

## PARENT WELCOME LETTER

Dear Families,

First and foremost, I would like to thank you for registering your child with St. Andrew's Parks and Playground Afterschool Program. We pride ourselves on being a safe, inclusive, and enriching space for your child(ren).

Our Afterschool Program promises to focus on growth through education, enrichment, physical activity, and social interactions. We have specifically designed our program through the lens of the campers that have been here in years past, and have age appropriate opportunities for kids 5-12 years old. We strive to have activities for everyone to enjoy including: arts and crafts, speciality clubs, sports, games, indoor and outdoor rotations, and more! We operate on a 8-1 ratio of campers to counselors. All of our teammates are trained to be competent, trustworthy, and caring that understands and meets the needs of the children in our care.

### Important Details:

Our Afterschool program runs from 2:30pm - 6:00pm. Participants are bussed to our location by the school system, or we will pick them up in a St. Andrew's Agency Vehicles. Please see below for further details on transportation. We encourage all campers to bring a light snack, as snacks are **NOT** provided. For the convenience of our families, our Afterschool Program includes all half days and early releases - the rates for those weeks will be prorated for the extra care.

### Day/Holiday Camps

St. Andrew's Parks and Playground offers teacher workday and holiday camps throughout the year. These are **separate** from Afterschool and must be registered for independently. These camps are independently crafted for our campers to participate in unique experiences and adventures. Just like our afterschool program, we emphasize building self-esteem, developing interpersonal skills, making lasting friendships, and most importantly - having fun!

Please read the following information regarding our After School Program. If you have any questions that are not answered in this letter, please call our main office at (843) 763-4360 or email Madi Brenengen at [mbrenengen@standrewsparks.com](mailto:mbrenengen@standrewsparks.com). We look forward to seeing you and your children soon!

Sincerely,  
Madi Brenengen, Program Coordinator

## **REGISTRATION PROCEDURES**

We are thrilled that you've chosen St. Andrew's Parks and Playground as your Afterschool Program destination! So, how do you register? You have several options:

**Online:** Login or create an account

**In Person:** You can also register in person at our administrative offices at 1095 Playground Road between the hours of 8:30 AM and 5:30 PM, Monday - Thursday and 8:30 am - 4:00 pm, 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 Afterschool Program\***

## **ARRIVAL AND DISMISSAL EXPECTATIONS**

The drop-off and pick-up location for our Afterschool 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. Parents please contact your school administrator for bus routing numbers.

The following schools will ride the school bus to Playground Road:

- St. Andrew's Math and Science
- Ashley River Creative Arts Elementary
- Buist Academy/Memminger
- C.E Williams 7/8th
- C.E Williams 6th

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. **\*Space is limited on all of our pick up routes, please contact Madi at [mbrenengen@standrewsparks](mailto:mbrenengen@standrewsparks) or call our main office to verify availability\***

These schools are:

- Drayton Hall Elementary
- Springfield Elementary
- Trinity Montessori School
- Oakland Elementary
- Orange Grove Middle
- Orange Grove Elementary
- Carolina Voyager

## **ATTENDANCE PROCEDURES**

Attendance is taken daily of all children attending the Afterschool Program. Parents/guardians are responsible for notifying the program staff if their child will be absent from the Afterschool Program by texting our camp phone at 843-730-3382.

For your convenience, we have a program cell phone that can be texted or called at any time. The number is 843-730-3382.

A parent or guardian is responsible for signing out their child(ren) at pick-up time daily. Photo identification will be required at pick-up.

For your child's safety, only those listed on your child's Pick-Up Authorization section in the account online will be allowed to pick them up from the program. If someone other than the parent or guardian listed on the Pick-Up Authorization section needs to pick up your child, you must inform the program staff in advance as well as update the section online.

## **LATE PICK UP POLICY**

Grace Period: There will be a 5 minute grace period for the occasional unavoidable days that unexpected issues may arise

### Fee Structure:

- Flat Rate - After the grace period, there will be an automatic flat rate of \$10 will be charged
- Incremental Fee - Every minute after the grace period will incur an additional \$1 per minute
- For example: If a child is picked up at 6:07, the charge will be  
 $\$10 \text{ (flat rate)} + \$2 \text{ (incremental fee)} = \$12$

### Consistent enforcement:

- Fees are applied regardless of reason to ensure fairness
- **Chronic lateness (3 or more times a month) will result in additional consequences** such as the grace period being removed, higher fees being applied, or suspension/expulsion from the program.

### Emergency Situations:

- Parents should always call ahead if running late
- In cases of true emergencies (such as a car accident), exceptions may be made at the discretion of the Program Coordinator or Program Director.

## **FEE INFORMATION AND SCHEDULE OF PAYMENTS**

The After School Program is offered weekly: Weekly payments are due before the start of the program on **Monday by 12:00pm**. You will be required to register your child(ren) on a weekly basis using our online portal or you may come into the office.

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 Afterschool Program 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 who 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.
- No child may attend the Afterschool Program if not registered for the week.

## **LATE REGISTRATION POLICY**

Registration Deadline: Children must be registered by **12pm on Monday** of that given week of Afterschool.

### **Late Registration Fee**

- A \$25 per day late fee will be applied if the child attends without an on-time registration
- Late registrations will only be accepted if there is space available in the program

### **Exceptions:**

- Parents/guardians must provide notice if they anticipate a late registration
- Exceptions may be made at the discretion of the Program Coordinator or Program Director.

## **AFTERSCHOOL SCHEDULE**

2:30pm - 3:30pm — Arrival/Recess/Snack

3:30pm - 4:00pm — Gym Game

4:00pm - 5:00pm — Choices time

5:00pm - 5:30pm — Gym Game

5:30pm - 6:00pm — Recess

\*Schedule is subject to change\*

## **WHAT TO BRING**

- Snack (we do **NOT** provide snacks)
- Change of clothing
- Water bottle (specifically **NO STANLEY'S**)

## **MEDICATIONS**

If your child needs to take any medications during Afterschool Program 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 Program Coordinator or Program Director about medication.

## **LOST AND FOUND**

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.

## **AFTERSCHOOL CLUBS**

These specialty clubs offer a unique opportunity for students to explore their interests, develop new skills, and have fun in a structured, supportive environment during after-school hours. From creative arts to science experiments, and even gaming and sports, we have something for everyone!

### **Key Details:**

- Days: Clubs will meet on Thursdays from 4:00 PM - 5:30 PM.
- Additional Cost: Each club will have a small fee to cover supplies and materials.
- Variety of Themes: We have a rotating schedule of exciting clubs, so your child can participate in different activities throughout the year.

Here's a quick look at a few of our clubs that we offer throughout the school year!

- Cooking Club: Young chefs will explore the art of cooking and learn new recipes in a fun, hands-on environment.
- Messy Craft Club: Let creativity run wild with exciting, hands-on projects using paint, glitter, slime, and other fun materials.
- Video Games Club: A perfect place for kids to enjoy gaming with friends in a safe environment.
- STEM Club (Science Experiments): Explore exciting science experiments that encourage problem-solving and creativity.

**How to Register:** These clubs are completely optional and will be in addition to the after-school registration fee. The club fee varies depending on the supplies and materials needed. During after-school registration, you will be given the option to 'add-on' the club of 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:** Completion of the form does NOT guarantee enrollment in the program; participants must meet all eligibility criteria.\*

**Thank you for choosing St. Andrew's Parks and Playground as your Afterschool Program destination! We look forward to a fantastic school year filled with learning, fun, and growth!**