2022-2023

After School Care Program

Parent Handbook



Dear Parent/Guardian,

I am delighted that you are interested in the River Ridge Academy After School Care Program. River Ridge Academy strives to provide a service that makes your 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 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/ren have a wonderful school year!

Sincerely,

Brian R. Ryman

Principal

843-836-4600

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**River Ridge Academy After School Care Registration Checklist**

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

* Complete and return the application for the River Ridge Academy After School Care Program found in the *Appendix*
* \* Submitted registration fee
* \* Submitted first week’s payment
* Complete and return the River Ridge Academy After School Care Medical Release Form found in the *Appendix*
* Complete and Sign the Payment Guidelines Form found in the *Appendix*

**Mission Statement**

The 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 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**

Before attending the program, payments must be made, and the following forms must be completed and given to the school:

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

**Hours and Days of Operation**

* River Ridge Academy After School Care begins at the end of the school instructional day (3:45 pm) and ends promptly at **5:45 pm**. ***Late fees (see fees on the next page) will be applied to account balance when child remains after 5:45 pm.***
* **After being picked up late 3 times your student will be removed from the program.**
* River Ridge Academy After School Care operates **ONLY** on days that school is in session for students.
* River Ridge Academy 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 between the ages of 5-13 and registered. 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 again.
* **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 withdrawal **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 $45.00 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:  | 5:45 - 6:00 pm = | $10.00 total charge |
|  | 6:00 - 6:15 pm = | $20.00 total charge |
|  | 6:15 – 6:30 pm =  | $30.00 total charge |
| **After being picked up late 3 times your student will be removed from the program.***When possible, please notify the teacher if you will be more than 15 minutes late.* |

**Inclement Weather and Cancellation of School**

* River Ridge Academy After School Care does not operate on days that school is closed due to adverse weather conditions.
* River Ridge Academy 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 the River Ridge Academy After School Care program is in session, please plan 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 cancelation of school unless notified by you of any change. You can notify the school of transportation changes by emailing: RRAtransportation@beaufort.k12.sc.us

**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](http://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 RRA 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 River Ridge Academy 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 medication at home rather than at school. ***No medication will be kept by River Ridge Academy After School Care employees. All medication must be kept in the school office.***

**Telephone Contact**

Students are not permitted to make telephone calls during River Ridge Academy 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 River Ridge Academy 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.

**APPENDIX**

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

**River Ridge Academy After School Care Program 2020-2021**

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 Yes No** |
|  | **Withdrawal Date: / /**  |  |

**RRA After School Care Medical Release**

I, the undersigned parent/guardian of do hereby give my child permission to participate in the River Ridge Academy After School Care 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 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

**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 and/or removal from the program.**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 Staff**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Principal | Brian Ryman | Brian.Ryman@beaufort.k12.sc.us |
| Assistant Principal | Scarlett Mooney | Scarlett.mooney@beaufort.k12.sc.us |
| Assistant Principal | Cynthia Rini | Cynthia.Rini@beaufort.k12.sc.us |
| Assistant Principal | Joseph Skirtich | Joseph.Skirtich@beaufort.k12.sc.us |
| After Care Coordinator | Justine Vaitas | Justine.Vaitas@beaufort.k12.sc.us  |
| After Care Teacher | Sara Lemus | Sara.Lemus@beaufort.k12.sc.us |
| After Care Teacher | Taylor Mann | Taylor.Mann@beaufort.k12.sc.us |
| After Care Teacher | Jennifer Burkhart | Jennifer.Burkhart@beaufort.k12.sc.us |
|  |  |  |
| After Care Finances | Emily McIsaac | Emily.McIsaac@beaufort.k12.sc.us  |
| Office Manager | Lindsay Catanzaro | Lindsay.Catanzaro@beaufort.k12.sc.us |
| Bookkeeper | Kelly Poisson | Kelly.Poisson@beaufort.k12.sc.us |
| Change of Transportation |  | RRATransportation@beaufort.k12.sc.us |