



Community Centers

Out of School Time (OST) Programs

Parent/Guardian Handbook

(After-school and Full Day)

2020-2021

Monday, August 24, 2020 -- Wednesday, June 2, 2021

Mondays – Fridays

7:30 AM -- 6:00 PM

Ages: 5-11; grades K(5)-5th

Locations:

Brutontown Center
Freetown Center
Mt. Pleasant Center
Phillis Wheatley Center
Slater Hall Center
Staunton Bridge Center
Sterling Center

www.greenvillerec.com

WELCOME TO THE COMMUNITY CENTERS DIVISION!!!

Out of School Time 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 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) 467-3332 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). Community Centers District Manager: Lawanda Curry, (864) 467-3332; or email, lcurry@greenvillecounty.org.

The Community Centers Division of Greenville County Rec offers seven (7) after-school programs at various locations (see chart below) -- subject to change – please confirm with staff below.

Center Name	Phone #	Address	Managers
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./ Rhondi Hackett, Asst. Mgr. anjohanson@greenvillecounty.org rhackett@greenvillecounty.org
Phillis Wheatley	864-467-5940	335 Greenacre Road, Greenville, SC 29607	April Jackson, Mgr. apjackson@greenvillecounty.org
Slater Hall	864-467-3483	5 Whitney Street Slater, SC 29683	Christy Martin, Prog. Dir. chmartin@greenvillecounty.org
Staunton Bridge	864-509-1401	165 Staunton Bridge Road Greenville, SC 29611	Latarsha Small-Dixon, Mgr. tsmall@greenvillecounty.org
Sterling	864-235-4026	113 Minus Street Greenville, SC 29601	Paulett Brooks, Mgr. pbrooks@greenvillecounty.org

FEES

Payments are due at the time of registration and prior to participation. Any Participation in the program = FULL PAYMENT for the week. Registration is due by Thursdays for the upcoming week (or as soon as any changes are made to the school calendar/schedule).

PROGRAM FEES ARE PER STUDENT PER WEEK (based on school plan/schedule)

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

- **School eLearning Days = Full Days of Rec Programs**

5 days of eLearning/ (no (0) days physical attendance in school)

- \$42.00 Program Fee (weekly) – no transportation option

4 days of eLearning /1 day after-school program

- \$37.00 Program Fee (weekly)
- \$40.00 Program Fee (includes transportation – see Transportation Fees and Policy)

3 days of eLearning /2 days after-school program

- \$32.00 Program Fee (weekly)
- \$38.00 Program Fee (includes transportation – see Transportation Fees and Policy)

0 days of eLearning /5 days after-school program

- \$17.00 Program Fee (weekly)
- \$32.00 Program Fee (includes transportation – see Transportation Fees and Policy)

There is a one-time \$30.00 registration fee per student per academic year and a weekly program fee per student. Parents are asked to make their weekly payment via cash, credit, or check **by Thursdays of each week** for participation in the upcoming week. **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 (staff will verify if not pre-printed).

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, there is an additional cost (see program fees above). 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 by 1:00 pm.**

<u>Community Center</u>	<u>School Pick Up sites (subject to change)</u>
Brutontown Center	Cherrydale and Berea
Freetown Center	Alexander, Westcliff, AJ Whittenburg, and Monaview
Mt. Pleasant Center	Blythe, Robert E. Cashion, Sara Collins, Sue Cleveland, and Thomas E. Kearns
Phillis Wheatley Center	E. North Street
Slater Hall Center	No transportation available
Staunton Bridge Center	Thomas E. Kearns, Welcome, and Blythe
Sterling Center	Welcome and Hollis

- 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. Check with staff for previous list of schools and then contact the individual schools for actual information.

Program Fees – reminders and additional notes

Registration is due by Thursdays for the upcoming week (or as soon as any changes are made to the school calendar/schedule). Payments are due at the time of registration and prior to participation. Any Participation in the program = FULL PAYMENT for the week.

If there are issues with making the payment, please speak with the Manager of your program prior to the start of the upcoming week. Please review Greenville County Rec's Non-Discrimination Policy previously listed.

Scholarships/Financial Assistance

Scholarship applications and guidelines are available on the website. Contact the individual Community Center Manager of the program you are interested in to register and submit applications or for more information. Scholarships are awarded on a first come, first serve basis to eligible participants registered in the program (first week participation must be paid with submission of the application). If approved, payment deadlines will apply. If payments are not made on time, scholarship or financial assistance may be withdrawn.

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 upon 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.

End of Day Procedures

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

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.

OUT OF SCHOOL TIME PROGRAM PAYMENT PROCEDURES

- **Initial Payments should be made at the Centers.** Weekly Payments can be made with credit card, cash or check at the Center or Greenville County Administrative Office .
- **Checks must be made payable to “Greenville County”; include telephone # and driver’s license # of the person whose name is on the check.** (\$30 returned check fee)
- **Payments are due by Thursdays of each week for the upcoming week.**

REMINDER: ONCE REGISTERED, IT IS THE PARENT’S RESPONSIBILITY TO MAKE PAYMENTS ON TIME!!!

PLEASE MAKE SURE THAT YOU RECEIVE A COPY OF YOUR RECEIPT AFTER EACH PAYMENT!!!

Questions should be directed to the Center Manager of the program for which you are registering or Lawanda Curry, Community Centers District Manager at 864-467-3332 or lcurry@greenvillecounty.org.

Community Centers Division

Out of School Time Operating Plan and Safety Guidelines

Brutontown, Freetown, Mt. Pleasant, Phillis Wheatley, Staunton Bridge, and Sterling Centers

We will be following the CDC Guidelines, Governor's Guidelines for Day Camps, as well as SCRPA, NRPA, and ACA Guidelines.

Communication

- Out of School Time School Year Programs
 - Dates: 8/24/20 through 6/2/21
 - Decrease registration numbers
 - To be determined by final guidelines, square footage and needed safety protocols
- Parent/guardian meetings will be scheduled as needed via Zoom
 - Staff will schedule with at least one week's notice
 - Will review program schedules, school updates; additional pertinent information
- Parents need to keep their contact information updated
 - Ensure more than one or two additional contacts
 - Individual meetings will be held via phone conference with staff

Social Distancing

- Reduced number of students per group
- Children in same groups with same counselors throughout the day
- Minimize interaction of groups (small group rotations to various areas)
 - Sanitizing areas after each use
 - Tape 6' markers for areas where lines may be
- Will practice social distancing when possible and as best as feasibly possible

PPE

- Greenville County Rec will provide masks and gloves for staff
 - Staff will be required to wear a mask and gloves during arrival (temperature checks), during meal service, and during close contact with students (w/i 6')

Hygiene Practices

- Hand sanitizing upon entrance daily and after any opportunity to come in contact with any potential contamination
 - After all restroom use
- Review proper handwashing with students daily
- Monitor proper hand-washing
 - Before and after meals
 - Between rotations

Sanitation

- Clean all surfaces after each rotation and/or frequent use
 - Door handles every 2-3 hours
- Clean all surfaces at the end of each day
 - Tables, chairs, restrooms, floors, door handles, etc.
- Greenville County Rec will be responsible for sanitizing playgrounds as needed.
- Clean restrooms after all bathroom breaks (group)

Staff/Personnel

- # of staff/students ratios will be 1:15
- All staff: First Aid/CPR/AED certified; age 18 and older; completed background checks
- In person training: prior to start of the program
 - PPE, cleaning schedules, safety trainings, social distancing/program activities

Temperature Checks/Signs of Illness

- Each center will be provided a temporal thermometer
- Temp Checks will be taken at the car (by Center Staff)
 - Temp 100.4 or above – will not be allowed to enter center
Temp below 100.4 – proceed to hand sanitizer handwashing station at entrance
- If staff notices signs of illness during the day, student's temp will be taken
 - 100.4 or above – parent must pick student up within one hour of notification
 - Student will be isolated from other students until departure
 - Main Offices will serve as “medical stations”
- Parents/guardians must provide a written letter, signed and dated, confirming student has been fever-free for 24 hours if original temp check was 100.4 or over
 - Managers will report any issues to District Manager daily
- If parents/guardians notice their student is not feeling well, parents must keep student home and monitor for 24 hours (please notify staff)
- If a student leaves for a medical appointment, he/she may re-enter the program with a written doctor's note and a recheck of his/her temperature
- If a student leaves for any other reason during the day, he/she may not re-enter the program until the following day
- In the event that a staff member or student is diagnosed with COVID 19, Camp officials will consult with local health authorities on how to proceed
 - Programs may be closed up to 14 days

Drop Off/Pick Up Procedures

- Drop off will be between 7:30 and 8:00 each morning
 - Parents must remain in their vehicles
- Staff will complete temp check, write down the temperature, ask wellness questions, and sign in students
 - Only necessary personal items allowed (see exceptions in Programming Supplies section)
 - Example: book bags, chrome notebook, school books, etc.
 - If temp is 100.4 or over, student may not enter the program
 - Two wellness check questions will be asked to the parent. If either are answered “Yes”, the student may not enter the program.
 - 1. Have you (or anyone with you) had a Fever OR Cough OR Shortness of Breath within the last 24 hours?
 - 2. Have you (or anyone with you) been exposed to someone with a Fever OR Cough OR Shortness of Breath within the last 24 hours or with Coronavirus or under Quarantine?
- Pick up will be between 5:30 and 6:00 in the parking lot.
 - Parents must remain in their vehicles
 - Parents will be provided Department issued car placards (with GCPRT logo, child's name, and center phone #) and must show picture id.
- Parents picking up or dropping off outside of scheduled times or during inclement weather must call the center from the parking lot
 - Staff will come to the vehicle for check in or sign out

- “Walk-up” parents/guardians must show a state issued photo ID and follow the additional above guidelines

Programming Supplies

- Parents may provide individual storage crates on the first day of the program for each camper’s use throughout the week
- Parents should provide a water bottle daily to be filled at approved water station
 - Students should bring all necessary education equipment and supplies to complete eLearning projects for the School District
 - Students should also bring a blanket or towel for the week for meditation time/yoga/other floor related activities
 - Sunscreen (in spray form to be left in storage crate throughout the program/week) should be provided by parents on the first day of the program for use throughout the program (outdoor activities will be part of the regular program day)
 - Students are allowed a cap or hat for outdoor use (to be stored in crates)
- Lunch and afternoon snack will be provided by the program for full day programming
 - If personal lunches must be brought due to dietary allergies or food aversions then we highly recommend disposable lunch bags/containers
 - Personal lunch bags must be kept in individual storage crates
 - Staff will not be able to refrigerate personal food
 - Lunch may be served outside (if possible)
 - Morning snack time will be available ; **campers must bring their own snack**
- Greenville County Rec will provide individual arts/craft supplies (as available)
- Shared equipment will be sanitized daily (and as needed throughout the day)
 - balls, activity equipment, games
 - Handwashing after shared uses
- Storage crates will be sanitized daily
- Additional general guidelines
 - Will ensure adequate equipment to minimize sharing of high touch materials to the extent possible;
 - Will limit use of supplies by each group at a time and clean and disinfect between use

Program Operations

- No internal or external field trips (except transportation from school if applicable)
- No additional programs will be offered during the program days (Mondays through Fridays) to allow for adequate social distancing (except partner programming space)
- No visitors/guests/volunteers will be allowed
- Programming Time will be allotted throughout the day for students to participate in eLearning and complete school based projects (reminder: staff will offer assistance as available; however, staff **are not** teachers or tutors)

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 your listing of contacts be comprehensive and accurate. **Please notify the Manager immediately of any changes or additions to your contact information/address or**

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. Students must be fever-free for 24 hours before returning to the program.
- Please notify staff by 1:00 pm if your child will not be attending After-school, **especially** if he/she rides the Greenville County Rec bus.
- 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.
- **For safety, please notify Center Managers of any of the above listed illnesses.**

Medical Emergencies

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

- Staff will call 911 and then 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 (see full policy in the Appendix)

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 Center Manager for Medication Administration forms during registration**).
5. One dose per day can be administered (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 Out of School Time program will operate on the Greenville County School System’s operation. If school is released early or cancelled due to inclement weather, the Out of School Time 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 Out of School Time Programs will operate daily Mondays through Fridays from 7:30 am-6:00 pm on the Greenville County Public School academic calendar with the following amendments (subject to change – parents/guardians will be notified to any changes):

PROGRAM CLOSED (HOLIDAYS)

- Labor Day: September 7
- Thanksgiving Break: November 25-27
- Winter Break: December 21-January 1
- MLK Day: January 18
- Spring Break: April 5-9 (see Additional Programs: Spring Break Camp)
- Memorial Day: May 31
- Summer Training: June 3-4

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

- Spring Break Camp: April 5-9, 2021; 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; 6 pm-10 pm
 - \$12 per child program fee (county resident)
 - \$15 per child (non-county resident)
- Please see your Center Manager for information on additional programs (subject to change).

General Daily Schedule (see Manager for specific schedules)

7:30-8:00	Check in/Breakfast Snacks (optional - provided by parent/guardian)
8:00-8:15	Welcome and Daily Preparation
8:15-11:15	Academic Enrichment and Character Development Activities
11:15-11:30	Recreation Break
11:30-12:30	Lunch (meal time)
12:30-1:00	Recreation Break/Meditation
1:00-2:30	Academic Enrichment and Character Development Activities
2:30-3:30	ASP Welcome (group assignments with after-school students)/Recreation Break
3:30-4:00	Snack (meal time)
4:00-4:45	Character Development Activities
4:45-5:30	Homework Time
5:30-6:00	Open Play and Clean-up
6:00	Departure

- Welcome and Daily Preparation: reviewing house rules, reviewing schedule, group assignments, set up for activities, restroom break
- Academic Enrichment: students work on eLearning and school based projects
- Character Development: see Character Development section
- Meal Time: nutritious meal served (available through partnerships)
- Homework Time: see Homework Procedures section
- Recreation Break: 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 pm)

Program calendars will be provided weekly beginning the first week of September. **Keep in mind:** Schedule and times are subject to change; however, parents will be notified of any significant changes.

Academic Enrichment/Homework Time (Procedures)

During designated times, students will have an opportunity to begin/complete school work or school based assignments from their school, with the assistance of our staff. If students are not finished with their assignments at the end of the designated time, they may have an opportunity to return to the work during open play or additional time may be allotted. We do not “force” a student to continue to work on assignments beyond the designated 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 our staff are available to students for assistance with general academic questions. We **are not** generally teachers or certified tutors. Our staff are hired and trained to primarily provide recreational services to students (**See Ten Elements of a Quality After-school Program in the Appendix**). However, we are more than willing to help a student to the best of our ability during this time. Every effort will be made to build a relationship with the student’s school/teacher to assist students with their academic needs.

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:

- * career development;
- * sports-n-games;
- * field trips (when allowed)
- * cultural arts projects such as drama, music, arts-n-crafts
- * AND MUCH, MUCH MORE!!!
- * STEM activities;
- * Guests (when allowed)
- * 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 out of school time program; however, we know that parents’ schedules are hectic and that may not be possible at all times.

Parental Support

As the Out of School Time 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 make sure that your Contact Information is updated if there are any changes during the school year i.e. phone numbers, home and email addresses, and pick-up list.
- **Please review the Student’s Code of Conduct with your child (see Appendix at the end).**
- Please make arrangements to attend any scheduled parent/family events, which will be placed on the programming calendar (**please make sure that you get a calendar when available**).
- 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

- **DURING COVID-19 SAFETY PROTOCOLS, NO VISITORS OR GUESTS ARE ALLOWED IN THE CENTER DURING OPERATION OF THE PROGRAM!!!**
- During normal operating conditions, 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 Out of School Time Program.** Please notify staff immediately upon your arrival and sign in. 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

Text Program

Greenville County Rec offers a texting program to send important information to parents in a timely manner. Sign-up for the program is strictly voluntary; however, please see staff for instructions.

Sign Out Procedures

DURING COVID-19 SAFETY PROTOCOLS, PLEASE REFER TO THE SIGN-IN/SIGN-OUT PROCEDURES LISTED IN THE OPERATING AND SAFETY GUIDELINES SECTION.

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 K(5)-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; **STAFF** will sign the student out as a walker and note time released on sign out forms (no earlier than 5:30 pm depending on daylight savings). Teens will sign out themselves along with a staff member’s signature and the time released.
- 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 your Center Manager and provide a written request, dated and signed, with a refusal for photography.

Entertainment/Movie Policy

During the course of the out of school time 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 COVID-19 SAFETY PROTOCOLS, TRANSPORTATION WILL ONLY BE PROVIDED FOR STUDENTS FROM SCHOOL TO THE PROGRAM ON IN SCHOOL DAYS AND WITH PREPAID PROGRAM TRANSPORTATION FEE.

During normal operations in the course of the out of school time 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.
- Be respectful to other drivers.

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 check the Lost and 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.

Out of School Time House Rules (Student's Code of Conduct – see Appendix)

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

- Show Respect and Manners
- Focus on Your Activity
- Keep Your Area Clean
- Respect Personal Space and Belongings
- 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 behaviors 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 our staff deems necessary.
- Student may receive service projects such as cleaning tables or assisting with trash.
- Parents/Guardians will be contacted and updated on the child’s behavior (preferably via a conference with the child and staff).
- Child may be required to be picked up.

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 Center Manager 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 written notification to parents and/or suspension or termination of participation in the program.**

It is the responsibility of the parent or guardian to read the Student’s Code of Conduct (see Appendix) and the Disciplinary Policy (above) 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 our 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 counselor to fifteen 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 AED;
- Certificate from the Stewards of Children Darkness to Light Program (www.D2L.org) – prevent, recognize, and react to child abuse training; and
- Ten (10) 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!!!

Summer Camp 2021

Be sure to mark your calendars for Summer Camp Registration beginning February 1, 2021. We offer Summer Vacation Camp for students currently in K(5) through 5th grades (school year 2020-2021), Monday-Friday, from 7:30 am until 6:00 pm, programming starting at 8:30 am. Registration is limited so be sure to register early. Teen Leadership Programs will be available at limited sites for students currently in 6th-8th grades (school year 2020-2021). Visit Greenville County Rec's website for more detail, www.greenvillerec.com.

APPENDIX DOCUMENTS ON THE FOLLOWING PAGES:

- Medication Administration Policy
- Computer Use Policy for Out of School Time Programs
- Student's Code of Conduct
- Ten Elements of Quality Out of School Time Program

MEDICATION ADMINISTRATION POLICY

Managers/Supervisors will be responsible for all medication. Only designated staff who have been trained on the policies below may administer medicine. Medications may be administered only as directed and via the following procedures **(NO EXCEPTIONS!)**

Medication Check-in Procedures

1. A Medication Administration and Permission Form must be completed by the parent/guardian and signed for each medication to be administered. This form will be in the medication notebook on site and is only accessible by authorized staff.
2. Medication should arrive at the program in its original container or package. Staff can **ONLY** accept medicine that is to be administered for that day. Staff **cannot** store medicine for the whole week or session (except for longer term medications such as inhalers or during the afterschool programs – see staff for more details or questions). Make sure the medicine has the following information:
 - a. Child's name – First and Last (Labeled clearly on the package)
 - b. Name of Medication
 - c. Exact dosage to be given (staff will administer at lunch or snack time unless specifically required to administer at a different time).
3. During check-in, a count of medication (pills, capsules or tablets) should be completed by parent and staff. It is required that staff only accept enough medication for that day.
 - a. Any extra medications will be returned to parents/guardians immediately.
4. When checking in liquids, please ensure that there is a sufficient amount for the dose to be given and that there are items for administering the liquid i.e. spoon or dropper.
5. Inform staff or ask parents if there are any special instructions for administering the medications; i.e. "take with peanut butter", "only take with milk", etc.
6. Upon completion of check-in, all medication will be secured in the medication cabinet/box and locked before checking in other medications.
7. Parent/Guardian must sign the medications check-in form before leaving.

Medication Administration (Authorized Staff)

1. Preparing to administer medication. Use the six (6) R's of medication administration: 1) Right Person, 2) Right Time, 3) Right Medication, 4) Right Dose, 5) Right Route, and 6) Right Documentation:
2. During medication administration, ensure all medications are kept secure.
3. Prepare for medication administration: gather all items needed – water, cups, and any other special items required.
 - a. Identify the child.
 - b. Use the Medication Administration and Permission Form to confirm when meds are to be given, which meds are to be given, and the dosage of meds to be given; this information must match the information on the medication container.
 - c. Administer medication and ensure it has been swallowed.
 - d. Complete one line of the Medication Administration Record each time medication is administered to a child (all columns of the chart must be completed).

<u>Date</u>	<u>Time</u>	<u>Name of Medication</u>	<u>Dosage</u>	<u>Staff Signature</u>	<u>Reactions/Errors</u>	<u>Verifier</u>
7/1/16	3:00PM	Ritalin	1 tablet	LDC	none	NC
 - e. If there is an error in administering medication, contact the parent **immediately** for specific instructions and then your supervisor.
4. The Medication Administration Record is completed by the designated staff member and kept with the Medication Administration and Permission Form.
5. Staff must complete the information as medications are administered.
6. For off-site administration of medications, staff need to ensure that all forms and medications are secure from access by others, weather, etc.

7. Disposal of Medication
 - a. Parents should pick up any empty containers at the end of each day.
 - b. If the parent does not pick it up, staff will turn it in to the Division Supervisor or the Division's Safety Representative for disposal.
8. Staff is **NOT** permitted to apply sunscreen or body lotion or medicine directly to a child's skin/body. **HIGHLY RECOMMEND AEROSOL OR SPRAY SUN-SCREEN!!!**
Staff should ensure that each child has administered the sunscreen/medicine correctly. If the child needs help, staff will be sure to have another counselor present while assisting the child.
9. If a child wears earplugs, the parent/guardian should show staff how to ASSIST the child in applying them. (Staff should avoid taking the responsibility on himself/herself).
10. The parent should list any allergies the camper has on the registration form and the medication form (bee stings, food, medicine, and environment). Staff should review the list of camper allergies before distributing any type of food that wasn't brought from home by the camper.
11. If there are any changes to a camper's medications or administration of medications, there should be written documentation for the changes, including signatures of parents and staff.



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 youth development 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 Greenville County Rec 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 youth development programs. Parents/guardians give permission for their children to use Internet access while attending Greenville County Rec youth development programs. In addition, parents/guardians acknowledge that they are aware of the proper behaviors for using Greenville County Rec technology resources including Internet access. Parents/guardians should contact the Center Manager for questions or concerns.

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 Greenville County Rec'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 youth development 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. If you have any questions or concerns, please contact the Center Manager of your program. If you do not wish your child to have access to these services, please put your request to decline internet access in writing, date, sign it and return your request to the Center Manager of your program.

Thank you.

STUDENT'S CODE OF CONDUCT

(Parent's please review this information, in detail, with your child(ren))

In order for everyone to have a safe and enjoyable program, all students must demonstrate good behavior and respect for others by following these basic rules.

CARE AND RESPECT FOR SELF, OTHERS AND THINGS

1. Keep hands, feet and objects to yourself. Respect other people's belongings and space.
2. Treat other children, staff and visitors with respect (good behavior and language).
3. Follow the instructions of your counselors.
4. Always stay with your group.
5. Be kind to the environment and center facilities, including all equipment.
6. Participate in all activities we have planned to make your experience fun. Share your positive attitude.
7. Be responsible for the things that you bring to the center: backpack, school supplies, etc. are your responsibility. Label all your belongings with your name.
8. Be careful and watch out for others on the playground equipment.....exercise playground safety when using the equipment. Do use the equipment properly. If you see broken glass or broken equipment, tell your counselor immediately.
9. When on a field trip or visiting another center/program, PLEASE BE ON YOUR BEST BEHAVIOR, and thank people for letting us visit by using your best manners. That way we will be welcomed and allowed back again.
10. Bring a positive attitude with you every day.

CENTER STAFF WILL

1. Praise, reward, encourage, and listen to the students.
2. Reason with and set limits for the students.
3. Provide clear explanations related to the student's understanding.
4. Model appropriate behavior.
5. Provide natural and logical consequences for misbehaviors.
6. Use short, supervised periods of time-outs.
7. Give clear directions for activities and schedule of events.
8. Interact with parents and provide updates on their child's participation in the program.

STUDENTNS WILL AVOID

1. Hurting others and self.
2. Leaving designated areas without permission.
3. Running away from staff.
4. Destruction of property.
5. Cursing or profane language.
6. Threatening violence.
7. Jeopardizing the health and safety of others.

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 center staff.

Do: Make new friends, have loads of fun, share new experiences and have a terrific day, every day!



OUT-OF-SCHOOL TIME (OST) PROGRAMS TEN ELEMENTS OF A QUALITY PROGRAM

Research defines and supports the specific elements and indicators of high quality programs that are listed below:

1. ENVIRONMENT AND CLIMATE
 - A Quality program provides a safe, healthy, and nurturing environment for all participants, staff members, and families.
2. RELATIONSHIPS
 - A quality program develops, nurtures, and maintains positive relationship and interaction amount staff, participants, families and communities.
3. PROGRAMMING AND ACTIVITIES
 - A quality program provides a well-rounded variety of activities and opportunities that support the physical, social and cognitive growth and development of all participants.
4. YOUTH PARTICIPATION AND ENGAGEMENT: “YOUTH Voice and Choice”
 - A quality program provides opportunities for youth to participant in planning, to exercise choice, and to engage in a rich variety of offerings.
5. LINKAGES BETWEEN SCHOOLS AND OST PROGRAMS
 - A quality program has its staff work closely with school staff to ensure that OST academic components and activities are aligned with and enrich school standards and curricula.
6. STAFFING AND PROFESSIONAL DEVELOPMENT
 - A quality program recruits, hires, and trains diverse staff members who value each participant, understand developmental needs, and form positive working relationships with youth, parents, coworkers, and other partners; offers professional development opportunities as continuing education to maintain and retain qualified staff.
7. ADMINISTRATION AND ORGANIZATION
 - A quality program has well-developed systems and sound fiscal management to support and enhance worthwhile programming and activities for all participants; Handbooks (parents and staff), enrollment forms, schedules, and attendance records are common tools for OST program.
8. PARENT, FAMILY AND COMMUNITY PARTNERSHIPS
 - A quality program establishes a strong partnership with families and communities in order to achieve program goals.
9. PROGRAM SUSTANABILITY AND GROWTH
 - A quality program has a coherent vision/mission and a plan for increasing capacity that supports continued growth.
10. MEASURING OUTCOMES AND EVALUTIOAN
 - A quality program has a system for measuring outcomes and using that information for ongoing program planning, improvement, and evaluation.