



## Community Centers

### Parent/Guardian Handbook

### School Year 2024-2025

Thursday, August 8, 2024 - Friday, May 23, 2025

**Mondays -- Fridays**

#### Elementary After-school Program

2:15 PM -- 6:00 PM for ages 6-11; grades K(5)-5<sup>th</sup>  
(All Locations)

#### Teen Leadership After-school Program

3:15 PM – 6:00 PM for ages 12-15; grades 6<sup>th</sup>-8<sup>th</sup>  
(Mt. Pleasant and Sterling Centers only)

#### Locations:

**Brutontown Center**  
**Freetown Center**  
**Mt. Pleasant Center**  
**Slater Hall Center**  
**Staunton Bridge**  
**Center Sterling Center**

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

**WELCOME TO THE COMMUNITY CENTERS DIVISION!!!**

**After-school Program Policies & Procedures**

**Holistic Approach**

Greenville County Rec’s after-school programming takes a holistic approach to address the whole student: academic success, physical activity, nutrition and character development, including 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 communities and their immediate surroundings. 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.**

**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’s and parent/guardian’s need within our program regardless of economic status, 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 April Jackson, the Community Centers District Manager at (864) 467-3332 or at [apjackson@greenvillecounty.org](mailto:apjackson@greenvillecounty.org).

**Greenville County Rec Administration and Community Centers Management**

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 and contact phone number is (864) 288-6470 (office). For Community Centers Management, please contact April Jackson, District Manager at the above listed contact information.

The Community Centers Division of Greenville County Rec offers seven (7) after-school programs at various locations (see chart below) -- please contact Managers below for any questions or needs.

<b><u>Center Name &amp; Phone #</u></b>	<b><u>Address</u></b>	<b><u>Managers</u></b>	<b><u>Asst. Managers</u></b>
Brutontown 864-233-4669	200 Leo Lewis St., Greenville, SC 29609	Gennie Stewart <a href="mailto:gestewart@greenvillecounty.org">gestewart@greenvillecounty.org</a>	Aaliyah Brown <a href="mailto:aabrown@greenvillecounty.org">aabrown@greenvillecounty.org</a>
Freetown 864-295-3567	200 Alice Ave. Greenville, SC 29611	Talia Richardson <a href="mailto:chr Richardson@greenvillecounty.org">chr Richardson@greenvillecounty.org</a>	<b><i>See Manager</i></b>
Mt. Pleasant 864-299-3220	710 S. Fairfield Rd. Greenville, SC 29605	Angela Johnson <a href="mailto:anjohnson@greenvillecounty.org">anjohnson@greenvillecounty.org</a>	Rhondi Hackett <a href="mailto:rhackett@greenvillecounty.org">rhackett@greenvillecounty.org</a>
Slater Hall 864-610-2254	5 Whitney Street Slater, SC 29683	Zachary Deuerling <a href="mailto:zdeuerling@greenvillecounty.org">zdeuerling@greenvillecounty.org</a>	<b><i>See Manager</i></b>
Staunton Bridge 864-509-1401	165 Staunton Bridge Rd. Greenville, SC 29611	Latarsha Dixon <a href="mailto:tsmall@greenvillecounty.org">tsmall@greenvillecounty.org</a>	Dakarai Sadler <a href="mailto:jsadler@greenvillecounty.org">jsadler@greenvillecounty.org</a>
Sterling 864-235-4026	113 Minus Street Greenville, SC 29601	Paulett Brooks <a href="mailto:pbrooks@greenvillecounty.org">pbrooks@greenvillecounty.org</a>	Joshua Glanton <a href="mailto:jglanton@greenvillecounty.org">jglanton@greenvillecounty.org</a>

## FEES

**INITIAL REGISTRATION AND PAYMENT MUST BE MADE IN-PERSON AT THE CENTER FOR WHICH YOU WISH TO ATTEND. PAYMENTS ARE DUE PRIOR TO PARTICIPATION.**

- **ALL FEES ARE PER STUDENT AND BASED ON GREENVILLE COUNTY RESIDENCY.**

Registration Fee: \$50.00 (non-refundable; per enrollment)

Monthly Program Fees:

Elementary: \$70.00 Program Fee Only

Teens: \$40.00 Program Fee Only

Monthly Rec Transportation Fees (elementary only): \$52.00 (if applicable, see below - Transportation Fees and Policy)

**After initial registration and payments**, households will be automatically billed for the upcoming month on the 20<sup>th</sup> of each month with payment due by last day of the month.

There is a one-time \$50.00 non-refundable registration fee per student per enrollment and a monthly program fee per student during the school year. Parents must make their **monthly payment by the last day of the month** for the upcoming month. All payments may be made via cash, credit, or check. **Please make checks payable to Greenville County.** 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). **\$35 fee charged if check returns with insufficient funds.**

## WITHDRAWAL/UN-ENROLLMENT

**If payment is not received by the 1<sup>st</sup> of the month, the student will automatically be removed from the program. To re-enroll at any time, the parent/guardian must follow the initial registration process, including the \$50 non-refundable registration fee plus the monthly program fee.**

## PROGRAM PAYMENT PROCEDURES (See Appendix at the end of the Handbook)

- **After** the initial in-person registration, monthly billed payments can be made with credit card, cash or check at any Center or Greenville County Rec 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. (\$35 returned check fee)
- Payments can also be made on-line at [www.greenvillerec.com](http://www.greenvillerec.com) (see Appendix – for instructions for on-line payments).
- **Payments can also be made by auto-draft** (see Appendix or please request an Auto-Draft Form from the Center Manager).

## Program Fees – reminders and additional notes

Registration fee and initial program fee due at time of sign-up for the program and must be made at the center. **Any Participation in the program = FULL PAYMENT. No refunds once the monthly program begins (1<sup>st</sup> of the month at midnight).**

**Pre-Payments for the upcoming month can be accepted (in increments of \$10) at any time throughout the month as long as the final payment is made by the last day of the month.** If there are issues with making the payment, please speak with the Manager **prior** to the start of the upcoming month.

**PLEASE MAKE SURE TO RECEIVE A COPY OF YOUR RECEIPT AFTER EACH PAYMENT!!! REMINDER: ONCE REGISTERED, IT IS THE PARENT'S/GUARDIAN'S RESPONSIBILITY TO MAKE PAYMENTS ON TIME!!!**

## **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 daily.**

<b><u>Community Center</u></b>	<b><u>School Pick Up sites (subject to change)</u></b>
Brutontown Center	Cherrydale, Duncan Chapel, and Berea
Freetown Center	AJ Whittenberg, Armstrong, Alexander, and Monaview
Mt. Pleasant Center	Blythe, Robert E. Cashion, Sara Collins, Sue Cleveland, and Thomas E. Kearns
Slater Hall Center	Slater-Marietta and Heritage
Staunton Bridge Center	Thomas E. Kearns, Welcome, and Blythe Academy
Sterling Center	Hollis and AJ Whittenberg

- **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.

### **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 and submit an application or for more information. Scholarships are awarded on a first come, first serve basis to eligible participants registered in the program. If approved, payment deadlines still apply. If payments are not made on time, scholarship or financial assistance may be withdrawn.

### **Late Pickup Fees/ End of Day Procedures**

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.

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. **Late pickup payments must be made by the next business day.**

**PLEASE MAKE SURE THAT PARENTS/GUARDIANS OR AUTHORIZED PERSONS ADHERE TO PICK-UP PROCEDURES INCLUDING SHOWING ID WHEN REQUIRED!!!**

**Questions should be directed to the Center Manager of your program: Please see contact information in the “Greenville County Rec Administration and Community Centers Management” at the beginning of the handbook.**

## COMMUNITY CENTERS AFTER-SCHOOL PROGRAM OPERATING PLAN (SAFETY GUIDELINES AND PROGRAMMING ELEMENTS)

Greenville County Rec will follow OSHA, CDC, DHEC, Federal, State and Local Safety Guidelines in operating programs and facilities as part of the County of Greenville's overall Safety and Operating Plan.

### Communication

- Parent/guardian information:
  - Parent/guardian meetings will be announced at least a week in advance when planned.
  - Emails or hand-delivered letters will be sent periodically for announcements and updates.
  - Dry Erase Boards will be used on-site for daily announcements as needed.
  - In-person updates on student behavior, projects, and activities will be given on a regular basis to parents/guardians.
- Parents need to keep their contact information updated.
  - Notify staff of any changes to phone, email, or address.
  - Ensure more than one or two additional contacts.

### Signs of Illness

- If parents/guardians notice their student is not feeling well, or showing signs of illness, parents **must** keep the student home and monitor for 24 hours.
  - 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 or fungal infections, including a fever of 100.4 or above.
  - Parents should notify Managers of any possible exposures within the program, including covid 19 exposure or positive cases. **If necessary**, a doctor's note (or parent letter) will be required for the child to return to the program.
- If staff notices signs of illness during the day, the student's temp will be taken.
  - 100.4 or above – parent must pick child up within one hour of notification.
  - For illnesses such as headaches, stomach aches, etc., parents will be notified of child symptoms and asked to pick child up within one hour as well.
    - Staff are not allowed to provide any medications unless prescribed by a doctor (see Medical Needs section below).
  - Student will be isolated from others until departure.
    - Main Offices will serve as "medical stations".
- Parents/guardians must provide a written letter, signed and dated, confirming the student has been fever-free for 24 hours if original temp check was 100.4 or above.
  - Managers will report any issues to District Manager daily.

### Hygiene Practices

- Hand sanitizing/hand washing will occur upon entrance daily and after any opportunity to come in contact with any potential contamination, especially after all restroom use.
- Review proper handwashing with students periodically.
- Monitor proper hand-washing (as needed):
  - Before and after meals and between rotations.

### Sanitation

- Clean all surfaces at the end of each day: Tables, chairs, restrooms, floors, door handles, etc.
- Check and Clean restrooms after bathroom breaks and as needed, especially at the end of the day.
- Staff will check/clean playgrounds and outdoor grounds daily for trash and other objects prior to student use.

### PPE

- Greenville County Rec will provide any necessary safety training and equipment, including masks and gloves for staff, as needed to ensure safety.

## 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 or symptom-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 transportation.
- **For safety, please notify Center Managers of any of the previous listed “Signs of Illness.”**

### 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.

### Medical Needs/Medications

Center Managers may keep prescribed medication on a **weekly** basis in a lock box or bag. They will directly monitor/supervise/distribute the administration of medicines or testing procedures as required. Please send the medication only in its original container. Be sure that it is clearly labeled with your child’s name on it, the name of the medicine and dosage. The parent must give the medication to a Manager on Mondays at the beginning of the week. There is also a permissions form that you will need to complete that must be on file by the first day your child attends the program (please request a copy of the form from the Manager at registration). You (or your representative) will also be required to sign the medications in and out. A sharp box will be available if needed for needles, finger prickers, or other sharp items which are considered a biohazard. **(See Appendix or Center Manager for more details)**

### Inclement Weather Policy

In the event of inclement weather, the After-school Programs will operate on the Greenville County School System’s operation. If school is released early or cancelled due to inclement weather, the After-school Programs **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.

## AFTER-SCHOOL HOUSE RULES AND DISCIPLINARY POLICIES

### House Rules

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

Students are expected to adhere to our **STUDENT CODE OF CONDUCT** (see Appendix). It is the responsibility of the parent or guardian to read the Student's Code of Conduct and the Disciplinary Policy (below) to his/her child so that he or she will know the expectations regarding discipline while participating in the program. Staff will also review the information with students.

**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 on a behavior plan if necessary.

### Physical Assault or Verbal Threats

**Greenville County Rec has a "Zero Tolerance" policy for physical violence, including direct, indirect, or veiled threats about violence, including gun violence or death threats. These offenses will receive an automatic three (3) day suspension. Staff will complete an incident report speaking to all parties involved. Under the direction of the Manager, District Manager and GCPRT Directors, discipline action will be taken, including and not limited to, suspension and/or termination of services.**

### 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)
- Pushing/Inappropriate touching (minimum one day suspension; length of suspension depends on the circumstances – see physical assault above)
- Damage to ANY property/equipment
- 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 (see physical assault above)
- 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 using the following guidelines:

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.
- 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: Any offenses committed by a student may include written notification to parents and/or suspension or termination of participation in the program at any time depending on the incident.**

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 as soon as possible.

### **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 a comprehensive background check;
- Certified in First Aid, CPR, and AED;
- Certificate from KidSafe at the Center for Child Counseling - recognize, react to, and report child abuse and neglect; and
- Emergency Management Procedures, OSHA Safety Training, and additional trainings in safety and program planning



## PROGRAMMING

### Program Schedules

The Community Centers After-school Programs will operate daily Mondays through Fridays from 2:15 pm-6:00 pm (ELEMENTARY) or 3:15 pm-6:00 pm (TEENS) on the Greenville County Public School academic calendar with the following amendments (subject to change – parents/guardians will be notified to any changes):

### FULL-DAY PROGRAMMING (STUDENT HOLIDAY) – 7:30 am-6:00 PM

- Teacher Professional Development: October 14 and November 4 (Monday)
- Election Day: November 5 (Tuesday)
- President’s Day: February 17 (Monday)
- Teacher Professional Development.: March 14 (Friday)
- **Locations:** Brutontown Center, Staunton Bridge Center, and Slater Hall Center

### PROGRAM CLOSED (HOLIDAYS)

- Labor Day: September 2 (Monday)
- Thanksgiving Break: November 27-29 (Monday)
- Winter Break: December 23-January 6 (Wednesday-Wednesday)
- MLK Day: January 20 (Monday)
- Spring Break: March 17-21 (Monday-Friday) (see Additional Programs below)
- Student/Teacher Holiday: April 18 (Good Friday)

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

- Spring Break Camp: March 17-21, 2025 (Monday-Friday); 7:30 am to 6:00 pm
  - \$45 per child program fee (county resident)
  - \$57 per child program fee (non-county resident)
  - **Locations:** Brutontown Center, Mt. Pleasant Center, and Slater Hall Center
- Kids Night Out: second Fridays of select months; 6 pm-9 pm
  - \$15 per child program fee (county resident)
  - \$19 per child program fee (non-county resident)
- **SUMMER CAMP REGISTRATION OPENS ON MONDAY, FEBRUARY 3, 2025!**
- Please see your Center Manager for information on additional programs (subject to change).

### General Daily Schedule (see Manager for specific schedules)

2:15-2:45	ASP Welcome/Recreation Break
2:45-3:30	Academic Enrichment/Character Development Activities
3:30-4:00	Meal Time ( <b>TEEN:</b> Welcome and Meal Time)
4:00-4:15	Recreation Break
4:15-5:15	Homework Time ( <b>TEEN:</b> Academic Enrichment/Character Dev.)
5:15-6:00	Open Play/Group Games/Departure ( <b>TEEN:</b> Acad. Enrichment/Character Dev cont.)

- Welcome and Daily Preparation: group assignments, set up for activities, restroom break
- Academic Enrichment: students work on STEM, reading programs, etc.
- 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 monthly. **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 during homework time. 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 Speakers
- \* 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 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 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.

## **Visitation Policy**

- **AS PART OF OUR SAFETY PROTOCOLS, OUR CENTERS ARE LOCKED DURING THE OPERATION OF THE AFTER-SCHOOL PROGRAM.**
- **IN ADDITION, LIMITED VISITORS OR GUESTS ARE ALLOWED IN THE CENTER DURING OPERATION OF THE PROGRAM!!!**

- We encourage parents/guardians 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**, please **call ahead and notify staff** immediately upon your arrival and then sign in for attendance and tracking. If you are interested in volunteering, you **must** submit a volunteer application and Greenville County Rec will conduct a background check.

### **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 K(5)-3<sup>rd</sup> 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 4<sup>th</sup> 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.**

### **ADDITIONAL PROGRAMMING POLICIES**

#### **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

**TRANSPORTATION IS PRIMARILY ONLY PROVIDED FOR STUDENTS FROM SCHOOL TO THE PROGRAM WITH PREPAID PROGRAM TRANSPORTATION FEE.**

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.
- 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.

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

## **APPENDIX DOCUMENTS**

### **ON THE FOLLOWING PAGES:**

- After-school Payment Options (including instructions for On-line Payments)
- Auto-Draft Authorization Form
- Medication Administration Policy
- Student's Code of Conduct
- Ten Elements of Quality Out of School Time Program
- Computer Use Policy for Out of School Time Programs



**COMMUNITY CENTERS**  
**AFTER-SCHOOL PROGRAM PAYMENT OPTIONS**

**\*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 the Appendix next pages) or ask a Manager for the form). **Mail the form back to Greenville County Rec Finance, 4806 Old Spartanburg Road, Taylors, SC 29687 or provide it to the Center Manager in a sealed envelope.**
- Parents/Guardians may pay on-line as well. On-Line Payment Instructions are included (see below). **HOWEVER**, initial program registration must be completed **on site** at the program.
- Pay with credit card, cash or check at the afterschool program you attend. **Checks must be made payable to: Greenville County. Checks must also include telephone # and driver’s license #.** (There is a \$35 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 (Monthly Payments ONLY):**

- 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 20<sup>th</sup> of each month for the upcoming month of service.
- Step 3      Payments must be made by midnight of the last day of the month to attend the upcoming month.
- Step 4      Students will be automatically unenrolled from the program on the 1<sup>st</sup> of the next month if payment has not been received.
  - Payments must be made by the end of the month regardless of your internet issues (if paying on-line).
  - If a student is unenrolled, parents may re-enroll as long as there are spots still available in the program and complete the initial registration process.

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

**(see next page)**



## **After-school Program Payment Options – (cont.)**

**(for payments not made at the center)**

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

- Customer should go to our website, [www.greenvillerec.com](http://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, 864-467-3592 or 864-467-3469 (M-F, 8:30a to 4:30p).**

### **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.
  - Name on the card
  - Billing address and zip code of the card
  - Credit card number
  - Expiration date
  - 3-digit code on the back of the card (CVV)



<b>Office Use Only</b>	
Date:	_____
By:	_____

### Credit/Debit Card Auto Draft Authorization

**Customer Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Payment Information**

*I authorize Greenville County Parks, Recreation, & Tourism to automatically charge my credit/debit card on file for the 2024-25 After-School Program monthly enrollment fees. I understand that the monthly draft will occur on the 20th of each month, and I agree that I will pay for these fees in accordance with the issuing bank cardholder's agreement.*

*Please initial each line below:*

\_\_\_\_\_ *It is my complete understanding that if I wish to terminate or change my enrollment in any way, I must give the after-school program written notice by the 15<sup>th</sup> day of the month.*

\_\_\_\_\_ *The bank draft enrollment is a continuous payment plan. I understand that this plan will remain in effect for as long as my child is enrolled in the after-school program referenced above.*

\_\_\_\_\_ *Should any payment draft not be honored by my bank for any reason, I realize that I am still responsible for that payment. This is in addition to any service fees my bank may charge.*

\_\_\_\_\_ *I will update my information on file in the event my credit/debit card information changes. (i.e. expiration date, account number, or credit/debit card billing address.)*

Cardholder's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Credit Card Information**

**\*Please print.\***

Cardholder's Name: \_\_\_\_\_ Cardholder's Zip Code (required) \_\_\_\_\_  
(as it appears on the credit card) (from credit card billing address)

*Destroyed After System Entry*

Credit card number: \_\_\_\_\_ Expires: \_\_\_\_\_



## 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 **can only** store medicine for the whole week or session (except for longer term medications such as inhalers or epi-pens – 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 or week (max.).
  - 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 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. Have an additional staff member present as a witness to the process and provide the appropriate signatures needed for verification.
  - b. Identify the child.
  - c. 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.
  - d. Administer medication and ensure it has been swallowed.
  - e. Complete one line of the Medication Administration Record each time medication is administered to a child (all columns of the chart must be completed).

Date	Time	Name of Medication	Dosage	Staff Signature	Reactions/Errors	Verifier
7/1/16	3:00PM	Ritalin	1 tablet	AJ	none	NC
  - f. 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.

### **Medication Administration Procedures (review)**

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 be stored on site).
6. Only designated staff will be allowed to administer medications.

## STUDENT'S CODE OF CONDUCT

***Parents 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.

### **STUDENTS 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 among 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 participate 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.



## **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.**