



CHARACTER DEVELOPMENT



NUTRITION & FITNESS



HOMework HELP

2010-2011 PROGRAM LOCATIONS

Campobello Gramling School.....	864.706.3777
Holly Springs-Motlow Elementary School.....	864.804.0322
Inman Recreation Center at Inman Elementary School.....	864.472.5162
Inman Intermediate School.....	864.473.1933
Middle Tyger Recreation Center at Duncan Elementary School.....	864.949.2348
New Prospect Elementary.....	864.706.3774
Woodruff Leisure Center.....	864.476.7967

PROGRAM COST

\$35.00 per week
(In District Residents)

\$44.00 per week
(Out of District Residents)

\$25.00 non-refundable
deposit required

SPARTANBURG PARKS COMMISSION

We create Community through People, Parks and Programs!
Youth Development Office: 864.472.3634 **SPC:** 864.595.5356
 This program is an equal opportunity provider and employer.

Visit us at
www.spartanburgparks.org
 and join us on Facebook!

2011-2012 AFTERSCHOOL YOUTH CLUB POLICIES AND PROCEDURES

HOURS

Regular School Days: School dismissal time until 5:30pm.

Teacher Work Days & Holiday Weeks: 7:30am to 5:30pm.

COST

A non-refundable deposit of \$25.00 per child is required for AYC Fall registration.

Regular after school care: \$35.00 per week, per child in district, \$44.00 per week, per child out of district. Fees will not be pro-rated for absences or suspensions.

Teacher workdays: Teacher workdays are \$8.00 in district and \$10.00 out of district for AYC participant in addition to weekly fee. There will be no discount for the week if teacher workday is not attended. Non AYC participant fee is \$16.00 in district and \$20.00 out of district.

Thanksgiving Week: \$14.00 per child in district and \$18.00 out of district for Monday & Tuesday AYC; \$14.00 per child in district and \$18.00 out of district for Wednesday, if attended.

Christmas Holidays: \$14.00 per day per child in district and \$18.00 out of district.

Spring Break Week: \$14.00 per day, per child in district, \$18.00 per day, per child out of district.

(See page 3 for the holiday schedule)

Late Pick-Up: The program dismisses at 5:30pm each day. Failure to pick up your child by 5:30pm may result in a late fee or dismissal from the program. A late charge of \$5.00 will be applied for every five minutes after 5:30pm. The late pick-up charge is due at the time of pick-up. A late stay option is available until 6:00pm for an additional \$8.00 per week per child in district and \$10.00 out of district. However, there must be a minimum of 5 participants to offer this option. Once you sign up for this service it will be added to your weekly fees.

SIGN OUT/IN

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

ARRIVAL

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 AYC program immediately after school, please notify us in advance.

PAYMENTS

Weekly fees will not be pro-rated for absences or suspensions. Payments are due in advance, on Fridays for the following week. Please pay at pick up time.

Any payments not received by the start of the program on Monday will result in a \$5.00 in district and \$6.50 out of district late fee per child. This also applies to families who pay monthly or bi-weekly. If your account becomes more than one week behind your child will be dismissed from the program.

SNACK/LUNCH

An afternoon snack and beverage will be provided daily. On a full day (7:30am–5:30pm), 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.

POSSESSIONS

Cell phones are not permitted at AYC. We do not recommend that your child bring any toys, games, CD players, Game Boys, videos, jewelry, or anything of value to the AYC program. We are not responsible for any items other than the property of Spartanburg Parks Commission if they are damaged, destroyed, stolen, or misplaced. We are not accountable for any items/materials left after AYC hours. If any items are lost, please check the lost and found.

DISCIPLINE

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
- Hitting or striking other children and/or staff members
- Bringing weapons and/or illegal items to AYC
- Sexually suggestive behavior
- 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.

2011-2012 AYC HOLIDAY SCHEDULE

September 5	AYC closed for Labor Day Holiday*
October 21	Teacher Workday – AYC open 7:30am-5:30pm
November 23	School Holiday – AYC open 7:30am-5:30pm
November 24	AYC closed for Thanksgiving Holiday*
November 25	AYC closed for Thanksgiving Holiday
December 19	School Holiday – AYC open 7:30am-5:30pm
December 20	School Holiday – AYC open 7:30am-5:30pm
December 21	School Holiday – AYC open 7:30am-5:30pm
December 22	School Holiday – AYC open 7:30am-5:30pm
December 23	AYC closed for Christmas Holiday*
December 26	AYC closed for Christmas Holiday*
December 27	AYC closed for Christmas Holiday*
December 29	School Holiday – AYC open 7:30am-5:30pm
December 30	School Holiday – AYC open 7:30am-5:30pm
January 2	AYC closed for New Year's Holiday*
January 16	AYC closed For Martin Luther King, Jr. Holiday*
February 10	Teacher Workday – AYC open 7:30am-5:30pm
March 16	Teacher Workday – AYC open 7:30am-5:30pm
April 2-6	Spring Break Camp – AYC open 7:30am-5:30pm
May 25	Teacher Workday – AYC open 7:30am-5:30pm
May 28	AYC closed For Memorial Day Holiday*
May 29	Summer Camp begins!

*Official County Employee Holiday



SPC AFTERSCHOOL YOUTH CLUB REGISTRATION

Child's Name: _____ Child's Gender: Male Female

Age: _____ Birthdate: ____/____/____ Grade '11-12 School Year: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ School: _____

Email Address: _____

Mother's Name: _____ Work Phone: _____ Cell Phone: _____

Father's Name: _____ Work Phone: _____ Cell Phone: _____

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.)

DRIVER'S LICENSE NUMBER OF PERSON RESPONSIBLE FOR PAYMENT: _____

Who has permission to pick up your child from camp? (*Other than parents listed above*)

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

***If someone other than the parents 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.**

*Anyone not listed on this form must have a "code word" to pick up your child. "Code word" _____

EMERGENCY INFORMATION

List two people we can call in case of emergency if we cannot reach you:

Name: _____ Relation: _____ Phone: _____

Name: _____ Relation: _____ Phone: _____

Preferred Doctor: _____ Phone: _____

My child has health issues food allergies limitations behavioral issues

If any boxes above are checked, please explain: _____

*A Medication form must on file if your child has medicine that must be taken during AYC operating hours.

Medical Release: If the parent(s)/guardian and authorized physician named above cannot be reached and immediate treatment is urgent, in the judgment of SPC staff, I authorize the treatment of my child by the physician or hospital most easily accessible. Notations: _____

Permission for Participation in Field Trips: I hereby give approval for my child to participate in field trips as part of the Afterschool Youth Club between the dates of August 15, 2011 through May 2012, releasing the Spartanburg Parks Commission, all staff, volunteers, and participating/sponsoring agencies of any responsibility in case of injury that may occur under proper supervision.

Participant Photographed and Interviewed: Spartanburg Parks Commission retains the right to use photos taken by or of visitors while at SPC facilities or at events sponsored by the Commission for publicity purposes.

Rules & Policies: I have received and reviewed the 2011-2012 Afterschool Youth Club Policies and Procedures.

Parent/Guardian Signature: _____ Date: _____