AFTERNOON SAFARI

Parent and Child Handbook

IRMO CHAPIN RECREATION COMMISSION

TABLE OF CONTENTS

Introduction 3
Philosophy and Goals 3
Nondiscrimination Statement 3

PROGRAM INFORMATION
Irmo Chapin Recreation Commission Personnel 4
Program Sites/Hours of Operation 4
Days of Operation 5
Therapeutic Recreation Program/Special Needs 5

PROGRAM PROCEDURES AND GUIDELINES
Enrollment 6
Attendance/Sign In/Sign Out 7
Staffing/Supervision 7
Programming 8
Daily Schedule 8
Outdoor Play 8
Snack 9
Movies 9
Transportation 9
Homework 9
Child Guidance/Management 10
Withdrawing or Changing Days of Attendance 11
Parent Participation 12
Lost and Found 12
Discontinuation of Enrollment 12

HEALTH AND SAFETY
Accidents/Emergencies/Safety of Children 13
Management of Communicable Disease 14
Medication Procedures 14

PAYMENT INFORMATION
Weekly Payments 15
Financial Assistance 16
Full Service Days 17
Additional Charges 17
Safety Net 17
Additional Information 17
References and Resources 18
Thank You 18

INTRODUCTION

Afterschool Programs are those which offer a safe, structured environment for youth (typically ages 5 to 13) which may be offered pre-and/or post-school hours. These out-of-school time programs are directly associated with the school calendar.

The Safari program operates during post-school hours and values inclusion and diversity and strives to provide service to families from the Irmo Chapin area who represent a wide range of educational and economic backgrounds. Safari welcomes all children who can participate in, and benefit from, programming with a diverse and well-qualified staff. Safari fulfills a very exciting component of the mission of the Irmo Chapin Recreation Commission. Safari offers high quality afterschool programming for young children, pre-K through 6th grade.

Parents are recognized and valued as active members of the Safari's team and are partners in guiding the programming needs of their children. Families and staff engage in respectful, professional communication and partnership for the benefit of children.

Safari's procedures and guidelines are subject to update as needed. By enrolling in Safari, parents agree to comply with all Safari and Irmo Chapin Recreation Commission's procedures and guidelines.

PHILOSOPHY AND GOALS

Our Mission: The Irmo Chapin Recreation Commission exists to enhance the quality of life for all citizens of the district through the development of recreation programs that promote a lifestyle of wellness, physical activities and cultural experiences for all ages.

Our Vision: Powered by Innovation, Enthusiasm and Teamwork, Guided by Integrity, We Help our Community Live Healthy, Satisfying Lives.

Our Values : Integrity, Respect, Excellence, Service, Enjoyment & Fun

Safari Afterschool Goals:

- To provide a flexible, developmentally-appropriate play and success-oriented program which complements the home and school by encouraging physical, social, emotional, and intellectual growth as well as positive feelings of self-worth in a group setting.
- To provide a warm, secure environment designed to encourage decision-making, problem-solving, individual expression, and freedom within limits, where children respect and enjoy each other in a group setting.
- To provide a competent, caring and professional staff who understand and meet the needs of the children in our program.
- To provide frequent and open communication with parents to provide support and encourage involvement.

Safari maintains a working relationship with the Lexington-Richland 5 School District but is not sponsored or supported by the District.

NONDISCRIMINATION STATEMENT

Public park and recreation programs pride themselves on being responsive and receptive to every child and parent/guardian's need within their program regardless of income level, disability, sex, race, gender, religion, age or national origin.

PROGRAM INFORMATION

IRMO CHAPIN RECREATION COMMISSION PERSONNEL

The Safari Program is governed by the Irmo Chapin Recreation Commission which is composed of professionals and volunteers from the community.

Your input is greatly appreciated. Any time you have a suggestion or concern, please talk to your site supervisor or one of the following administrators:

Site Supervisors		Administration	
Ballentine Elementary	803-479-3469 bans@icrc.net	Jordan O'keefe Therapeutic Recreation	803-213-1194 jokeefe@icrc.net
Crooked Creek Park	803-586-1606 ccans@icrc.net	Andrea Tsilis Safari Coordinator	803-345-8110 atsilis@icrc.net
Oak Pointe Elementary	803-476-5371 oans@icrc.net	Jason White Crooked Creek Park Director	803-345-6181 jwhite@icrc.net
Seven Oaks Park	803-586-1608 soans@icrc.net	John Cantey Seven Oaks Park Director	803-213-1195 jcantey@icrc.net
CCP Therapeutic Recreation	803-528-6228 jokeefe@icrc.net	Jack Terrell Recreation Superintendent	803-213-2000 jterrell@icrc.net
SOP Therapeutic Recreation	803-518-2705 jokeefe@icrc.net	Elizabeth Taylor Executive Director	803-213-2000 etaylor@icrc.net

PROGRAM SITES/HOURS OF AFTERSCHOOL SAFARI OPERATION

Ballentine Elementary School
1040 Bickely Rd.
Irmo, SC 29063
803-476-4500
Dismissal – 6:00 P.M.

Oak Pointe Elementary
1 River Bottom Rd.
Irmo, SC 29063
803-476-4100
Dismissal – 6:00 P.M.

Crooked Creek Park
1098 Old Lexington Hwy.
Chapin, SC 29036
803-345-6181
Dismissal – 6:30 P.M.

Seven Oaks Park
200 Leisure Ln.
Columbia, SC 29210
803-772-3336
Dismissal – 6:00 P.M.

The Safari program is held at each of the sites listed above and provides transportation to our park sites from the following schools:

Seven Oaks Elementary and Harbison West Elementary are transported to Seven Oaks Park via activity bus. Leaphart Elementary participants walk over from the school to Seven Oaks Park.

Lake Murray Elementary are transported to Crooked Creek Park via activity bus. Chapin Elementary and Chapin Intermediate participants walk over from the school to Crooked Creek Park.

Children who do not attend the schools listed above are welcome to attend our program, however the parent or guardian must provide transportation to one of our park sites. For therapeutic recreation participants, transportation can be provided from any school through school district transportation. Please contact your school for assistance.

DAYS OF OPERATION

The Safari Afterschool Program follows the Lexington-Richland District 5 calendar. The program begins on the first day of school and ends on the last day of school.

- The Safari program is in session for all early release days.
- The Safari Program is in session on no school days, however you may have to travel to one of the parks if the school is closed.
- The Safari Program is closed on the following days: January 1st, Memorial Day, July 4th, Labor Day, Thanksgiving and December 25th.

Emergency Delays, Dismissals and Closings: Schools are sometimes closed for emergency conditions such as severe weather, facility problems, etc. In these situations:

- If Lexington-Richland District 5 is closed, Safari is closed.
- If the schools dismiss early for an emergency, Safari programs at the school sites are closed. Safari at the park sites may be available; a message concerning Safari at the parks will be on the ICRC website at www.icrc.net.
- Parents must make arrangements for days when Safari is closed or closes early for an emergency. Parents are asked to monitor the local news media for cancellations and early dismissals. (A message concerning schools will be placed on the district's website, http://www.lexrich5.org/)

THERAPEUTIC RECREATION/ SPECIAL NEEDS

It is the intent of Afternoon Safari to provide group child programming services to children of all abilities. Factors in which the child will not be accepted into the Safari program include:

- The child constitutes a direct threat to the health or safety of himself or herself or others in a group
- The child requires supervision or personnel services beyond what is reasonably expected of existing staff
- The child requires specialized equipment not present in or available to the program

Reasonable accommodations will be made to meet the special needs of a child. However, accommodations that would fundamentally alter the nature of, or create an undue financial burden on the program, such as one-on-one care, cannot be made. If the student has needs that cannot be accommodated by the therapeutic recreation program's 1:5 staff-to-student ratio, families are responsible for providing a shadow, aide, or ABA therapist. Parents will need to provide all pertinent information regarding their child's special needs, and complete a written medical/physical care plan to assist Safari staff in the care of the child.

Evaluation of qualifications will be undertaken on a case-by-case basis. Input from the parents and therapeutic recreation coordinator with whom the child will be placed will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group child program setting can provide adequate physical, emotional and social adjustment, given the nature and extent of the disability. Initial enrollment may be provisional for a period to be stated by the program coordinator at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the above listed factors.

Students in the therapeutic recreation program will be picked up daily by ICRC from Irmo Middle School, Irmo High School and Chapin Elementary School. If the student attends a different school within Lexington/Richland District 5, transportation to Seven Oaks Park or Crooked Creek Park must be coordinated through the District's transportation office.

In the case of an emergency, or if a child presents a risk to themselves or others, ICRC reserves the right to restrain students. Restraints will be limited to holding students' arms by their sides, holding legs down to prevent kicking, and taking off shoes to prevent injury when kicking. A call will be made home to families should any restraint need to be made during program hours. Students who present a consistent need to be restrained during program hours will be removed from Afternoon Safari.

The therapeutic recreation program is not a clinical setting. ICRC offers a guaranteed 1:5 student-to-staff ratio, with the intent of providing care for those students whose needs cannot be met in the traditional Afternoon Safari setting. The therapeutic recreation department is in no way responsible for implementing behavioral modifications or providing care for those children needing more assistance than what our ratio can provide. All activities and events will be modified as needed to accommodate children with emotional, intellectual or physical limitations.

PROGRAM PROCEDURES AND GUIDELINES

ENROLLMENT PROCEDURES

To participate in the Safari program, children must be toilet-trained and registered in one of the Lexington-Richland District 5 schools.

A child is considered enrolled at Safari only after the non-refundable deposit of the first week's fee and registration form for each child has been received and the availability of the space has been confirmed.

Safari also requires that parents execute the release of liability and hold harmless agreement included on the registration form as a prerequisite to enrollment.

Children can begin attendance at any time during the course of the school year depending on availability of space at the selected site. To allow time to process the application and to prepare for the child's arrival please complete the registration process one week prior to start date. Parents who start their child mid-week will be responsible for the full weeks fees, the week will not be pro-rated.

Falsification of information on registration forms or required paperwork is grounds for rejecting an application or immediate dis-enrollment. Any change in enrollment information must be communicated to Safari staff immediately so that current information is always on file. This includes: phone numbers, email addresses, home address, health records, or approved pick-up list.

WAITING LISTS: Enrollment at each site is limited. The length of the waiting list and movement varies from site to site and year to year. Openings are offered as space becomes available throughout the year. Safari cannot guarantee or predict when space will become available. If you are on a waiting list and services become available you can choose to either accept or decline the service. At which time the service will be offered to the next person on the waiting list.

ATTENDANCE/SIGN IN/SIGN OUT

ARRIVAL PROCEDURE: After school, children are to immediately report to the cafeteria or other designated area to check in with staff. Children are greeted by staff as they arrive and attendance is taken. Safari cannot assume responsibility for a child until he or she has checked in.

If your child will be absent on an afternoon he or she is scheduled to attend, parents are required to notify a Safari staff member prior to the absence by emailing or leaving a voice-mail at your afterschool site before 1:30 P.M. (See page 2 for phone numbers and email addresses.)

DEPARTURE PROCEDURE: As a courtesy, parents are asked to finish phone conversations before entering the building. The person who picks up the child must sign the child out on the attendance sheet located at the Safari front desk at their site.

RELEASE AT PICK UP: Children will only be released to those specified on the approved pick-up list. Pick-up persons must be 16 years of age or older. If a person not listed on the approved pick-up list must pick up the child in an emergency situation, parents are to provide an email from the address on file with Safari or a signed note giving the person permission to pick up the child. Phone calls will be accepted to grant permission only if they can be readily verified through voice recognition or a return phone call. Staff will check the valid photo identification of anyone they do not recognize. Please inform anyone picking up your child of this policy so they are aware we must see valid photo identification before releasing the child.

Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary. Your child's safety is our priority!

CUSTODY ISSUES: All parents/guardians listed on the registration form shall be authorized to pick up his/her child on any day that Safari is in session and will be permitted to designate others to pick up his/her child on any day that Safari is in session—***unless*** Safari staff is provided with a copy of a court order or decree that authorizes restrictions of these parental rights. If one parent is the legal custodian of the child, only the parent with legal custody will be permitted to designate others to pick up the child.

STAFFING AND SUPERVISION

Safari staff is committed to providing a safe, supportive environment to enhance the child's afterschool experience. All staff members have a sincere interest in children and complete 15 hours of in-service training each year on topics such as child development, health and safety, guidance and discipline, developmentally-appropriate activities and nutrition. Site Supervisors have at least two years leadership experience in the Safari program and additional supervisory and leadership training. It is the Irmo Chapin Recreation Commission's policy to complete criminal background and sex offender registry checks on all full-time employees, part-time employees, contractors and volunteers that may be alone or responsible for children, seniors or special needs patrons. A major responsibility of staff is to provide for the health and safety of each child. Staff members are alert to the safety and supervision needs of the children, anticipate possible hazards, and take appropriate preventative measures. 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.

Safari will not exceed the staff: child ratio of 1:20 and maximum group size of 40 for school-age children required by the state. Maximum group size is defined by the number of children in one group that may be cared for at any time, excluding snack time, outdoor play or special activities. Because we desire to provide a higher level of quality care, we strive to provide continuity of care and to maintain a staff: child ratio of 1:15 and maximum group size of 30. We intend that no child will be left alone or unsupervised with the exception of using the restroom.

Child's Grade	Staff to Child Ratio		
	Safari	DSS	SCRPA*
Pre-K Kindergarten	1:10	1:17	1:12
1st Grade	1:10	1:17	1:20
2nd Grade	1:10	1:20	1:20
3rd Grade	1:10	1:23	1:20
4th Grade	1:10	1:23	1:20
5th Grade	1:15	1:23	1:20
6th Grade	1:15	1:23	1:20

**SCRPA - SC Recreation and Park Association Summer Day Camp and Out-of-School Guidelines*

PROGRAMMING

Our program provides a variety of activities including arts and crafts, sports and games, cooking, fitness and wellness activities, homework assistance, special interest areas and even special events. Activities are planned to meet the needs and interests of the children.

DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability, but structured enough to provide predictability for the children. Children are grouped by grade level to align with the developmental programming in Safari. Times may vary at each site but a typical schedule is:

Dismissal–3:30 P.M. Arrival of students, roster and announcements, snack
3:30–4:30 P.M. Homework
4:30–5:30 P.M. Activity

- Creative arts
- Physical activity
- Enrichment activities
- Special events
- Cooking

5:30–6:00/6:30 P.M. Clean-up/Preparation for Departure/Free Play

OUTDOOR PLAY

Outdoor play periods are required for the children each day as the weather permits. In inclement weather, indoor activities will be provided. The outdoor play period may be canceled or the length of time adjusted for extreme temperatures or threatening weather. Children will stay indoors if the temperature outside is 35 degrees or cooler, if the wind chill factor is 35 degrees or cooler, if the temperature is 95 degrees F or above, or if the heat index is 100 degrees or above. Outdoor play will not be offered when there are other non-weather related safety issues outside. Please insure that children are dressed appropriately for active play, both indoors and outdoors. This includes appropriate shoes for active play, and hats, gloves and boots for winter play.

SNACK

A healthy snack and water are offered to each child every day after school. On in-service days and 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 also 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.

Treats for children or staff must meet the Lexington Richland District 5 School health wellness guidelines and be commercially packaged. You can find the School health wellness guidelines on the district website at www.lexrich5.org

MOVIES

Only G and PG movies will be shown to the children. If you do not wish to have your child watch G or PG movies, please inform your site supervisor of the restriction. Movies are only shown during extended inclement weather, special events and year end celebrations.

TRANSPORTATION

Safari transports children daily by activity bus from the following schools: Seven Oaks Elementary, Harbison West Elementary, and Lake Murray Elementary School. Safari staff walks children over from Leaphart Elementary, Chapin Elementary and Chapin Intermediate. In inclement weather children from Leaphart Elementary, Chapin Elementary and Chapin Intermediate are bused to their respective park sites.

Children may enjoy year end trips away from the site, which can be scheduled on early release days during the last week of the school year. Parents will receive specific information before each field trip, including the destination and duration.

During field trips children will wear information wristbands which includes the program's name and safari contact number. The following will be available at all field trips: a person trained in first aid and CPR, a first aid kit, emergency forms and health records for each child.

Each Safari staff member will have a specific number of children they are responsible for supervising during the trip. Attendance is taken before departure of the trip, upon arrival at the destination, during the trip, boarding the bus to depart for the Safari site and upon arrival at the Safari site. Swimming field trips to area pools will be supervised by certified lifeguards and safari staff.

Since all staff is necessary for field trip supervision, if a child cannot attend a scheduled field trip, parents must make other arrangements for that day. No credits or refunds will be given in this situation.

HOMEWORK PROCEDURES

Safari is not an academic extension of the school day but we appreciate the demands on school age children and their families and have a commitment to their academic learning. Although Safari believes that homework is ultimately the child's responsibility, we will do all we can to encourage children to work on homework during Safari. Our daily schedule includes 30–45 minutes of homework time, Monday through Thursday. During this time Safari staff will be available for some assistance, but cannot be expected to check the children's work for accuracy or completeness or to provide individual tutoring for the children. Please check with your site supervisor for more detailed information about your site's homework time.

CHILD GUIDANCE/MANAGEMENT PROCEDURES

The goal at Safari is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for these three reasons: to prevent possible harm to self or others, to prevent damage to property, and to prevent infringement on the rights of others. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times:

- Show respect for people and property
- Follow safety practices
- Follow directions the first time they are given

In addition, each site will have specific rules which will be posted and discussed with the children. For programs operated at school sites, school rules will also be in effect to provide consistency for the children throughout their day.

The environment of the program will be structured to help children remember their limits. Children will be treated with respect so they in turn will learn to respect others. Positive language will be used to provide simple, consistent explanations. Reasonable efforts will be made to help children adjust to the Safari group setting.

Children will be taught to be responsible for their actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards and positive communication with parents.

Children exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with natural or logical consequences. A child who is having problems playing within the guidelines of the program may be removed to a non-stimulating, supervised area for a period of time to regain control.

Parents will be informed of their child's behavior at Safari and every attempt will be made to work together with the parents and the child to correct serious or recurrent behavior situations. If a child's behavior requires frequent extra attention from a staff member, parents may be called upon to participate in a partnership to develop a special behavior management plan.

The following communication pieces are intended to inform the parents or legal guardians about their child's behavior. Staff will discuss the behavior with the parents or legal guardians and may ask the parents or legal guardians to sign the form. A copy will be given to the parents or legal guardians and a copy will be kept in the Safari files.

- **HEADS UP/HIGH FIVE:** In an effort to provide constant communication on a child's daily behavior a Heads Up or High Five form may be given. A Heads Up can be given to the parent if a child has been spoken to multiple times about a behavior that is not following our three basic rules. It will detail the occurrences and redirection that was given. A High Five can be given to the parent if a child has exceeded the expectations of the staff behaviorally that day.
- **DISCIPLINE FORM:** A discipline form is written documentation of a child's behavior that has not followed the three basic rules of the Safari program. This can include but is not limited to: disrespectful behavior, inappropriate language, disregard for the rules, fighting, and destruction of property.
    - If three discipline forms have been received during the same academic year the child will be suspended from the program for two (2) days. No credits will be given for suspended days.
    - If four discipline forms have been received during the same academic year the child will be suspended for one week. No credits will be given for suspended days.

- If five discipline forms have been received during the same academic year, the child will be removed from the program and be suspended for the remainder of the year. Parents are responsible for any balance due from previous weeks and the current week.
- Serious offenses may bypass suspension and require immediate removal from the program.

BULLYING: ***Bullying behavior will not be tolerated at Safari.*** Certain conditions need to exist to define a situation as bullying. Children may joke around with each other, call each other names, or at times engage in some physical contact and yet these incidents are not labeled as bullying when they occur between certain children. The difference lies in the relationship of the bully and victim, and in the frequency and intent of the interaction. Bullying includes more than one intentional act of one child towards another that causes the other child mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating or abusive environment for the other child. If it is determined by Safari staff that a child is involved in bullying, disciplinary action will be taken, including warnings, consequences, restrictions, conferences, suspensions and/or dis-enrollment.

SEXUAL HARRASSMENT: Safari prohibits inappropriate verbal or physical conduct of a sexual nature. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. Any child who experiences a sexually offensive comment or action by another child or adult while at Safari is strongly encouraged to tell a parent, Safari staff member or Safari administration. Parents who think their child has been subject to sexual harassment should report this behavior to the Safari coordinator or other Safari administrative personnel.

PROPERTY DAMAGE: Should a child's inappropriate activity or behavior result in damage to any ICRC owned or leased property or school property, ICRC reserves the right to assess the parents or legal guardians for any and all amounts necessary to repair or replace the damaged items or property.

RECURRENT BEHAVIOR: In cases of serious or recurrent inappropriate behavior, parents may be called to pick up their child. A parent conference may be required before the child returns to the program.

PARENT BEHAVIOR: Please remember that it is not acceptable for parents or legal guardians to engage in an argument or threaten Safari staff or children. Examples of such behavior include, but are not limited to, loud voices, foul language, threatening physical harm, or inflicting physical harm. This type of behavior may result in dis-enrollment of your child from the program.

DIS-ENROLLMENT: If, at any time, Safari determines that a child is unable to benefit from the program, unable to abide by Safari rules, or the child's behavior is unsafe or unmanageable, the child's enrollment may be discontinued from the program. In such cases, Safari would communicate with the parent or legal guardian prior to dis-enrollment. A child whose enrollment has been discontinued from the program may not seek re-enrollment during that school calendar year.

WITHDRAWING OR CHANGING DAYS OF ATTENDANCE

Safari must be notified the week prior to withdrawing. If withdrawing happens mid-week, the full weeks fees will be due, the week will not be pro-rated. Any changes in status, i.e. full time to part time, full time to interim, scholarship eligibility, or part time day changes, must be communicated to Safari prior to the change in status. Status changes will not be retroactive.

To withdraw from the program, or make an enrollment status change (full time to part time, etc.) please call the Safari coordinator. To change part-time day attendance (are currently attending Tuesday & Thursday and need to change to Tuesday & Wednesday) please call the Safari cell phone at your site (phone numbers are listed on page two (2).

PARENT PARTICIPATION

Parents or legal guardians are welcome to visit and observe the program at any time. When visiting, please notify the Site Supervisor of your presence. You may wish to attend field trips and special events, help with various projects, or simply stop in to enjoy the daily fun! To engage in the programming vs. merely observing, you must fill out a volunteer application form which includes a background check. If any additional admission charges are incurred for a parent attending a field trip, this amount must be paid in advance. Space is limited on field trips and Safari reserves the right to deny parent involvement if space does not allow.

Parents or legal guardians are encouraged to inform Safari staff of any questions, suggestions or concerns they may have. Concerns should first be addressed with the site supervisor. Every effort will be made to resolve it at this point. If the situation cannot be resolved on-site, the safari coordinator or park director may be contacted and a conference may be arranged (see phone numbers on page 2). If a solution is not found, parents may address their concerns in writing to the park superintendent, executive director or Commission.

To keep parents advised about Safari, information will be shared through informal discussions, conferences, emails, newsletters, website and via Safari desk. Please check daily for updated information about the Safari program.

Please take time to participate in our surveys. Feedback from the parents and children are important in evaluating our program.

LOST AND FOUND

Parents and children should check the lost and found located next to the Safari desk at their program site when items are misplaced. Items not claimed by the end of the school year will be donated to local charities.

DISCONTINUATION OF ENROLLMENT

A child's enrollment may be discontinued or enrollment may be denied by Safari for any of the following reasons:

- Weekly fees are more than two (2) weeks past due
- Falsifying information on registration form
- Safari staff determine that the child is unable to abide by Safari rules, or the child's behavior is unsafe or unmanageable, or the child is unable to benefit from the program, or the program is unable to meet the needs of the child
- Safari staff determine the behavior of the parent is inappropriate, or the parent is unable or unwilling to work respectfully and cordially with the staff to resolve a problem, or the parent is unwilling to accept the resolution of the staff or the Commission as to any matter
- Outstanding balances from previous enrollments in any ICRC activity or rental

A child, whose enrollment has been discontinued for any reason, may not seek entrance into the Safari program for the remainder of the school calendar year. Entrance into the program the following school calendar year will be granted on a case by case basis determined by the Safari coordinator or park director and only if their household account is in good standing.

HEALTH AND SAFETY

ACCIDENTS/EMERGENCIES/SAFETY OF CHILDREN

The safety of the children is of greatest concern at Safari. Several procedures have been devised to ensure the safety of the children:

- A cell phone is available at each site for emergencies (phone numbers listed on page 2).
- School sites have at least six (6) Safari staff members and Park sites have at least four (4) Safari staff members trained in first aid, CPR, communicable diseases, and child abuse/neglect recognition and prevention on-site at all times.
- In case of a minor accident/injury, Safari staff will administer basic first aid and parents will be notified. For a more serious injury, first aid will be administered and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, emergency personnel will be contacted immediately, parents will be notified, and a Safari staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at time of application.
- A written accident/incident report will be completed.
- If transportation is required for an emergency situation, it may be provided by the emergency personnel, Safari activity bus, ICRC vehicle, or the parent depending on the nature of the emergency.
- Periodic safety drills will be conducted for all children and staff. A written plan explaining the action to be taken in case of fire, severe weather and general emergencies will be followed. This plan includes written explanation of procedures and a diagram of evacuation routes. In the event of an environmental threat or threat of violence, children will be secured in a safe area, the proper authorities will be contacted, and their directions will be followed. Parents will be informed as soon as the situation allows.
- In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the children may walk or be transported by activity bus to a designated emergency destination (listed below). Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be contacted.

SAFARI SITE	EVACUATION SITE
Ballentine Elementary School	Ballentine Park
Crooked Creek Park	Chapin Intermediate School
Oak Pointe Elementary	Decided Church
Seven Oaks Park	Leaphart Elementary

Safari does not provide accident insurance to our participants. We do, however offer all participants the opportunity to purchase supplemental accident insurance for $6.00 during the enrollment process. The supplemental accident insurance covers the child through a fiscal August 16th to August 15th calendar year and includes all activities enrolled in through ICRC. When enrolling please ask for additional information if interested.

MANAGEMENT OF COMMUNICABLE DISEASE

Any child or staff member exhibiting any of the following symptoms will be considered to be carrying a communicable disease and should not attend Safari:

- Temperature of 100 degrees F in combination with any other sign or symptom of illness
- Diarrhea (three or more abnormally loose stools within a 24 hour period)
- Severe coughing causing the person to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain
- Untreated, infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

If a child becomes ill with any of the above symptoms while at Safari, the parent or guardian will be notified immediately to pick up the child. The child will be separated from the group, supervised within sight and hearing of a Safari staff member, and made as comfortable as possible until the parent arrives.

Children who are not feeling well, but who are not exhibiting any of the above symptoms will be isolated and observed for further signs of illness. If a child does not feel well enough to participate in the daily activities of the program the parent will be called to pick up the child.

The child will not be readmitted to the program until he or she is symptom free for a period of 24 hours or until a physician's written permission verifies that the child is no longer contagious. A child who is absent from school for illness will not be permitted to attend Safari that day. No credit or refund will be given for missed days due to illness. If a child is absent from school and does not attend Safari for an entire week (Monday – Friday), a refund will be given for that week with a doctor's note on an official hospital form.

MEDICATION PROCEDURES

It is strongly recommended that all medications be administered at home or during the school day. If this is not possible, Safari site supervisor or team lead will administer medication or food supplements with the completion of a Medication Form. Medication forms can be found at the Safari desk or the front desk of any of our parks. This form must be updated every school year. All medication must be sent in its original container. Medications are stored in a designated area monitored by the site supervisor and are inaccessible to children.

Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at Safari with the appropriate form on file. The child must keep the inhaler in his or her possession at all times while at Safari and not share it with any other person. If at any time the child is unable to maintain control of the inhaler it must be given directly to the Safari site supervisor or appropriate Safari staff member.

Safari staff are not trained or allowed to administer medication through syringe of any type. If the child has been trained and is comfortable administering their own medication, a Safari staff member will monitor the child throughout the process with written parental consent. If your child is unable to administer the medication using a syringe, the parent or guardian must make arrangements for medication administration.

PAYMENT INFORMATION

WEEKLY PAYMENT INFORMATION

Weekly fees are due Monday of each week by 6:00 P.M. Fees will be charged every week regardless of attendance. Fees are not prorated for professional development days, student holidays, etc. Credits are not given for missed days or weeks. Fees do not apply over winter or spring break and separate registration is required.

WEEKLY (Full Time):

- $50 per child EVERY week (39 weeks)
- Therapeutic Recreation and Financial Assistance: $35 per child per week
- Additional $5 for each full day
- No additional charge for early release days.

DAILY (Part Time)

- $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.)

- $25 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

PAYMENTS CAN BE MADE BY:

1. Check, cash, or money order on site, Monday–Wednesday ONLY. Make payable to ICRC and include your child's name and week(s) in the memo.
2. Thursday and Friday payments must be made by phone or at Seven Oaks Park or Crooked Creek Park.
3. Payments made after Friday at 7:00 P.M. will receive a late fee charge of $15.
4. Credit Card payments by phone (Visa, Master Card, or American Express)
   When making credit card payments by phone, please ask for:

   Crooked Creek Park Afternoon Safari and Therapeutic Recreation 803-345-6181
   (Chapin Elementary, Lake Murray Elementary, Chapin Intermediate, Therapeutic Recreation)
   Laurie Clark (M–F, 7:30 A.M.–4:00 P.M.)

   Ballentine Elementary Afternoon Safari Payments 803-345-6181
   Linda Emmerling (M–F, 6:00 A.M.–2:00 P.M.)

   Seven Oaks Park Afternoon Safari and Therapeutic Recreation Payments 803-772-3336
   (Leaphart, Seven Oaks, Harbison West, Therapeutic Recreation)
   Shanna Hook (T–TH, 12:30–9:00 P.M.) (F, 10:30 A.M.–7:00 P.M.)

   Oak Pointe Elementary Afternoon Safari payments 803-772-3336
   Amy LaCoe (M–F, 6:00 A.M.–2:00 P.M.)

   Safari Coordinator 803-345-8110
   Andrea Tsilis (M–F, 8:30 A.M.–5:00 P.M.)

INSTRUCTIONS FOR PAYING FEES ONLINE: Online payments are available, but must be set up in advance with the staff person listed above for the site your child attends. In your account you can reprint copies of receipts, change household information, print payment history, and numerous other things.

1. Go to the Irmo Chapin Recreation Commission website at www.icrc.net
2. Click on the REGISTER (programs and activity) icon in the "Get What You Need" box.
3. Login to WebTrac

   First time Webtrac users:

   Use the 1st initial of the primary guardian's first name + first 4 letters of the last name + last 7 digits of the home phone number as your login.

   For your password:

   Use all 10 digits of the primary guardian's home phone number.
4. Click on **My Account** (at the top of the page)
5. Select **Pay Old Balances**
6. Select **Week and Date Range To Pay**
7. Add to your shopping cart and continue with payment
8. Please click on **LOG OUT** at the top of the page, you will remain signed-in if you just close the window.

Divorced/separated parents are jointly liable for weekly fees in Safari. Certainly, parents may agree between themselves who will pay what share, but Safari requires a commitment from both of you that you will make sure that fees are paid to provide for continuity of programming for your child/children. By enrolling, you both agree to stay current with fees and both parents will be informed if payment is late or overdue.

FINANCIAL ASSISTANCE

Financial assistance may be available for families who qualify for the National School Lunch Program. Please call Crooked Creek Park 803-345-6181 or Seven Oaks Park 803-772-3336 for information about financial assistance.

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. Canceling your requested full service day must be completed by the designated date to avoid being charged. Please see the assistant site supervisor for specific dates.

ADDITIONAL CHARGES

LATE PAYMENT FEE: Weekly fees are due Monday of each week by 6:00 P.M. A $15 late fee will be assessed if the payment for that week is not paid by 7:00 P.M. Friday of that same week.

If payment is not received by the last day of the 2nd week after the fees are due, your children will be suspended until weekly fees and late fees are paid in full.

For example:

Payment is due Monday, April 4th	No penalty if payment is received by 7:00 P.M. Friday April 8th.
Payment not received by 7:00 P.M. Friday, April 8th	$15 late fee assessed to account
2 weeks payment and late fee not received by 7:00 P.M. Friday April 15th	Child(ren) suspended one week or until payment is made.
Payment not received by Friday April 22nd	Child(ren) enrollment discontinued

LATE PICK UP FEE: 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 pickup 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.

There will be an additional charge of $5 for the first 1-5 minutes and $1/minute thereafter if you arrive after closing. If you are going to be late, a phone call is appreciated. It may not eliminate the late charge, which is due upon arrival.

If after 30 minutes past closing time we are unable to reach a parent or emergency contact, the sheriff's department will be called to pick up your child.

RETURNED CHECK FEE: 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.

SAFETY NET

The Safety Net program is available for emergency use only. A child must have a signed Safety Net agreement on file with his/her school in order to use this service. Each family may use the Safety Net program a maximum of three times per school year. Payment is due on site the day service is provided. The cost is $15 per child/ per occurrence. A child will not be permitted to use the Safety Net if his/her family has an outstanding balance or if the child has been removed from Afternoon Safari for any reason. If fees are not paid by Friday of the week the child attended, a $15 late fee will be applied.

ADDITIONAL INFORMATION

- Although staff will make every effort to help children keep track of their personal belongings, the final responsibility rests with the child. Appropriate items may be brought to Safari, but if they are lost, stolen or broken, Safari cannot be held responsible for replacement or repair. Use of cell phones is not permitted during Safari. We ask that children keep their cell phones stored in their bags. Electronic devises are only allowed on certain days/times during the programming week.
- Safari reserves the right to search any child's belongings due to reasonable suspicion.
- In an effort to provide consistency for the children, the Safari staff will have on-going communication with the school staff. By enrolling your child in Safari, you consent to this communication.
- Employment of Safari staff members by parents for personal child care services is at the parent's own discretion. Parents have the sole responsibility to determine whether a person has the skills and attributes to properly attend to their children and may in no way rely on Safari to make that determination. Safari is not responsible in any way for the actions of employees beyond Safari program hours or off Safari premises.
- Safari follows the Lexington Richland District 5 Dress Code. The Dress Code can be found at www.lexrich5.org

REFERENCES AND RESOURCES

- SCRPA Summer Day Camp and Out Of School Time Program Guidelines www.scrpa.org
- Children's Center at USC Family Handbook http://www.sc.edu/childrenscenter
- SCDSS Division of Early Care and Education https://dss.sc.gov/
- Lexington Richland District 5; Parent and Child Handbook http://www.lexrich5.org/
- Care After School Parent Handbook www.careafterschool.com

THANK YOU

Thank you for choosing Safari as your child's afterschool program provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child; we will make every effort to see that your family enjoys a positive experience with Safari.

Revised April 2016

Irmo Chapin Recreation Commission
5605 Bush River Rd.
Columbia, SC 29212
803-213-2000
www.icrc.net

IRMO CHAPIN
RECREATION
COMMISSION