



Study Buddies Afterschool Program 2023-2024 PARENT INFORMATION GUIDE

GENERAL INFORMATION

The program is open to students in 5K to 8th grade and will include a daily schedule of homework assistance, tutoring, life skills development, recreational activities, snacks/meals and much more.

DATES August 8, 2023 – May 20, 2024

TIMES 2:30 p.m. until 6:00 p.m.

LOCATIONS Bobby Pearse Community Center
David Hellams Community Center
West Greenville Community Center

FEES City Resident: \$620 for the year
Non-City Resident: \$750 for the year

*10% discount for families registering two or more children.

Payment plan available in three (3) installments. First initial payment due upon registration.
Refunds will not be issued after the first week of the program.

DUE DATE	FINANCIAL ASSISTANCE	CITY RESIDENTS	NON-CITY RESIDENTS
Deposit at time of registration for each participant	\$100	\$100	\$100
October 15, 2023	\$100	\$260	\$325
February 1, 2024	\$100	\$260	\$325
TOTAL	\$300	\$620	\$750

FINANCIAL ASSISTANCE

ALL City of Greenville residents with documented financial need will automatically qualify for a reduced Afterschool Program fee. To be eligible, participants must complete the application and submit all required documentation.

Applications are available at Bobby Pearse Community Center, David Hellams Community Center, West Greenville Community Center and online at:

https://cityofgreenvillesc.formstack.com/forms/recreation_program_application_fee_copy

Financial Assistance Rate: \$300 for the year (can be split into 3 payments of \$100). Sibling discounts do not apply to financial assistance rates.

DATES TO REMEMBER

August 8	First Day of School/City of Greenville Afterschool Program
May 20	Last Day of City of Greenville Afterschool Program
May 22	Last Day of School

NO AFTERSCHOOL PROGRAM

The afterschool program follows the Greenville County School calendar. Programs will not run when there is no school for holidays, half days, teacher workdays, vacations, snow days or City of Greenville sponsored events.

September 4	Labor Day
October 12-13	GCS Teacher Prof. Dev.
November 22-24	Thanksgiving Break
December 20-January 2	Winter Break
January 3	GCS Teacher Prof. Dev.
January 15	MLK Day
February 19	Presidents' Day
March 15	GCS Teacher Prof. Dev.
March 18-22	Spring Break
March 29	Student/Teacher Holiday
April 19	Student/Teacher Holiday

TRANSPORTATION FROM SCHOOL

The City of Greenville DOES NOT provide transportation from the school to the afterschool site. Parents are responsible for arranging school bus transportation and also letting the school know that their child will be attending this afterschool program.

SCHOOLS CONNECTED WITH COMMUNITY CENTER

- **Bobby Pearse Community Center**
 - Elementary School: Stone Academy
 - Middle School: League Middle
 - *Transportation Option:* City staff will walk child from Stone Academy to the Center.
- **David Hellams Community Center**
 - Elementary School: East North Street
 - Middle School: Greenville Middle
 - *Transportation Option:* School bus will drop off at Center.
- **West Greenville Community Center**
 - Elementary School: AJ Whittenburg, Alexander
 - Middle School: League, Legacy Charter
 - *Transportation Option:* School bus will drop off at Center.

DAILY OPERATIONS

- Participants and staff will wash hands upon arriving at center, before and after eating, after using the restroom, before and after going outside and at other times during the day.
- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched such as toys, games, doorknobs, light switches, sink handles, chairs, etc.
- Doors will be propped open when they can.
- Restrooms will be cleaned by staff throughout the day.
- All equipment that was used that day will be sanitized at the end of the day.
- When possible, participants will be grouped with children of similar ages.
- Hand sanitizer will be available at multiple locations throughout each center

AFTERSCHOOL PICK-UP PROCEDURES

- **Pick-up will be between 5:00 p.m. – 6:00 p.m.**
 - Sign out procedures each day will be conducted at the front door to each Community Center.
 - Parents must show a state issued photo ID.
 - Participants will only be released to individuals listed on the City of Greenville’s “Authorized Pick-up List.”
 - Participants must be picked up by 6:00 p.m.
 - Parent/guardians will be charged \$1 per minute after 6:00 p.m.
 - All fees must be paid in full before participant will be allowed to return to the program.
 - There will be no exceptions to this policy.
- **Walker Policy**
 - Students in K5 through 3rd grade are not allowed to walk home unless accompanied by an older sibling (middle school or older) or parent and must be noted on the registration form.
 - Students’ grades 4th and up will be allowed to walk home if indicated on registration form.
 - STAFF will sign the student out as a walker at 5:30 p.m. unless another time is requested on the registration form.
 - There will be no exceptions to this policy.

ILLNESS PROCEDURES

- If staff notices signs of illness during the day, participant’s temp will be taken. If the participant’s temperature is 100.4 or above – parent must pick student up within one hour of notification.
- Parents/guardians must provide a written letter, signed and dated, confirming student has been fever-free for 24 hours if original temp check was 100.4 or over before returning to the program.
- Community Center Supervisor will report any issues to the Community Centers Manager.
- If parents/guardians notice their student is not feeling well, parents must keep student home and monitor for 24 hours (please notify staff).
- In case of emergency or illness, every effort will be made to immediately reach the parent/guardian and/or the contacts listed on the registration form.
- If a participant gets sick while at the Afterschool Program, he/she will be separated from the other participants but will remain under staff supervision.
- If a participant did not attend school due to illness, he/she may NOT attend the Afterschool Program.
- Parents are asked to keep students at home for all serious or contagious illnesses until the illness has passed including such illnesses as lice, ringworms, “pink eye”, and other rashes.

For safety, please notify the Community Center Supervisor of any of the above listed illnesses.

MEDICAL EMERGENCIES

If a participant is injured and requires more than basic first aid, the following steps will be taken:

- Staff will call 911 and will notify parent/guardian.
- If parent/guardian is not available, the emergency contact listed on the registration form will be contacted.
- If no one on the registration form can be contacted or if it is imperative that the child be immediately transported for care, a staff member will accompany the child.
- Paramedics will take the injured child to the nearest hospital.
- Staff members will continuously make calls until someone is reached.

MEDICATION ADMINISTRATION

Any medication to be administered at camp must be contained in the original pharmacy bottle and with the original pharmacy label on it. Prescription containers must detail the child's name, name of medication, dosage directions, and the name of the person ordering the medication. Medications will be held by the Community Center Supervisor, who will dispense it appropriately. All medication must be accompanied by the following:

- Parent/guardian must complete a *Permission to Administer Medicine* form giving permission for the program staff to administer the medication
- A doctor's note stating the dosage of the medication, times the medication will be administered, any side effects the medication may have

ALLERGIES

Program staff will be aware of allergies participants may have. Meals and snack times will be planned accordingly to avoid any allergic reactions. Please notify the Center staff if your child has an EPI-PEN or an inhaler. All EPI-PENS or inhalers should be given to the Community Center Supervisor.

SPECIAL NEEDS (behavioral, emotional, physical, etc.)

Please call LaQuan Priest at 864-298-9352. We will make every effort to accommodate a child's special needs to ensure successful participating in the program.

EVACUATION/LOCK DOWN

In the event that your child's facility must be evacuated or go on lock down, parent's/guardians will be notified by phone of the situation and pick-up procedures.

INCLEMENT WEATHER

In the event of inclement weather, the Study Buddies Afterschool Program will operate on the Greenville County School System's operation. If school is released early or cancelled due to inclement weather, the Afterschool Program WILL NOT operate. ALL STUDENTS MUST BE PICKED UP FROM THEIR SCHOOL (if early release). If inclement weather begins after the program has started, parents will be notified to pick up their child(ren) in a timely manner.

PERSONAL ITEMS

Personal belongings are the responsibility of each participant. We discourage participants from bringing money, electronic devices or anything of value to the Afterschool Program. Staff will not be responsible for items brought from home. Appropriate sports equipment is provided by each Community Center and equipment brought from home is not allowed. The City of Greenville is not responsible for lost or stolen items. Personal items such as lunch boxes and extra clothes should be marked with your child's name. During the program, your child should wear comfortable clothing and shoes. Many of the daily activities will take place outdoors, and your child will be involved in sports and recreational programs and should dress accordingly. Please label all belongings. If something is misplaced, please check the Lost & Found. All valuables should be left at home. We cannot be responsible for, or replace any item lost or taken. All items that your child will be bringing should be labeled clearly with the child's full name.

LOST AND FOUND

At the end of each day, any items left will be gathered and placed in the lost and found. They will be kept until the end of the week then donated to charity or discarded. Please label your child's belongings and check the Lost and Found as necessary.

PHYSICAL ACTIVITY

- Participants will engage in moderate to vigorous physical activity daily.
- All games will be child friendly with a low competition aspect.
- Participants and staff will be encouraged to participate in each activity with exceptions (i.e. health/medical).
- HAVE FUN!

NUTRITION

- Participants will be served a well-balanced, healthy meal or snack daily
- Participants will be encouraged to make smart, healthy food choices

BEHAVIOR MANAGEMENT POLICY

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive and understanding interactions, they can develop good self-concept, problem-solving abilities, and self-discipline. The City of Greenville Parks, Recreation & Tourism Department supports and practices the following procedures for the behavior problems:

1. Initially, participants will be given a quiet reprimand/verbal warning.
2. If behavior persists after verbal warning, a Behavior Action Plan will be implemented to identify specific behaviors and work the participant and parent/guardian to develop appropriate behavior management solutions.
3. If behavior problems continue after implementation of the Behavior Action Plan, a first Incident Report will be presented to the parent/guardian.
4. Additional behavior problems will constitute a second Incident Report presented to the parent/guardian and a possible two (2) full-day suspension from the program may occur. (No refunds will be given for the days suspended). The parent/guardian may be requested to pick up the participant within an hour of the initial contact to the parent/guardian. If the parent/guardian does not pick the participant within an hour, a late fee may be charged. SEE ATTACHED.
5. If behavior problems persist, a third Incident Report will be presented, and the participant may be asked to leave the program. A two (2) full day suspension will be issued to the participant while the incident reports are being reviewed.
6. For severe offenses, such as but not limited to: fighting/hitting, theft, vandalism, bullying, possession of a weapons or drug, severe verbal threats, sexual misconduct, or any other safety related behavior, the participant may be suspended or dismissed from the program immediately. Any of the above-mentioned behaviors may result in immediate suspension or expulsion from program.
7. Participants will not be disciplined in the Afterschool Program for behavior that occurred outside of program hours even at parental requests.
8. Participation in Afterschool activities during program is required.

BEHAVIOR MANAGEMENT MODEL INFORMATION

The Behavior Management Committee has developed behavior management models which reinforce positive behavior as resources for program sites. Any models not developed by the committee must be approved by the full-time program/site supervisor before implementation.

Acceptable Discipline Techniques

The discipline techniques listed below are suitable for use in all programs.

- Discuss behavior problem with the participants away from the group and immediately if possible.
- A participant in time out should be away from the group, but still supervised by a staff person. However, a staff person should never be alone with a participant.
- Use time out technique if inappropriate behavior continues.
- Time out should be no more than 2 to 5 minutes out from the activity.
- Time outs should be used as a time for participants to calm down and re-group before joining the group again.

BEHAVIOR ACTION PLAN

Participant Name: _____ Age/Grade: _____

Contact Number: _____

Facility: _____

Program Name: _____

Plan Date: _____

Parent/Guardian Name: _____ Staff Name(s): _____

BEHAVIOR HISTORY

Where and When? List settings/situations/times where or when behaviors occurred:

What? List participant behaviors since _____ (date):

____ Non-compliance, refusing to follow instructions
____ Disrespectful (verbal and non-verbal)
____ Mistreatment of property

____ Inappropriate physical contact
____ Inappropriate Language
Other: _____

What? List action(s) taken by staff to alter behaviors:

____ Time out, conference
____ Loss of privilege
____ Individual reward system

____ Parent conference(s)
____ Incident report(s)
Other: _____

Why? List possible reason(s) for behavior (attention, avoidance, control, lack of skill):

PARTICIPANT BEHAVIOR PLAN

List the one behavior that you would like to change (address “*where/when*” and “*what*”):

List what participant can do instead of the behavior listed above. (address “*why*”):

How will staff assist participant (address “*how*”):

Parent/Guardian discussion notes: _____



REQUIRED – Must return with signature

PARENT FORM CHECKLIST

- PARTICIPANT INFORMATION SHEET
- WAIVER AND RELEASE
- BEHAVIOR MANAGEMENT POLICY
- PERMISSION TO ADMINISTER MEDICINE
- PERMISSION TO COMMUNICATE WITH TEACHER
- COMPUTER USE RULES AND GUIDELINES



REQUIRED – Must return with signature

PARTICIPANT INFORMATION SHEET

Name of Student: _____ Date of Birth: _____

Student's age: _____ Grade: _____ Gender: _____

School Child Attends: _____

Parent/Guardian Name: _____

Primary phone number: _____ 2nd phone: _____

Address: _____

Household Income (please check): _____\$0-21K _____\$22K-33K _____\$34K-44K _____\$45K above
*Data collected for United Way funding

In case of emergency call: _____

Primary phone number: _____ Relation: _____

EMAIL: _____

If not available call: _____

Phone number: _____ Relation: _____

Individuals allowed to pick up (Participant's Name) _____ are:

Name: _____ Relation: _____

Name: _____ Relation: _____

Name: _____ Relation: _____

A student will not be allowed to leave with anyone not listed above unless a written request signed by the Parent/Guardian in submitted to the COMMUNITY CENTER SUPERVISOR.

(Participant's Name) _____ is allowed to walk home:

Walkers will be dismissed at 5:30pm unless otherwise requested as set forth herein; earlier dismissal must be requested in a written request signed by the Parent/Guardian and turned into the COMMUNITY CENTER SUPERVISOR.

Parent/ Guardian's Signature _____

Printed Name: _____ Date: _____



REQUIRED – Must return with signature

Participant Waiver

IMPORTANT: THIS IS A LEGAL DOCUMENT – DO NOT SIGN UNLESS YOU HAVE READ IT AND UNDERSTAND IT

The City of Greenville, upon payment of the required participation fee (if applicable), is sponsoring a recreation program (“program”). Please be informed that any program by nature is not without risk. The same elements that contribute to the unique character of a program may also result in exposing oneself to the natural elements, or involve risks of accidental injury to participants, illness, or in extreme cases, permanent trauma or death. We do not want to frighten you or reduce your enthusiasm for the experience, but we do want you to know in advance what to expect, and to be informed of the various possibilities. We ask that you read this thoroughly, sign it, and return it prior to the start of the program. If you have questions regarding anything, please do not hesitate to ask us about it.

ACKNOWLEDGMENT AND ASSUMPTION OF RISK

I hereby certify that my child is in good physical condition and is fully capable of participating in the program. Therefore, I herein acknowledge that I have read the above statement on the risks involved in this activity, and knowingly and freely assume all such risks, both known and unknown, even if arising out of the negligence of those persons released from liability below. I assume full responsibility for my child’s participation in this recreation program, and I willingly assume full responsibility for my child for expenses, loss of personal property, bodily injury and/or death arising out of, or in any way connected with, the program.

WAIVER AND RELEASE

I HEREBY AGREE TO INDEMNIFY, RELEASE, AND HOLD HARMLESS THE CITY OF GREENVILLE, ITS EMPLOYEES, OFFICERS, AGENTS AND/OR CONTRACTORS (“RELEASEES”) FOR AND AGAINST ANY AND ALL DAMAGES, LOSSES, SUITS, LIABILITY AND/OR CAUSES OF ACTION RESULTING FROM PROPERTY DAMAGE, AND/OR FROM PERSONAL INJURY, INCLUDING DEATH, OF MY CHILD ARISING OUT OF OR IN ANY WAY CONNECTED WITH OUR PARTICIPATION IN THE PROGRAM, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, EXCEPT TO THE EXTENT THAT SUCH DAMAGE OR INJURY IS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE RELEASEES, AND COVENANT NOT TO SUE OR TAKE ACTION AGAINST THE RELEASEES EXCEPT AS SET OUT HEREIN.

It is understood and agreed that the City of Greenville reserves the right to refuse participation in any program to anyone it determines unsuitable.

I HAVE READ THIS ACKNOWLEDGEMENT AND ASSUMPTION OF RISK AND WAIVER AND RELEASE AGREEMENT, FULLY UNDERSTANDING ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL LEGAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

In consideration of the right to participate in City of Greenville programs, I, _____, the Parent or Legal Guardian of _____, who will participate in the program, do agree to be bound by all of the foregoing.

Parent/Guardian SIGNATURE

Date

Parent/Guardian PRINT NAME

Participant PRINT NAME

I hereby permit the City of Greenville to use photographs and various other media of my child for the purpose of publicity for City programming.

Parent/Guardian’s Signature _____



REQUIRED – Must return with signature

Behavior and Discipline Policy

While participating in the City of Greenville’s Study Buddies Program, students are prohibited from either having in their possession or using: any tobacco products, any illegal drugs, any alcoholic products, any weapons/knives, or any explosive products.

Furthermore, participants shall not steal or destroy City or other participant’s property, get into any fights, be involved in any sexual activities, use bad language, or show any disrespect for staff, other adults or other participants.

Students shall not use a cell phone while at the program, and it is understood that if a student does so, it will be taken away and given back at the end of the day.

Care and Respect for Self, Others, and Things...

1. Keep hands, feet, and objects to oneself.
2. Treat other children, staff, and visitors with respect.
3. Follow the instructions of counselors.
4. Always stay with your group.
5. Be kind to the environment and City facilities.

Avoid...

1. Hurting others or oneself.
2. Leaving designated area without permission.
3. Running away from staff.
4. Destruction of property.
5. Cursing or profane language.
6. Threatening violence.
7. Jeopardizing the health or safety of others.

I, the parent or guardian of _____, understand that violation of the rules set forth herein by my child may result in immediate action and possible dismissal of my child from the program. I understand if my child is dismissed from the program, transportation from the Afterschool Program will be my responsibility.

Parent/Guardian’s Signature _____ Date _____

Please read this document to your child(ren) and have them sign below.

Violation of these rules may result in immediate action and possible dismissal from the program. If I am dismissed from the program, transportation from the program will be the responsibility of my parent or guardian. I have read or been read the above policy and agree to follow these rules while attending the Afterschool Program.

Student’s Signature _____ Date _____



REQUIRED – Must return with signature

Permission to Administer Medication

Medications will be kept in a locked area. Only designated staff may administer medicine. Medications may be administered only when the following procedures are followed.

Authorized Afterschool Program Medication Form must be completed by the parent and signed before medication can be administered.

Ensure that the medication is properly labeled. We will only accept medicine to be administered for that day. (We cannot store medicine for the whole week or session). The parent will need to bring in the medicine daily in its original container. Make sure the medicine has the following information:

- Child's Name- First and Last (clearly written).
- Name of the Medication.
- Exact Dosage to be given.

If it is a prescription, the name on the label must match your child's name. Medication must be brought daily. Medicine left at the end of the day will be disposed of.

Childs name: _____ Date: _____

Name of Medication: _____

Amount to be given _____

Reason for Medication _____

Side effects if any _____

Parent/Guardian Signature _____ Date: _____



REQUIRED – Must return with signature

TEACHER COMMUNICATION PERMISSION

The Afterschool Program is designed to assist participants in their academic achievements. In order for the City staff to be successful, it is important that there is communication between school officials/teachers and the City staff. This form will allow City staff to communicate with your child's school officials/teachers on homework assignments, projects, academic improvement needs, successes, etc.

Permission to contact teachers to discuss academic progress:

I give permission for the staff of the City of Greenville Afterschool Program to contact my child's educator(s) throughout the 2023/2024 school year.

Child's Name: _____

Child's School: _____

Parent's Signature

Date



REQUIRED – Must return with signature

City of Greenville Parks, Recreation, & Tourism Computer Use Rules and Guidelines

To enhance learning through the use of technology, the City of Greenville's Afterschool Study Buddies Program provides access to various information formats, including computers and the internet. This policy has been developed to inform parents/guardians and students of the appropriate, ethical, safe, and courteous use of the internet and City of Greenville technology resources. It is important that students understand that their use of the internet is a privilege, not a right, and that such use is primarily for education purposes only. If students do not follow these guidelines, they may be subject to disciplinary action.

Parents/guardians and students are advised that that the City of Greenville staff does not have control of the information on the internet. Despite all filtering efforts, sites accessible via the internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Parents/guardians acknowledge that they are aware of the proper behaviors for using City of Greenville technology resources including internet access. Parents/guardians should contact the Center Supervisor for questions or concerns.

Digital Citizenship for Students:

- I will post and view information that is appropriate
- I will not visit sites that are inappropriate
- I will use all devices for learning
- I will never publish personal details of my life online
- I will never publish personal details of others online
- I will always lock or shut down and secure my device
- I will never share my passwords with others
- I will not attempt to bypass school filters to access content that is blocked by the City of Greenville
- I will not bully or harass other people online
- I will protect others
- I will be a good digital citizen and report cyberbullying to an adult
- I will talk to an adult anytime something online makes me uncomfortable o
- I will not plagiarize or copy information
- I will cite all websites, books, media, etc., that I use in projects and presentations
- I will not download music, videos or other items

Parent/ Guardian's Signature _____

Printed Name: _____ Date: _____