

## DISCIPLINE PROCEDURES

School rules are extended to Afternoon Safari so students are not asked to learn two sets of rules.

- Staff is expected to treat children and their families with respect.
- Children are expected to respect the staff, the rules and each other.
- Discipline procedures include verbal warning, “time-out”, loss of privileges, a phone call to parents, parent conferences and discipline forms.
- Our staff will handle any behavior/discipline problems to the best of his or her ability within Afternoon Safari guidelines. Parents are not permitted to approach other students in an effort to resolve these matters.
- Discipline forms are completed for repetitive or serious discipline problems. Parents are required to sign the discipline form to acknowledge that they have been made aware of the problem.
- If a student receives three discipline forms, he or she will be suspended for 2 or 3 days. A fourth discipline form will result in a one week suspension. A fifth form may result in expulsion from Afternoon Safari for the remainder of the school year. ICRC reserves the right to remove a child from Afternoon Safari at any time.
- Behavior that may result in immediate expulsion include, but are not limited to, physical violence, vandalism/destructive behavior, biting, weapon possession, use or possession of drugs or alcohol, sexual misconduct or threatening behavior.
- Physical contact in disciplining the children is avoided, but may be used to restrain students from harming themselves or others.

A complete list of rules, regulations and guidelines can be found in the Afternoon Safari Parents Manual available online at [www.icrc.net/after-school-programs](http://www.icrc.net/after-school-programs).

## ACCIDENTS/EMERGENCIES

In the event a child is injured, our staff will assess the injury and administer basic first aid if needed. An accident/incident form will be completed in the event of serious injury (broken bone, sprain, swelling, head injury).

In an EMERGENCY, or if a parent/guardian or emergency contact cannot be reached, 911 will be called. All medical expenses and ambulance fees will be the sole responsibility of the parent/guardian.

ICRC does not provide accident insurance to our participants. We do, however, offer all participants the opportunity to purchase supplemental accident insurance during the application process.

## PARENT INVOLVEMENT & COMMUNICATION

We believe in a strong partnership between parents and staff. The Afternoon Safari programs have the following opportunities for mutual communication.

- Our door is ALWAYS open. Parents are welcome to observe our program at any time.
- Parents may request a conference with the site supervisor or assistant site supervisor at any time to discuss their child or the program.
- Please take time to participate in our surveys. Your feedback is important in evaluating our programs.
- We use a message board & the sign-out table to communicate important information to our parents. Please take the time to check it daily.
- When signing your child out, please check the table for handouts, registration forms or other written communication.
- Our counselors are dedicated to interacting and caring for your children, so if you have any questions, concern or suggestions, please communicate with your site supervisor or assistant site supervisor.

## CHILD ABUSE

Our staff is legally required to report any instance of observed or suspected child abuse/neglect to the appropriate authorities. This includes anyone attempting to pick-up a child while under the influence of drugs or alcohol.

## DO NOT BRING

Money or other valuables including games, electronics, cell phones and toys (children will not be able to use these items).

### Afternoon Safari Directory

**Safari Administrator**  
803-345-8110

**Therapeutic Recreation Administrator**  
803-213-1194

**SOP Safari Program Cell Phone**  
803-586-1608

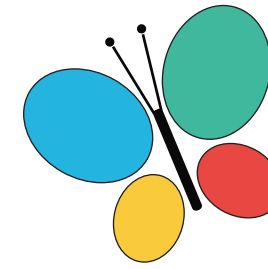
**Oak Pointe Safari Program Cell Phone**  
803-476-5371

**CCP Safari Program Cell Phone**  
803-586-1606

**Ballentine Safari Program Cell Phone**  
803-479-3469

**Seven Oaks Program Cell Phone**  
803-479-3037

**Therapeutic Recreation Cell Phone**  
803-518-2705 (SOP)  
803-528-6228 (CCP)



2017-2018

# AFTERNOON SAFARI

## REGISTRATION INFORMATION

Crooked Creek Park  
Seven Oaks Park  
Ballentine Elementary  
Oak Pointe Elementary  
Seven Oaks Elementary  
Therapeutic Recreation



## AFTERNOON SAFARI REGISTRATION INFORMATION



### PROGRAM & GOALS

It is the goal of Afternoon Safari to provide a safe and nurturing environment that offers a variety of opportunities for children to grow physically, socially, academically and emotionally. This is accomplished through supervised, quality programs designed to encourage new interests, creativity, self-confidence and responsibility.

Our daily program includes an afternoon snack, nutrition education, recess, supervised homework time, social recreation and physical education. The children are grouped by grade level as they rotate through these program areas. Activities include arts & crafts, reading, character building exercises, guest speakers and organized games.

### HOURS

Afternoon Safari begins immediately after school and runs until 6:00 P.M. (6:30 P.M. at Crooked Creek Park). Full day programs, beginning at 7:30 A.M., are held on in-service days and some holidays. To schedule appropriate staffing, parents are asked to sign-up to use this service. Please see your assistant site supervisor for information.

### STAFF & RATIOS

Our staff includes teachers, school district employees, adults, college students and high school students. We maintain a ratio of 1:10 for ages 5-10 and 1:15 for ages 11-14. Therapeutic Recreation maintains a 1:4 ratio. Assistant supervisors and team leads are first aid and CPR certified.

### ATTENDANCE & (LATE) PAYMENT POLICY

Afternoon Safari offers three payment plans: full time, part time and interim. Please select your payment plan for the duration of the school year. Two plan changes per child will be allowed during the school year. Any child that reports to Afternoon Safari, regardless of how long they stay, will be charged for the day. Full time students are charged the weekly rate even if they only attend one day during that week.

Payment is due on Monday of the week service is provided. Failure to make your payment by Friday at 6:00 P.M. at gym will result in a \$15 late fee. After two consecutive weeks without payment, your child will no longer have a reserved space in the Afternoon Safari program. Accounts must carry a zero balance to be considered in good standing. Repeated late payment will be grounds for permanent dismissal from the program.

#### WEEKLY (Full Time)

- Fees will be charged every week regardless of attendance.
- \$50 per child EVERY week (39 weeks)
- Therapeutic Recreation: \$35 per child per week
- Fees are NOT prorated for professional development days, student holidays, etc.
- NO additional charge for early release days
- Additional \$5 for each full day
- CREDITS ARE NOT GIVEN for missed days or weeks
- Fees do not apply for winter or spring break or summer day camp (separate fees and registration are required)

#### DAILY (Part Time)

- Fees will be charged every week regardless of attendance.
- \$12 per child per day (2 day, \$24 weekly minimum)
- \$15 for early release days
- \$18 for full day service

#### INTERIM (pick-up by 3:40 P.M.)

- Fees will be charged every week regardless of attendance.
- \$30 per child every week
- Additional \$6 for pick-up after 3:40 P.M.
- NO additional charge for early release days
- Additional \$10 for each full day
- CREDITS ARE NOT GIVEN FOR DAYS MISSED

### RETURNED CHECKS

If your check is returned by the bank for insufficient funds, it will be submitted to the Lexington County Solicitor's Office for collections. All fines and penalties are the responsibility of the check writer. Afterschool services will be suspended until ICRC receives payment from the Solicitor's Office. After two returned checks (per account), payment must be made in the form of cash or money order.

### TAX STATEMENTS & WEEKLY RECEIPTS

Year-end tax statements and weekly receipts will be available online through our web site [www.icrc.net](http://www.icrc.net). Tax ID #: 57-0520972.

### FINANCIAL AID

The Afternoon Safari Programs at Seven Oaks Park and Seven Oaks Elementary are now accepting the SC Voucher (formerly ABC Voucher). The SC Voucher program is federally funded income based assistance. For more information please contact the Safari Coordinator at 803-345-8110 or inquire at the front desk at Seven Oaks Park.

Afternoon Safari also offers a reduced rate to those families who do not qualify for the SC Voucher, but do qualify for free/reduced lunch through the school district. A copy of the qualification letter is required to receive this rate. The rate is effective the Monday following the date you provide us with this copy. Families are required to provide this documentation each year.

### PICK-UP POLICY

Children must be picked up and signed out no later than 6:00 P.M. (6:30 P.M. at CCP) by someone listed on their authorized list. Everyone on the pick up list must be at least 16 years of age. ICRC reserves the right to ask for identification for anyone picking up a student at Afternoon Safari.

### SCHOOL PICK-UP POLICY

Your child's safety is very important to us. In order to ensure that we have accounted for every child during pick-up we must have an accurate roster. Parents are required to notify program staff if their child will not be at Afternoon Safari or has a change to his/her schedule. Part time participants must have a schedule on file with the program.

- Please communicate any planned absences or change in your child's schedule in writing to program staff.
- In the event of a last minute change, please leave a message on the Afternoon Safari phone before 2:00 P.M. Crooked Creek Park: 586-1606; Seven Oaks Park 586-1608; Ballentine Elem.: 479-3469; Oak Point Elem.: 476-5371; Seven Oaks Elem: 479-3037. *If we are unable to reach a parent or emergency contact by closing of business hours, the sheriff's department will be called to pick up your child.*

### SCHOOL CLOSING POLICY

If Lexington Richland District 5 closes school early or cancels school for any reason, Afternoon Safari will be closed as well. This includes weather conditions, loss of power/water, etc. If the decision is made to close school early, school staff will contact you to pick-up your child. Afternoon Safari will not be an option for afterschool care. It is important that each family have a contingency plan on file, preferably with your child's teacher describing where and with whom your child should go in the event of an early school closing.

### FULL SERVICE DAYS

Full service days require sign up with the assistant site supervisor. Accounts will be charged for full service days based on the sign-up sheet, regardless of attendance on the full service day. Cancelling your requested full service day must be completed by the designated date to avoid being charged. See the assistant site supervisor for specific dates.

Please make your Afternoon Safari payments each week. Payments are accepted Monday through Wednesday. Payments made after Wednesday must be made at Seven Oaks Park or Crooked Creek Park. Include your child's name, phone number and school on your check/money order payable to ICRC. Online and phone payments with credit card can also be made, check with your assistant site supervisor for details.

### HOLIDAY CAMPS

ICRC offers full-day camps during the Lexington Richland School District 5 summer vacation, winter holiday and spring break. These camps require a separate advanced registration. Please check at your site for information regarding camp dates, registration times, program information, fees, etc. Enrollment in Afternoon Safari does not guarantee or automatically register your child for these programs.

### MEALS & SNACKS

A healthy snack and water is offered to each child every day after school. On in-service days/holidays, a morning and afternoon snack are provided. Children are required to bring their lunch on these days. Microwave and refrigerator are NOT available. Lunches may be purchased for \$5.50. Pre-registration is required. If your child does not have a lunch, one will be provided and your account will be charged \$5.50.

### MEDICATION

Medication will not be administered at Afternoon Safari without an ICRC permission slip on file. Medication must be sent in its original container. Safari staff are not trained to administer injectable medication.

### ILLNESS

A child should not attend Afternoon Safari if he/she has any of the following symptoms: fever, vomiting, diarrhea, sore throat, undiagnosed rash, inflamed/matted eyes and/or severe cold. If a child becomes sick at Afternoon Safari, a parent/guardian or emergency contact will be called to pick-up the child.

### RECORDS

We must have a registration/liability form on file for every student attending Afternoon Safari. It is important that we have accurate information in the event of an emergency so please notify us immediately of any changes in phone numbers, address, etc.