

# WELCOME TO THE COMMUNITY CENTERS DIVISION!!!

## After-School Program Policies & Procedures

### Holistic Approach

Webster's Dictionary defines holistic medicine as a form of healing that considers the whole person – body, mind, spirit and emotions – in the quest for optimal health and wellness. Greenville County Rec's after-school programming takes a holistic approach to address the whole student: academic success, physical activity, nutrition and character development such as social skills, respect, communication, career choices, and much more. The goal is to motivate and inspire students, while strengthening the attachment to their environment, both globally as well as their immediate surroundings, i.e. their communities. We believe that by addressing the whole student, we will be able to better serve and prepare our students for a bright future and ultimately to become successful adults.

**OUR #1 PRIORITY IS THE SAFETY OF OUR STUDENTS.**

**OUR #2 PRIORITY IS THE HEALTH & WELL-BEING OF OUR STUDENTS (holistic approach).**

**OUR #3 PRIORITY IS TO CREATE AN ENVIRONMENT THAT PROMOTES RECREATION AND PLAY THAT COMPLEMENTS THE SCHOOL SYSTEM.**

### Non Discrimination

Greenville County Rec programs pride ourselves on being responsive and receptive to every child and parent/guardian's need within our program regardless of income level, disability, sex, race, gender, religion, age or national origin.

### Greenville County Rec Administration

The Administrative Office is located at 4806 Old Spartanburg Road, Taylors, SC 29687. Office hours are Monday-Friday, 8:30 am to 5:00 pm. Contact phone numbers are (864) 288-6470 (office) and (864) 288-6499 (fax). Community Centers District Manager: Lawanda Curry, (864) 676-2180 ext 121 (office); (864) 483-8784 (work cell); or email, [lcurry@greenvillecounty.org](mailto:lcurry@greenvillecounty.org).

The Community Centers Division of Greenville County Rec offers six (6) afterschool programs at various locations (see chart below).

### Community Centers Contacts and Managers:

<b>Center Name</b>	<b>Phone #</b>	<b>Address</b>	<b>Managers</b>
Brutontown	864-233-4669	200 Leo Lewis St., Greenville, SC 29609	Gennie Stewart, Mgr. <a href="mailto:gestewart@greenvillecounty.org">gestewart@greenvillecounty.org</a> Brooklyn Croft, Asst. Mgr. <a href="mailto:bcroft@greenvillecounty.org">bcroft@greenvillecounty.org</a>
Freetown	864-295-3567	200 Alice Ave. Greenville, SC 29611	April Jackson, Mgr. <a href="mailto:apjackson@greenvillecounty.org">apjackson@greenvillecounty.org</a> Rhiana Barrero, Asst. Mgr. <a href="mailto:rbarrero@greenvillecounty.org">rbarrero@greenvillecounty.org</a>
Mt. Pleasant	864-299-3220	710 S. Fairfield Rd. Greenville, SC 29605	Furman Gatewood, Mgr. <a href="mailto:fgatewood@greenvillecounty.org">fgatewood@greenvillecounty.org</a> Angela Johnson, Asst. Mgr. <a href="mailto:anjohnson@greenvillecounty.org">anjohnson@greenvillecounty.org</a>
Slater-Marietta Elementary	864-355-2054 or 864-288-6470	100 Baker Circle, Marietta, SC 29661	Stephanie Toole, Coordinator <a href="mailto:stoole@greenvillecounty.org">stoole@greenvillecounty.org</a>
Staunton Bridge	864-509-1401	165 Staunton Bridge Road Greenville, SC 29611	Tarsha Small, Mgr. <a href="mailto:tsmall@greenvillecounty.org">tsmall@greenvillecounty.org</a> Antonio Sullivan, Asst. Mgr. <a href="mailto:asullivan@greenvillecounty.org">asullivan@greenvillecounty.org</a>
Sterling	864-235-4026	113 Minus Street Greenville, SC 29601	Paulett Brooks, Mgr. <a href="mailto:pbrooks@greenvillecounty.org">pbrooks@greenvillecounty.org</a>

## **FEES**

***Any Participation in the program = FULL PAYMENT for the month***

Fees are per student

\$25.00 Registration Fee (once per academic year; non-refundable)

Program Fee (monthly) – due on 1<sup>st</sup> of each month (**see fees below and Slater EXCEPTION**)

\$15.00 Late Fee (after the 5<sup>th</sup> of the month)

\$50.00 GCPRT Transportation Fee (if available) – limited transportation available from select schools

### **Monthly Program Fees per Site**

\$55 per month – Brutontown, Freetown, Staunton Bridge, and Sterling Afterschool Programs

\$60 per month – Mt. Pleasant Afterschool Program

\$120 per month – Slater-Marietta Afterschool Program

- **EXCEPTION:** Slater payments are bi-weekly (\$60 every two weeks)

\$35 per month – Teen Leadership Programs at Mt. Pleasant and Sterling Centers

There is a one-time \$25.00 registration fee per student per academic year and a monthly program fee per student. Parents are asked to make their monthly payment on the **1<sup>st</sup> of each month** via cash, credit, or check. **Please make checks payable to Greenville County.** Checks are expected to have its values the day of transaction. **\$30 fee charged if check returns with insufficient funds.** Checks must also have a valid driver's license # and valid phone number.

### **Transportation Fees and Policy**

Greenville County Rec offers limited transportation pick up from select schools. For those who are picked up from school by Greenville County Rec staff, the cost is an additional \$50.00 per month in addition to monthly program fees and the one-time registration fee. Parents are responsible for letting the school know of the transportation arrangement and getting the Program Staff the proper documentation needed from the school. **Please let Program Staff know when your child will be absent from school or not utilizing our transportation.**

<b><u>Community Center</u></b>	<b><u>School Pick Up sites</u></b>
Brutontown Center	Duncan-Chapel, Stone Academy, Cherrydale, Berea, and Paris
Freetown Center	Armstrong, Alexander, Westcliff, and Welcome
Mt. Pleasant Center	Blythe, Augusta Circle, Robert E. Cashion, Sara Collins, Sue Cleveland, and Thomas E. Kearns
Mt. Pleasant Center – teen leadership program	Beck, Woodmont, and Hughes
Slater-Marietta Elementary	N/A
Staunton Bridge Center	Check with staff on availability
Sterling Center	Welcome, AJ Whittenburg, and Hollis
Sterling Center – teen leadership program	N/A

**Please check with each center to determine if the current list of school pick up sites is accurate and if transportation is currently available. Subject to change due to vehicle maintenance, vehicle availability or limited # of persons participating at a site.**

### **Late Program Fees**

If payments are received **after the 5th of each month**, there is a \$15 late payment fee which will be automatically charged to the parent's account. If payments are **not received by the 11<sup>th</sup> of the month** including the late fee, your child will be dismissed from the program until your fees are satisfied (see Payment Procedures below).

If there are issues with making the payment, please speak with the Managers of your site prior to payment dates. Again, **Presence for any amount of time attended in a month = full payment for the month.**

### **Late Pick-up Fees**

There is a \$1.00 per minute late pick-up fee per household assessed after 6:00 pm (**based on the time at the center; not parent's time**). If your child is consistently late being picked up or refusal to honor the late pick up fee, your child will be discharged from the program. Of course, we hope that no parent needs to be charged a late fee, so please be punctual.

### **Drop Off/Pick Up**

After-School hours of operation are from 2:30-6:00 pm Monday-Friday. After 6:00 pm, your child is considered late. After 6:00 pm, the gym becomes open to the public and other programs. At this time, supervision for children becomes difficult for staff. You will be assessed a late fee if your child is not picked up on time.

**PLEASE MAKE SURE THAT PARENTS/GUARDIANS OR AUTHORIZED PERSONS SHOW ID WHEN SIGNING STUDENTS OUT AT THE END OF THE DAY!!!**

### **Scholarships/Financial Assistance**

Scholarships or Financial Assistance is available on a first come, first serve basis as funds are available and based on need. Payment deadlines apply. If payments are not made in a timely manner, parents may lose their scholarship or financial assistance. Contact Lawanda Curry, Community Center District Manager, at 864-676-2180 ext. 121 or lcurry@greenvillecounty.org.

### **Refunds**

In the event that a parent or guardian prepays for the upcoming month, a refund **must be requested** prior to the 1<sup>st</sup> of the month. Refunds will be made to the primary guardian on the household. Payments made by cash or check will receive a refund via check. Payments made by credit card will have the funds reapplied to that credit card. Refunds are minus a \$15 Administrative Fee.

### **Overpayment/Credit on Accounts**

Please have the exact amount for your monthly payments. Facilities do not have change. Any overpayment will be placed as a credit on the account/household and applied to the next invoice.

### **NO PAYMENT FOR SERVICES**

In the event that a parent or guardian does not make his/her payment and the student is removed from the program (see Payment Procedures below), Greenville Rec's Finance Division will handle the account on behalf of the County. If payment continues to be unsatisfied, the parent/guardian's account will be sent to the local Solicitor's Office for collection.

**COMMUNITY CENTERS AFTERSCHOOL**  
**PAYMENT PROCEDURES**

**\*FOR PARENTS CONVENIENCE, WE OFFER VARIOUS WAYS TO MAKE PAYMENTS: Auto-Pay, On-Line Payment, Debit/Credit via Phone, or In-person at the site.\***

- GCPRT can bill your credit or debit card automatically each month. Please use the AUTO-PAY FORM (see Appendix at the end). **Mail the form back to GCPRT Finance, 4806 Old Spartanburg Road, Taylors, SC 29687.**
- Parents/Guardians may pay on-line as well. On-Line Payment Instructions are included (Appendix).
- Call GCPRT @ 864-288-6470 (M-F, 8:30a-4:30p) to make a credit or debit card payment over the phone.
- Pay with cash or check at the afterschool site you attend. **Checks must include telephone # and driver's license #.** (There is a \$30 fee for returned checks)

**Afterschool Payment Process:**

- Step 1            Installment bills are automatically emailed, hand-delivered, or auto-paid by credit/debit card on the 25<sup>th</sup> of each month.
- Step 2            Payments will be collected from the 25<sup>th</sup> (billing date) through the 5<sup>th</sup> of the current activity month (**except Slater-Marietta Elementary whose payments are due every two weeks on Mondays**).
- Step 3            Late fees (\$15 per student) will automatically be added at 12:01 AM on the 6<sup>th</sup> of each month.
- If parents have not notified Managers by the 5<sup>th</sup> of the month that their student will not be participating, then the account will be charged for the month including the late fee. Also, remember that any participation in the program = full payment for the month.
  - Slater-Marietta will be assessed a \$5 late fee if payment is not made by Friday of scheduled due date week – payments due on Mondays biweekly.
- Step 4            Students will be unenrolled from the program on the 11<sup>th</sup> of each month by 11 AM if payment is not current. Parents/Guardians will still be responsible for paying fees for the month.
- Step 5            After the 11<sup>th</sup> of the month, any future actions on the account will be handled by the Finance Division (864-676-2180 ext. 112 or ext. 114).

**PLEASE MAKE SURE THAT YOU RECEIVE  
A RECEIPT AFTER EACH PAYMENT!!!**

Questions, Comments or Concerns should be directed to the Center Managers or Lawanda Curry, Community Centers District Manager at 864-676-2180 ext. 121.

## **EMERGENCY PREPAREDNESS**

### **Illness Procedures**

- In case of emergency or illness, every effort will be made to immediately reach you and/or the contacts you have listed on your registration form. If your child gets sick while at After-School, he/she will be separated from the other students but will remain under staff supervision. Needless to say, it is critical that this listing of contacts be comprehensive and accurate. Please notify the Manager immediately of any changes or additions to your emergency contact numbers! If we cannot reach one of the emergency contacts, we will take the necessary actions for the health and well-being of your child.
- If your child did not attend school due to illness, please **do not** bring him/her to the After-School Program.
- Please notify staff by 2:00 pm if your child will not be attending After-School, **especially** if he/she rides the Greenville County Rec bus.
- Students must be fever-free for 24 hours before returning to the program.
- Parents are asked to keep students at home for other serious or contagious illnesses until the illness has passed including such illnesses as lice, ringworms, “pink eye”, and other rashes.

### **Medical Emergencies**

If your child is injured and requires more than basic first aid, the following steps will be taken:

- Staff will call 911
- Staff will notify parent/guardian
- If parent/guardian is not available, the emergency contact listed on the registration form will be contacted.
- If no one on the registration form can be contacted or if it is imperative that the child be immediately transported for care, if possible, a staff member will accompany the child.
- Paramedics will take the injured child to the nearest hospital.
- Staff members will continuously make calls until someone is reached.

### **Medication Administration Procedures**

Medication to be administered to a student must:

1. Be provided **directly** to the Manager.
2. Include original containers and clear, written instructions as to :
  - a. Quantity (dosage)
  - b. Frequency (times administered)
  - c. Name and phone numbers of prescribing physician
  - d. Any special instructions for administration
3. Students are **NOT** permitted to have medication in their personal possession or belongings (backpack, lunch box, etc.) unless pre-approved by parent and staff.
4. Written clearance and a signature of authorization must accompany any medication provided to staff for administration to child (see Manager for Medication Administration forms during registration).
5. One dose per day can be administered by staff (maximum of 5 day dosage can stored on site).

### **Inclement Weather Policy**

In the event of inclement weather, the Afterschool program will operate on the Greenville County School System's operation. If school is released early or cancelled due to inclement weather, the Afterschool program **will not** operate. **ALL STUDENTS MUST BE PICKED UP FROM THEIR SCHOOL (if early release)**. If inclement weather begins after the program has started, parents will be notified to pick up their child(ren) in a timely manner.

**Program Schedules**

The Community Centers Afterschool Programs operate daily Mondays through Fridays from 2:30-6:00 pm from August 16, 2016 to June 2, 2017 on the Greenville County Public School academic calendar (Appendix) with the following exceptions (**Slater-Marietta Afterschool CLOSED on all student holidays**):

**CLOSED (NO AFTERSCHOOL PROGRAMS)**

- Labor Day: September 5
- Thanksgiving: November 23-25
- Winter Break: December 19-23; 26-30
- MLK Day: January 16
- Spring Break: April 10-14 (see Additional Programs)
- Memorial Day: May 29

**OPEN FULL DAY (7:30a – 6:00p)**

- October 13-14 – Teacher Professional Development
- November 8 – Election Day
- January 13 - Teacher Professional Development
- February 20 – President's Day
- Possible days (if make-up days are not needed) – March 16, March 17, and April 17

**ADDITIONAL PROGRAMS**

- Spring Break Camp: April 10-14, 2017 (\$30 registration fee)

Additional programs are separate costs; however, they are full day programs – 7:30 AM to 6:00 PM. There will be a separate registration for each program. Please see Managers for additional information.

**General Daily Schedule**

2:30 Welcome and Daily Preparation  
 2:45 Homework Time  
 3:45 Snack  
 4:15 Character Development Activities  
 5:15 Group Games  
 5:30 Open Play and Clean-up  
 6:00 Departure

**Teen Leadership Schedule**

3:45 Welcome and Snack  
 4:00 Academic Enrichment  
 4:45 Leadership/Life Skills  
 5:45 Wrap-up  
 6:00 Departure

- Welcome and Daily Preparation: transition from school to afterschool, reviewing house rules, set up for activities, restroom break
- Homework Time: see below under Homework Procedures
- Snack: provided in partnership with SCDSS (SC Department of Social Services); each student receives a daily healthy snack
- Character Development: see below under Character Development
- Group Games: activities that promote physical activity, social skills, teamwork, and fun
- Open Play: student can choose from a variety of activities or games in which to participate

- Departure: students should be picked up prior to 6:00 PM (late fees begin at 6:00)

### **Homework Procedures**

The designated homework time is approximately an hour (usually 3:00-4:00 with a mental break in the middle), Monday-Thursday. Our participants have an opportunity to complete their homework daily, with the assistance of our staff and tutors or volunteers (when available). If students are not finished with their assignments at the end of the designated homework time, they may have an opportunity to return to the work towards the end of the day. We do not “force” a student to continue to work on assignments beyond the designated homework time. Again, our program is holistic. We have other activities, including character development, physical fitness, nutrition, and games that we know are a vital part to creating a successful, holistic student.

Parents should also understand that Staff are available to students for assistance with general homework questions. Greenville County Rec Staff are not generally teachers or certified tutors. Our staff are trained to primarily provide recreational services to students. However, we are more than willing to help a student to the best of our ability during this time. Every effort is made to get qualified tutors to volunteer in our program and assist those students in need.

### **Character Development**

In order to provide a holistic program, Greenville County Rec strives to provide a high, quality program with various elements to reach the student academically, mentally, socially, and physically. Character development subjects can include but are not limited to:

- \* guest speakers in career development;
- \* sports-n-games;
- \* field trips
- \* cultural arts projects such as drama, music, arts-n-crafts
- \* AND MUCH, MUCH MORE!!!
- \* STEM activities;
- \* clubs such as Girl Scouts, Boy Scouts, and Library
- \* CATCH activities (healthy living topics)

We would like to encourage parents to allow their students to stay in the program daily at least until 5:30 PM so that they can get the full benefit of the afterschool program; however, we know that parents’ schedules are hectic and that may not be possible at all times.

### **Parental Support**

As the After-School Program is designed to address the needs of each participant from a holistic standpoint, we are seeking to strengthen families through their involvement in the program. We hope that through fulfilling some of the requirements that we have, the result will be parents who are more informed, more aware and better equipped to address the needs of their child(ren). With that being said, we are asking that you commit to fulfilling the following requests as they are necessary for our reporting as well as for planning and implementing effective programming:

- Please help ensure that we receive a copy of each of your child’s **Progress Reports and Report Cards**. (We will make a copy when they are distributed, however if your child is absent or fails to bring their copy, please ensure that we obtain a copy).
- Ensure that you have given us necessary authorization to obtain **any testing results**.
- Please make arrangements to attend our scheduled Parent meetings, which will be placed on the monthly programming calendar (**please make sure that you get a monthly calendar each month**).
- Please let staff know if you have any questions, comments, or suggestions at any time during your participation in our program.

### **Open Door Visitation Policy**

- The door is always open! We encourage you to visit our program and contribute to an enriching environment for your child. We welcome you any day or time that you would like to observe or volunteer at our programs. However, for security and safety reasons, please notify Staff immediately upon your arrival. **If you are interested in volunteering, you must submit a volunteer application and Greenville County Rec will conduct a background check.**

## **COMMUNICATION**

### **Sign Out Procedures**

**For the safety of our students,** (1) a registered parent/guardian or authorized person (with valid ID) must sign the student out DAILY in the attendance book (only exception is the student walker – see Walker Policy below); (2) parents or authorized persons must be listed on the registration form; and (3) authorized persons must be at least 16 years of age (unless walker). Changes to authorized list must be made by primary guardian in person to center staff or via phone in emergencies (no text allowed).

### **Walker Policy**

- For the safety and well-being of the students, K5-3<sup>rd</sup> grade students **are not** allowed to walk home unless accompanied by an older sibling (middle school or older) or parent and must be noted on the registration form.
  - Please do not send another sibling in to get your child unless he/she is on your list as an authorized person to pick up your child and is middle school or older.
- All others will be allowed to walk home if indicated on registration form; staff will sign them out as a walker and note time released (no earlier than 5:30 pm depending on daylight savings).
- There will be **no exceptions** to this policy.
- We ask that even if your child is a walker, a parent comes into the center on Mondays and/or Fridays for pertinent information.

### **Alternate Pick Up Written Approval**

If a child is to be picked up by someone other than a registered authorized person, the primary contact (parent or guardian) must provide a written notification 24 hours before the other person picks the child up. This written notification must be signed and dated by the parent or guardian. Also, the person picking up the child **must show** a staff member a valid driver's license or DMV identification card for verification purposes. At the very least, if a change needs to be made on the day of, then the primary contact (parent or guardian) needs to contact the Manager on duty to give them the details regarding who the pick-up person will be. These measures are taken to help ensure the safety of all our children. **Texts are not considered appropriate notification.**

### **Photography of Participants**

Greenville County Rec reserves the right to photograph, use artwork or interviews with its program participants for promotional purposes.

### **Lost and Found**

At the end of each day, any items left will be gathered and placed in the lost and found. They will be kept until the end of the week before being donated to charity or discarded. Please assist in the prevention of the loss of your child's belongings by placing your child's name on his/her belongings and checking the Lost & Found as necessary.



## **Some Things Should Stay At Home!**

Please make sure your child leaves any toys, trading cards, video games, CELL PHONES, personal radio/stereos, **excessive cash**, etc. at home. These items distract the student as well as other students when present, and as a result, students will not be allowed to use such items. **If taken from your child, the item will be held until a parent comes to pick it up.** Greenville County Rec is not responsible for any lost, stolen, or damaged personal belongings.

## **STUDENT'S CODE OF CONDUCT**

In order for everyone to have a safe and enjoyable afterschool experience, all students must demonstrate good behavior and respect for others by following our general afterschool house rules (specific listed house rules vary by site):

- Show Respect and Manners
- Focus on Your Activity
- Keep Your Area Clean
- Respect Personal Space
- BE KIND

For safety reasons, certain behaviors cannot be tolerated. These behaviors may result in a child's suspension or termination from the program. If such misbehaviors occur, parents will be notified and will be expected to support and work with the afterschool staff.

## **Disruptive Behavior**

Types of behavior which are disruptive and not conducive to a pleasant after-school experience will not be tolerated.

These types of behavior include but are not limited to the following:

- Lack of respect for staff/counselors/campers (i.e. talking back, verbal and/or physical abuse)
- Fighting
- Damage to ANY property/equipment
- Stealing
- Profanity (including derogatory words such as shut up, dummy, stupid, "n" word, etc.)
- Throwing objects in anger with or without the intent to injure others
- Dishonesty

## **Disciplinary Policy**

As a general rule, Program Staff will take preventive actions to work with students to keep them in the program. However, Greenville County Rec reserves the right to suspend or discharge or terminate services of any student for disruptive behaviors, offensive language, and/or destruction of property.

First Offense

- The student will be spoken to in hopes that discussion alone will correct the problem.
- Parent/Guardians will be informed of any significant incidents.

Second Offense

- Student will be spoken to again and removed from activities as the counselor deems necessary.

- Student may receive service projects such as cleaning tables or assisting with trash.
- Parents/Guardians will be contacted and required to attend a conference with the child and staff. Child may be required to be picked up.
- Parent/Guardian will receive a letter if suspension is required.

### Third Offense (Suspension and/or Termination)

- Parent/Guardian will be immediately notified of the child's suspension or termination and will be required to pick up the suspended child as soon as possible
- Parents/Guardians will be required to attend a conference with the child and staff when the child is picked up and sign a discipline report that states that he/she was informed of the disciplinary action taken and why.
- The length of the suspension will be determined by the staff and communicated to the parent/guardian at the conference (or via formal written communication if parent does not attend the conference).

**\*Note: Each offense can be up to but not excluding termination of participation in the program.**

It is the responsibility of the parent or guardian to read the **STUDENT'S CODE OF CONDUCT** and Disciplinary Policy to the child so that he or she will know the expectations regarding discipline while participating in the program.

These are discipline guidelines. Circumstances or behaviors may arise that will call for the staff to determine, on an individual basis, which consequences should be implemented. During discussion with staff, other disciplinary procedures may be implemented as necessary. Such procedures will be communicated to the parent or guardian.

### **Rules of the Road**

You have entrusted your child to our care, and we certainly take the responsibility seriously. Your child's safety, when being transported, largely depends on the child's behavior on the bus. To ensure a safe journey, our drivers must not be distracted by unruly behavior. Please acquaint your child with the "Rules of the Road."

- All seat belts must be properly worn and securely buckled when in transit. Children will be removed from the transportation program if these rules are broken. **NO EXCEPTIONS.**
- Do not engage in loud and disturbing conversations.
- Do not throw objects inside or outside the vehicle.
- Do not put head or arms outside the vehicle.

### **About our Afterschool Staff (Counselors)**

Greenville County Rec takes pride in our staff. We are very diligent when it comes to hiring counselors who are knowledgeable of programs and activities, actively engaged in participating with the students during the activities, and patient with students. We maintain a one (1) counselor to 15 students ratio (1:15). Our minimum qualifications for the position are as follows:

- 18 years or older with a high school diploma or GED
- Cleared comprehensive background check
- Certified in First Aid, CPR, and Blood Borne Pathogens
- Certificate from the Stewards of Children Darkness to Light Program ([www.D2L.org](http://www.D2L.org)) – prevent, recognize, and react to child abuse training

- Five (5) hours of annual training in professional development: CATCH (Coordinated Approach To Children's Health) training, Emergency Management procedures, OSHA Safety Training, Professional Development, and additional trainings in safety and program planning

**LET'S HAVE A GREAT SCHOOL YEAR!!!**

Thank you for the opportunity to serve you and your student.

**Summer Camp**

**Be sure to mark your calendars for Summer Camp Registration beginning February 6, 2017. We offer Summer Vacation Camp for students entering 1<sup>st</sup>-6<sup>th</sup> grades (the following school year), Monday-Friday, with early arrival beginning at 7:30 am and late stay until 6:00 pm. Registration is limited so be sure to register early. Teen Leadership Programs are available at limited sites for students entering 7<sup>th</sup> through 9<sup>th</sup> grades (the following school year).**

APPENDIX DOCUMENTS ON THE FOLLOWING PAGES:

- On-line Payment Instructions
- Auto-Pay Form
- Greenville County School Calendar 2016-17



### **To make a payment online:**

- Customer should go to [greenvillerec.com](http://greenvillerec.com)
- Click the link at the bottom of the page that says “MAKE A PAYMENT”
- That link will take the customer to WebTrac
- Customer should sign in with his/her user name and password. Every customer that is in RecTrac automatically has a generic username and password. If a customer needs his/her information, he/she can call Greenville Rec at the main office (see below for contact information).
- Once Customer signs in, he/she should go to “My account” then “Pay Old balance”.
- Click on the balance he/she wants to pay and then click “Add to Cart”.
- Click Proceed to Checkout
- Complete the Billing information screen
- Click Finish
- Fill in the credit card screen

Questions about on-line payments should be addressed to the Finance Department, 864-676-2180 ext. 112 or ext. 114.

### **Over the Phone Payments via Credit or Debit Cards**

- Call Greenville County Recreation’s Main Office, 864-288-6470
- Explain that you are calling to make a payment on your account
- Have your credit or debit card available (Visa or MasterCard **ONLY**)
  - Name on the card
  - Billing address of the card
  - Credit card number
  - Expiration date
  - 3-digit code on the back of the card

