



GREENVILLE
CountyRec
PARKS • RECREATION • TOURISM

*After-School Program
at the Community Centers*

**PARENT
HANDBOOK
2019-2020**

Offered at:

*Brutontown • Freetown • Mt. Pleasant
Phillis Wheatley • Staunton Bridge • Sterling*

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

We 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.

ADA Compliance

Greenville County Parks, Recreation, & Tourism invites and welcomes people with disabilities to enjoy our programs. If a participant indicates a need for support because of a disability, our staff will contact you to discuss what Greenville County Rec can do. If information is not made available to Greenville County Rec, we reserve the right to delay participation so we may consult with the participant and/or family of the participant in an effort to plan for reasonable modifications.

For answers to questions about our supports, please contact Lawanda Curry at (864) 676-2180, ext. 121 or at lcurry@greenvillecounty.org.

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); or email, lcurry@greenvillecounty.org.

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

<u>Center Name</u>	<u>Phone #</u>	<u>Address</u>	<u>Managers</u>
Brutontown	864-233-4669	200 Leo Lewis St., Greenville, SC 29609	Gennie Stewart, Mgr. gestewart@greenvillecounty.org
Freetown	864-295-3567	200 Alice Ave. Greenville, SC 29611	Brooklyn Croft, Mgr. bcroft@greenvillecounty.org
Mt. Pleasant	864-299-3220	710 S. Fairfield Rd. Greenville, SC 29605	Angela Johnson, Mgr. anjohanson@greenvillecounty.org Rhondi Hackett, Asst. Mgr. rhackett@greenvillecounty.org
Phillis Wheatley	864-467-5940	335 Greenacre Road, Greenville, SC 29607	April Jackson, Mgr. apjackson@greenvillecounty.org
Staunton Bridge	864-509-1401	165 Staunton Bridge Road Greenville, SC 29611	Latarsha Small, Mgr. tsmall@greenvillecounty.org
Sterling	864-235-4026	113 Minus Street Greenville, SC 29601	Paulett Brooks, Mgr. pbrooks@greenvillecounty.org Breyon McClerkin, Asst. Mgr. bmclerklin@greenvillecounty.org

FEES

Any Participation in the program = FULL PAYMENT for the month; one day = full payment!!!

Fees are per student

\$30.00 Registration Fee (once per academic year; non-refundable)

\$65.00 Program Fee (monthly) – due by 5th of each month

\$40.00 TEEN Program Fee (monthly) – due by the 5th of each month

\$15.00 Late Fee – applied after the 5th of the month

\$50.00 Rec Transportation Fee (see below Transportation Fees and Policy)

There is a one-time \$30.00 registration fee per student per academic year and a monthly program fee per student. Parents are asked to make their monthly payment on the **1st of each month** via cash, credit, or check. **Please make checks payable to Greenville County. \$30 fee charged if check returns with insufficient funds.** Checks must also have a valid driver's license # and valid phone number printed or written on it.

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.**

<u>Community Center</u>	<u>School Pick Up sites</u>
Brutontown Center	Duncan-Chapel, Stone Academy, E. North Street, Cherrydale, Berea, and Paris
Freetown Center	Armstrong, Alexander, Westcliff, and Welcome
Mt. Pleasant Center	Blythe, Robert E. Cashion, Sara Collins, Sue Cleveland, and Thomas E. Kearns
Mt. Pleasant Center – teen leadership program	Beck
Staunton Bridge Center	Thomas E. Kearns, Welcome, and Blythe
Sterling Center	Welcome, AJ Whittenburg, and Hollis
Sterling Center – teen leadership program	Tanglewood

- 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.
- There are some school bus routes that drop off at/near the center. Previous list included: Brutontown – Summit Drive; Freetown – Hollis; Mt. Pleasant – Grove and Hughes (middle); Sterling – Hollis and Sevier (middle). Contact the individual schools for actual information.

Late Program Fees

If payments are received **after the 5th of each month**, there is a \$15 late payment fee per child which will be automatically charged to the parent's account. If all payments are **not received before the last day of the month** including the late fee, **your child will be unenrolled from the program on the first of the next month** (see Payment Procedures section). **REMINDER: ONE DAY = FULL PAY!!!**

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

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 still apply. If payments are not made on time, scholarship or financial assistance may be withdrawn. Contact the Community Center Manager of the after-school program for more information.

Refunds

In the event that a parent or guardian prepays for the upcoming month, a refund **must be requested** prior to the 1st 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.**

Late Pickup Fees

There is a \$1.00 per minute late pickup fee per household assessed after 6:00 pm **(based on the time at the center)**. If your child is consistently being picked up late or refusal to honor the late pickup fee, your child may 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/Pickup

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

After-School Program hours of operation are from 2:30-6:00 pm Monday-Friday (3:45-6:00 pm for teens). After 6:00 pm, you are considered late. After 6:00 pm, the center 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.

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 section), Greenville County Rec's Finance Division will handle the collection on behalf of the County. If payment is not made, the account will be sent to SC Debt Collection for processing.

COMMUNITY CENTERS AFTER-SCHOOL PROGRAM PAYMENT PROCEDURES

***FOR PARENTS'/GUARDIANS' CONVENIENCE, WE OFFER VARIOUS WAYS TO MAKE PAYMENTS:**

- Greenville County Rec can bill your credit or debit card automatically each month. Please use the AUTO-PAY FORM (see staff for form). **Mail the form back to Greenville County Rec Finance, 4806 Old Spartanburg Road, Taylors, SC 29687.**
- Parents/Guardians may pay on-line as well. On-Line Payment Instructions are included (see Appendix). **HOWEVER**, initial program registration must be completed on site at the program or at our main office.
- Pay with credit card, cash or check at the afterschool site you attend. **Checks must be made payable to: Greenville County. Checks must also include telephone # and driver's license #.** (There is a \$30 fee for returned checks)
 - Credit card payments (not initial registration) can also be made by calling Greenville County Rec's Main Office @ 864-288-6470 (M-F, 8:30a-4:30p).

After-school Program Payment Process:

- Step 1 Parents must make the initial registration and payment at the center of their choice completing a registration form and waiver for each child.
- Step 2 Afterwards, installment bills are automatically emailed, hand-delivered, or auto-paid by credit/debit card on the 25th of each month for the upcoming month of service.
- Step 3 Payments will be collected from the 25th (billing date) through the 5th of the current activity month.
- Step 4 Late fees (\$15 per student) will automatically be added at 12:01 AM on the 6th of each month.
- Step 5 Students will be unenrolled from the program on the 1st of the next month if there is an outstanding balance from the previous month.
 - Parents/Guardians will still be responsible for the balance due to Greenville County.
- Step 6 After the 1st of the month and un-enrollment in the program, any future actions on the account will be handled by the Rec Finance Division (864-676-2180 ext. 112 or ext. 114).
- Step 7 If you are unenrolled from the program for lack of payment, you will be required to complete the registration process (if there are vacancies in the program and no outstanding balances on the account) i.e. pay the registration fee and current program fee again.

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

Questions should be directed to the Center Managers of the afterschool sites or Lawanda Curry, Community Centers District Manager at 864-676-2180 ext. 121 or lcurry@greenvillecounty.org.

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, he/she may not attend 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 all 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 a 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).
6. Only designated staff will be allowed to administer medications.

Inclement Weather Policy

In the event of inclement weather, the After-School program will operate on the Greenville County School System’s operation. If school is released early or cancelled due to inclement weather, the After-School 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 After-School Programs operate daily Mondays through Fridays from 2:30-6:00 pm (Teens operate 3:45-6:00 pm) on the Greenville County Public School academic calendar (Appendix) with the following amendments:

AFTER-SCHOOL PROGRAM OPEN FULL DAY (7:30a – 6:00p)

- October 28-29 – Teacher Professional Development
- February 17 – President’s Day
- March 20 - Teacher Professional Development
- Make-up Days (if not needed by the school) – March 23, March 24, and/or April 10

AFTER-SCHOOL PROGRAM OPEN HALF-DAYS (12p – 6p)

- June 2-3

AFTER-SCHOOL PROGRAM CLOSED (HOLIDAYS)

- Labor Day: September 2
- Thanksgiving: November 27-29
- Winter Break: December 23-January 3
- MLK Day: January 20
- Spring Break: April 13-17 (see Additional Programs: Spring Break Camp)
- Good Friday: April 10
- Memorial Day: May 25
- Last Day of School: June 4

ADDITIONAL PROGRAMS (requires additional registration fees and separate registration form)

- Spring Break Camp: April 13-17, 2020; 7:30 AM to 6:00 PM
 - \$42 per child program fee (county resident)
 - \$53 per child (non-county resident)
- Kids Night Out: second Fridays of select months; 6p-10p
 - \$12 per child program fee (county resident)
 - \$15 per child (non-county resident)
- Please see Managers for information on additional programs.

Typical 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 after-school, reviewing house rules, set up for activities, restroom break
- Homework Time: see Homework Procedures section
- Snack: each student receives a daily healthy snack
- Character Development: see Character Development section
- 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)

Program calendars are provided at the first of the month describing specific activities. **Keep in mind:** Schedule and times are subject to change.

Homework Procedures

The designated homework time is approximately an hour (usually 3:00-4:00 with a mental break in the middle), Monday-Thursday. Participants have an opportunity to complete their homework, with the assistance of our staff or tutors and 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 during open play. We do not “force” a student to continue to work on assignments beyond the designated homework time. Again, our program aims to work on the “whole” student. We have other activities, including character development, physical fitness, nutrition, and games that we know are a vital part to creating a successful student.

Parents should also understand that staff are available to students for assistance with general homework questions. Staff are not generally teachers or certified tutors. They 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 encourage parents to allow their students to stay in the program daily until 5:30 PM so that they can get the full benefit of the after-school 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 our requirements, 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** (if possible).
- Please make arrangements to attend our scheduled Parent/family events, which will be placed on the monthly programming calendar (**please make sure that you get a 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. **However, for safety and security, our centers are locked during the operation of the After-School Program.** 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 TO AND FROM PARENTS

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 middle school or older. 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 of the students in K5-3rd grade, they **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 at least middle school or older.
- All others (grades 4th and up) will be allowed to walk home if indicated on registration form; students will sign themselves out as a walker and note time released on sign out forms (no earlier than 5:30 pm depending on daylight savings); a staff member will initial as well.
- There will be **no exceptions** to this policy.
- We ask that even if your child is a walker, a parent comes into the center periodically for pertinent information (specifically at the beginning or end of a week).

Alternate Pickup 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 pickup 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. If there are any issues with this policy, please speak with a Manager.

Entertainment/Movie Policy

During the course of the after-school program, participants may view movies and videos or listen to popular music that is deemed appropriate for school-age children by Greenville County Rec staff (entertainment will be rated G or PG or be “kid-friendly”).

Computer/Internet Use

To enhance learning through the use of technology, Greenville County Rec provides students with reasonable access to various information formats, including computers and the Internet (if available). Please review the Greenville County Rec Computer Use Policy (see Appendix). If you have any questions, please see the Center Manager.

Transportation

During the course of the after-school program, participants may have the opportunity to attend field trips for educational or recreational purposes. Participants will **always** be transported by Greenville County Rec staff in Greenville County vehicles.

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 or behavior.
- Do not throw objects inside or outside the vehicle.
- Do not put head or arms outside the vehicle.

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 then donated to charity or discarded. Please label your child's 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 after-school 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, 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 after-school 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/Inappropriate touching (minimum one day suspension; length of suspension depends on the circumstances)
- Damage to ANY property/equipment (minimum one day suspension)
- Stealing (minimum one day suspension)
- 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 (minimum one day suspension depending on the circumstance)
- Dishonesty

Disciplinary Policy

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

First Offense (except for mandatory "zero tolerance")

- 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 (Possible Suspension and/or Termination)

- If necessary, 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 may include termination of participation in the program.**

It is the responsibility of the parent or guardian to read the Student's Code of Conduct and the Disciplinary Policy to his/her 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.

About our After-school 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 and actively engage with the students during the activities. We maintain a one (1) counselor to 15 students' ratio (1:15). Our minimum qualifications for the position are:

- 18 years or older with a high school diploma or GED
- Clear 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) – 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 your family.

Summer Camp 2020

Be sure to mark your calendars for Summer Camp Registration beginning February 3, 2020. We offer Summer Vacation Camp for students currently in K5 through 5th grades (school year 2019-2020), 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 currently in 6th-8th grades (school year 2019-2020).

APPENDIX DOCUMENTS ON THE FOLLOWING PAGES:

- After-School Payment Options -- Instructions
- Greenville County School Calendar 2019-2020
- Computer Use Policy for After-school

After-school Program Payment Options -- Instructions

All forms of payment can be made on site at the afterschool program: cash, check, or credit/debit cards.

To make a payment online:

- Customer should go to our website, www.greenvillerec.com
- Click the link in the top right-hand corner of the page that says “PAYMENTS & REGISTRATION”
- That link will take the customer to WebTrac
- Each customer should sign in with his/her username and password. When a household is created for the first time in our system, RecTrac automatically uses the primary contact’s email address on file as their username and assigns a temporary 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” and under the “History & Balances” column, click on “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 or issues about on-line payments should be addressed to the Finance Department, 864-676-2180 ext. 112 or ext. 114 (M-F, 8:30a to 4:30p). ***Payments are late on the 6th of each month regardless of your internet issues.***

Over the Phone Payments via Credit or Debit Cards (at Rec Main Office)

- 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/zip code of the card
 - Credit card number
 - Expiration date
 - 3-digit code on the back of the card (CVV)

Greenville County Schools Student Calendar 2019-20

Approved February 27, 2019

August 2019							September 2019							October 2019							November 2019							December 2019							January 2020																																	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																											
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

5K-12 Important Dates

5K-12 School Start/End Dates	Student Half Days	Makeup Days (In Order of Use)	Grading Periods	Religious Observances
First Day: August 20	June 2-4	*Makeup Day 1: March 24	End 1st Quarter: October 22	School officials cooperate with students and employees when they need to be absent to participate in religious observances. Students missing school are given an opportunity to make up work without penalty. Employees may use personal days (or vacation if applicable) to observe religious holidays.
Last Day: June 4		*Makeup Day 2: April 10	End 2nd Quarter: January 14	
Student Holidays		*Makeup Day 3: March 23	End 3rd Quarter: March 19	
Labor Day: September 2		(<i>*If day not needed, it becomes student holiday.</i>)	End 4th Quarter: June 4	
Teacher Professional Dev.: October 28-29				
Thanksgiving Break: November 27-29				
Winter Break: December 23-January 3				
MLK Day: January 20				
Presidents Day: February 17				
Teacher Professional Dev.: March 20				
Spring Break: April 13-17				
Memorial Day: May 25				

Report Cards	Other Important Dates
1st Report Card: October 30	5K and First Grade Registration for 2020-21: TBD
2nd Report Card: January 24	High School Graduations: TBD
3rd Report Card: March 27	
4th Report Card: June 8	

4K Calendar
[Link to 4K Calendar](#)
 or Visit <https://goo.gl/dSY8M8>

Testing Calendar
[Link to Important Testing Dates](#)
 or Visit <https://goo.gl/dSY8M8>
 Dates subject to change, check back regularly.



February 2020							March 2020							April 2020							May 2020							June 2020							July 2020																																	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																											
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31



Greenville County Parks, Recreation, & Tourism Acceptable Computer Use Policy

Introduction

To enhance learning through the use of technology, Greenville County Parks, Recreation, & Tourism provides students in Greenville County Rec after-school programs with reasonable access to various information formats, including computers and the Internet. This Policy has been developed to inform parents/guardians and students of the appropriate, ethical, safe, and courteous use of the Internet and Greenville County Rec technology resources. It is important that students understand that their use of the Internet is a privilege, not a right, and that such use is primarily for education purposes only. If students do not follow these guidelines, they may be subject to disciplinary action.

Parents/guardians and students are advised that GCPRT does not have control of the information on the Internet. Despite all filtering efforts, sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

Greenville County Rec supports and respects each family's right to decide whether or not their children should utilize Internet access in its afterschool programs. Parents/guardians who sign at the end of this document give permission for their children to use Internet access while attending Greenville County Rec after-school programs. In addition, by signing, parents/guardians acknowledge that they are aware of the proper behaviors for using Greenville County Rec technology resources including Internet access.

Personal Safety and Courtesy

While enjoying the benefits and resources of the Internet, students should keep personal safety in mind, as well. When using the Internet or e-mail to communicate with others, students should remember:

1. Students will not post or email personal information about themselves or other people.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to a Greenville County Rec counselor any message they receive that is inappropriate or makes them feel uncomfortable.
4. Greenville County Rec employees and volunteers will report any concerns related to their use of technology to their immediate supervisor.
5. Students will not use obscene, profane, lewd, threatening, disrespectful, or gang related language or symbols.

Misuse of Greenville County Rec computer resources:

The following uses of Greenville County Rec computer resources are prohibited:

1. The bypass or attempt to bypass any of the GCPRT's security or content filtering safeguards.
2. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
3. Destroying or tampering with any computer equipment or software.
4. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on Greenville County Rec property, or run or loaded on any Greenville County Rec system.
5. The use of Greenville County Rec computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
6. The use of Greenville County Rec computers for commercial purposes.
7. Violating any federal, state or local law or regulation, Greenville County policy or administrative rule.

Compliance with Copyright Laws

All students shall comply with copyright laws at all times.

Education, Supervision, and Monitoring

Greenville County Rec will make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet.

Internet Safety

Greenville County Rec uses technological devices designed to filter and block the use of any of Greenville County Rec's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254(h). **Though** Greenville County Rec **makes reasonable efforts to filter such Internet content**, Greenville County Rec **cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet**. Attempting to disable or override Greenville County Rec Internet filters in order to access obscene, harmful or otherwise prohibited material is also prohibited.

Privacy

Students should not have an expectation of privacy in the use of Greenville County Rec computer systems or equipment.

Consequences

Students who violate this policy may be subject to disciplinary action up to and including termination of rights to use Greenville County Rec technology, and expulsion from the program. Suspected criminal activity must be immediately reported to law enforcement.

Rules for Safe Computer Use for Children

These rules are to be read with your child(ren) to help him or her understand how to safely use the computer and Internet while attending the Greenville County Parks, Recreation & Tourism after-school programs.

1. I will not give out any information about myself, my family, or my friends on the Internet.
2. I will not speak to strangers on the Internet without my counselor's permission.
3. I will tell my counselor and parent or guardian if anyone on the Internet asks personal questions about me.
4. I will use only appropriate language when using the Internet.
5. I will tell my counselor if I see anything on the Internet that makes me uncomfortable.
6. I will not copy anything from the Internet and claim it is my work.

Parents,

Please keep this policy, pages 1 through 3, for your reference. Please return page 4 with your signature to your child's afterschool provider. Your child is not permitted to use the computer lab unless this form is signed and returned. If you have multiple children in the program complete one form and list every student who attends the afterschool program.

Thank you.

(Signatures on next page)

Parents/Guardians

I have read and understand the Greenville County Parks, Recreation, & Tourism Acceptable Computer Use Policy. I have also read the Rules for Safe Computer Use for Children with my child. I understand that computer and Internet access is for educational purposes and I accept responsibility for my child's computer use.

By signing below, I give my permission for my child to be allowed reasonable access to GCPRT computer resources and the Internet.

Student Information

First Name: _____ Last Name: _____ Middle Initial: _____
First Name: _____ Last Name: _____ Middle Initial: _____
First Name: _____ Last Name: _____ Middle Initial: _____
First Name: _____ Last Name: _____ Middle Initial: _____

Parent/Legal Guardian Signature: _____

Parent/Legal Guardian Printed Name: _____

Date: _____, 20_.