

# Parents Welcome Letter

Dear Families,

We would like to take this opportunity to welcome you to St. Andrew's Parks and Playground's After School Program! Thank you for choosing us for your after-school destination. St. Andrew's is excited to offer our after-school program to elementary and middle school children this fall and spring!

You told us what you look for in an after-school program and we listened. Our after-school program promises to focus on growth through education, enrichment, and social skills. Located at our convenient location on Playground Road, our after-school program is designed to work with all families, including yours! We offer a safe, quality program with affordable rates at less than \$80 per week. Sibling discounts are available. Our participants may bring a light snack and participate in planned activities offered in an enriching environment specifically designed to meet the needs and interests of school-aged children (K-8<sup>th</sup> grade) and their families. Please see the daily schedule below for more information. The goal of our program is to provide a quality program that is safe, fun and affordable. Our programs offer age appropriate activities under the supervision of a competent, trustworthy, caring and qualified team that understands and meets the needs of the children in our care.

St. Andrew's Parks and Playground offers camps and one-day programs throughout the year at several locations for kids and teens. Our programs are packed with exciting activities guaranteed to keep your children smiling all day long! These indoor and outdoor programs focus on various activities including theme weeks, arts & crafts, recreational swimming, indoor and outdoor sports, drama, reading, games, interest centers and weekly field trips. At St. Andrew's camps and programs, we create an exciting, safe environment for kids to have an unforgettable time! And while taking part in unique experiences and adventures, they're also building self-esteem, developing interpersonal skills and making lasting friendships and memories.

Please read the following information regarding our After School Program. If you have any questions that are not answered on this form, please call our main office at 763-4360 or email Jacob Rossignol, at [jrossignol@standrewsparks.com](mailto:jrossignol@standrewsparks.com). We look forward to seeing you and your children soon!

Sincerely,  
Jacob Rossignol  
Program Coordinator

## **REGISTRATION PROCEDURES**

- We are thrilled that you've chosen St. Andrew's Parks and Playground as your after-school destination! So, how do you register? You have several options:
  - **Online:** Head to our website [www.standrewsparks.com](http://www.standrewsparks.com) and click "Register Now." You'll be taken to our registration software website,

eTrak. If you haven't already done so, you'll need to create an account for your family. You start this process by first creating an account for yourself (as the responsible person) and then for each person in your family.

**\*IMPORTANT\*** Children must have their school and grade for the year in their profile.

- **IMPORTANT: If you have done ANY program or sport with St. Andrew's (including memberships at FFP) but have not yet created an account online (or may have forgotten) then you are already in our system and should select "forgot password" upon arrival to the registration website. This will prevent duplicate accounts for the same person/family.**
- After creating accounts for yourself and your family, on the left-hand side of the page, click "after school programs". You can choose to register for every month or for select months.
- **In Person:** You can also register in person at our administrative offices at 1095 Playground Road between the hours of 8:30 and 5:30 Monday – Friday or at St. Andrew's Family Fitness Plus located at 1642 Sam Rittenburg Blvd.
- We do not accept registrations over the phone for our after school program.

### **ARRIVAL AND DISMISSAL EXPECTATIONS**

- The drop-off and pick-up location for our After-School Program is at the gymnasium located at 1095 Playground Road.
- Children attending the following schools will ride the school bus to our Playground location every afternoon. Counselors will be awaiting their arrival at the drop off location. The school bus routes will be announced at the end of July. Parents are required to sign their child up for the specified bus route. **The following schools will ride the school bus to Playground Road:**
  - CE Williams Middle School
  - St. Andrew's Math and Science
  - Ashley River Creative Arts Elementary
  - Buist Academy/Memminger
- Children who attend a school other than the above-mentioned schools (in the West Ashley area) will be picked up from school in a St. Andrew's vehicle. We will notify each participant whether he/she will need to be registered as a school bus rider or a daycare bus rider at school. These schools are:
  - Drayton Hall Elementary-Aftercare Rider: St. Andrews Parks and Playground
  - Stono Elementary- Day Care Rider: St. Andrews Parks and Playground
  - Springfield Elementary-Day Care Rider: St. Andrews Parks and Playground
  - Oakland Elementary- Day Care Rider: St. Andrews Parks and Playground
  - Montessori Community School-Inform Teacher: Day Care Rider: St. Andrews Parks and Playground
  - West Ashley Advanced Studies-Meet at teacher parking lot

- Orange Grove Charter Middle School-Meet at Car Rider Dismissal

### ITEMS NEEDED DAILY

- Snack is NOT provided.
- We recommend you send your student(s) their own snacks.
- Comfortable clothing, including sneakers/tennis shoes and socks, are recommended. Please keep in mind that your child may participate in physical activities that include running. Therefore, we recommend sneakers.
- *If your child needs to take any medications during after school hours, the medication must be brought in the original prescription bottle with your child's name and dosage clearly marked.* Parents must give appropriate information and instructions when registering and must speak with the Director and/or a counselor about medication.
- **All personal belongings, including jackets, lunch boxes, backpacks, etc. should be clearly labeled to help avoid loss.** The Lost and Found is located at the entrance in case your child does lose something. Lost and found will be disposed of monthly. Please note that children are not permitted to bring any items to after care (such as Game Boys, trading cards, etc.) that they are not allowed to bring during the regular school day. SAPP cannot be responsible for any lost, damaged or stolen belongings.e

### FEE INFORMATION/SCHEDULE OF PAYMENTS

The Afterschool program is offered weekly

- Weekly payments are due before the start of the program on **Monday** morning (no later than 12:00 noon). You will be required to register your child(ren) on a weekly basis
  - **Please note that the payment period does not include specialty camps such as winter and spring break nor does it include teacher workdays.**
  - Early dismissal days are included in the after-school price.
  - Payments may be made by check, cash, or card. Checks should be made out to "SAPP" or "St. Andrew's Parks and Playground".
  - If a check is returned, SAPP must be reimbursed for all charges, including the return check fee, or your child may be dropped from our enrollment.
  - Children enrolled in the program that are not in attendance and miss days during the month due to illness or other reasons must still pay for the entire week. Refunds are given on a case by case basis.
  - All payments must be made in advance prior to the start of the attendance period.
  - If payment is made late, your child may be dropped from our enrollment.
  - No child may attend the after-school program if not registered for the week

### SCHOLARSHIP INFORMATION

- St. Andrew's Parks and Playground offers full and partial recreational scholarships based on financial need. Applicants must complete an official scholarship application

form four weeks prior to the registration deadline for the program they wish to attend.

- Children 18 and under who meet all requirements for the program they wish to attend and who qualify for the Federal Free Lunch program and/or the 2006 Department of Health and Human Services Poverty Guidelines. St. Andrew's Public Service District (PSD) residents will receive preference for all scholarships.
- In cases where insufficient funds exist to cover all eligible applicants, other considerations such as medical bills, number of other dependent children in the household, and annual income will be taken into account to determine scholarship recipients.
- Forms are available at the Parks and Playground office or at St. Andrew's Family Fitness Plus or you may print the application. Applications must include verification of the child's free or reduced lunch status. Children who are not yet in school may get a letter from the local DSS office verifying their approval for AFDC.
- **Please note:** in order to provide the maximum amount of scholarships to qualified participants, St. Andrew's will only provide scholarships for one program per request. (I.E. One week of summer camp, one session of a program, etc.).
- Applicants may apply once per year for any program. Approved applicants have two weeks to register for the designated program after they are approved. We will contact all applicants of their status via phone or mail. Call (843) 763-4360 for more information.

*Please note that completion of the form does NOT guarantee enrollment in the program; participants must meet all eligibility criteria.*

### ATTENDANCE PROCEDURES

- Attendance is taken daily of all children attending the after-school program. Parents/guardians are responsible for notifying the program staff if their child will be absent from the after-school program. By either calling the main office number or by emailing me at [jrossignol@standrewsparks.com](mailto:jrossignol@standrewsparks.com)
- For your convenience, our program has its own telephone number which can be called after 2:00 P.M. The after-school program's direct telephone number is. 843-259-8017
- If a child is registered to attend the after-school program and does not report to the program and is not on the official school absentee list or early release sign out sheet, the parent, guardian or emergency contact will be notified to verify the child's absence. This helps ensure the safety of all the children attending our program.

### SIGN OUT PROCEDURES

- Your child must be signed out when picked up each day.
- Staff members may request photo identification if the person picking up the child is unfamiliar and check the authorization form. Please be aware that we do this for the safety and protection of the children in our programs. Your child will not be released to anyone without prior written notice and/or a telephone call. The Site Director may ask you to identify yourself.

### LATE PICK UP POLICY

- The after-school program closes promptly each evening. All parents and/or guardians are expected to pick up their children on time. If you are unable to do so, it is your responsibility to notify the Site Director that you will be late or are sending an alternate to pick up your child. If the alternate is not on your permitted to remove list, the Site Director may ask you for identification.
- In addition, please advise the individual picking up to bring photo identification with them. After the site closes, a staff member will attempt to contact the parent, guardian or emergency contact person by telephone. If a child remains at the after school program an hour after closing time and neither parents, guardians nor emergency contacts can be reached and there has been no communication from the parents or guardians, the local police department will be contacted and the child released into the custody of the appropriate law enforcement official.
- A \$1.00 late fee will be charged for each child for each minute after closing, if the parent/guardian is late picking up their child. This fee is due upon picking up your child or the next day. Three Late Pick-Ups may result in your child being dismissed from the program.

### **HEALTH/SAFETY/MEDICATIONS**

- Every site is equipped with multiple first aid kits. All team members are CPR/First Aid/AED Certified.
- The Site Director will notify parents if there is evidence of serious injury or illness. A written record will be kept of all injuries and accidents requiring first aid. A copy of the incident report will be kept on file.
- In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parents/guardian cannot be reached immediately, the emergency numbers on file will be called. In the event of an emergency warranting medical attention or considered life threatening, the Site Director will call 911 or take other necessary emergency procedures. Parents/guardians and/or emergency contacts will be contacted as well.
- If your child must take a prescription medication of any kind, you must notify the Site Director and give us all medical information upon registration.
- Over the counter medication will not be dispensed without a doctor's written authorization. All medication should be given to the Site Director to ensure proper usage. Children are not permitted to have medication in their possession to take on their own. Medication will never be given to a child by a staff member without the proper written authorization. No medication will be dispensed unless it is in its original container.

### **ROLES & RESPONSIBILITIES OF THE PARENTS**

- Parents and guardians are responsible for:
  1. Picking up their child(ren) by the close of the program;
  2. Conforming to the payment schedule of the program;
  3. Notifying the After School Program if:
    - a. Any information on the registration form changes (Telephone Numbers, Addresses, Pick up information)
    - b. Their child attended school, but will not be attending the after-school program on any given day or period of time

- c. There is a change in the daily departure routine or the person picking up
- d. If the child was kept home from school due to illness that child cannot attend after school
- e. Their child is being withdrawn from the after-school program
- f. Their child's participation in the program is limited due to health or other impairments
- g. Their child is on any medication which must be dispensed while their child is at the after-school program, or if their child has any allergies.

*A child may be exited from the program if a parent does not meet the above responsibilities on a consistent basis.*

### PERSONNEL

- St. Andrew's Parks and Playground strives to maintain a staff to child ratio of 1 team member for every 8 children but at all times follow DSS regulations of teammate to child ratio. It is our goal to provide safer supervision so our team members can be more responsive and nurturing to the children in their care. All team members must meet educational and experience requirements for the position that they hold.
- All child care personnel function under the direct supervision of the Program Coordinator, an experienced child care professional who works on site to supervise the daily activities and safe operation of the program.
- Each team member must be background screened and meet the minimum requirements set forth by law. All team members also receive mandatory orientation and training prior to beginning their position that focuses on methods and guidelines for working with children.

### DAILY ACTIVITIES

- Upon dismissal from school, all children will report either to the school bus rider line or daycare rider line (depending on which school s/he attends).
- Once children arrive on site, they have time to eat their snack from home.
- Programs may vary, next children are dismissed for free play then mandatory homework and choice time .
- At SAPP, our team understands the importance of homework. Parents may choose how much homework is done by filling out our Homework contract.
- Our schedule blends educational and recreational activities between the hours of 3:00 P.M. and 6:00 P.M. that may include: foreign language, computer technology, reading, writing and math programs, science, drama, cooking, movies, arts and crafts, clubs and physical education programs. Free Choice is offered in many of our programs to children remaining at the program after 5:30 P.M.

#### DAILY SCHEDULE:

3:00 – 3:30 pm Arrive at Gym/Free Time

3:30-3:45-Snack

3:45-4:45- Choice Time

Homework-All homework must be completed as per homework contract and checked by a counselor before child can make a choice of one of the following:

Craft

Steam

Physical Activity

## Quiet Games

4:45 – 5:30pm Organized group game

5:30-6pm-Free Time/Pick UP

### SCHOOL HOLIDAYS/EARLY RELEASE DAYS

- St. Andrew's Parks & Playground will be closed on the following holidays: Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Day, the day after Christmas, New Year's Day, and Memorial Day.
- We will be open for most school holidays (including teacher workdays), fall, winter and spring breaks (at an additional cost).
  - Early Dismissal days will be an additional \$10 per child and is included in the after-school fee.
  - Teacher Workdays will be an additional \$15 per child (\$25 for non-after school participants). ***\*Must register separately for teacher workdays!***
  - Thanksgiving Break, Winter Break, and Spring Break Camp prices vary depending on which camp you choose. Please note: most holiday camps include at least one field trip so the price may vary. ***\*Must register separately for Holiday Camps!***
- Parents/guardians will receive information regarding field trips or special holiday schedules in advance. Sign up for these activities will take place at the front desk of the after-school program or online. There is an additional charge for field trips and holidays. Space may be limited and registration is on a first come, first served basis.

### DISCIPLINE POLICY

Should a disciplinary problem arise, staff will respond immediately to the situation. You will be contacted to pick up your child if the problem affects the safety and well-being of another participant and/or staff member, or if the problem cannot be resolved after fair warning. Significant behavior incidents will be documented, and parents will be asked to review and sign the documentation to ensure that you are kept informed of any concerns.

Suspension is possible if a child deliberately harms another child and/or staff member, participates in the deliberate or willful destruction of personal or facility property, or if we cannot control your child's behavior. For the safety of all children and staff members, the following behaviors will not be tolerated, and disciplinary action will be taken immediately:

- Foul and sexually suggestive language
- Sexually suggestive behavior
- Hitting or striking other children and/or staff members
- Insubordination
- Damage and/or theft to other's property

Discipline may include a verbal warning, "time out" from the area of play, being sent to the office, exclusion from certain activities, suspension or expulsion. If we cannot control your child's behavior, we will ask for a conference with the parent(s). If the problem continues, we will ask you to make other arrangements for your child. ***No refunds and/or credits will be issued if your child is removed from the program for disciplinary reasons.***

**HOMEWORK ROOM POLICY**

**\*PLEASE PRINT AND RETURN\***

**St. Andrews Afterschool Program**

**Homework Contract**

Monday through Thursdays, at approximately 3:45pm, Children are given the opportunity to work on their homework at St. Andrews Afterschool Program. We do not provide homework time on Fridays.

They may work on homework up to 45min, depending on grade level and individual needs. Children working on homework are provided with a quiet space and materials available to complete most assignments individually. Staff are available to assist, encourage and check each child's homework is completed without giving away answers. Therefore, when a child does not understand a portion of homework, and staff feel they have provided several ways to solve the problem, we will allow the child to put away the assignment to be completed at home. Please continue to check your child's homework for completion and to ensure it is ready for school the next day.

Please read this contract with your child. Decide which option works best for your family and return this form.

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I/We \_\_\_\_\_

the guardian(s) of \_\_\_\_\_  
prefer:

- Homework be worked on for a minimum of \_\_\_ minutes
- Homework be worked on for 45 minutes or until assignments are completed
- Homework is optional.
- Homework is not worked on and saved for completion at home.

Child Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



