

RICHLAND COUNTY RECREATION COMMISSION AFTER SCHOOL PROGRAMS
2007-2008 FEES AND CHARGES FOR THE
CRANE CREEK / SCHOOL OF INQUIRY
AFTER SCHOOL PROGRAM

ITEM	AMOUNT PER CHILD
Registration Fee	\$15.00 per child
Cost per child per week	<p>The Recreation Commission offers these affordable attendance and payment choices: \$18 for 1 or 2 days, \$26 for 3 days, and \$34 per week for 4 or 5 days. Payments are expected in advance and must be paid no later than the week of attendance to avoid additional charges and dismissal from the program.</p>
Early dismissal days	No additional cost for early dismissal days.
Multiple children family discounts	<p>Families with multiple students in the Program who are attending and paying for the full week are allowed a \$4.00 discount off the weekly fee for each child in that family. Therefore, families with two or more children attending the full week will be charged \$30.00 per child.</p> <p>Siblings must live together in the same household, have a like parent, and have the same information on their registration forms. Discounts are not available when paying daily.</p>
ABC Voucher Program offers financial assistance	All current Richland County After School Programs are DSS and ABC accredited, and therefore accept ABC vouchers as payment. Numerous participants have utilized this program in past years. For more information about Department of Social Service's ABC program call 1-800-476-0199.
Refunds and Credits	Refunds are not issued. Credit for missed days during the week can be applied to the following week, but will not be carried over to later weeks. It is the parent's responsibility to ask for this credit to be applied.
Late Payment Fees	<p>Weekly payments are expected in advance, but accepted during the week of your child's attendance. If payment is not made the week of attendance, an additional \$10.00 late fee per family. will be charged. Late and delinquent fees must be paid before continuing in the Program.</p>
Late Supervision Fees	<p>Those picking up children after 6:00 p.m. are charged a nominal 'late supervision fee' of \$5.00 for all or part of each 15 minute period per family. Two adult staff are required to stay with the student(s) until they are picked up.</p>
Student Holidays	<p>For teacher training and/or general student holidays, full-day programs are oftentimes available. Students enrolled in After School the week of the holiday are charged \$14.00 per day. Students not enrolled in the Program the week of the holiday are charged \$18.00 per day. Check with the After School Site Director as to when and where full day programs are held.</p>
Winter Break and Spring Break	During Winter Break and Spring Break, the Recreation Commission offers full-day affordable programs at several Recreation Centers. Please check with Site Directors and the Recreation Commission for the locations and cost for these programs.
Record of Payments	We are glad to update you on your total of payments for the current program, but the Recreation Commission does not have records of expenditures for individuals attending multiple programs throughout the year. Therefore, keep check stubs and/or receipts for tax purposes. Richland County Recreation Commission's Tax Number: 570481042

Parental Acknowledgement of Basic Program Guidelines - Please Review and Sign

A more comprehensive copy of the After School Guidelines will be provided on the first day of the Program.

PARTICIPATION: The After School Program is for students in K5 – 8th grades. At school sites, only those children attending that school may participate. Recreation Center Programs accept all students as long as they meet the grade requirement. The Recreation Commission does not offer transportation for the After School Program.

HOURS AND DAYS: The Program operates when school lets out, including early dismissal, until 6:00 p.m. 'Full day' programs are often available on in-service days and some holidays. **The Program is not available during weather or other related emergencies when schools close early. Both Schools and Recreation Centers close for these situations, so parents must pick up their child from school if an emergency occurs.**

THE REGISTRATION FORM: The registration form must be **fully completed, signed, and on file** before my child can attend the Program. This includes: additional persons authorized to pick up your child, insurance information, check names, and signatures.

PROGRAM FEES AND CHARGES: Specific Program Fees and Charges are supplied when registering and I agree to make all payments as stipulated. Also, I understand that any/all payments must be up-to-date in order to continue utilizing the Program.

NON-ATTENDANCE: I will notify the Program if my child will not be attending. This will avoid unnecessary concern by the Program Staff, school officials, and **Law Enforcement, who must be notified if a child's where-a-bouts is unclear.**

CHECKING IN EACH DAY: I understand that all children are to report immediately to the Program as soon as school is dismissed – without exception. **Again, this will avoid unnecessary concern, alarm, and possible Law Enforcement involvement.**

PICKING UP YOUR CHILD: Students must be picked up by 6:00 p.m. by a parent, guardian, or other person listed on the registration form - **no one else can pick up the child.** Late supervision fees of \$5 per 15 minute periods are charged after 6:00 p.m. On the registration form, parent/guardians must provide a minimum of two additional adults who could pick up their child should a need/emergency arise. **Identification must be provided if asked.**

REFUNDS/CREDITS: I understand that no refunds will be issued. Credit for missed days during the week can be **applied to the following week only and can not be carried over to later weeks.** It is the parent's responsibility to ask for this credit to be applied.

INJURY/ILLNESS: I understand that students receive attention and care for minor injuries such as scratches, scrapes, insect bites, etc. Parents will be notified and should pick up those with more serious problems: fevers, vomiting, diarrhea, conjunctivitis, lice, and communicable diseases, i.e. chicken pox, strep throat, etc. Also, as a precaution, it is Program policy to always notify parents if a child bumps and/or injures the head area, even if the child appears to be well. When warranted, Staff will call 911 and contact parents for serious injuries/illness believed to require immediate medical attention and **parents/guardians will be responsible for all cost incurred.** Parents should respect other participants and not allow a sick or contagious child to attend the Program.

MEDICATION: At this time, medication can be administered at the After School Program with a fully completed Medical Release form on file, including a note from your Doctor. In addition, all medication must be provided to Staff in the original container.

PROGRAM GUIDELINES: Students are expected to participate in the education, recreation, and other components of the Program. Additionally, we ask that children not bring expensive jewelry, hand held games, trading cards, personal cell phones, etc. which could be accidentally broken or missing during games and other aspects of the Program. Participants, nor their parents, should expect others to pay for items which are accidentally damaged.

BEHAVIOR GUIDELINES: I understand that students must listen, follow instructions, adhere to guidelines, and respect all adults and other children associated with the Program. Inappropriate behavior including, but not limited to, profanity, physical or verbal abuse, stealing/vandalizing property, possession of controlled substances or weapons, disrespect towards staff or others, or disruption of the Program, will result in written reports, parent conferences, and possible suspension and/or dismissal from the Program.

DISCIPLINE PROCEDURES: I understand that **counselors will not use any form of corporal punishment when disciplining a child.** Rough handling, spanking, slapping, shaking, using exercise as punishment, withholding snacks or water, denying bathroom usage, isolation, washing a student's mouth out with soap or other solution, or long 'timeouts' are not allowed in our Program.

To correct behavior problems, counselors talk with the students and, if needed, utilize short 'time-outs'. More serious behavior problems will also be documented and result in a Parent Conference. When warranted, parents will be called to immediately pick up their child if behavior problems interrupt the operation of the Program. Finally, more serious behavior problems, or continuation of problems, could result in the child being suspended and/or dismissed from the program. Misbehavior that affects others or the Program will not be tolerated. Parental support of Staff followed by effective discipline at home will usually correct most problems.

I have read the guidelines listed above and agree, on behalf of myself, my family, and my children, to adhere to each of these as well as to additional guidelines and policies set forth which provide for the safety and enjoyment of the Program by all participants.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

RICHLAND COUNTY RECREATION COMMISSION
2007-2008 AFTER SCHOOL PROGRAM REGISTRATION FORM

List Location of Program Child Is Attending _____

Please complete a separate registration form for each student attending.

Child's Name _____ Sex ____ Age ____ Birthdate ____ / ____ / ____

Home Address _____ City _____ State ____ Zip _____

School child attends _____ Grade ____ Homeroom Teacher _____

Is there anything we should be aware of regarding your child's health, general physical abilities, special needs, or allergies? _____

PARENT/GUARDIAN INFORMATION: [Please place a star beside primary emergency contact person(s)]

1) Name _____ Relationship _____

Home Phone _____ Work Phone _____ Other _____

Place of Employment _____

2) Name _____ Relationship _____

Home Phone _____ Work Phone _____ Other _____

Place of Employment _____

OTHER PERSON(S) AUTHORIZED TO PICK UP CHILD:

Name _____ Relationship _____ Phone(s) _____

Name _____ Relationship _____ Phone(s) _____

Name _____ Relationship _____ Phone(s) _____

Comments: _____

Parent/Guardian Permission For Participation

I enroll the above named child in the Richland County Recreation Commission's After School Program and agree to abide by all guidelines. I understand my child will be participating in a structured program that includes schoolwork assistance, educational enrichment activities, and recreational play that includes games, physical fitness, and craft activities. I also understand my child could occasionally participate in announced field trips and would be transported on buses and mini-buses provided by the School District and/or the Recreation Commission. I fully understand that any of these activities are always susceptible to a certain amount of risk and, therefore, I agree to not hold the Richland County Recreation Commission, Program Staff, the School, School District, and other Children liable for accidents and injuries resulting during my child's participation. Furthermore, in the event my child is injured and needs medical attention, I authorize staff to assist my child and call for medical assistance and, if necessary, for qualified medical personnel to care for my child. Staff does not transport children, but ambulances, if used, should be directed to take my child to the _____ hospital, if possible, and I, as parent/guardian, will be responsible for any and all medical cost incurred. My child is covered by (family insurance) _____, policy number _____. Finally, I authorize the Recreation Commission and local media to use any pictures taken of my child during the program for publicity and news purposes.

**Please list all those who will be writing checks to make program payments. Include their driver's license number:*

Name _____ # _____ Name _____ # _____

Name _____ # _____ Name _____ # _____

Parent/Guardian Signature: _____ **Date** _____