



ALL★STARS

Afterschool Program



2023-2024

AFTERSCHOOL PROGRAM

HANDBOOK

Learn. Act. Shine!



RICHLAND COUNTY

**RECREATION
COMMISSION**

PROGRAM DESCRIPTION

The RCRC All-Stars Afterschool Program is designed to meet the physical, creative, and social needs of the participants in a fun-filled, safe environment during Out-of-School Time. A variety of activities are offered including homework time, games, and arts and crafts. Qualified Parks and Recreation staff will supervise all activities.

The Afterschool program operates Monday-Friday from 3:00 pm-6:00 pm for students PreK-7th grade. *****Participants 4 years of age and in Pre-K MUST be registered in Richland County Schools Pre-K program to be eligible for the afterschool program.***



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

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

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

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

REGISTRATION INFORMATION & 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.


Fees:

One-time registration fee: \$25 per child

Weekly Fee: \$45 per week

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

- First Child: \$45
- Second Child: \$40
- Third Child: \$40



NEW FOR 2023-24
SEND YOUR CHILD FOR
FULL DAY CARE ON STAFF
DEVELOPMENT AND
STUDENT HOLIDAYS FOR
JUST AN EXTRA
\$10 PER DAY!

Late Pickup:

Late pickup: A late pick-up fee of \$1 per

minute per child, 6:00 pm for Afterschool 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 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 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.

BEHAVIOR GUIDELINES AND PROCESS

The Richland County Recreation Commission's "Behavior Guidelines and Process" are for both disciplinary actions and to provide a safe and enjoyable atmosphere for your child(ren).

Staff makes every effort to handle discipline problems constructively and positively by addressing the inappropriate behavior without criticizing the child. Most behavior problems are corrected with short conversations sometimes combined with a short "time-out". More serious behavior problems, which affect other participants, the staff, or the overall program, will be documented. When warranted, parents/guardians will be called to pick up their child(ren) immediately if the behavior continues to be disruptive. In addition, serious behavior problems, or a continuation of problems, could result in the child(ren) being dismissed from the program. The child will be suspended for one or more days and/or face expulsion from the program for such behavior. A conference may be set up with the parent/guardian and Recreation Center Supervisor and/or RCRC Administrative staff prior to the child returning to the program. Repeated incidents of serious unacceptable behavior will result in the child being expelled from the program."

Procedure for Disruptive Behavior:

1st Violation/Offense: Verbal Warning {parent notified}

2nd Violation/Offense: Written report {parent will be notified when picking up child(ren);

3rd Violation/Offense: Written report and 3-day suspension from the program;

Any violation/offense after 3rd time will result in child(ren) being dismissed from the program. The length of suspension will be determined based on each individual situation. Factors such as type/severity of behavior, behavior history, age of youth, etc. will be considered when determining the length of the suspension and/or expulsion and remains at the sole discretion of management.

Examples of behavioral issues include but are not limited to:

- Refusing to follow behavior guidelines and camp rules
- Using profanity, vulgarity, or obscenity; Leaving the program without permission
- Stealing or damaging property (personal or camp property)
- Refusal to cooperate in camp and/or to disrupt the programs
- Repeated and/or severe disrespectfulness towards staff
- Endangering the health and safety of other campers/staff/self
- Bullying (teasing, making fun of campers or staff), fighting, or physical aggression of any kind.

***PHYSICAL FIGHTING WILL BE AN AUTOMATIC SUSPENSION.**

More severe offenses will follow these steps at a faster pace.

(These offenses may warrant dismissal from all Richland County Recreation Commission Afterschool Programs).

Exceptions:

The child may face expulsion from the program for such behavior. Some unacceptable behavior is considered severe enough that the child may be expelled from the program on the first offense. *IMPORTANT- No credit or refund will be given in the event of expulsion from camp.

Examples include, but are not limited to the following:

- Physical assault on a child or staff
- Sexual conduct of any kind
- Using, carrying, or distributing 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 that violate the law.

Therapeutic Recreation Accommodations:

Richland County Recreation Commission (RCRC) offers Camp Sunshine to participants who may need therapeutic accommodations. Camp Sunshine provides services to those with physical, intellectual, or developmental disabilities. Camp Sunshine offers an opportunity for those with disabilities to play regardless of their ability. Summer Mania staff may refer children to Camp Sunshine if they witness behavior beyond their training.

PROGRAM RULES AND REGULATIONS

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.

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:

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. 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.

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 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 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 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 after-school program. 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, the 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 fever, the Recreation Commission must be notified immediately, and 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 snack. 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 the 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.

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 from the school. 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.

SCHEDULE OF OPERATION /SCHOOL VACATION/STAFF DEVELOPMENT DAYS

The Afterschool All Stars Program will be closed on the following days:

- Labor Day - September 4, 2023
- Veterans Day - November 10, 2023
- Thanksgiving Break - November 23-24, 2023
- Christmas Break - December 22, 2023, thru January 5, 2024
- Martin Luther King Day - January 15, 2024
- President's Day - February 19, 2024
- Spring Break - March 29, 2024 thru April 5, 2024
- Confederate Memorial Day - May 10, 2024
- Memorial Day - May 27, 2024

The Afterschool Program is open on most staff development and student holidays. The program will operate as follows:

- Regular School Days — 3:00 pm-6:00 pm
- Early Release Days — 10:00 am-6:00 pm
- Student Holidays — 7:00 am-6:00 pm
- Staff Development/Student Holiday — (Full daycare: \$10 per day in addition to the weekly rate)

District 1

September 22, 2023	*Early Release Day
October 19-20, 2023	*Student Holiday
October 27, 2023	*Early Release Day
November 10, 2023	*Early Release Day
November 22-24, 2024	CLOSED
December 20-Jan. 2, 2024	CLOSED
January 3-5, 2024	CLOSED
January 12, 2024	*Early Release Day
February 16, 2024	*Student Holiday
March 15, 2024	*Student Holiday
March 28, 2024	*Early Release Day
March 29-April 5, 2024	CLOSED
April 26, 2024	* Early Release Day
May 31, 2024	* Early Release Day/Last Day

District 2

September 22, 2023	*Early Release Day
October 11-13, 2023	*Student Holiday
November 3, 2023	*Early Release Day
November 22-24, 2024	CLOSED
December 20, 2023	*Early Release Day
December 21-Jan 4, 2024	CLOSED
January 5, 2024	CLOSED
February 15, 2024	*Early Release Day
February 16, 2024	*Student Holiday
March 8-11, 2024	*Student Holiday
March 28, 2024	*Early Release Day
March 29-April 5, 2024	CLOSED
April 25, 2024	*Early Release Day
April 26, 2024	*Student Holiday
April 29, 2024	*Student Holiday
May 30, 2024	*Early Release Day/Last Day



www.richlandcountyrecreation.com

   @richlandcountyrec  @richlandrec

For ADA accommodations, please contact Latashi Jones, Risk Manager, at 803.741.7272 x 119.