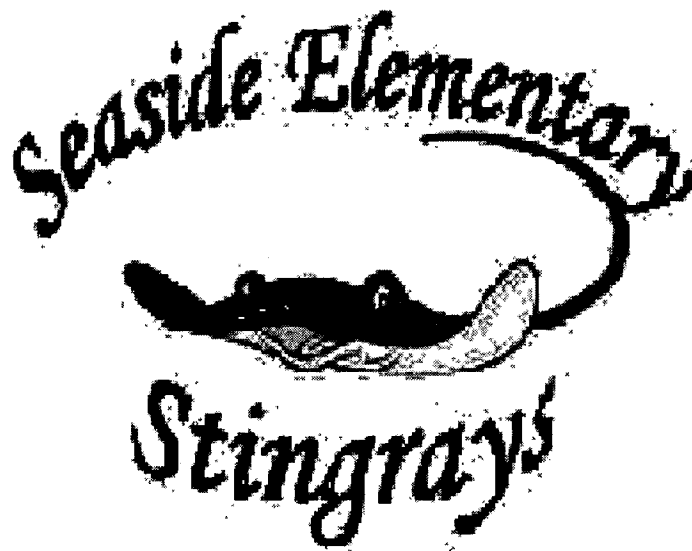


# Stingray Club Parent Handbook 2018-2019

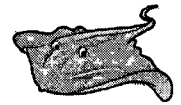


Welcome!

Welcome to the Stingray Club. This program is designed to provide afterschool supervision for children who attend Seaside Elementary School. The Parent Handbook is a valid part of the enrollment agreement between the Stingray Club and the parents/guardians of children who are enrolled in the program.

The program will provide quality childcare that parents can rely on throughout the school year, during the afternoon.

The program will offer a variety of activities that include recreation and games, arts and crafts, reading, music, contests, and "free time" for the children to pursue their own interests in a safe and friendly environment. We will provide a homework time to allow them to complete any homework assignments before going home. However, parents should always double check to be sure all assignments have been completed.



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## Procedures/Information

Enrollment in the Stingray Club implies that you will abide by the procedures listed as follows:

### Parent Expectations of the Program

Parents may expect to:

1. Find their children in a safe, supportive environment
2. Find the Site Director or Assistant Director available to discuss concerns related to their child or the program

### Program Expectations of the Parents

The program expects that parents will:

1. Pay fees on time. Cash and check payments are due Thursdays ONLY. Online payments are due by Friday. A late fee of \$10.00 per day will be charged.
2. Keep children's enrollment record up to date
3. Pick up children on time. Late fees will be charged
4. Follow Health Policy
5. Support the Site Director's attempts to improve inappropriate behavior

### Children's Expectations of the Program

Children may expect:

1. To receive nurturing care from the staff members who are actively involved in their care
2. To be treated with respect and dignity
3. To have a safe, supportive, and stimulating environment
4. To use all program equipment, materials and facilities

### Program Expectations of Children

The program expects that the children will:

1. Be responsible for their actions
2. Respect the SSES Discipline Policy that guides them during the normal school day and while at Stingray Club
3. Remain with the group and Stingray Club staff at all times
4. Take proper care of materials and equipment

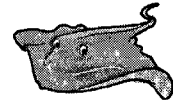
### Hours of Operation

The hours of operation for the Stingray Club are from dismissal - 6:00PM. The program will follow the same holiday schedule as The Horry County School District. IF SCHOOL IS CLOSED, THE STRINGRAY CLUB IS CLOSED.

### Closing Time/Late Fees

Late fees will be charged if children are not picked up on time. The late fee must be paid in cash upon arrival. If the late fee is not paid upon arrival, your child will not be allowed to return until the fee has been paid. The fees are based upon the school time. The fees are as follows:

\*6:00 pm – 6:10 pm: \$10.00    \*6:11 until pickup is \$2.00 per minute for each additional minute



### Release of Children

Children will not be allowed to leave with any person other than their parents/guardians, unless permission has been given to the Site Director on the enrollment form or in writing by the parent/guardian. A sign-out sheet will be maintained daily.

### Distribution of Medications

Medications will only be administered when a signed medication form has been completed and given to the Site Director through the school nurse. The medication must be in the original container. All medications must be kept in a secure area and a medication log must be used to record all medicines given to children.

### Health and Safety

If your child has a known condition (asthma, diabetes, seizure disorder, etc.), please be sure the Site Director is aware and knowledgeable on what to do if something were to occur.

If a child has any of the following conditions, the parents/guardians will be notified to pick up the child immediately; contagious disease, fever over 100 degrees, vomiting, diarrhea, or an accident requiring medical attention.

In case of an accident or illness, the parent/guardian of the child will be called immediately. In serious cases, the child will be taken to the hospital by ambulance for treatment and the parents/guardians will be contacted as soon as possible. If this were to ever occur, your child will be accompanied by one of the staff members to the hospital.

### Inclement Weather

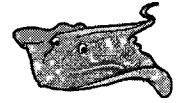
If during a regular school day, the school were to close for inclement weather, the Stingray Club will not be open. You will need to make arrangements to pick up your child from school immediately.

### Insurance

All children enrolled in the Stingray Club must have medical insurance. If your family does not have medical insurance, information regarding "voluntary student accident insurance" is available for purchase in the school office.

### Pick-Ups

Children will not be released to anyone not listed on the pick up form, nor will your child be released to anyone under the age of 18 years of age.



### Snacks

The Stingray Club will provide a nutritious snack in the afternoon for your child. However, you may send additional HEALTHY snacks with them. (No candy, please!)

### Registration Fee - \$25.00

The registration fee is non-refundable and must be paid for all children enrolled.

### Fees and Payments - \$40.00/week

1. Payment is due every Thursday BEFORE the week of attendance.
2. Your child will not be allowed to return to the Stingray Club for non-payment.
3. Make checks payable to: Seaside Elementary School and please indicate on the memo line Stingray Club.
4. All checks must have your telephone number and address. This will ensure the funds are being allocated correctly.
5. If you miss a payment, there will be a \$10.00 late payment fee added to your weekly fee.
6. If your child attends one day, the full week's fee is due.
7. If a parent/guardian has more than one check returned for insufficient funds, future payments will be paid by cash or money order. Horry County Schools' Policy of a \$25.00 late fee will be charged for any returned checks. Returned checks that are uncollected will be turned over to Checkered, a collection agency, for collection. Checkered will initially contact you by letter to make payment arrangements. Their customer service number is 1(877)524-7334. Payments for returned checks will no longer be collected by the school district. Payments made directly to Checkered. NO CASH!
8. Three late payments may result in termination of the program. Unpaid fees will result in removal of the program.

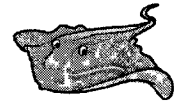
### Tax Statements

Please hold on to your receipts for tax purposes. The Stingray Club will not be responsible for providing childcare statements for the end of the year. However, you will be provided a tax identification number.

### Registration and Enrollment

The Stingray Club encourages attendance for all. The Stingray Club does not discriminate on the basis of sex, race, creed, national origin, or ethnic background.

1. If a parent wishes to enroll a child, the parents will be required to complete a set of enrollment forms to be returned prior to the child's program admittance. A complete set of forms is required for each child enrolled.
2. Upon enrollment, the parent/guardian must make payments to the Site Director of the nonrefundable enrollment fee and first week's tuition. The parent must also sign and return registration agreement.
3. Stingray Club expects the forms to remain current and up-to-date. Any changes should be reported to the Site Director.
4. Pre-registration for the next year will be held in the spring.



### Telephone

All childcare programs must have a phone that is accessible for both incoming and outgoing calls. It is the responsibility of the Site Director that someone is assigned to answer calls during operational hours. The Stingray Club phone number is (843)650-3833. It will only be answered during the hours of operation.

### Safety/Supervision of Students

Childcare workers must supervise students at all times. All activities or games must be appropriate for the space available. Walls should not be boundaries for games to avoid injuries. The safety of children should be the number one priority of all childcare workers.

### Children's Personal Property

Children's personal property (jackets, backpacks, lunchboxes, etc.) must be cleared from the childcare room after each session. Any personal property that remains after the session will be placed in lost and found. Although Stingray Club attempts to help each child stay organized, Stingray Club cannot be responsible for lost property. Children should not bring toys, games, electronics, stuffed animals, blankets or collectibles, such as, Pokemon cards to Stingray Club.

### Visitors and Observations

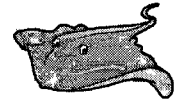
Parents and community members (who are screened by the Site Director) are welcome to observe the program. For liability reasons, it is not possible for children who visit Stingray Club to take part in outside activities unless they enroll in an authorized afterschool club.

### Discipline and Discharge

The faculty and staff of Seaside Elementary understands that it takes an entire school community working together to create student success. The administration of Seaside Elementary finds it of value to explain the disciplinary measures taken within the school building including during the Stingray Club afterschool program. Children are entitled to a pleasant and harmonious environment at Stingray Club. The Stingray Club cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical behaviors which may include, but are not limited to disrespectful behavior towards staff, inflicts physical or emotional harm to other children, abuses staff, ignores or disobeys the SSES behavior expectations which guide behavior during the regular school day and Stingray Club time. This type of consistent, repeated behavior will be grounds for dismissal. Disruptive behavior will be dealt with in the following manner consistent with the Seaside Elementary School Discipline Plan. Therefore, it is of importance that both students and parents understand the expectations set forth by Seaside Elementary.

At Seaside we ask our students to follow four expectations:

1. Be RESPONSIBLE school citizens by following school and classroom procedures.
2. Be RESPECTFUL towards property, self, and others with kind words and actions.
3. Be prepared to do your best.
4. Always tell the truth.



### LEVEL 1 OFFENSE - Disorderly Conduct

Level 1 Offenses include activities which impede orderly classroom procedures or instructional activities, and/or orderly operation of the school including Stingray Club. Minor offenses in the afterschool program are handled by the Site Director and/or Assistant Director and are based on the 4 expectations listed above. These expectations are implemented by each Stingray employee with the support and cooperation of the administration. When the adult's attempts have not brought about change, the Site Director and/or Assistant Director will write a discipline referral. The administration will take disciplinary action, not specifically outlined, when deemed appropriate including but not limited to one or more of the following: (Administrative warning, detention, withdrawal of privileges, overnight suspension, ISS (In school suspension), Out of school suspension, and/or suspension pending hearing).

1. Warning and parental contact by phone.
2. Site Director student conference and parental contact by letter and/or phone.
3. Student behavior reflection and parental contact by letter and/or phone from Site Director and or Assistant Director.
4. Parent conference with Site Director and/or Assistant Director and a behavior agreement is established. (An suspension from the program can be issued if parents cannot be contacted for a conference).

\*After 4 attempts to handle student discipline with parents the administrator will become involved.

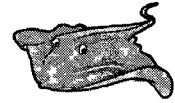
5. Office referral – 1 Day Suspension from Stingray Club
6. Office referral – 1-2 Day Suspension from Stingray Club
7. Office referral – 2-4 Day Suspensions from Stingray Club
8. Office referral – 3-5 Day Suspensions from Stingray Club
9. Office referral – Continue with Suspension and/or Dismissal from Stingray Club

### LEVEL 2 OFFENSES – Disruptive Conduct

Level 2 offenses can be described as student activities that are directed against persons or property and the consequences tend to endanger the health or safety of oneself or others in the school. The administration will take disciplinary action, not specifically outlined, when deemed appropriate including but not limited to one or more of the following: (withdrawal of privileges, ISS (In school suspension), Out of school suspension, and suspension pending hearing).

### LEVEL 3 OFFENSES – Criminal Conduct

Level 3 offenses are those considered to be criminal conduct. These are student activities which result in violence to oneself or to another person or property or which pose a direct and serious threat to the safety of oneself or others in the school. Some level 3 offenses require the intervention of law enforcement authorities. The administration will take disciplinary action that includes but not limited to one or more of the following: (Withdrawal of privileges, Out of school suspension, payment for damages, and/or suspension pending hearing).



### FIGHTING

Fighting will not be tolerated at Seaside Elementary School. Students who engage in fighting will immediately be referred to the administration. Consequences for fighting will be determined by administration and may include the following:

1st offense – 3 days OSS

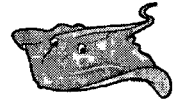
2<sup>nd</sup> offense – 5 days OSS

3rd offense – Suspension pending hearing

### NON-PAYMENT OF FEES

A child may be discharged for non-payment of fees.





### Stingray Club Handbook Signature Page

The provisions in this handbook are designed to provide parents and students information and guidance as to the procedures and rules of the Stingray Club. The provisions in this handbook are not a contract and impose no obligation on the school or Stingray Club Afterschool Program. The contents of this handbook may be changed as necessary at Stingray Club's discretion and, if changed, written notification of such changes will be provided to parents and students.

Parent Agreement

I/We

\_\_\_\_\_  
Parent(s) or Guardian(s)

have read the material in the Seaside Elementary School's Stingray Club Afterschool Program handbook and agree to follow and uphold the afterschool policies while my son/daughter is enrolled in this program.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_