



2020-2021
All Stars
AFTERSCHOOL PROGRAM
Learn. Act. Shine!

2020-2021 VIRTUAL & AFTERSCHOOL
PROGRAM HANDBOOK



RICHLAND COUNTY

**RECREATION
COMMISSION**

Program Description

The Virtual and Afterschool Program (K-8th grade) is designed to meet the physical, creative and social needs of the participants in a fun-filled, safe environment. A variety of activities are offered including homework time, games, and arts and crafts. Qualified Parks and Recreation staff will supervise all activities.

Virtual & Afterschool Program

The Virtual & Afterschool program operates Monday-Thursday for students in grade K-8th. This program is designed to provide the children of our community with a safe environment to complete their e-learning. Richland County Recreation Commission staff will only provide supervision and monitoring of your child (ren) during virtual school day.

The Afterschool Program operates Monday-Thursday for children grades K-8th. This program is designed to provide the children of the community with safe recreational games, activities and character development.

Virtual & Afterschool All-Stars Site Locations

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

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

Eastover Park: 1031 Main Street, Eastover, SC 29044 | (803) 353-7137

Friarsgate Park: 1712 Chadford Road, Irmo, SC 29063 | (803) 732-3220

Hopkins Park: 150 Hopkins Park Road, Hopkins SC 29061 | (803) 783-9374

Meadowlake Park: 600 Beckman Road, Columbia, SC 29203 | (803) 754-4463

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

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

St. Andrews Park: 920 Beatty Road, Columbia, SC 29210 | (803) 772-6598

Trenholm Park: 3900 Covenant Road, Columbia, SC 29204 | (803) 787-0216

****IMPORTANT – All fees associated with the program are non-refundable. 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, suspensions, early pick-ups, unanticipated calendar changes, changes due to weather conditions or other emergency situations.***

Program and Fees

Registration is on a first come, first serve basis. 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.

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

Virtual School Program

First Child	\$50
Second Child	\$45
Third Child	\$40

Afterschool Program

First Child	\$45
Second Child	\$40
Third Child	\$35

Virtual AND Afterschool

First Child	\$80
Second Child	\$75
Third Child	\$70

Late Pickup

Late pickup: A late pick-up fee of \$1 per minute per child, after 2:30 pm for the Virtual School Program and 6:30 p.m. for the Afterschool Program 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.

Registration

At the time of registration, the following are due:

- One Time registration fee & first week payment. Credit and Debit card payment is available. Checks or money orders must be made payable to the Richland County Recreation Commission.
- Proof of age and/or grade (school verification form, school schedule, birth certificate)
- Completed program registration form and acknowledgement form
- Two emergency contacts (other than parent/guardian)

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 a.m. on Saturday morning if the payment is not made. The late charge and weekly fee must be paid by Monday at 6:30 p.m. or your child will not be admitted to the program 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.

COVID-19 Guidelines

Procedures for participant drop-off:

Between 7:00 am-8:00 am, staff will be available in the foyer/lobby area where they can monitor cars coming toward the building.

Staff will wear gloves and a mask while asking parents/guardians the following questions:

1. Does your child now or have had within the past fourteen (14) days any of the following:
 - a. Fever of 100.4 or higher or a sense of having a fever
 - b. New cough that cannot be attributed to another health condition
 - c. New shortness of breath that cannot be attributed to another health condition
2. Are there any members of your household with confirmed case of COVID-19?
3. Have you given your child any medication to lower his/her temperature today?

If the answer is yes to any of these questions, the child will not be permitted access to the program.

Staff will then ask the child to lean forward through the car window and then a body temperature check will be performed with a digital thermometer. If the body temperature is less than 100.4 the child will be escorted into the building by staff. Staff will sign the child in on the daily attendance sheet.

A 14-day waiting period will be required for any child that exhibits symptoms, has been exposed to or has tested positive for the coronavirus before they are able to return, along with a physician's note clearing the child.

Procedures for participant pick-up:

The staff will greet parents at their vehicles in the designated pick-up area between 2:00 pm-2:30 pm and complete the following:

- Radio program room staff for child to be brought to pick-up area
- Check parent ID while child is being escorted to vehicle
- Staff signs child out on the daily attendance sheet

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, policies concerning discipline illustrate the following:

- 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 his/her 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 the Recreation Site Supervisor 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, the police will be contacted for offenses, which violate the law. The staff of Richland County Recreation Commission is not trained to handle participants 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.

Program Rules and Regulations

Personal Belongings:

Participants should leave personal belongings such as games, dolls, electronics, 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. Richland County Recreation Commission does not accept responsibility for lost, broken, stolen or misplaced items.

Clothing and Attire:

Please be mindful that we plan to fill each day with lots of fun and your child may get dirty from activities during the program. The following attire is not acceptable to wear to the site during the program:

- 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 pajamas
- No open toe shoes or slides.

Medication:

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. Parents must plan to visit the site to administer drugs, when required. If a child has medication with them, it will be confiscated, and the parent will be called. Please indicate all medical information on the registration form and keep it 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 when needed, with prior approval from the Recreation Site 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 Site Supervisor prior to the start of the program.

Illness or Injury

If a child becomes ill or injured during program hours, the staff will notify the parent/guardian immediately. In serious life-threatening situations, the staff has been instructed to call 911 for emergency assistance. Children with medical conditions are required to wear a medic-alert bracelet, or necklace, at all times, while in the Virtual and Afterschool programs. If your child becomes ill, he/she must be picked up within 45 minutes of you being notified.

Communicable Diseases:

Children suffering with contagious or infectious diseases shall be excluded from the program; parents must notify the Richland County Recreation Commission immediately. Children may not return to the program until all contagious or infectious conditions have cleared. In the event of head lice, Richland County Recreation Commission must be notified immediately, and the child may not return to the program until all evidence of lice is gone. In the event of a non-COVID related fever, the Richland County Recreation Commission must be notified immediately, and the child may not return to the program until they are fever-free at least 24 hours without the use of fever-reducing medication.

Snack & Lunch:

Richland County Recreation Commission will not provide meals. Please provide your child(ren) with a lunch and two snacks (early morning & afternoon). Snack machines are located at the centers. Staff is not responsible for lost snack money. We will not keep lunch or 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.

Child Abuse/Neglect:

In accordance with Title 63, Richland County Recreation Commission staff is responsible for reporting all suspected abuse or neglect to DSS. All suspected child abuse will be reported to the site supervisor immediately. On-site staff will contact their appropriate supervisor in the Richland County 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 Park 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 older.

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.

Inclement Weather

Please listen to the local radio and television stations for school cancellations in the event of inclement weather. If school closes due to the weather, the after-school programs will not be held and you will need to pick your child(ren) up. Children will not be able to wait for pick up at the Park. If inclement weather occurs during the program, staff will contact you and you will need to make arrangements to have your child(ren) picked up immediately.

Holiday Observances

The Virtual & Afterschool All Stars will not be in session. All sites will be closed on the following days:

November 3, 2020	Election Day
November 11, 2020	Veteran's Day
November 25-27, 2020	Thanksgiving Holiday/Fall Break
December 21-January 4, 2021	Christmas Holiday/Winter Break
January 18, 2021	Martin Luther King Jr. Day
February 15, 2021	President's Day
May 10, 2021	Confederate Memorial Day
May 31, 2021	Memorial Day

Schedule of Operation/School Vacation/ Staff Development Days

The Virtual & Afterschool Program is open on most staff development and student holidays, we will operate from 7:00 am-6:30 pm.

District 1

September 25	Early Release Day
November 2	
November 3	
November 25-27	
December 4	Early Release Day
January 29	
February 5	Early Release Day
March 26	Early Release Day
April 5-9	

District 2

October 9	
November 2	
November 3	
November 25-27	
January 22	Early Release Day
January 25	
March 12	
April 2	
April 5-9	
May 10	Early Release Day
May 11	Early Release Day

District 5

October 12, 2020
November 3, 2020
November 25-27, 2020
January 18, 2021
March 15, 2021
April 5-9, 2021

Receipt of Handbook

Richland County Recreation Commission
7473 Parklane Road, Columbia, South Carolina 29223
803-741-7272

A COPY OF THE VIRTUAL & AFTERSCHOOL PROGRAM 2020-2021 PARENT HANDBOOK WAS RECEIVED BY:

PRINT PARENT/GUARDIAN NAME

PRINT CHILD'S NAME

PARENT/GUARDIAN SIGNATURE

Site Location:

OFFICE USE ONLY

STAFF SIGNATURE

DATE

COPY THIS PAGE AND FILE IN SITE BINDER WITH REGISTRATION INFORMATION. SUBMIT ORIGINAL SIGNATURE PAGE TO RECREATION SITE SUPERVISOR.



RICHLAND COUNTY

**RECREATION
COMMISSION**

WWW.RICHLANDCOUNTYRECREATION.COM



@richlandcountyrec



@richlandrec

