Children who have had a fever within 24 hours preceding the school day should be kept at home. If a child appears to be ill when we pick them up at school we will call you so you may pick him or her up at **Cely's House**. We will make the ill child comfortable in a separate area until a parent or a designated representative arrives.

If your child will be absent from school due to illness or for any other reason and will not need to be picked up by the van PLEASE call the director before 2:15 PM. One call will save the van driver from having to go into the school office to inquire about a child who does not show up. We will contact parents or the school if a child is not waiting for the van. PLEASE call us about any schedule changes.

The AfterSchool has a First Aid kit available to administer basic first aid. Staff members are CPR/First Aid certified. In the event of a medical emergency during after school hours, we will do our best to contact parents. If the parents are unreachable at that moment, decisions related to medical care will be made by the director. We will apply bandages but unless we have specific, written permission from parents, we cannot administer medication to the children without doctor or parental consent.

Please be sure to fill out **both** medical consent forms, one at the end of the **Medical Statement** and the other along with the Photographic Release Statement.

Cely's House will follow the school guidelines if head lice are found on a child and will only have a child return that is free of both the lice and the nits.

Daily Program

Upon arrival from their school each afternoon, the children typically deposit their book bags and personal belongings in their individual cubby spaces. There is time for unstructured free outside play when the children first arrive. Before snack children are asked to visit the bathroom and wash their hands. We have a group blessing before snack and use the time until 4:00 PM to unwind, eat a healthy snack, play and visit with friends.

Quiet reading and homework time will begin following our snack. Older children needing help with homework will receive assistance and the younger ones can practice reading, either alone or with our staff or volunteers. We may also read stories together with the younger children, play quiet games, or do simple crafts.

We ask all parents who want their children to do their homework during AfterSchool hours to please encourage them to use Quiet Time wisely. Those who have no homework assignments may read or choose a quiet activity inside.

The children will enjoy a variety of supervised activities including outdoor games, basketball, ping-pong, volley ball, tether ball, gardening, and free use of the playground and woods, as well as indoor crafts, board games, Littlest Pet Shop, building blocks, cars, trains, and Lego's. We have many animals to engage the children: a dog named Merlin, a puppy named Arty, a coop full of chickens, guinea pigs, and fish and tadpoles in two outside ponds.

There will also be piano classes with Mr. Bill, advanced art classes, sewing and drawing classes, and tutoring available during AfterSchool hours for an additional fee. Please talk to the director as soon as possible if you are interested in these additional activities.

Field trips and Workday Excursions

On Friday we will sometimes have a change in our daily schedule to include field Trips to local parks, other play areas, seasonal trips, and often larger art activities. Monthly field trips and events will be posted and noted in the parent letters. If your child has a conflict or needs to be picked up early on a Friday please let us know ahead so we can make time arrangements.



Birthdays

Cely's House happily recognize all birthdays. Children are welcome to bring a favorite snack to share on their special day. Please let the staff know in advance if you plan to bring or send in a special snack. Pizza, ice cream, or homemade cookies, cupcakes, or brownies work great! The After School will provide paper products, candles, and a rousing rendition of the birthday song. We will have a group celebration for all the monthly birth dates one day each month with cake and ice cream.

Please do not send party invitations with your child to distribute unless all children at the After School are to receive one. Call the other child's home or mail the invitations instead. Children can be very sensitive when another child receives an invitation and they do not.



Snack Provisions from Parents

All our families are asked to provide a healthy snack for 28 hungry children each month. Families will be assigned a week each month to bring in their snack and there will be a sheet on the refrigerator to fill in what you bring.

Snack items that work well are Bagels and cream cheese, Goldfish, Chex Mix, plain Ritz crackers, Wheat Thins, plain tortilla chips and salsa, fruit bars, Cheese Nibs, pretzels, sliced cheese, and an assortment of fresh fruits like apples, oranges, strawberries, etc. A good rule of thumb is to bring a snack and drink that your own child likes.

The program will also purchase a variety of fresh fruits, bagels, pita, cheese, cream cheese, salsa, chips, popcorn, party food, and other items. We plan to offer a variety of food each day. If your child has food allergies, please let us know.

We appreciate your assistance helping us provide snacks for your children.

We will also be cooking different treats for the week's snack with the younger children. We encourage all our children to help with food preparations, serving, and with clean up. Homemade treats are especially well received!!



Conduct

We have high expectations of the behavior of children in our program. We expect them to exhibit tolerance and kindness towards each other and towards the program staff. Good manners work wonders. The goal of the program is to establish an atmosphere where all children feel safe and have fun. If a child's behavior becomes a problem, privileges offered as a matter of course within the program will be taken away. Suspension or expulsion are options if behavior does not improve. Most of the rules exist for the safety of the children. **Please discuss the following After School program rules with your child(ren).**

- 1. Be respectful when others are speaking**
- 2. Keep hands, feet, and objects to yourself**
- 3. Take care of the Cely's House property**
- 4. Ask before using or borrowing anything**
- 5. Clean up after yourself**
- 6. Shoes must stay on your feet**
- 7. Playground must have adult supervision**
- 8. Keep outside play and noise outside**
- 9. Follow safety rules always!!**
- 10. Have fun!!!**



Discipline

When misbehavior occurs, consequences are as follows:

1. Several verbal warnings are given.
2. The offending child is separated from group activities and placed in Time Out for a few minutes.
3. Teacher and student have a conference.
4. Director, parent(s), teacher and student have a Conference.
5. Child is suspended or expelled.

Incident reports will be recorded and parents made aware of any behavior problems should they occur.

Dress Code

The children should feel comfortable enough in the clothes they wear to enjoy themselves without worrying about their outfits. Please let them wear play clothes and closed shoes if possible.

We ask that all children have an extra pair of shoes and socks, as well as a change of clothes that stay in their cubby as some of the art projects and outside activities may be messy.

Please put all clothing in a large, clear, Ziploc bag(s) with the child's name on the outside of the bag in black, permanent marker pen.

The After School will maintain a Lost & Found bin, but parents should check promptly and report any lost items.

Parent and Sibling Participation

We strongly encourage and welcome parent and sibling participation in our program. Please try to attend some of the family activities and/or trips we take during the year. We will have an Open House at the beginning of the year, Halloween party in October, a Christmas dinner, a Mardi Gras carnival, an overnight family camping event, and a fun family dinner at the end of the school year.

If you have talents, skills, or hobbies, please consider sharing them with the children. Are you good at carpentry? Do you have any special knowledge about birds, insects, or trees? Do you like to grow flower or do vegetable gardening? Are you talented in watercolors, drawing, or crafts? Do you cross stitch, knit, or quilt? You do not need to donate a large chunk of time. One afternoon is all that is needed to inspire a child's interest in an activity you love.

If you have any older children, 14 and up, who might like to volunteer, we would appreciate their help. We especially need teens to supervise outdoor play and to help with homework. High school students are welcome and will be given a letter reflecting participation in the After School program, as Service Learning credit is presently not available from the Chapel Hill City Schools.

We will be happy to schedule a conference if you would like or need to sit down and talk with us. We look forward to a safe, fun, and productive year of learning and growth at **Cely's House** AfterSchool Program. Thank you very much for entrusting your children to our care.



Who we are

Cely Chicurel is a native of Chapel Hill and her parents, Joel and Eleanor Carter, encouraged her early on to pursue a career in teaching and the arts. She spent many hours in the family kitchen working with clay. Her formal education includes art and design at Virginia Commonwealth University and University of North Carolina at Chapel Hill. Cely holds a Bachelor of Science degree from East Tennessee State University with a major in pottery and weaving. She has done further study at Penland and Arrowmont schools of arts and crafts.

As a Y.M.C.A. and Christian Service camp art director, Cely has had much experience in teaching and working with children and adults of all ages. She has held her own Summer Arts Experience Day Camps for over 20 years, creating a large following of students and parents, many of whom she helped and encouraged along artistic paths. She also offers weekend birthday parties and children and adult pottery classes.

Cely's love of nature and the created world is joined with an interest in using art and imagination to create fun, new worlds. For more than 30 years, she made and sold pottery animals, castles, and fantasy creatures. Although production pottery is no longer part of her activities, Cely still has a passion for teaching and sharing her love of pottery and the arts as a means of self-expression.

In 2001, Cely received a Master of Christian Ministry from Duke Divinity School and has added spiritual retreats to her list of offerings. In 2004 Cely's House Afterschool was launched to provide a safe and creative place for children during the afterschool hours. From 2007-2009 Cely also directed Trinity Neighborhood, a new afterschool program at Trinity School. For three years now she has been at home again to direct the newly renovated and expanded afterschool space at 110 Buena Vista and 115 Dixie Drive.

Bill Chicurel was born in Philadelphia, but grew up in Asheville, N.C. He became involved in music and art at an early age, studying piano, violin, and viola. He ran his own music studio while still in high school. Coming to the University of North Carolina at Chapel Hill in 1972, Bill majored in Zoology as a pre-med. student.

In 1974 he chose to double major in Music with an emphasis in music theory, composition, and pedagogy. He completed a Master of Music degree at U.N.C. in 1979 and continued further doctoral study at the University of Colorado at Boulder.

Returning to North Carolina in 1981, Bill taught at the North Carolina Governor's School and the University of North Carolina at Chapel Hill before giving 18 years of service to the United States Postal Service. In 2003 he was forced to retire early due to serious health conditions.

Bill saw this as yet another opportunity to teach and work closely with children and adults. This fall marks his eighth year as a music teacher and co-director of **Cely's House**. Bill has over 50 students in his piano studio. He also served as the music and choir director of Orange United Methodist Church for 18 years and has continued to lead and teach adult Bible Studies at church.

When he is not teaching Bill loves to read and sell his books on the internet. Bill is the van driver for school pick-up, business manager, and bookkeeper for **Cely's House**.

Frances Gravitt was born in Goldsboro, but grew up in Mebane, so considers herself to be a Triangle native. She attended Women's College in Greensboro (UNC-G) studying elementary education. She met her husband, Tommy, on a blind date and they married the next year.

Settling in Chapel Hill, they raised three children and attended Orange United Methodist Church for over 40 years. She worked for many years at Basknight Hardware in Chapel Hill. Frances worked at UNC Memorial Hospital, volunteered at the Red Cross, taught Sunday School and Bible School, and has taught crafts at local nursing homes. She enjoys cooking, sewing, gardening, and raising chickens (all who have names and come when they are called!). Miss Frances has been with Cely's House since it began.

Kim Nowosad has a Bachelor's Degree in Psychology and a Masters in Oriental Medicine. She moved to the Triangle three years ago and now considers this area her home. She is committed to raising two young daughters with love, respect, and compassion. Kim is an avid hiker and is passionate about nature and ecology. She is excited to be part of Cely's House community. She is interested in working in the garden and sharing her knowledge of plants, herbal medicine, and nutrition with the children.

Angie Wright was born in Roanoke Rapids, NC, but moved to Chapel Hill at the age of 13. She attended Chapel Hill High School and Durham Technical Community College. Angie is the mother of one daughter and she has several siblings who live in North Carolina. Her hobbies include reading, shopping, singing, dancing, and going out of town. Since 2009 she has been pursuing an associate degree to become a RN. She loves to explore anything new.

Cari Cook is originally from Minnesota, but has lived in Chapel Hill for 15 years. She is a recent graduate of UNC where she studied English and History. She spends her summers working at a camp for adults with developmental disabilities. She and her family are members of Orange United Methodist Church. Cari has worked with children both at her church and at Cely's House.