

TYGER RIVER CHILDREN'S CENTER
AFTER SCHOOL PROGRAM 2020-2021
PARENT & CHILD HANDBOOK



The Tyger River Children's Center admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities available to students at the center.

The Tyger River Children's Center does not discriminate on the basis of religion, race, color or national and ethnic origin in administration of its educational policies, admission policies, and other school administrated programs.

ADDRESS

5961 Reidville Road
Moore, SC 29369
864 – 621 – 8629

AFTER SCHOOL HOURS

2:00 p.m. – 6:00 p.m. (when school is in session)
7:00 a.m. – 6:00 p.m. (on full days)

COVID-19 Special Procedures

Due to COVID-19, some of our policies and procedures have temporarily changed to help make our facilities and programs safe. You will see those sections highlighted in yellow throughout the handbook. They are summarized below:

- Class ratio: 1:12 until further notice
- Check In/Check Out: Parents are asked not to enter the building past the lobby until further notice. Parents will check their students in/out on an iPad in the lobby.
- Lunches and Snacks: Children are asked to bring their own lunch in an effort to limit contact. Snacks provided will be pre-packaged, again in an effort to limit contact.
- Electronics policy: Updated to reflect screen time limits outside of e-learning and homework

We are taking extra steps to daily clean and disinfect classrooms and other high-traffic areas in our facility, as well as our buses. Your child's temperature will be checked as they enter the building (both in the mornings and after school). A child with a temperature higher than 100 will not be permitted to stay or will be isolated until a parent is able to pick them up. Please help us by keeping your child home if they have a fever or a cough or have been exposed to someone who tested positive for COVID-19.

HISTORY OF SCHOOL

Tyger River Children's Center had its beginnings in the fall of 2000 as an outreach of Tyger River Presbyterian Church. The Board of Directors began meeting in January of 2001 with the dream of a faith-based program that would bring the love of Christ to the community's children. The philosophy of Tyger River Children's Center is in keeping with our church's mission statement and core values, with focus on cherishing children. When the first class began in the fall of 2002, the children of Tyger River Children's Center reaped the benefits of many hours of dedicated service to glorify the name of our Lord. Our program is developing a reputation as a quality Christian environment with faith based and educational programs.

MISSION STATEMENT

The mission of Tyger River Children's Center is to provide our growing community with a developmentally appropriate learning experience in a safe, Christian environment that promotes social, intellectual and spiritual growth.

PHILOSOPHY

We at Tyger River Children's Center believe that all children carry within themselves the person they will become. Faith based activities will be designed to develop physical, intellectual, and spiritual potential to the fullest.

GOALS & OBJECTIVES

The main objectives of TRCC are to provide a carefully planned, stimulating environment, which will enhance foundational habits, attitudes and skills of the child.

The specific goals for the children that attend TRCC are:

- * To bring each child to a fuller and deeper appreciation of the love of Jesus Christ.
- * To encourage positive interactions, cooperation and respect for others.
- * To build habits of concentration for lifelong study skills.
- * To develop a positive attitude toward learning.
- * To develop elevated self-esteem.
- * To develop each child's innate, ultimate potential through high self-expectations.

FINANCIAL INFORMATION

ADMISSION PROCEDURE

TRCC After School is open to kindergarten through eighth grade. TRCC will be open for touring at registration. In addition, members of the Board of Directors that will be involved with the staff selection will be available to answer any questions.

When the Director receives your registration fee AND the appropriate forms, your child's space will be secured.

Each child is accepted conditionally. If it becomes apparent to the Director that the Tyger River Children's Center environment is not appropriate for the child, you will be asked to withdraw him/her. Removal of a child will only occur with the approval of the Board.

ENROLLMENT

Enrollment will be limited to a staff-child ratio of **1:16**. The Board may limit enrollment further if this proves advisable.

Enrollment will be open first to current TRCC enrolled children, followed by members of Tyger River Presbyterian Church. Enrollment for any remaining spaces will be made available to the community at large on a first come first serve basis.

The following forms must be completed to enroll your child in TRCC After School Program:

- * Parent Handbook Acknowledgement Agreement
- * Registration Form
- * Copies of Health Insurance Cards
- * Permission Forms
- * Homework Contract

These forms will be kept in your child's file along with any necessary release forms and permission slips for field trips and other activities.

REGISTRATION & TUITION

The registration fee for Tyger River Children's Center is \$50.00 and is due at the time of enrollment. This fee is required each year to ensure your child's place for the upcoming academic year and is nonrefundable.

The Director will send home a letter with all the children currently enrolled in the program asking if the parents wish for their child to be enrolled the following year. Parents will be asked to pay a non-refundable fifty-dollar registration fee to reserve the space(s) for their child. The Board of Directors will announce to the church when enrollment will be taken for remaining slots in the program. Interested parents will be asked to complete a registration form and pay a non-refundable forty-dollar registration fee. This will reserve a space for their child. Once the program is full, a waiting list will be kept and as spaces open, new children will be accepted in the order in which they registered.

Tuition pricing is as followed:

Hybrid Schedule (3 full days, 2 afterschool)

One Child \$107.00

Additional Child \$97.00

Afterschool Only Tuition:

One Child \$70.00

Additional Child \$60.00

There are no reductions on tuition for teacher workdays, holidays, vacations, or illness. If a child attends any part of a week, the full week's fee will be charged. Fees may be paid in advance if the parent wishes to do so.

All fees are due by Friday at 6:00 p.m. prior to the attending week. A late charge of \$10.00 is assessed for all tuition fees NOT received by Wednesday at 6:00 p.m. The Director is responsible for maintaining payment records. Any concerns regarding your account should be brought to the Director. Payments can be made with check or money order, no cash payments. Tuition that is more than two weeks overdue will result in termination of your child from the program.

A \$30.00 fee will be charged for all returned checks. Two returned checks will result in tuition payment through money order.

The Board of Directors will consider financial hardships on a case by case basis. As a last resort, a child may be removed from the program. Prior to expulsion, the child will be allowed to correct their choices with a three-strike policy. Incidents will be documented in a behavior report and followed up with a conference with the student and parent(s) if bad behavior continues. If the director and board of directors conclude that termination will happen, a letter will be given to the parent advising him / her of their child's removal from the program before child is terminated.

LATE PICK UP FEES

TRCC closes promptly at 6:00 p.m. Please respect our staff and pick your children up promptly. If your child is not picked up by 6:00 p.m., your account will be charged \$5.00 for the first five minutes you are late and \$1.00 per minute thereafter. Habitual lateness may result in termination from our program.

ADDITIONAL FEES

There may be additional fees for extracurricular activities for those wishing to participate. Information will be provided by the Director. All extracurricular fees/activities should be paid directly to the studio or organization offering the service (except for field trips), payment boxes will be provided. Payments for these activities must be paid in advance and children should bring all necessary clothing or equipment for the activity.

PROCEDURES

ACADEMIC PROGRAM

The Director is responsible for planning activities for the children. Academic activities as well as homework help, arts & crafts, bible stories, free & planned play, and extracurricular activities will all be facets of the after-school program.

COMMUNICATION

Please feel free to speak with the Director at any time. Teachers are unavailable to talk with parents during class time. They must be with their class. However, if you have a concern and wish to speak with a teacher, please leave a message and the teacher will call you back as soon as possible.

Please check the Parent Connect Wall in the TRCC office daily for any updated postings or updates. We will notify parents of all issues

The Director will compile a monthly newsletter at the end of each month to inform parents of important happenings and notices. Please read this carefully.

CONFIDENTIALITY

TRCC staff will keep confidential all information related to each child enrolled or previously enrolled in the program. Information may be shared between staff members and with the Director and with the Board of Directors. Children will not be discussed with other parents or anyone outside the program.

All staff members, including the Director and substitute teachers are required to execute confidentiality agreements as a condition of employment. A breach of confidentiality by a staff member shall constitute cause for immediate dismissal.

GENERAL POLICIES AND PROCEDURES

TRANSPORTATION

TRCC will provide transportation via TRCC bus for students from Abner Creek, Reidville Elementary, Duncan Elementary, Berry Shoals Intermediate, and Florence Chapel Middle Schools on a daily basis. TRCC will escort students across the street from River Ridge Elementary unless weather is inclement and then TRCC will provide transportation via TRCC bus for these students. Parents are responsible for providing transportation to TRCC for any child who does not attend the above listed schools. Parents are also required to provide transportation from TRCC.

TRCC will also transport children during TRCC sponsored field trips. If you choose for your child not to attend a TRCC field trip, please notify the director no later than 48 hours prior to the event. TRCC will make every effort to accommodate your request and provide care at TRCC for your child but cannot guarantee this option. If the field trip is on a Monday, you must inform the Director no later than Friday at 6:00 p.m.

Parent(s) must submit name(s), address (es) and other information (located on registration form) of those individuals authorized to take the child from the program. NO CHILD WILL BE PERMITTED TO LEAVE THE FACILITY WITH AN INDIVIDUAL NOT AUTHORIZED.

Doors are locked for security purposes. Please understand that this policy is for your child's safety.

SECURITY

Please do not drop your child off in the mornings at TRCC at the parking lot, the front door, or front lobby area. We cannot be responsible for your child if we do not know if he or she is present. Parents are asked to sign their children in and out each day or use the Attendance Key Pad located in the TRCC office. Please stop at the TRCC office to notify the Director that you are picking up your child, and the Director will call for your child to come from their classroom. TRCC has security cameras to monitor the safety of your children while on our playground and inside the building. Surveillance will be available to law enforcement only upon approval of the TRCC board of directors.

EMERGENCIES

The Director maintains a file on each child that includes emergency information provided by the registration information. The Director will use this information to contact you or an appropriate family member in times of emergency if necessary. Please ensure that all your forms are complete before submitting them to the Director.

Children are always supervised while at TRCC. To insure the safety of all the children, reasonable limits on behaviors and activities will be enforced.

EMERGENCY PROCEDURES

TRCC has well defined plans for both fire and weather disaster evacuation. Fire drills will be held regularly. If there is an emergency requiring evacuation of the center, parents will be notified immediately. Students will evacuate to River Ridge Elementary in the case of an emergency. Should River Ridge be evacuated, we will evacuate to Covenant Presbyterian Church in Spartanburg. All parents will be called immediately upon any evacuation plans.

ACCIDENT REPORTS

The staff will notify parents of any accident / incident that may occur during the day. A record of the incident will be kept on file at the center.

DISCIPLINE

Through positive reinforcement, we strive to maintain a Christian environment, and teach our students to treat others in a loving manner. At TRCC we take inappropriate behavior very seriously because this type of behavior can become a detriment to our program. Furthermore, we want all children and parents to feel safe at TRCC and this can only happen when parents, students, TRCC staff and TRCC board members work together to enforce a behavior system that eliminates opportunity for inappropriate behavior. Corporal punishment is not allowed in this program. TRCC reserves the right to suspend a child should they not follow our TRCC School Wide Rules.

TRCC School Wide Rules

1. Respect your teacher and classmates
2. Follow Directions the first time they are given
3. Have a positive, Christian Attitude towards others
4. Do unto others as you would have them do unto you
5. Save outdoor voices and behavior for outside

TRCC School Wide Consequences:

1. Warning
2. Time Out or Head Down (1 minute for each year of age)
3. Directors Office (note home to parents)
4. Phone Call to parents

***We have a three-strike policy for behavior that is deemed to be a potential detriment to our program or the safety of students or staff at TRCC. For such behavior, a parent conference will be held with a written note signed by the parent and Director placed in the child's file. A second offence will result in suspension from the program and a third offense will result in termination. In addition, TRCC has a one strike policy for bullying and we reserve the right to suspend students without notice. Again, this policy is in place to maintain the safety and integrity of the TRCC program.**

ELECTRONICS POLICY

Personal cell phones and other electronics are allowed at TRCC. Please follow the guidelines listed below for their approved use.

The staff at Tyger River Children's Center understand that electronic devices may already be a part of your child's life. Because of our model for Fall 2020, knowing there are three days a week your child may have to spend significant time on a computer or device to complete schoolwork, we are updating our electronics policy. We understand that your child may need to bring their personal electronics to TRCC to complete academic work. We want your child to learn, grow, and have positive social interactions while they are in our care. The American Academy of Pediatrics recommends that children and teenagers have no more than two hours of screen time per day. Therefore, outside of academic work, we will have one designated 20 minute electronic moment after lunch (on days your child is at the center all day) and one designated 20 minute electronic moment in the afternoons. While TRCC has some firewall settings that prevent your child from accessing questionable content, we do encourage all parents to install some type of safety feature on your child's devices if possible.

If your child is found using their device outside of one of the designated times, the teacher will ask them to put the device away. If this continues to be a problem, the teacher will ask the child to leave the device in the office until they go home and the parent who picks up the child will have to sign an incident report form. Problems of non-compliance beyond this level may result in the child not being able to bring his or her personal electronic devices to TRCC.

- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects and at specific times.
- Approved devices must be in silent mode while at TRCC, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons at TRCC or during center operating hours, unless otherwise allowed by a teacher.
- The center's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Devices are to be used by their owner only. Any sharing of devices is not allowed at TRCC.
- Each user is responsible for his/her own device and should use it responsibly and appropriately. TRCC takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

ILLNESS

Sick children must remain home. If a child becomes ill, he / she will be isolated from the group. Parents will be notified and required to come and get the child as soon as possible. Children with fever, diarrhea or rashes of infectious or contagious nature will not be allowed to come to the center.

TRCC has a no nit policy regarding head lice. Children are not allowed to return to TRCC after a confirmed case of head lice until free of nits.

IMMUNIZATIONS

An up to date copy of your child's immunization record signed by a physician or health department official must be on file at TRCC. If your child is exempt from immunizations due to religious or medical reasons, we must have official certifications. Children can not attend TRCC without official certification of immunizations.

MEDICATIONS

TRCC staff will administer dated, labeled, and prescribed medication (or physician prescribed over the counter medication) only. Staff will give medication only after permission and instruction form has been signed and dated by the parent. TRCC staff will not administer fever-reducing medications. Medicine forms are available in the office.

INCLEMENT WEATHER

In the event of inclement weather, which makes travel dangerous, Tyger River Children's Center will follow Spartanburg School District 5 for the weather event; therefore, if District Five is Closed, TRCC will be CLOSED. If inclement weather occurs during the hours of 2:00 - 6:00, the TRCC Director will notify you of when to come and pick up your child.

HOLIDAYS

TRCC will be closed the following days:

Labor Day Holiday
Thanksgiving and Friday After Thanksgiving
Christmas Eve and Christmas Day
New Year's Eve and New Year's Day
Memorial Day

The following will be FULL days for TRCC After School:

Teacher Workdays
Election Day
Days between Christmas and New Year's Eve
MLK Jr. Holiday
Spring Break

BREAKFAST, LUNCH & SNACK

Children should eat breakfast before they arrive at TRCC on full days. Snack will be given in the morning and in the afternoon on full days and when the children arrive from school on regular days. Snack will consist of a variety of fruits, cereals, cookies, etc. You are welcome to bring snack from home for the whole class to share (muffins, bread, vegetables, fruit, etc.)

Lunch will be provided on all full day at TRCC. We will provide a lunch menu and if your child does not like what is being served that day, they are welcome to bring a bag lunch.

Parents are welcome to bring special snacks or goodies for birthdays. Please inform the Director or your child's teacher so that we can plan accordingly

TOYS FROM HOME / PERSONAL BELONGINGS

Please do not allow your child to bring any toys / personal belongings from home to TRCC. We have plenty of games / art materials / toys, etc. for your child to play with. Personal belongings often end up causing a disruption between students and can get lost. If your child brings a toy / personal belonging to TRCC and a teacher must collect the item, it will not be given back until the end of the afterschool or summer camp program.

WITHDRAWALS

If you plan on removing your child from TRCC, you must give the Director at least two weeks notice, except in the case of a medical emergency. This will allow us to fill your child's position and / or give another parent timely notice of when their child can come to the program.

HOMEWORK CONTRACT

Each parent will be required to sign a homework contract at the beginning of each school year. For those that agree to the homework contract, your child will start and if possible, complete, his / her homework at TRCC. Homework assistance will be available by a TRCC teacher each day. We will do our best to provide additional time for your child to complete their homework if not completed in the specified homework time. Please remember to recheck your child's homework at home. Children who do not have homework on a day and whose parents agreed to the homework contract will be required to read for fifteen minutes before returning to group activities. Younger children will be read to or be assisted in reading if necessary. Children in each grade who do not have homework on a day or who do not do their homework at TRCC will be provided with alternative activities while their class completes homework time.