

Augusta Road Baptist Church

After School Handbook

2023-2024



1823 Augusta Road
Greenville, SC 29605
(864) 232-2728

Our program is dedicated to providing a fun, safe, Christ-filled environment that will not only ignite a child's imagination, but also introduce them to the love of God.

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Welcome!

Dear Parents,

Thank you for choosing Augusta Road Baptist Church (ARBC) After School Program for your After School needs. We are so excited to have your family be a part of our program. This handbook will provide you with the policies and procedures that guide what we do. Please take some time to read over it carefully and let us know if you have any questions.

Augusta Road Baptist Church After School Program offers a nurturing program for kindergarten through eighth grade children. Our program is designed to meet the spiritual, social, physical, emotional, and intellectual needs of each child. Staff members are available to care for your children.

The staff of Augusta Road Baptist Church After School welcomes you to our program! We are here to serve you and your family. Working together, we can help your child have a wonderful After School experience!

Blessings,

Leah Meahl - Director, After School and Summer Camp

Director, Camp Office: (864) 232-2728

Main Church Office: (864) 232-2712

Email: afterschool@arbc.com

General Information

Hours of Operation:

After School: 2:00 PM – 6:00 PM

All-Days: 8:30 AM – 5:30 PM.

Please see page 10 for scheduled ALL- DAYS. Each ALL-DAY including Winter Break and Spring Break will need **a minimum of 10 registered students in order for us to open for that day**. Registrations will be offered well in advance so that we can staff accordingly, and so that each family can make appropriate plans.

ARBC After School follows the Greenville County School System's calendar as well as in the event of inclement weather.

If your child's school does not follow Greenville County Schools, you may need to pay a fee for any extra services we provide including care and transportation.

Transportation:

Our Summer Camp Program uses several Augusta Road Baptist Church buses. The drivers for our program are at least 25 years of age, have clean driving records, and are trained to drive the vehicles. Occasionally, the program will rent 12 or 15 passenger vans for field trips, which are regulated and approved by the state of South Carolina.

Child Pick-Up:

Only authorized persons will be allowed to pick up your child. **When someone other than a parent or legal guardian is to pick up your child, you must inform the After School Director in writing or call the office stating permission for alternate pick up.** When calling, the person must already be listed on your child's record as someone who is authorized to pick up your child. Picture identification must be presented when the counselor in charge of pick up does not know the person picking up your child.

Drop-off and Pick-up Procedures:

- **Drop-off will take place between 2:00-2:30 PM** using a drive thru lane. If you drop off after this time, please park in the lot, bring your child into the building, and wait in the lobby until greeted by a staff member.

- Parents will also pick up children in the afternoon using the drive thru lane. **Designated pick-up will be between 4:00-6:00 PM.** If you need to pick up your child prior to 4:00PM, please contact us via email, phone call, or other direct communication with staff to arrange it.
- Please use the lane closest to the curb when picking up. **If you have children in both the Preschool and After School programs, please pick-up in the After School line first.**
- Parents/guardians should only enter the lobby if dropping off late or picking up early.
- Parents/guardians will not be allowed past the front desk in the lobby area. No parents/guardians will be allowed into the church and camp areas (game room, gym, bathroom, etc.)

Late Pick Up Fee:

Our After School program closes at 6:00 PM. **A LATE FEE OF \$1.00 PER MINUTE WILL BEGIN AT 6:01 PM IF YOUR CHILD HAS NOT BEEN PICKED UP.** If late pick up occurs more than three times, there will be a \$100.00 fee, which must be paid before your child will be readmitted. If this becomes a persistent problem, your child will be dismissed from the program.

Tuition Policy

Tuition payment is drafted by the 5th of every month. Tuition must be paid in order for your child(ren) to attend After School. **An auto-draft authorization form is to be filled out at the time of registration.** There is a non-refundable \$85 registration fee per child due at registration. Please sign our handbook acknowledgement form and send with your child on the first day of After School.

[The above forms can be found here.](#)

- Pick-Up and/or Drop-Off: \$320.00 per month.
- Active ARBC Church members receive a 15% discount.
- All Days - \$30.00 for registered children, \$50.00 for non-registered children or guests. On field trip days, an additional nominal fee may be required.
- Late payments will incur a \$30.00 late fee per child.
- Return checks will also have a fee of \$30.00.
- In order to receive proper credit for payments, please make sure your child's name is on the check and/or envelope.

- We do not accept cash payments. Other forms of payment including checks or via invoice must be cleared with the Director in advance.
- Tuition will not be prorated for inclement weather, family vacations, in-service days, early closings or late openings, illness, public health related closings like COVID-19.
- You must give 2 weeks' notice before withdrawing from the program.

Health and Wellness Policies

Sickness:

The After School program will only accept children that are healthy and well each day. If symptoms of illness are observed, such as fever, vomiting or upset stomach, the parent/guardian will be contacted. Care will be given until prompt pick up arrangements are made. The student should not return to the program until all danger of contagion is past.

Medication:

Prescription drugs and other medications required for a child must be in the original container and clearly labeled with the child's name and dosage schedule. Written directions for administering the medication signed by the parent/guardian are also required. All medication will be kept in a locked box and administered by a counselor. If your child has asthma or is allergic to bees or stinging insects, etc., please make sure you provide us with an epi-pen, inhaler, or other medication that your child may need.

Injuries and First Aid:

The After School program staff are required to have or receive up to date CPR/First Aid training prior to onboarding. Our facility keeps and maintains first aid kits on premises and in our vehicles. In the event that a child sustains a minor injury (cuts, scrapes, bruises, stings/bites, etc.), we will treat them using our training and the first aid materials on hand (bandages, antibiotic ointment, ice packs, etc.).

If a child is more seriously injured, we will contact the parent/guardian and provide care to the best of our ability until prompt pick-up arrangements can be made. In the case of a possible **concussion**, or other head related injury, we will provide care based on the American Heart Association's first aid handbook.

Please be advised that, in accordance with Augusta Road Baptist Church policy, the parent/guardian must arrange for immediate pick-up in the case of a suspected concussion or head injury in order to seek the appropriate medical attention. If the parent/guardian does

not arrange for pick-up, we will contact EMS for emergency transportation. We will ride with the child and meet the parent/guardian at the hospital. We take our children's safety very seriously and appreciate your understanding and cooperation with our policies.

COVID-19 Protocols

As your child's safety and wellbeing is our top priority, we have been working to ensure that ARBC is as safe as possible. Amid COVID-19 concerns, we have used the CDC, DHEC, AAP and DSS guidelines, along with the expertise of medical professionals and other licensed facilities. While our county is currently rated as a low transmission area, campers are not required to wear masks and socially distance. We will continue to follow the recommendations of these sources and if transmission rates rise to a high level in our area, we may need to make changes.

Behavior Policies

We strive to offer a safe and loving environment for all children. Because of this, there are certain behaviors that will need to be addressed immediately. Disruptive and/or disrespectful behavior is not appropriate. This includes but is not limited to:

- Lack of respect for staff (i.e. talking back, verbal and/or physical abuse) ●

Fighting and/or reckless horseplay/touching, can't keep hands to themselves ●

Bullying

- Damage to any property
- Stealing
- Profanity
- Throwing objects (in anger, unruliness, and/or with the intent to injure others)
- Dishonesty

Should behavior problems arise, the following steps will be taken:

- First Time
 - o The child will be warned not to repeat his/her actions. We will try to redirect when possible. More serious behaviors will warrant a conversation with either the After School Director or Assistant Director and an immediate phone call to parents.

- Subsequent Times

- o The child will be removed from the activity and will be asked to walk/run laps in the gym (if the issue is with excessive energy), sit out of the activity, or copy a sentence relating to the issue. No other methods of discipline will be used. See previous section for examples of behaviors requiring disciplinary action.

- Harmful Behaviors

- o Any harmful behaviors to oneself or others will result in a phone call to parents. Repeated harmful behaviors will require a conference with parents and After School Director and possible suspension or dismissal from the program.

Dismissal of a Child:

The ARBC childcare program reserves the right to permanently dismiss any child if:

- The student seems unwilling or unable to participate in group activities,
- The parent/guardian does not abide by the policies and procedures of the program or displays a disrespectful demeanor toward the staff or other children,
- Fees/tuition have not been paid.

It is the responsibility of the parent/guardian to read and explain these guidelines to the child so that they may understand the expectations set before them and prepare the child for a successful time with us.

These are the guidelines that our staff will follow. Circumstances may arise that will call for the director to determine which consequences will be implemented. Thank you for your cooperation and understanding concerning these behavior guidelines.

Concerns:

If there is ever any problem with our service to you and/or your child please let us know immediately! In order for us to resolve any issues, we need to be made aware of them. Please feel free to contact Leah in order to talk about any problems. We will do our best to make ARBC After School the best possible environment for your child and we always want our children and parents to feel comfortable reaching out to us.

A Typical Day at After School

Snack Time:

Snack time is provided when your child arrives every day. The children are offered a variety of snacks that rotate daily. A list of a few of the offered snacks can be found below. If your child has a nut allergy or any other food allergy, please let us know and

we will accommodate their needs. If you do not want your child to consume sugary or salty snacks, please be prepared to send a snack specifically for your child.

Snack List:

- Pretzels/ crackers/ popcorn/Goldfish/chips
- Apples/ watermelon/ bananas
- Rice Krispie Treats
- Cookies/Oatmeal Cream Pies
- Ice Cream (on special occasions)

Homework Time:

Homework time begins at 3:15 PM and ends at 5 PM. We will try our best to help your student with their homework, but from time to time we have students who do not want to do their homework or reading assignments. We cannot force a child to do their work. When these disruptions occur, your child will be asked to put their homework up and go downstairs. We will inform the parents at pickup. We are open to any ideas that you may have of how to encourage your child at homework time.

Group Activities:

Each day we come together to play group games in the gym. K5 will begin the year with the 1st and 2nd graders and they will slowly mingle with the older groups until we are combined for most of the day. We ask that students participate in group games, but we give them opportunities to opt out if needed.

On Fridays we have movie day. Our Littles (K5-2nd) and Middle/Older groups separate and end the day watching a movie that's rated G to PG.

Assembly:

A group assembly begins at 4:00 PM each day where the group can come together and complete an activity or listen to a story from the Director.

Field Trips:

Bowling, trips to parks, movies, roller skating, and other off campus visits may be offered during the school year on All-Days. Parents will be informed of the field trips or other special activities a week beforehand.

Cell Phone and Electronics Policy:

When your child is dropped off at After School, they must keep their electronics in their backpack. Electronics are brought at the child's own risk. We are not responsible for your child's belongings. If you need to get in touch with your child please call the office at 864-232-2728. If you can't reach us there, please call the main office at 864-232-2712.

After School Calendar 2023-2024

August 8, Tuesday.....First Day of School- OPEN for Pick-up and Drop-off 2-6 PM

September 4, Monday - CLOSED.....Labor Day

October 12, 13 Thursday, Friday - ALL DAY.....Teacher Work Day

November 22-24 Monday, Tuesday- CLOSED.....Thanksgiving Break

December 19, Friday - OPEN 12-6pm.....Half-Day

December 20-22, Wednesday-Friday -ALL- DAYS.....Holiday Camp

December 25,26, 27 Monday-Wednesday - CLOSED.....Christmas Break

December 28,29, Thursday, Friday – ALL -DAYS.....Holiday Camp

January 1-2, Monday, Tuesday- CLOSED.....New Year's Holiday

January 3, Wednesday - ALL DAY.....Teacher Work Day

January 15, Monday - CLOSED.....MLK Day

February 19, Monday – ALL- DAY.....President's Day

March 15, Friday - ALL DAY.....Teacher Work Day

March 18-22, Monday-Friday – ALL- DAYS... ..Spring Break

March 29 Friday- CLOSED.....Good Friday

April 19, Friday- ALL DAY.....Student/Teacher Holiday

May 21,22, Tuesday, Wednesday -OPEN 12-6pm.....Half Days

- ARBC After School follows the Greenville County School System in the event of inclement weather.
- All-Days are \$30 per day, per registered after-school student. All-Days are \$50 per day, per non-registered/guest children.
- Any field trips or planned lunches will be announced in advance.
- **We need a minimum of 10 students per ALL DAY to remain open for the full day. Registrations will be sent out in advance of each ALL DAY.**

