



2019-2020 **AFTERSCHOOL**
All Stars
PROGRAM

Learn. Act. Shine!

**2019-2020 AFTERSCHOOL
PROGRAM HANDBOOK**



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After School All Stars Site Locations

Program Time: 2:00 pm-6:00 pm

\$25 registration fee per child | **Price:** \$45 per week

Blythewood Park: 126 Boney Road, Blythewood SC 29016 | (803) 691-9786

Caughman Road Park: 2733 Trotter Road, Hopkins SC 29061 | (803) 783-0400

Forest Lake Park: 6820 Wedgefield Road – Columbia SC 29206 | (803) 787-5000

North Springs Park: 1320 Clemson Road – Columbia SC 29229 | (803) 736-6070

Polo Road Park: 800 Polo Road, Columbia SC 29223 | (803) 736-1657



After School All Stars

The Afterschool Program runs Monday-Friday from 2:00 pm-6:00 pm for children ages 5-12 years old. The weekly session fee is \$45. This includes one week of the afterschool program. There is a one-time non-refundable registration fee of \$25 per participant. If you have more than one child, you must pay the registration fee for each child, however, you will receive a session discount for each additional child that attends our program.

Only the paid weekly fee along with the registration fee will secure your child's place in program. The following sites follow this structure:

**Blythewood Park • Caughman Park • Forest Lake Park
North Springs Park • Polo Road Park**

Staffing

One of the most important components of a good camp experience is the staff.

We are very proud of our outstanding staff that provides leadership in the parks and program areas. Staff members are carefully selected for their character, commitment to youth development, and skills. Each year, employees from around the county join our staff and help broaden the childrens' experience. There is an overall ratio of one staff member to every 15 children.

All children are under the supervision of a trained staff member.

Accreditation

Richland County Recreation has been an accredited agency since October 2006. RCRC is a Commission for Accreditation of Park and Recreation Agency that has been accredited for excellence in operation and services. RCRC has been charged with providing high quality service and experience parks and recreation agencies across the United States turn to CAPRA Accreditation as a credible and efficient means of achieving those goals, while providing assurance to the public, that the agency meets national standards of best practice.

Our Mission

Dedicated to enriching lives and connecting communities through diverse recreational opportunities.

We have been committed to enriching the lives of families in Richland County, by providing healthy recreational opportunities, nutritional education, character development and student academic support.

Arrival and Check-in Procedures

Check-in is between 2:30 pm and 3:30 pm of each day of attending afterschool. If your child is using RCRC Transportation, please note that your child will be checked in each day by an RCRC Staff person. If you have to drop your child off during the Check In time, please be sure that you sign your child in each day. Please do not drop your child off at the curb or in front of the building. Our Staff will need to have you physically sign the roster each day if you or someone else is bringing your child into the facility. If your child is using School District transportation, one of our staff members will sign your child in at drop off.

If your child has another program, appointment, etc. and will not be able to arrive during the normal check in time, please make the staff aware of this event.

Preparing for the Program

Participants are encouraged to develop a sense of responsibility while at the facility. They take care of themselves and their belongings with counselor supervision. We ask that you encourage your child to help take ownership of their actions, and be responsible for their belongings.

Dress Code

No clothing that reveals underwear or midriffs. No clothing with inappropriate logos such as drug, alcohol, or tobacco related references. No clothing that is too revealing. No open toe shoes. All girl's bathing suits should be a one-piece. Please be mindful that we plan to fill each day with lots of fun and your child may get dirty from all of the recreation.

Personal Items

Participants should leave personal belongings such as games, dolls, mp3/iPod players, etc. at home.

Children should not wear or bring expensive or breakable items to the program. Staff will not hold or safeguard such items and cannot be responsible for their safekeeping. Please note that during program hours portable communication devices such as cell phones are not allowed to be displayed during the program. ***Richland County Recreation Commission does not accept responsibility for lost, broken or misplaced items.***

Snack

Richland County Recreation Commission will provide a healthy snack for your child through the USDA After School Snack program. Snack times will be within an hour of the children arriving to the site. Snack machines are located at some centers. Staff is not responsible for lost snack money. We will not keep snacks in a refrigerator or microwave them. Food from restaurants such as Wendy's, McDonalds, Chick Fil A, Hardees, Burger King, etc. will not be allowed at any of the programs.

Medication, Injury/Illness & Communicable Diseases

We cannot store or administer medications*. For the safety of all children at our program locations, we do not allow participants to carry or self-administer prescription drugs or over-the-counter drugs. You must make arrangements to visit the site to administer drugs, when required. If a child has medication with them, it will be confiscated and you will be notified. Please indicate all medical information on the registration form and keep current. Exceptions may be considered for children who are able to self-administer medications for emergency/life threatening situations only. Diabetics may be permitted to carry extra insulin or glucose tablets.

Children who are at risk of anaphylaxis as a result of allergies may be permitted to bring an epinephrine auto-injector. Children with asthma, who use an inhaler, are permitted to carry it with them and use it as needed, with prior approval from the Recreation Center Supervisor or Assistant Recreation Center Supervisor. Each of these will need to have the prescription accompanying it. These situations will be handled on a case-by-case basis. *Requests should be submitted in writing to the Recreation Center Supervisor or Assistant Recreation Center Supervisor prior to the start of the program. In the event of chicken pox, strep throat, mumps, conjunctivitis, stomach viruses or other communicable disease, you must notify Richland County Recreation Commission immediately. Children may not return to the program until all contagious conditions have cleared. In the event of head lice, the Richland County Recreation Commission must be notified immediately and the child may not return to the program until all evidence of lice is gone. If a child becomes ill or injured during program hours, staff will notify you. In serious life threatening situations, staff will call 911 for emergency assistance. Children with severe medical conditions are requested to wear a medic-alert bracelet or necklace at all times while in the After School All Stars Program. All medical conditions must be listed on the registration form. If your child becomes ill, he/she must be picked up within 45 minutes of you being notified.

Birthdays

We'll be happy to recognize your child's birthday if it falls while he/she is in the program. We'll recognize your child's birthday during snack and have the All Stars community join in wishing him/her a wonderful birthday. The parents are allowed to bring in cake/cupcakes and ice cream as long as it is store brought, and there is enough for every participant.

Behavior Management

Our use of discipline is established to provide a safe environment and enjoyable atmosphere for your child(ren). At Richland County Recreation Commission there are five (5) basic policies exist concerning discipline.

- No staff member ever touches, shakes, pokes, slaps or hits a child.
- Verbal discipline is the only form allowed. This does not mean screaming at children.
- When discipline of a group or an individual is necessary, the disciplinarian is the staff person who was supervising at the time.
- Parent/Guardian will be informed about the child's behavior both positive and negative.
- Parents/Guardians may not touch, discipline, or question children, other than their own for any reason. If parents have questions about the way an incident was handled, they should direct them toward the Parks and Recreation staff. Violating this policy can be grounds for removal from the program.

We do not allow corporal punishment under any circumstances. Using the measures of discipline described above, the program staff will handle minor unacceptable behavior as it occurs on site.

The staff will notify the parent/guardian describing the incident and/or discuss the situation when the child is picked up. A parent conference may be scheduled if behavior continues. Examples of Serious Discipline Problems:

- Fighting and/or bodily harm to another participant or staff
- Endangering their own safety or safety of others
- Using foul or threatening language
- Repeated and/or serious disrespectfulness towards staff

- Uncontrollable behavior which disrupts the program
- Intentional destruction of property
- Spitting and horse-playing

If serious or repeated unacceptable behavior occurs, parent/guardian will be required to pick up their child immediately. The child will be suspended for one or more days and/or face expulsion from the program for such behavior. In addition, a conference may be set up with the parent/guardian and Park Manager prior to the child returning to the program. Repeated incidents of serious unacceptable behavior will result in the child being expelled from the program. ***No credit or refund will be given in the event of suspension or expulsion.***

Some unacceptable behavior is considered serious enough that the child may be expelled from the program on the first offense. Examples include, but are not limited to the following:

- Physical assault on a child or staff
- Using, carrying, or distribution of drugs
- Possession and/or use of a weapon

For the safety and well-being of all participants, we reserve the right to expel participants, without warning, for these types of offenses.

Additionally, police will be contacted for offenses, which violate the law. The staff of RCRC is not trained to handle campers who have severe emotional disturbances, demonstrate violent behavior or who routinely violate rules and policies. If your child has some severe behavioral problems, we can refer you to a program designed to accommodate these special needs.

Programs & Fees

Registration is on a first come, first serve basis. In order to reserve placement for your child(ren) payment must be made for each desired program session. ***You will not be refunded or credited for daily absences! No refunds, no exceptions!*** Fees will not be adjusted or refunded for absences, suspensions, early pick-ups, unanticipated calendar changes, closing due to weather conditions, or other emergency situations.

Late pick-up fee: A late pick-up fee of \$1 per minute per child, after 6:00 pm will be charged. Fees will be charged based on the time indicated on the center's clock. Three (3) late pickups will result in expulsion from the program. Credit and Debit card payment is available. Checks or money orders must be made payable to Richland County Recreation Commission.

At the time of registration, the following are due:

- Proof of age and/or grade (progress report, report card or letter from school) depending on program
- Completed program registration form and activity registration form
- Two emergency contacts (other than parent/guardian)

****RCRC employees and its board members may register their child(ren) for the program with proof of RCRC employment status (county issued identification).***

If you have a more than one child that will attend our camp, the following discount will apply:

First child: \$45
Second child: \$40
Third child: \$40

Each child will still have to pay the registration fee.

Payments are due the Friday before the next session/week begins. Again, space is available on a first-come, first-serve basis. ***A \$10 late fee will be assessed at 12:00 am on Saturday morning if the payment is not made. The late charge and weekly fee must be paid by Monday at 6:00 pm or your child will not be picked up for afterschool on Tuesday.***

Online payments will only be accepted after initial registration and the first session payment is completed. All paperwork and verification must be completed as a part of the initial registration.

Child Abuse/Neglect

In accordance with Title 63 - South Carolina Children's Code, Richland County Recreation Commission is responsible for reporting all suspected abuse or neglect to our local social services department. All suspected child abuse will be reported to the site supervisor immediately. On-site staff will contact their appropriate supervisor in the Recreation Commission and department policy will be followed.

Release of Children

We will only release the child(ren) to the responsible parent/guardian or persons listed on the registration form. No exceptions. We also require a picture ID for those people unfamiliar to the staff, including the parent/ guardian.

If you are unable to pick up your child(ren), please notify the center staff as to who will be picking up your child(ren). If someone arrives that is not listed on the child(ren)'s form(s), staff will notify you. Until you have been reached, the child(ren) will not be released.

Legal documentation must be on file at the center if a parent/guardian is listed as unauthorized to pick-up.

It is recommended that individuals signing participants in and/or out of the program must be at least 18 years old or over.

Richland County Recreation Commission programs operate exempt from licensure as stated in Sections 63-13-20 (4) (a)-(e) of the South Carolina Child Care Licensing Law, 1976, as amended.

The Afterschool All Stars will not be in session. All sites will be closed.

September 2, 2019

November 11, 2019

November 27-29, 2019 (Thanksgiving Holiday/Fall Break)

December 23-January 3, 2020 (Christmas Holiday/Winter Break)

January 20, 2020

February 17, 2020

May 11, 2020

May 25, 2020

Schedule of Operation

On regular school days, the Afterschool Program operates from afternoon dismissal until 6:00 p.m. for children ages 5-12.

School Vacation/Staff Development Days

The Afterschool Program is open on most staff development days and vacation and will operate from 7:00 am-6:00 pm unless it is an early release day.

District 1

October 31, 2019

November 25-26, 2019

January 17, 2020

February 28, 2020

March 20, 2020 * Early Release Day

April 10, 2020 * Early Release Day

District 2

September 27, 2019 * Early Release Day

October 17, 2019

October 18, 2019

December 19, 2019 * Early Release Day

December 20, 2019

January 16, 2020 * Early Release Day

January 17, 2020

February 14, 2020 * Early Release Day

March 13, 2020

April 9, 2020 * Early Release

April 10, 2020

June 4, 2020 * Early Release

June 5, 2020 * Early Release



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