



ROCK HILL

PARKS, RECREATION
& TOURISM

C.R.A.V.E.

Dear Parents:

Rock Hill Parks, Recreation and Tourism would like to welcome your family to our C.R.A.V.E. after school program at Emmett Scott Center. We pride ourselves in offering a program that is recreational, but also teaches the meaning of good **C**haracter, **R**espect, positive **A**ttitude, personal and family **V**alues and the importance of **E**ducation. We hope that he or she will develop new friendships, learn skills, and grow in confidence, independence and respect, both personally and with others.

This handbook outlines our expectations from C.R.A.V.E. and also your responsibilities as a parent, as it relates to our program. We hope it will be helpful to you, and welcome your suggestions which may improve this activity. Please be aware that Rock Hill Parks, Recreation and Tourism reserve the right to amend policies at any time.

We hope that your family's experience with the C.R.A.V.E. after school program will be an enriching, delightful experience.

LaToya Mayes
Emmett Scott Center Supervisor

ABSENCES

- If your child will not be attending every program day each week, notify the program staff in advance. Fees are not pro-rated for days not used.
- If your child is unexpectedly not going to attend C.R.A.V.E. on a program day, notify staff BEFORE his normal arrival time. Fees are not pro-rated for days not used.

ACCIDENTS

Immediate treatment will be provided for MINOR injuries. You will be notified of the injury and first aid treatment at the time of pick-up. If a SERIOUS ACCIDENT occurs which may need medical attention, the staff will contact you immediately so that you can decide on treatment options.

In an EMERGENCY, should immediate medical attention be necessary, the staff will call 911 and then immediately contact you. The paramedics will decide on the course of treatment. Should they decide your child needs emergency care, they may transport him/her to the nearest emergency facility. Program staff is not allowed to transport children in their personal vehicles

ATTENDANCE

Children may attend C.R.A.V.E. on a daily or weekly basis. Parents are required to establish the days their child will attend. Fees are not pro-rated for days not used.

CHILD ABUSE

Staff is legally required to report any instance of observed or suspected child abuse or neglect.

CHILDREN SERVED

- The C.R.A.V.E. program serves children in K5 through 5th grade. A child must be 5 years of age by September 1 of the current enrollment year.
- Rock Hill Parks, Recreation and Tourism does not discriminate on the basis of race, creed, or national origin in its enrollment policies and procedures.

CHILDREN'S RECORDS

A completed and signed registration form must be on file for every child enrolled in C.R.A.V.E. It is very important that all information on file (especially your home and work numbers and backup emergency numbers) be kept current. Please inform the staff IMMEDIATELY of any changes.

DISCIPLINE

The C.R.A.V.E. staff respects the dignity of all children in the program. The children are expected to respect each other, just as the staff respects them. A variation of school rules are in effect at C.R.A.V.E. and can be found posted in the program rooms.

Physical contact in disciplining a child is avoided and is used only if it is necessary to restrain a child from harming himself or another. Corporal punishment is not allowed. In correcting a child's behavior, the staff says and shows the child what he or she should be doing rather than focusing on the unwanted behavior. The Staff person also explains the reasons for the rules the children are asked to follow.

If the staff person is unable to resolve a serious problem with a child's behavior (such as aggressive, abusive, disturbing, or destructive acts), in most cases, the site coordinator will request a conference to discuss the problem with the parents and try to establish a joint plan for dealing with the problem. Should the problem persist, the supervisor will inform the parents, in writing, that the behavior is still a serious problem and will invite them to another meeting and that include the Recreation Center Supervisor.

If the problem cannot be resolved, the parents will be given a notice of their child's suspension or dismissal from the program.

DISMISSAL OF A CHILD

The Center Supervisor may require a parent to remove his or her child from the program should:

- The parent refuse to follow the C.R.A.V.E. policies as described in this handbook and in the registration agreement, which is signed by the parent(s) when registering for the C.R.A.V.E. program.
- The child is unable to adapt to the C.R.A.V.E. rules (see "DISCIPLINE").

FIELD TRIPS

Field trips are occasionally scheduled. Parents will be given at least a one week advance notice of the field trip. On field trip days, buses leave the center by 3:05 PM and return by 5:00 PM. All C.R.A.V.E. staff is required to go on field trips. All children on site for that day are expected to attend planned field trips. If you do not want your child to attend any scheduled field trips, please make arrangements for alternative care.

FINANCIAL ASSISTANCE

For scholarship information, contact the Emmett Scott Center Supervisor.

FINANCIAL POLICIES and PROCEDURE

The Discovery Station program fee is \$21.00 per week per participant.

- Full payment is due whether or not the child is in attendance. No refunds will be made for absences due to illness or vacation.
- Payments may be made by check or cash. Please put your child's name on your checks to ease the recording process. Make checks payable to the **City of Rock Hill**. Checks may be left with the Center Supervisor or with other RHPRT staff to be receipted.
- Checks returned due to insufficient funds will be subject to a \$30 service charge.
- Payments are recorded on a PARTICIPANT PAYMENT SHEET.
- Keep your receipts for tax purposes. (RHPRT Federal ID#57-6000-244)
- Notice of withdrawal from the program should be made IN WRITING to the Center Supervisor.
- No refunds/credits will be issued without at least a one-week advance notice of the pre-paid program date.
- The two-week advance deposit at the time of registration is non-refundable unless the C.R.A.V.E. program at the registration site is cancelled.
- Minimum Registration: A minimum of 10 registered participants is required for the C.R.A.V.E. program to be offered. If enrollment drops below the minimum, you will be notified and your pre-paid registration payments for upcoming weeks refunded.

HOMEWORK

Please check your child's homework each evening. We find that this gives you, the parent, an opportunity to see what your child is learning in school and note any areas which may need improvement.

Homework time is limited to an hour each afternoon so that there will be time for other program activities. Your child is responsible to have the needed tools for homework, for example, paper, pencils, erasers, school books or worksheets. Staff and volunteers will offer homework assistance at the request of your child.

Homework sheets are completed daily to record student homework assignments. It is the responsibility of your child to fill out and sign the sheet upon completion. Then our staff will verify that the homework has been completed, initial the sheet, and return it to your child's portfolio or other designated location.

HOURS OF OPERATION

C.R.A.V.E. program hours are from 3:00 pm until 5:30 pm, Monday-Friday, following the Rock Hill School District Three calendar days of operation.

The program is offered only on days when school is in session. There will be no programs on teacher workdays or school holidays. Ask staff for a yearly C.R.A.V.E. calendar if you do not have one.

Children must be picked up by 6:00 pm. \$1.00 per minute fine is assessed after 6:00 PM. The fine is to be paid immediately upon arrival.

ILLNESS

Please do not send a sick child to the program. A child should not attend the C.R.A.V.E. program with any of the following symptoms:

- FEVER * UNDIAGNOSED RASH
- VOMITING * INFLAMED OR MATTED EYES
- DIARRHEA * SEVERE COLD OR SORE THROAT

If a child becomes ill at C.R.A.V.E., the staff will have the child rest in a quiet area of the building, isolated from the rest of the children and will contact you to pick up your child. If you cannot be reached, the staff will call the emergency backup person designated on the registration form.

You should contact the Center Supervisor if your child contracts a COMMUNICABLE DISEASE. When a communicable disease has been reported, a notice will be posted on the Parent Bulletin Board.

In the case of a communicable disease, your child may not return to C.R.A.V.E. until your physician sends a written recommendation.

A good rule of thumb is: If your child is too sick to attend school, then he should not attend C.R.A.V.E.

INCLEMENT WEATHER / EMERGENCIES

If schools are dismissed early because of inclement weather or any other emergency situation, C.R.A.V.E. will be canceled for the day. It is important that you have a contingency plan.

LATE PICK-UP FINE

Children must be picked up by 6:00 pm. \$1.00 per minute fine after 6:00 PM. The fine is to be paid immediately upon arrival.

OUTDOOR PLAY

The children will spend some time outside every day, except during inclement weather, and should be prepared with proper attire.

PARENT INVOLVEMENT

We believe in a strong partnership between parents and staff. C.R.A.V.E. has the following avenues of parental involvement to encourage parental input in decision-making and planning and to facilitate communication among parents and staff.

- Parents may request a conference with the Center Supervisor any time to discuss their own child or the program in general. Parents may review program plan sheets to learn more about daily activities at C.R.A.V.E.
- We always like to know what you think. If you have a question, concern, or suggestion, please leave a note, talk to the staff or call the Supervisor at any time. We distribute evaluation surveys from time to time to obtain feedback on your thoughts relating to our program.
- You are always welcome at C.R.A.V.E. — as an inquisitive parent or as a volunteer. Come join us!
- A PARENT COMMUNICATION BOARD will be maintained at each program site and will contain important information on upcoming activities, field trips, parental requirements, etc. Please check the board frequently for information.

PAYMENT

- Pre-registration and advance fee payment is required for all participants. Pre -registration and advance payment must be received at least one full week (by Monday) prior to the week your child will be participating in the program. **Participants may forfeit their space in the program due to late payments.**
- For convenience, we encourage monthly payment. However, weekly payments are possible upon prior arrangement and approval by the site coordinator.

PICK-UP POLICIES

You must enter the supervised C.R.A.V.E. site to pick-up your child. Children will not be allowed to wait in the lobby or at the front of the building for pick-up.

YOU MUST INFORM THE STAFF IN ADVANCE if someone else is going to pick up your child other than those listed on the registration form.

PROGRAM

- The C.R.A.V.E. program focuses on homework, literacy and well-being.
- Healthy snacks are served each afternoon.
- Visitors and volunteers are used to enrich the program in areas of art, dance, drama, social services, crafts, science, community service opportunities and career development.
- The York County Library Bookmobile visits our site. Please refer to posted schedules. Your child must have his own personal library card in order to check out books. He/she is responsible for the care of the books and returning his/her books at the next scheduled bookmobile date or to the main branch of the library on Black Street by the due date.
- Opportunities for outdoor play will be available each day after scheduled activities are completed, weather permitting.
- Field trips are occasionally scheduled. Parents will be given at least a one week advance notice of the field trip. On field trip days, vans leave by 3:00 PM and return by 5:00 PM. All children on site for that day are expected to attend planned field trips.
- Typical afternoon C.R.A.V.E. includes:
 - Homework Time and Quiet Activities
 - Snack
 - Group Activity or Guest Speaker
 - Supervised Free Play /Games
 - 5:30-6pm...Supervised by Staff while waiting for pick-up

SNACKS

- Typical snacks include a sweetened fruit drink or juice accompanied by fruit, crackers, cookies, etc. The children help in preparing, serving and cleaning up after the snacks.
- If you child has any food allergies, please note them in the space provided on the registration form and verbally notify the Center Supervisor.

STAFF: CHILD RATIOS and GROUP SIZES

Rock Hill Parks, Recreation & Tourism requires that every employee of the department submit to and pass an extensive background check. Emmett Scott Center staff as well as C.R.A.V.E. staff have completed this requirement. Qualifications for each C.R.A.V.E. staff member have been reviewed and approved prior to their involvement in the program.

The target staff: child ratio is 1:12; the maximum staff: child ratio is 1:15.

TRANSPORTATION

Rock Hill Parks, Recreation and Tourism does not provide transportation. If your child attends Ebinport, Old Pointe, Oakdale, or Mt. Gallant Elementary Schools, you may contact your child's school bus office for information about routes, seat availability, and "Change Drop-Off" forms for bus transportation.

Important Telephone Numbers

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| Emmett Scott Center | 329-5661 |
| Emmett Scott Supervisor | 329-5662 |
| Rock Hill PRT | 329-5620 |