

2017-2018 Program Locations:

Duncan Elementary School
864.949.2348

Carlisle-Foster's Grove
Elementary School
864.598.8117 or 864.706.3786

Holly Springs-Motlow
Elementary School
864.804.0322

Inman Intermediate School
864.473.1933

Inman Recreation Center
Inman Elementary School
864.472.5162 or 864.398.6709

Woodruff Leisure Center
864.476.7967



Youth Development Office: 864.472.3634
Information Line: 864.595.5356

This program is an equal opportunity provider and employer.

ACE
AFTER CLASS
ENRICHMENT

2017-2018 After Class Enrichment

Hours

Regular School Days: School dismissal until 6:00pm.

Teacher Work Days & Holiday Weeks: 7:30am to 6:00pm.

Late pick ups may result in refusal of service. Two late pick ups will prompt a warning letter, and any additional late pickups will result in your child being withdrawn from the program. No refunds and/or credits will be issued.

Registration

A non-refundable deposit of \$25 per child is required to register your child for the program. If your child is withdrawn from the program, for any reason, you will be required to repay the registration fee to register your child again.

Payments

Charges for each week are invoiced on Fridays. Payments are considered DUE by the following Monday. You may make payments through our website at www.spartanburgparks.org or at our ACE locations. Online payment is preferred. Please see your Site Supervisor to obtain your login information for access to our online accounts system. **If your account becomes more than one week behind, your child may be dismissed from the program.** Holiday camps must be paid for in advance. A minimum number of participants must be pre-paid in order to open the facility. See your location's Site Supervisor for details.

Discipline and Conduct

All interactions between parents, students and any Spartanburg County Parks Department staff should be held in a manner that exemplifies trust and respect between the parties. Failure to maintain composure or treat staff with respect, may result in cancellation of participation in the program. Should a participant 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 they 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 a child's behavior is uncontrollable. 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

Threatening violence through the use of weapons

Hitting or striking other children and/or staff members

Bringing weapons and/or illegal items to ACE

Damage and/or theft to other's property

Insubordination

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 a child's behavior is uncontrollable, we will ask for a parent conference. 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.

Regular After Class Care: \$10 per day or \$45 per week per child. A \$10 holding fee will be charged per week per child for any weeks not utilized in order to hold your child's spot in the program.

Teacher Work Days & Full Day Camps:

\$16 per day, per child. All participants must be registered and fees paid.

Sign In/Out

Parents or authorized adults must come in to sign out their child daily. For safety reasons we cannot send children out for their rides. If someone other than a parent or person listed on the registration form will be picking up your child, please notify us in advance in writing or by phone in case of emergency. For the welfare of your child they will need to know your child's "code word" and be prepared to show a photo ID. See your Site Supervisor for the sign out location. On full days you will also need to come in to sign your child in.

Closings

If school is closed due to inclement weather, After Class Enrichment is also closed. If school is dismissed early during a school day due to inclement weather, the After Class Enrichment program will not be open. Fees will be pro-rated for school closings.

Policies And Procedures



Possessions

Cell phone use by participants is not permitted during ACE. We follow school policy on this issue. If your child has a cell phone, it must be kept in their book bag. If you need to speak with your child during program hours, please call the number available for your location, as indicated on this brochure. We do not recommend that your child bring any toys, electronics, jewelry, or anything of value to the ACE program. We are not responsible for any items other than the property of Spartanburg Parks Department if they are damaged, destroyed, stolen, or misplaced. We are not responsible for any items/materials left after ACE hours. If any items are lost, please check the lost and found.

2017 -2018 ACE Holiday Schedule

September 4	ACE closed for Labor Day Holiday*
October 20	Teacher Workday – ACE open 7:30am-6:00pm**
November 7	Election Day – ACE open 7:30am-6:00pm**
November 22	School Holiday – ACE open 7:30am-6:00pm**
November 23	ACE closed for Thanksgiving Holiday*
November 24	ACE closed for Thanksgiving Holiday*
December 22	ACE closed for Christmas Holiday*
December 25	ACE closed for Christmas Holiday*
December 26	ACE closed for Christmas Holiday*
December 27	School Holiday - ACE open 7:30am-6:00pm**
December 28	School Holiday - ACE open 7:30am-6:00pm**
December 29	School Holiday - ACE open 7:30am-6:00pm**
January 1	ACE closed for New Year's Holiday*
January 2	School Holiday - ACE open 7:30am-6:00pm**
January 3	School Holiday - ACE open 7:30am-6:00pm**
January 4	School Holiday - ACE open 7:30am-6:00pm**
January 5	School Holiday - ACE open 7:30am-6:00pm**
January 15	ACE closed for MLK Holiday*
February 19	Teacher Workday – ACE open 7:30am-6:00pm**
March 30	Teacher Workday – ACE open 7:30am-6:00pm**
April 2-6	Spring Break Camp – ACE open 7:30-6:00pm**
May 28	ACE closed for Memorial Day Holiday*

* Official County Holiday

** With a minimum of 15 pre-paid participants

Arrivals

Students should meet at the designated pick up location for their site immediately after school dismissal. If your child is involved in another afterschool activity that prevents them from arriving at the ACE program immediately after school, please notify us in advance.

Snack/Lunch

An afternoon snack and beverage will be provided daily. On a full day (7:30am-6:00pm), you will need to send a bag lunch and a drink for your child. We will provide a beverage, if needed, along with a morning and afternoon snack.

Activities

Character development, sports, nutrition, games, arts, crafts, fitness, special events, and special presentations will be offered each week. All children are expected to participate in all group activities. Due to the size of the program, one-on-one supervision is not available.

Youth Recreation Program Application

This application must be completed and signed by a parent or guardian before a participant can engage in classes and programs sponsored by the Spartanburg County Parks Department. We want you to enjoy your recreation program. However, your SCPD program may involve strenuous physical activity and/or exposure to natural and man-made hazards. It is important that the Parks Department staff has accurate information about any factors that will help them prepare for the activity (providing equipment of the correct size, etc.) or which may affect a participant's health and safety during the program. This information will not be shared with any agency or organization, other than emergency medical personnel. The application will be kept on file for one year from the date it is completed and will then be destroyed. A new application must be completed annually. If you have any questions regarding your child's health and ability to participate in a recreation program, please consult your personal physician.

First and Last name of Participant: _____

Childs Date of Birth: _____ **Home Address:** _____

Date of Application: _____

1. **Contact Information.**

a. **Participant Nickname:** _____

b. **Home Phone Number:** _____

c. **Parent/Guardian Name 1:** _____

d. **Parent/Guardian Name 2:** _____

e. **Parent/Guardian Cell Phone:** _____

f. **Parent/Guardian Email Address:** _____

g. **Parent/Guardian's Driver's License Number:** _____

h. **Emergency Contact 1 Name:** _____

i. **Emergency Contact 1 Phone Number:** _____

j. **Emergency Contact 2 Name:** _____

k. **Emergency Contact 2 Phone Number:** _____

l. **Code word (to be given to someone allowed to pick up child):** _____

m. **DO BOTH PARENTS HAVE PERMISSION TO PICK CHILD(REN) UP?** Yes ___ No ___
If no, please list which parent CANNOT pick up: _____
(Proof of custody required.)

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Recreation Program Policy



1. **Program Fees and Forms:** Fees charged will be approved annually by the Spartanburg County Council. To participate in a program, program fees must be paid in full and all required forms filled out completely.
2. **Regulations:** The Parks and Recreation Director or his designee is authorized to develop and promulgate regulations for the conduct of recreation programs, in order to ensure public health and safety. In order to remain a participant, participants must follow all Parks Department regulations and adhere to program supervisor instructions.
3. **Refusal to Serve:** If, in the opinion of the Parks and Recreation Director or his designee, after reviewing information submitted or upon report of inappropriate behavior, the Parks and Recreation or designee believes that participation by a citizen in a recreation program or activity would constitute an unacceptable risk for the Parks Department and Spartanburg County, the Parks and Recreation Director or his designee may disallow participation in the program or activity. Any fees paid by the citizen will be promptly refunded.
4. **Cancellation/Refund Policy:** Full refunds are issued if the Parks Department cancels a class, activity or program. Classes, activities and programs costing less than \$15 are not eligible for a refund. No refund will be given for participant cancellations made the week of the event or for a “no show.”
5. **Medical Costs:** The parents/guardians of participants are responsible for any evacuation, medical or hospital costs arising out of any bodily injury or property damage sustained during their child’s voluntary participation in a Parks Department program. Recreation program descriptions, including the associated risks of the program, are available on the Parks Department website, www.spartanburgparks.org.
6. **Health Information Disclosure:** The parents/guardians of participants are responsible for disclosing any/all medical/health issues to Parks Department staff on the Health Information portion of this application. Participants will be required to carry and self-administer all necessary personal medication and/or protective medical supplies (such as ointments, sunscreen, etc.) while involved in Parks Department activities, and will be responsible for making all decisions regarding his/her own appropriate precautions. It is the parent/guardian’s responsibility to ensure their child is covered by a travel and/or health insurance plan – including emergency medical evacuation - for the duration of the recreation program.
7. **Program Descriptions:** A description of the content, regulations and probable physical demands for all programs is available on the Parks Department website, www.spartanburgparks.org. Printed information may also be obtained from Parks Department staff members. Parents/guardians of participants under age 18 are responsible for deciding whether or not their child is physically able to participate in the recreation program.
8. **Alcohol, tobacco and illegal drug use:** Participants under age 18 will not bring, buy, sell, use, or consume alcohol, tobacco, illegal drugs, or recreational drugs while participating in a Parks Department program. Because the use of alcohol or drugs may constitute a danger to participants, if a participant exhibits behavior that indicates they may be under the influence of alcohol or illegal drugs, the participant may be asked to leave the program or may be barred from future Parks Department recreation programs.
9. **Safety and program direction:** Leave No Trace. Leave No Trace (LNT) principles, values and guidelines will be practiced in programs occurring outdoors. A copy of these principles is available on the Parks Department website.

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