



## Enriching Lives & Connecting Communities

### After School Programs

Programming Department:  
Policy No. 6010

Revision Date: December 16, 2013

#### Policy Statement

The Richland County Recreation Commission continues to offer a quality and affordable After School Program at a number of sites in Richland County. These Programs provide schoolwork assistance and fun recreation programs to children whose parents need a safe place for their child to attend while they are at work.

#### **THE AFTER SCHOOL PROGRAM:**

The Director of Programs is responsible for setting all guidelines pertaining to the After School Program. The Programming Supervisor and his/her staff ensure that goals of the program are met at each of the site: 1) Supervision and safety at all times; 2) Constructive activities, including schoolwork assistance and enrichment opportunities; and 3) Fun, including physically challenging games, crafts, arts, special guests, healthy snacks and student driven clubs which encourage involvement in leisure activities, arts and crafts, volunteerism, and character building activities.

#### **AFTER SCHOOL PROGRAM HOURS AND DAYS:**

The Program operates when school lets out, including early dismissal days, until 6:00 p.m. Monday through Friday. 'Full day' programs are often available on in-service days and some holidays 7:30 a.m. – 6:00 p.m. **The Program is not available during weather related or other types of emergencies when schools are dismissed early. Both Schools and Recreation Centers close for these situations, so parents must pick up their child from school if an emergency occurs.** The Program follows each school district's calendar and begins the first day of school and last through the last day of school. Cost: Registration fees, weekly cost, and other program fees are set by the Executive Director with recommendation for the Division Head of Facility Operations.

#### **PARTICIPATION & REGISTRATION:**

The After School Program is for students in K – 8<sup>th</sup> grades, ages 5 – 13. At school sites, only those children attending that school may participate. Recreation Center Programs accept all students as long as they meet the grade/age requirement. Registration begins in August for the After School Programs. Those interested in attending can register at the site they wish to attend by completing the necessary forms and paying the registration fee. For the safety of each child, the registration form must be fully completed, signed and on file before any child can attend the Program. This includes; name and phone numbers of those to contact should an emergency arise, additional persons authorized to pick up your child, insurance information, drivers license numbers and all needed signatures.

**FINANCIAL ASSISTANCE:**

After School Programs are DSS and ABC accredited and accept ABC vouchers as payment. Parents are encouraged to call the South Carolina Department of Social Services for requirements.

**AFTER SCHOOL LOCATIONS:**

After School programs are held at various RCRC facilities.

**STAFFING:**

The Programming Department is responsible for hiring part-time After School Staff who are placed in various program roles: Site Directors and Assistant Directors, Program Counselors, Special Needs Counselors, Drivers, and Office Assistants and Program Assistants.

**THE STAFF:**

Trained, caring counselors 'closely supervise' the children each day and encourage good character and confidence while enhancing social skills through participation in fun, educational, and interactive activities. Each staff member has undergone hours of training in preparation for this After School Program as well as numerous background checks - personal references, former employment, criminal records and the sex offenders registry - as well as completing Drug, TB testing and undergoing a physical. Teachers, school staff, college students, returning counselors, and after school counselors make up the majority of employees.

**STAFF TRAINING:**

All Staff must attend mandatory training sessions which include: First Aid, AED and CPR Certifications, Blood Borne Pathogen, Corporal Punishment and Staff Policies and Procedures.

All Child Care Staff are required to receive 15 hours of annual certified training through the South Carolina Center for Child Care Career Development. A minimum of 5 hours of Child Growth and Development, a minimum of 5 hours of Curriculum Activities for Children, a minimum of 5 hours in other Early Childhood Areas. Recommended areas include: Safety, Health, Nutrition, Guidance and Professional Development.

Directors/Operators are required to receive 20 hours of annual certified training through the SC-CCCCD. A minimum of 5 hours related to Program Administration, a minimum of 5 hours of Child Growth & Development, Early Childhood Education, and/or Health, and 10 hours in other Early Childhood Areas. Recommended areas include: Guidance, Curriculum Activities, Nutrition, and Professional Development.

**AFTER SCHOOL PROGRAMS ARE INCLUSIVE:**

The After School Programs will make every effort to accommodate children of all abilities. If children have special needs, their parents should contact the Programming Department so that any necessary arrangements can be made to insure the child has a fun, quality experience in the program. We will request assistance of our Adaptive Recreation Department and parents will submit an IEP if necessary.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.