



# Pavilion After-School

## Program Guide



Monday - Friday

2016/2017 School Year

(864) 322-7529

400 Scottswood Rd.

[www.GreenvilleRec.com](http://www.GreenvilleRec.com)

Taylors, SC 29687





### **Mission Statement**

To be a leader in providing diverse, dynamic, and ever-improving recreational opportunities in a sustainable manner.

### **WELCOME TO THE PAVILION AFTER-SCHOOL PROGRAM!**

We believe our program offers an alternative to day-care. It is our desire to provide a well-structured program that includes a number of special activities including ice skating, visits to the Bounce House, structured sports and games, arts and crafts, a daily snack, and scheduled homework time. We also offer some exciting full day activities and trips!

Our children are separated into groups according to grade, and we serve children in K-5 through 5<sup>th</sup> grade. While there will be many opportunities for all the children to interact together, the majority of their time will be spent in their groups.

### **School Transportation**

We provide pick up from 6 area elementary schools. We also accept children who do not attend these schools but have transportation arranged to drop them off at our program. The schools from which we provide pick up are listed below.

#### Pick Up Schools

Brushy Creek  
Lake Forest  
Pelham Road

Buena Vista  
Mitchell Road  
Woodland



### **Contact Information**

Pavilion Front Desk: 322-7529 press 0 for the front desk  
Opens: 7.00am  
Greenville County Rec Front Desk: 288-6470  
Open: 8.30am – 5.00pm

ASP Coordinator: Christy Martin, [chmartin@greenvillecounty.org](mailto:chmartin@greenvillecounty.org) or 322-0855

Website: [www.greenvillerec.com](http://www.greenvillerec.com) choose the Pavilion drop down menu and then Pavilion After-School Program

### **Staff**

We are proud of our staff each year. We hire individuals who have a genuine interest in working with kids and are excited about being an encouragement to the children in our program. Each staff person is cleared through federal and local background checks and is CPR and First Aid trained. Greenville County Rec is a Partner in Prevention and our staff is trained in the Stewards of Children Darkness to Light Program. We are committed to putting the safety of your children first and foremost in everything that we do while engaging them in play and helping them to develop friendships.



**PAYMENT INFORMATION**

<b>Fees</b>	<b>County Residents</b>
Registration Fee	\$40.00
Yearly Tuition	\$1650.00
Monthly Installment	\$165.00

For simplicity and customer service, we utilize a 10-month installment billing cycle. Each payment will be automatically drafted on the 15<sup>th</sup> of each month.

To register, you will submit the forms, the registration fee and the first month’s payment.

Upon registration, you will complete our auto draft form to designate which card you would like to be used for your payments throughout the year. Your payments will be drafted on the dates below using the credit card you provide. This process will be completed by our finance department and you will receive a receipt via email for each payment.

**Declined Drafts**

Please contact the program coordinator to update your card information as needed. If your draft is declined you will have until the 22<sup>nd</sup> to submit your payment at the Pavilion front desk or via phone. Payments submitted after this date each month will be subject to a \$15 late fee.

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**Automatic Draft Dates**

2016

09/15            10/15            11/15            12/15

2017

1/15            2/15            3/15            4/15            5/15

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**Early Registration Discount**

Submit your registration forms and payment prior to May 26<sup>th</sup> and your registration fee will be waived.

**Unenrollment**

You must submit a written unenrollment request at least 15 days prior to the date you would like your child to complete his/her participation in our program. This will allow us time to ensure that payments are drafted accurately. An emailed submission to [chmartin@greenvillecounty.org](mailto:chmartin@greenvillecounty.org) is preferred.

## **SCHEDULING**

The Pavilion After-School Program will open and begin pick-up on the first day of school.

### **Daily Schedule**

#### **Monday-Thursday**

Pick up at schools (arrival at ASP no later than 3pm)  
Snack Time  
Group Game Time (as listed on monthly calendars)  
Homework Time  
Afternoon Games

#### **Friday**

Pick up at schools  
Snack Time  
Ice Skating  
Optional Concessions w/ movie  
Afternoon Movie or Games

### **Holidays**

The Pavilion After-School Program will be closed on the following days:

September 5	Labor Day
November 23-25	Thanksgiving Break
December 19-30	Christmas Break (Winter Break Camp Optional)
January 16	Martin Luther King Jr. Day
April 10-13	Spring Break (Spring Break Camp Optional)
May 29	Memorial Day

### **Full Day Program**

There is no extra charge for these days and they may at times include a field trip. Full days will operate from 7:30 am-6:00 pm. Children must bring their own lunches and snacks unless otherwise specified.

October 13 and 14	Teacher Work Days
November 8	Election Day
January 13	Teacher Work Day
February 20	Presidents' Day

### **Half Days**

We provide pick-up when the schools are dismissed early at the end of the year. We may also go on field trips on these days.

### **Snow Days**

If scheduled snow days are not used and Greenville County Schools are closed on these days, we will provide full day programs on March 16, 17, and April 17.

### **Inclement Weather Policy**

If children are let out of school early or if school is closed for the day due to inclement weather, there will be no After-School Program.



## **POLICIES**

### **Sickness or Absence from School**

If your child will not be attending the program on any given day, it is vital that you contact the coordinator or leave a message at 322-0855 before 2:00 pm. Repeated failure to contact us about your absent child may result in forfeiting your child's space in the program. This policy ensures safe and timely pickup from school.

### **Homework Time**

Our homework time for all children will be from 4:15-5:15 pm. Counselors will check homework planners and answer questions during this time. Our staff strives to provide quality assistance, but must divide their time between all children.

### **Discipline**

We believe that a high level of expectations promotes a high level of performance. Disrespectful and disobedient behavior will result in appropriate consequences. We also believe that communication between our staff and each child's parents/guardians is the key element in resolving any disciplinary issues.

### **Pick Up**

Children may be picked up outside in front of the Pavilion between 5:00-6:00 pm Monday-Thursday. If you arrive before 5:00 pm, you must come upstairs and sign your child out. Every Friday you are required to come inside to sign out.

Children will only be released to individuals listed on the Registration Form. Anyone picking up your child should be over 16 and prepared to show their photo I.D.

### **Late Pick Up**

All children must be picked up by 6:00 pm. A \$1.00 per minute late fee will be charged for every minute after 6:00 pm that you are late. This will need to be paid at the Pavilion front desk (cash, check, Visa, or MasterCard) on the day of the infraction.

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## **MISCELLANEOUS**

### **Kid of the Week**

We use a positive point system, rewards and privileges to encourage the children to set goals for themselves. We award points for good behavior and remove points for unacceptable behavior. These points are totaled each week and a Kid of the Week receives a prize.

### **Toys and Belongings**

Please do not allow your child to bring toys or electronics from home. Children will not be allowed to play with personal items while at the program and Greenville County Rec will not be held responsible for any lost or stolen items.

### **Lost and Found**

Our lost and found area is under our counter upstairs. All belongings left behind each day will be placed in the bins and items left in the bins for more than one month will be disposed of.

## OPTIONAL PROGRAMMING

### **Winter Break and Spring Break Camps**

These camps are open for optional enrollment to families who desire childcare during this time. Camp dates vary as the programs will be closed on some holiday dates. There is no registration fee for these camps. Field trip costs are included in the camp fee listed below. A minimum of 25 children is required for these camps.

#### **Fees**

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<b>Winter Break</b> (Dec. 19-30)	\$175.00
<b>Spring Break</b> (April 10-13)	\$115.00

### **Summer Camp**

The Pavilion offers Camp Pavilion for elementary and Wanderers Teen Camp for middle school aged children each year. These 10-week programs are filled with fun and field trips! Camp Pavilion fills quickly each year. Registration for these camps opens in March.

### **Lessons**

As participants in the After-School Program your children have the opportunity to enroll the programs below at an excellent discount.

#### Tennis Lessons

Our professionally rated Tennis Pros will be conducting tennis clinics at the Pavilion.

- As ASP participants you will receive a 25% discount
- Age 5-7: Thursdays, 3:15-4:15 pm
- Age 8 and older: Thursdays, 4:15-6:15 pm
- Contact Tim Driscoll: [timd@greenvillecounty.org](mailto:timd@greenvillecounty.org)



#### Figure Skating Lessons

Our professional instructors will teach classes with simple, easy to learn moves from the US Figure Skating Basic Skills Program.

- As ASP participants you will receive a 50% discount
- The price includes: 8 thirty-minute classes, a "Freezer Pass" for practice (8 free passes for public sessions), Skate Rental for lessons and practice
- Contact Jimmy Crockett: [jimmy@greenvillecounty.org](mailto:jimmy@greenvillecounty.org)



**WE ARE LOOKING FORWARD TO A GREAT YEAR!**

