



RIVER RIDGE ACADEMY

3050 River Ridge Drive, Bluffton, SC 29910 | Phone :: 843.836.4600 | Fax :: 843.836.4850
Scarlett Mooney, Assistant Principal | Gary McCulloch, Principal | Matthew Hall, Assistant Principal

2016-2017 After School Care Parent Handbook





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Dear Parent/Guardian,

Welcome to the 2016-2017 school year! I am delighted that you are interested in the River Ridge Academy After School Care program. Choosing childcare is one of the most important decisions you will make as a parent or guardian. River Ridge Academy strives to provide a service that makes our child feel safe, nurtured and enriched. Our staff is trained to provide you with the best of care at better than average prices.

We have an exciting curriculum planned for our River Ridge Academy After-School Care program for your child this year and hope that this experience will be rewarding. We welcome any feedback you would like to share with us. Please don't hesitate to call me if I can be of assistance.

I hope you and your child have a wonderful new school year!

Sincerely,

Gary S. McCulloch
Principal
843-836-4600

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River Ridge Academy After School Care Registration Checklist

To register your child for the After School Care Program, you must complete the following before the child can attend:

- Complete and return the application for After School Care found in the *Appendix*
- * Submitted registration fee
- * Submitted first week's payment
- Complete and return the After Care Program Medical Release Form found in the *Appendix*
- Complete and Sign the Payment Guidelines Form found in the *Appendix*

Mission Statement

River Ridge Academy After School Care Program will provide a safe and caring environment where students can expand their education through innovative opportunities that develop creativity, confidence and good character traits to become well rounded students.

Goals

- To provide a superior After School Care Program for River Ridge's kindergarten through Eighth grade students
- To engage children in a caring, safe and recreational atmosphere
- To present students a balanced range of activities, ones which foster personal achievement
- To bring community enrichment activities to students
- To offer affordable child care to River Ridge Academy families

Overview

River Ridge Academy After School Care provides a safe environment and supervised activities after the elementary school day.

The daily schedule will include times for play, both indoors and outdoors, developmentally appropriate programs and activities along with time for children to complete homework.

Guidelines

Unless the program is at capacity, a child may start attending River Ridge Academy After School Care as soon as the following forms are completed and given to the school bookkeeper:

- Application for After School Care
- Payment Agreement Form
- Emergency Medical Form
- Registration Fee (A registration fee is required before a child is considered enrolled in the program and prior accounts must be current)

Hours and Days of Operation

- After School Care begins at the end of the school instructional day (3:45 pm) and ends promptly at **5:45 pm**. *Late fees will be applied to account balance when child remains after 5:45 pm.*
- All After School Care programs operate **ONLY** on days that school is in session for students.
- After School Care will not operate on district mandated half days.

Rates and Registration

The River Ridge Academy After School Care Program seeks to make childcare as affordable as possible for every family who may require the service. All children attending the program must be at least **five (5) years old and registered in the program**. **Payment for service is due on Monday of each week.**

- **Registration Fee** :: A **\$20.00 registration fee** is required for each child each school year. If you **remove** your child from the program and decide to **enroll them again**, you must pay the \$20.00 registration fee.
- **Weekly Rate** :: **\$55.00 per week per child (regardless the number of afternoons your child attends)**. If you decide to change the status of or child in After School Care, you must inform the teacher and complete a Change Form **prior** to changing status. Otherwise, you will be charged fees based on your registration status.
- **Family Discount** :: Families with more than one child in the program are given a discount on the weekly rate. The first child is \$55.00 per week and **each additional child is \$50.00 a week**.
- **Late Pick Up Fees** :: If you are late picking up your child from the River Ridge Academy After School Care site, the following charges will apply:
 - \$10.00 for every 15 minutes a child remains after 5:45 pm**

Example:

5:46 - 6:00 pm =	\$10.00 total charge
6:01 - 6:15 pm =	\$20.00 total charge
6:15 - 6:30 pm =	\$30.00 total charge

When possible, please notify the teacher if you will be more than 15 minutes late. Please see the attached “River Ridge Academy After School Care Agreement” for more information.

Inclement Weather and Cancellation of School

- The After School Care Program does not operate on days that school is closed due to adverse weather conditions.
- After School Care WILL NOT operate when school is dismissed early because of inclement weather. You MUST make arrangements to have your child picked up as soon as an announcement is made for early dismissal.
- If roads become hazardous when After School Programs are in session, please make arrangements to pick up your child as soon as possible. Our goal is that every child and staff member involved in the program arrives home safely.

When school is dismissed early, telephone lines at the schools become very busy. You should create a plan in advance about what your child should do in case school is dismissed early. This information will be used automatically in the event of any inclement weather or cancellation of school as notified by you of any change.

Discipline

Discipline will be handled in accordance with the Beaufort County Schools District adopted policy on Student Discipline. These policies may be viewed on the internet at www.beaufortschools.net.

Used only as appropriate, methods of discipline will include removal of child from a group setting (timeout), limited privileges, and consulting with parent/guardians. Actions deemed by the teacher and/or the principal of the school to be a serious offense will result in suspension or dismissal from the program in accordance with Beaufort County Schools District Policy and procedure on student discipline.

Teachers will keep a log sheet of behavior problems and will report these to parents/guardians. Should a student's behavior make it necessary to preclude him or her from the program a letter will be sent home as a final warning.

Suspension/Expulsion from After School Care

Dismissal may result from habitually picking up after closing time, failure to pay promptly, issuing "bad" checks for payment to the program, or continued behavioral problems.

Homework

Time for homework will be scheduled; however, it will not be at the beginning of the After School Care day. After a challenging school day, students developmentally need time for other physical, mental, and social activities before returning to school work. Anticipate that you may need to spend time with your child at home on homework. Books will be available for a quiet reading time for those students who do not have homework.

Medication

To minimize disruptions to the school day, students should take medicine at home rather than at school. *No medication will be kept by After School Care employees. All medication must be kept in the school office.*

Telephone Contact

Students are not permitted to make telephone calls during After School Care sessions. Should a student need to contact a parent or guardian, they should inform the teacher or assistant for help. If you need to contact the teacher, please refer to the contact list provided at the end of this handbook.

Safe Departure Procedures

- Upon a child's departure, an adult must come inside the facility and notify staff that the child is leaving and sign the departure form.
- Children must never be left unattended.
- Authorization is required in writing when anyone other than the designated adult listed on the "Application for After School Care" arrives to pick up the child. Please inform this person that a picture ID will be requested. Your child will not be released to anyone not listed on the application unless you talk directly with the teacher.



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APPENDIX

- I. After School Care Program Application Form
- II. After School Care Program Medical Release Form
- III. Payment Guideline
- IV. Contact List



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River Ridge Academy After School Care Program 2016-2017

\$55.00 per week August - May

After School Care Hours : 3:45 - 5:45 pm / Late pick-up fees may apply

Participant Name _____ / _____ / _____
(birth given first name) (birth given middle name) (birth given last name)

Teacher _____ Address _____

City _____ State _____ Date of Birth _____ / _____ / _____

Name of Parent/Guardian #1 _____

Cell #1 _____ Work #1 _____ Other #1 _____

Name of Parent/Guardian #2 _____

Cell #2 _____ Work #2 _____ Other #2 _____

Best Person to Contact

_____ Parent/Guardian #1 _____ Cell #1 _____ Work #1 _____ Other #1

_____ Parent/Guardian #2 _____ Cell #2 _____ Work #2 _____ Other #2

ADDITIONAL PEOPLE AUTHORIZED FOR PICK UP

1st Emergency Contact _____ Relationship _____

Phone # _____ Phone # _____

2nd Emergency Contact _____ Relationship _____

Phone # _____ Phone # _____

1st Emergency Contact _____ Relationship _____

Phone # _____ Phone # _____

3rd Emergency Contact _____ Relationship _____

Phone # _____ Phone # _____

For Office Use Only	Application Received Date: / /	Registration Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
	Withdrawal Date: / /	



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River Ridge Academy After Care Program Medical Release

I, the undersigned parent/guardian of _____ do hereby give my child permission to participate in the River Ridge Academy After School Care Program activities. I am aware of the nature and extent of the program and do hereby unconditionally release and agree to hold harmless Beaufort County School District, its agents and employees, from any and all claims of any kind or nature which may arise in connection with this program. I also give the staff of River Ridge Academy After School Care Program permission to seek medical attention for my child in my absence.

In case of emergency

1st Emergency Contact _____ Relationship _____

Phone # _____ Phone # _____

2nd Emergency Contact _____ Relationship _____

Phone # _____ Phone # _____

1st Emergency Contact _____ Relationship _____

Phone # _____ Phone # _____

3rd Emergency Contact _____ Relationship _____

Phone # _____ Phone # _____

Please list any allergies/medical problems, including those problems requiring maintenance medication (i.e. diabetic, asthma, seizure disorder)

Medical Diagnosis _____ Medication _____

Dosage _____ Frequency _____

Medical Diagnosis _____ Medication _____

Dosage _____ Frequency _____

The purpose of the above information is ensuring medical personnel has details of any medical problem which may interfere with or alter treatment.

Signature of Parent or Guardian

Date



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Payment Guidelines

Please initial each box ensuring your understanding of the payment guidelines.

I understand that payment is due on **Monday of each week** payable to **River Ridge Academy**, in the form of cash, check or the On-Line Payment option on the River Ridge Academy website. On-line payment via credit card is preferred.

I understand that a late fee of **\$25.00** per child will be applied to my payment if I do not pay by the close of business on **Monday** of each week.

I understand that if payment is not received by the close of business on **Monday of each week** my child will not be allowed to attend the after school program until payment has been made. (Space may not be available in the program once removed)

I understand that failure to pick up my children on time may result in late fees. In case of extreme tardiness with inability to reach a point of contact, local law enforcement authorities may be contacted as provided for in the SC Code of Laws.

Parent/Guardian Printed Name

Printed/Guardian Signature

Date

River Ridge Academy After School Care Program Staff

Principal	Gary McCulloch	Gary.mcculloch@beaufort.k12.sc.us
Assistant Principal	Scarlett Mooney	Scarlett.mooney@beaufort.k12.sc.us
Assistant Principal	Matthew Hall	Mathew.hall@beaufort.k12.sc.us
After Care Teacher	Justine McGovern	Justine.mcgovern@beaufort.k12.sc.us
After Care Teacher	Rebecca Robinson	Rebecca.robinson@beaufort.k12.sc.us
After Care Teacher	Denise Bowers	Denise.bowers@beaufort.k12.sc.us
After Care Teacher	Leah Frazier	Leah.frazier@beaufort.k12.sc.us
Bookkeeper	Elizabeth Nelson-Murrian	Elizabeth.nelson@beaufort.k12.sc.us
Administrative Assistant	Ashlee James	Ashlee.james@beaufort.k12.sc.us
Office Manager	Jerica Newton	Jerica.newton@beaufort.k12.sc.us
Change of Transportation Email		rrtransportation@gmail.com