



**Union County Recreation Department  
2014-2015 After-School Program  
Policies and Procedures**

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**DATES:** Monday, August 18, 2014 to Thursday, May 28, 2015.

After-School is closed on these days:

Labor Day-	September 1, 2014
Teacher Workday-	October 17, 2014
Election Day-	November 4, 2014
Thanksgiving Holidays-	November 26-28, 2014
Christmas Break-	December 22, 2014-January 2, 2015
MLK Day-	January 19, 2015
Snow Makeup Day-	February 16, 2015
Spring Break-	April 6-10, 2015
Day before Summer-	May 29, 2014

**AGES:** 5-12 years

**TIME:** After school (around 2:45pm) to 6pm.

**FEES FOR AFTER-SCHOOL:** A fee of \$15 (for a single child) or \$10/each (for multiple children) is required at registration. Childcare rates are based upon the number of days your child attends.

Any family with more than one child attending our program is eligible for our multiple child discount if all children are siblings (brothers/sisters or step-/half-brothers/sisters) and live in the same household.

<u># of days attending:</u>	<u>Single Child</u>	<u>Multiple Children</u>
1	\$15	\$10/child
2	\$30	\$20/child
3 or more	\$50	\$40/child

*Parents are charged \$1.00 per minute for every minute after 6:00pm.*

**FEES FOR HALF-DAYS:** When school is dismissed early due to scheduled half days (December 19 and May 28, for example), our program will operate from the time that school is dismissed until 6pm.

**SCHOOL CLOSINGS AND DELAYS:** If school is cancelled because of inclement weather (even if it is cancelled while the children are at school), we will also be closed and will not operate our after-school program. If school is delayed, our normal After-School hours will remain the same.

**PAYMENT:** It is the policy of the Union County Recreation Department to give receipts for all monies collected either for childcare fees or field trips. Full payment is expected for each week. Payments are due at the end of each week unless other payment arrangements have been made.

Chronic neglect of payment will result in removal of your child from our program.



**SIGNING OUT:** Anyone who picks up a child is required to sign the sign-out sheet on the table outside the offices. No child can leave the premises without being signed out by a parent or other adult on their registration sheet. If someone who is not listed on your child's registration sheet will be picking your child up, please call and make us aware of who will be picking up your child.

**SNACKS AND LUNCH:** We will provide an afternoon snack for our children. We have snack machines that are located in our lobby, but children must provide their own money in order to use the machines.

We may serve lunch on half days or your child may be required to bring a lunch. You will be notified of this in the activity calendar.

**\*\*Food allergies can be very serious! Please make me aware of any allergies your child may have, especially to peanuts or milk.\*\***

**METHODS OF CONTACT:** The program director will contact you periodically when there is a change in our program and to make you aware of activities for the month. The following methods of contact are used: direct mail, email, telephone calls, and flyers posted on the sign-out table. The most convenient is email. If you have an email address that you check regularly, please include that information on your registration forms.

**ACTIVITY CALENDARS:** Our children participate in planned activities and field trips every Friday afternoon. Some activities include arts and crafts, skating at the Skate Center, and going to Foster Park. An activity calendar is posted on the sign-out table every week and posted to the UCRD Facebook Page at [www.facebook.com/UnionCountyRecreationDepartment](http://www.facebook.com/UnionCountyRecreationDepartment).

**\*\*All children are required to participate in all group activities and playing outside (weather permitting). Parents must supply a written note if the child is not to participate in certain activities.\*\***

**HOMEWORK HELP:** We have a designated time for your child to complete homework. Counselors are available to help each child with his/her homework; however, counselors will not tell your child the answers to homework questions, etc. Our counselors will check your child's agenda to make sure all homework that is written down is completed. We are not responsible for completing homework that is not written down.

**FIELD TRIPS:** We usually have one field trip per week. During after-school, we do not take out-of-town trips. Trips may require extra money for your child to participate. You will be notified of all field trips through the activity calendar. Please make sure your child brings any extra items or money that is necessary to participate in a field trip.

If for any reason you wish for your child not to participate in a field trip, it is your responsibility to make other arrangements for your child.



**TRANSPORTATION:** After-school participants are picked up from one of four schools in Union County: Monarch Elementary School, Foster Park Elementary School, Buffalo Elementary School, or Sims Middle School and transported to the Recreation Department. Any time your child is transported on our 14 passenger buses or our county vehicle, extreme care is exercised to ensure your child's safety. For that reason, we ask that each child follow the UCRD Bus Rules.

**UCRD BUS RULES:** All children riding the UCRD bus will obey the following rules:

1. Buckle up at all times.
2. Do not stand or sit sideways in a seat.
3. Remain buckled until the bus is parked.
4. Remain seated until the door of the bus is opened.
5. Take all belongings, trash, etc. with you when you leave the bus.

***Failure to follow these rules results in a write up and loss of privileges.***

**EXPECTED BEHAVIOR:** Your child is expected follow all guidelines set by the Participant's Code of Conduct. Failure to do so will result in disciplinary action. Also, bullying and name-calling are not acceptable in our program and will be treated with the same degree of discipline as physically striking another child. Any child that participates in behavior that is detrimental to his/her well being or the well being of others in the program may be dismissed from the program at any time.

Counselors will treat each child with respect at all times. If you suspect bullying or other problems, please contact the Program Director or one of the counselors so that the issue can be resolved.

During field trips your child must obey group leaders and remain with the group at all times, unless given permission to do otherwise. Any child who refuses to follow directions during a field trip will not be allowed to participate in future field trips.

**DISCIPLINE:** Disciplinary action is handled by the counselor with the support of the program director. When your child engages in a behavior that requires disciplinary action, a record is kept in the attendance book detailing what behavior occurred, what disciplinary action resulted, and which counselor oversaw the discipline.

Methods of discipline include: verbal warning, time-out (15 minute maximum), limiting privileges, and in severe circumstances, write-up and/or suspension from the program and a conference with parent.

**ELECTRONIC DEVICES:** Your child may bring electronic games, etc. to our after-school program. However, our participants are here to get help with homework and interact with each other, not play electronic games.

**No cell phones** are allowed (unless arrangements are made with the program director) and the Union County Recreation Department will not be held responsible should any electronics be damaged or lost. All counselors reserve the right to confiscate a game from any child who refuses to interact and play group games, or refuses to complete homework. The electronic game will be returned at the end of the day.



**HEALTHCARE AND ACCIDENTS:** We require that your child be covered by some form of family health and accident insurance policy. If an accident or injury occurs, the leader will determine the extent of the injury and implement any treatment that is needed. We will obtain immediate treatment for any child who sustains an injury.

If a serious injury occurs (i.e.: broken bones, head injury), you will be notified immediately. If you cannot be notified, your child will be taken to the nearest hospital.

If the injury is minor (i.e.: insect bites, scratches, scrapes, small cuts), you will be notified at the end of the day.

Any child showing symptoms of illness will be isolated from the other children at the program site. You are expected to pick up sick children immediately. A staff member will remain with your child until a parent arrives.

**MEDICATIONS:** If your child requires medication, please bring the medication to the program director's office and fill out a medication form if you have not done so already. The medicine will be kept in the office and your child will come there to get his/her medication. The adult giving your child medication will check the authorization sheet and sign off on the medication log before giving any medication to ensure proper dosage is administered.

The same procedures are used for over-the-counter medications as well. UCRD Staff does not give out medicine for headaches, muscle aches, etc. If your child has frequent headaches, please bring the medication that you would have your child take to the program director's office and fill out a medication form.

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# UCRD After-School Program 2014-2015 CAMPER'S CODE OF CONDUCT

In order for everyone to have a safe and enjoyable time, all campers must demonstrate good behavior and respect for others by following these basic rules:

### CAMPERS WILL

1. Keep hands, feet, and objects to yourself.
2. Treat other campers, staff, and visitors with respect.
3. Follow the instructions of your counselor.
4. Always stay with your group.
5. Be kind to the environment, camp facilities, and field trip facilities.

### CAMPERS WILL AVOID

1. Hurting others or self.
2. Leaving designated areas without permission.
3. Running away from staff.
4. Disrespecting staff, other campers, and visitors.
5. Destruction of property.
6. Cursing or profane language.
7. Threatening violence.
8. Jeopardizing the health or safety of others.

### CAMP STAFF WILL

1. Praise, reward, encourage, and listen to the children.
2. Reason with and set limits for the children.
3. Provide explanations related to the child's understanding.
4. Model appropriate behavior.
5. Provide natural and logical consequences for misbehaviors.
6. Use short, supervised periods of time-outs.

For safety reasons, certain behaviors cannot be tolerated. These behaviors will result in a child's suspension or termination from the program. If such misbehaviors occur, parents will be notified and will be expected to support and work with the camp staff.

-----PLEASE CUT AND RETURN TO CAMP STAFF-----

### CAMPER'S CODE OF CONDUCT

I recognize that if I do not obey the above listed rules, my parents/guardian will be notified. I further recognize that serious misbehavior or repeated misbehavior may result in my being asked to leave camp. I also recognize that good conduct on my part will contribute to a great time for all and will be a positive reflection on my family and me.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camper's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Union County Recreation Department  
2014-2015 After-School Program**

Physical Address: 111 Thomas Street, Union, SC 29379

Mailing Address: PO Box 783, Union, SC 29379

Phone: (864) 429-1670

Fax: (864) 429-1668

Web: [www.unionscrec.com](http://www.unionscrec.com)

Facebook: [www.facebook.com/UnionCountyRecreationDepartment](http://www.facebook.com/UnionCountyRecreationDepartment)

Dear Parents:

On behalf of the Recreation Department, I hope you and your child are pleased with our After-School Program. If for any reason you have any comments or concerns, feel free to call me or stop by my office and talk to me. My door is always open.

I am always interested in planning new and exciting events for the children in our program. If you have any special skills or hobbies or know someone who does and would like to share this with our group, please let me know. I want to hear your comments about our program as well. Again, thank you for choosing the Recreation Department for your childcare needs.

Sincerely,

Jessica E. Gallman  
Program Director