

AOK@CMDS

HANDBOOK



CMDS STUDENTS

The best after school care programs are a busy place. The coordination of a strong program with offerings of age appropriate enrichment classes takes thoughtful planning and devotion to research the highest level of interest for kids.

At AOK, we surpass the mundane. CMDS children have a balance of being challenged , but also having down time to just be a kid.



ABOUT US

For our new and current families who don't yet know us, here is a little about the AOK Team:

- **Amanda Bardos:** With 12 years as Executive Director, Amanda's passion for every child at AOK shines through. She ensures a safe and loving environment where kids have fun and positive experiences where they are eager to return.
- **Kaitlyn Goodroe:** As Program Manager, Kaitlyn's journey from counselor to overseeing operations reflects her commitment. She loves being hands-on, especially with Early Childhood groups, though she'll be temporarily away for a few months with the Air National Guard this school year.
- **Nicole Brignole:** Transitioning from counselor to Program Manager, Nicole brings four years of experience at AOK/Summer@CMDS. Her deep connection with the community enhances her dedication to our mission.
- **Amber Prince:** Returning as Program Coordinator, Amber's career path from counselor, to 2K assistant and then to lead teacher of EEP highlights her enthusiasm for CMDS. She's thrilled to contribute to our programs once again.

We're excited to have such passionate leaders shaping the AOK/Summer@CMDS experience!



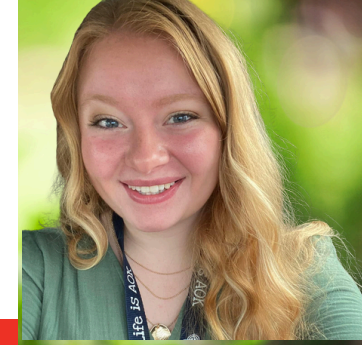
Amanda Bardos



Kaitlyn Goodroe



Nicole Brignole



Amber Prince



AOK MISSION

Children learn through PLAY

AOK is designed to engage students creatively, academically, socially, and physically. AOK@CMDS is intended to be an enjoyable and constructive use of their time, while providing parents with a safe and convenient childcare option. Students enjoy snacks, free time, and age-appropriate activities, which include crafts, games, outside/gymnasium play, and organized games. AOK is only offered for CMDS students during the school year.



VISION

Children learn through PLAY

Don't underestimate the value of heterogenous play. Free, unstructured play is healthy, in fact, essential for helping children reach important social, emotional, and cognitive development milestones. Play is more than meets the eye: play and learning go hand-in-hand.

Play allows children to communicate ideas, to understand others through social interaction, paving the way to build deeper understanding and more powerful relationships.

Outside play and fresh air are vital to a child's learning, especially after a full day of structured activities.

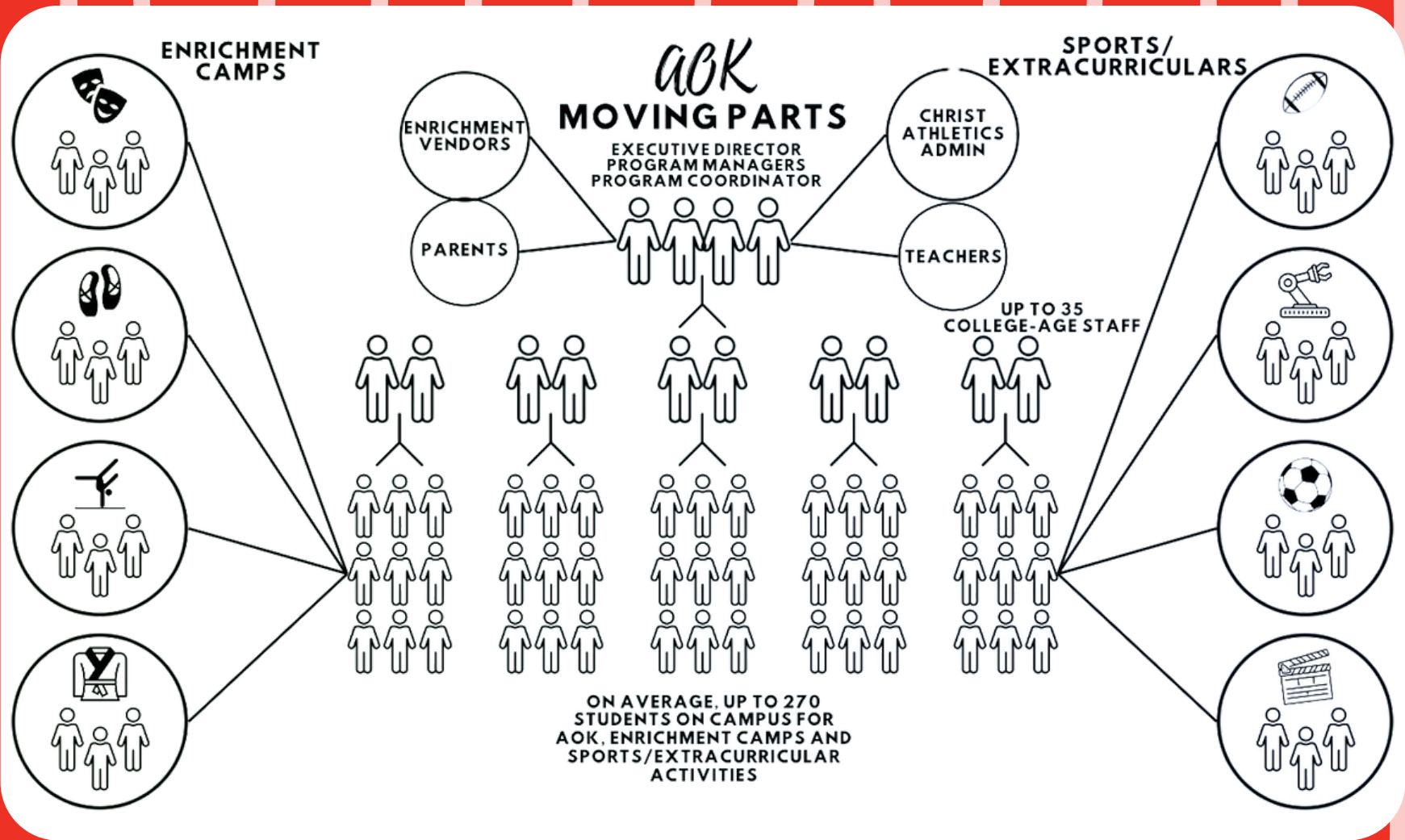


OUR STAFF

Our staff at AOK consists of mostly college age adults. At the heart of our program are individuals who display energy, enthusiasm, and a desire and ability to work with children. Our counselors are a dynamic group of individuals who will be responsible for your child's safety as well as his/her fun! All counselors are background checked and trained.



MOVING PARTS



REGISTRATION

Before a student may attend our before or after-school program, on a five-day, three-day, or drop-in basis, online registration and a \$60 non-refundable registration fee is required. Participants are billed for all care at the end of each month and payments are autodrafted. Payments are only made through the AOK@CMDS UltraCamp. Registration for the program and/or enrichment classes are not accepted without the appropriate payment.



ENRICHMENT CLASSES

AOK@CMDS also offers a variety of Enrichment Camps and classes for all age groups, from 2K to 6th. A digital catalog released each semester details all of those offerings. Enroll your kids in exciting Enrichment Classes online; there are no extra fees if your student is not attending AOK After-School Care. Full refunds are made for classes that do not reach minimum enrollment or for any withdrawals before the registration deadline. You can cancel without penalty up to 5 business days prior to the camp beginning. Notify AOK as-soon-as possible for last-minute emergencies or illnesses in order to be eligible for a refund. There are no refunds for no-shows or after the activity has begun.



MORNING ROOM/AOK

School begins each day at 8 a.m. and students can be dropped off as early as 7:45 a.m. For those families with a significant need, care is available beginning at 7:30 a.m. with a paid \$60 Unlimited Morning Care registration fee. (Participants must email AOK@CMDS Executive Director Amanda Bardos individually and detail your circumstances to receive approval for Morning Care use.)

AOK is open from 3:15 to 5:45pm, Monday through Friday.

5 Day costs \$225/month

3 day costs \$190/month

Drop in costs \$20/day



CHILD'S FIRST DAY

The first day of AOK, your 2K-SK student will be escorted from their school day classrooms by an adult to their AOK classrooms which are held in Wilson Ross; older students will go to their room at dismissal. Upon arriving, they will be seated and checked in by our AOK staff.



AOK ROOMS

When carpool ends at 3:15 pm, your child will be escorted to their designated classroom. These classrooms, which belong to our remarkable CMDS teachers during the day, become a comfortable and familiar space for your child during the afternoons. The classrooms are organized by grade level and the rooms we use will remain the same for the entirety of the school year.



SNACK TIME/HOMEWORK

We provide students with a scheduled time for afternoon snack, thoughtfully packed from home. Following this, our 1st-6th graders engage in a designated homework period with our amiable counselors readily available to offer assistance. After snack and homework, children play outside or participate in indoor activities.



SAMPLE SCHEDULE

3:15pm- students are dropped off at their designated AOK classrooms

3:15-4:00pm- children engage in snack time, homework and restroom break

Nice weather: **4:00-5:45pm-** Children are escorted to their assigned playground where they spend the remainder of AOK playing

Stormy/cold days: **4:00-5:45pm-** students are allowed to engage in free play inside of their AOK classrooms or other areas on campus.



OUTDOOR PLAY

At AOK, we're all about giving kids the freedom to let loose and play! After spending the day in a structured classroom, we want our students to unwind and have some fun. Once they've tackled their snack, homework, and bathroom breaks, it's off to the playground for some well-deserved free time. Play is the shortest route between children and their creative calling.



MORE OUTDOOR PLAY



CMDS offers two separate playgrounds. Our courtyard playground is designed to be age appropriate for 2K through JK.

Our “Big Kid” playground is located by Cy Field where our SK through 6th grade students are able to play.



DUE TO WEATHER...

Inclement weather is no match for the AOKers' spirit. When faced with rainy days or cold weather, our students are free to explore indoor recreational options such as AOK classrooms, Rash Hall, Christ Methodist Athletics gym, and other stimulating locations on campus, allowing them to burn off excess energy.



PICK-UP PROCEDURE

After you register for AOK, you will be sent an email that has our AOK cell phone number included. When you are ready to pick-up, you will need to TEXT your child's name and who is picking them up. (This will give us a heads up to start preparing your child to leave for the day.)

You must come inside to **scan a QR Code** for the official sign out. Please be patient as there are several moving parts to our program.



CHRIST-CENTERED DISCIPLINE

Discipline applied with love, grace, and mercy leads kids toward obedience and wisdom:

1. Discussing with the child the problem and possible solutions.
2. Sit out and have a moment to think about their actions.
3. If actions continue/escalate, after 3 incidents a note will be sent home to parents.
4. If 3 notes are sent home, the student will need to stay home from AOK the following school day.



NO TECHNOLOGY POLICY

AOK hours are from 3:15 to 5:45. During this time we encourage free play either on the playground or inside classrooms. We are proud to take a stand by not allowing the use of television or video games as part of our program. Technology may be occasionally used in conjunction with an educational experience.

Students are also not allowed to have devices such as phones, laptops, iPads or smart watches while at AOK. These devices *are* permitted to remain in the child's bags until it is time for them to be dismissed.



POLICIES AND PROCEDURES

*Hours of Operation: After-School Care is available from afternoon dismissal until 5:45 p.m. School begins each day at 8 a.m. and students can be dropped off as early as 7:45 a.m. For those families with a significant need, care is available beginning at 7:30 a.m. with a paid Unlimited Morning Care registration fee. Participants must email AOK@CMDSD Director Amanda Bardos individually and detail their circumstances to receive approval for Morning Care use. Registration: Before a student may attend our before or after-school program, on a five-day, three-day, or drop-in basis, online registration and a **\$60** non-refundable registration fee is required. You can NOT switch your reservation from 5-day to 3-day or 3-day to drop in. You may switch from 3-day to 5-day. Late Pick-Up Fees: Parents will be charged a late fee of \$25 for any pickup after 5:45 p.m. At 5:55 p.m., parents will be charged \$5 per minute. Any child who is picked up late a total of three times may have their AOK@CMDSD care suspended for a period of time. Cancellation: The \$60 registration fee is non-refundable. If you are on the five-day or three-day monthly program and wish to discontinue the plan, please notify the AOK@CMDSD Executive Director via email one month prior. Termination from the monthly program will take effect on the first day of the month following the month in which you made the request. Monthly rates are not prorated.*



FAQ'S

Q: Where does my child go after school dismissal?

A: We have shared space with CMDs teacher classrooms. Ex. 2K is in Wilson Ross Rooms 101 and 103

Q: Where does my child play during AOK?

A: We use many spaces on campus. During nice days we use the courtyard playground and “big kid” playground. When the weather doesn't cooperate, we use the rooms, multipurpose rooms or very occasionally the gym.

Q: Who are my child's counselors during AOK?

A. We have mostly college age counselors who are with students. We strive to keep the same counselors with the same age group of children; however, due to their class scheduel and avaiility, this can differ from time to time.



FUN FACTS

- 2K-SK students: must have a parent or guardian accompany them to athletics sports practices/games (not AOK sponsored activities).
- 1st grade and up: Text/Email us to have us walk your child to sports practices.
- We **no longer provide a list of sitters** of AOK Counselors (we've had too many parents poach our trained staff which puts a strain on our program)- Ask us and we can post in our staff group if you are in need of a sitter after AOK hours.
- A no technology policy is enforced; music is allowed
- AOK Rooms are divided by age group
- Teacher-led enrichment camps provide 75% of the profit to the teacher.
- Year-end tax statements are accessible through UltraCamp.
- Labeling belongings is strongly recommended.



SOCIAL MEDIA

We have a Facebook account and an Instagram account for both AOK@CMDS and Summer@CMDS

FOLLOW US:

AOK Instagram: aok.cmds

Summer@CMDS Instagram: cmds_summer

AOK@CMDS **CLOSED Facebook** group: please email aok@cmdsmemphis.org to request access.



CONTACT AOK@CMDS

The fastest and most effective way to reach us is email, **aok@cmdsmemphis.org**. We also maintain a TEXT ONLY mobile phone for use in situations where you need to reach us immediately during office hours.

That number is **901.277.5877**.

