

Parent Handbook

2016-2017



After School Program in Cooperation
with Richland School District One

211 Gervais Street | Columbia, S.C. 29201 | 803-779-3100
www.edventure.org



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Club EdVenture Club EdVenture is an award-winning, hands-on, educational program, backed by an experienced staff with knowledge in child development and care.

We are an affordable extended learning program, operated by staff from EdVenture Children's Museum, conducted in cooperation with Richland School District One. Our 10:1 student-to-adult ratio ensures that all students get the attention and engagement that they deserve. This fun, academic, enrichment, and educational program provides a safe and structured space for students, while keeping their minds stimulated during an extension of the regular school day.

They will engage in age-appropriate activities that encourage creativity and self-expression, strengthen good problem-solving skills, promote academic achievement, encourage fitness and good nutrition and instill good citizenship and respect for others.

Getting Started

Before a student may enroll in Club EdVenture, at least one caregiver must attend an orientation session, register online, pay a one-time \$30 registration fee and pay the first week's tuition. Orientation sessions will be held during EdVenture's Open House in addition to other dates listed on the website. Club EdVenture registration is online at www.edventure.org/after-school.

FREE Museum Membership!

After properly registering and attending parent orientation, you will receive a free membership to EdVenture Children's Museum. That means free admission to the museum for your family (two adults and four children) and special discounts on EdVenture camps and other special programs! This membership will remain valid from the day you enroll in Club EdVenture until you are not enrolled. If your account accrues an outstanding balance, your membership will be suspended until the account balance has been satisfied.

Club EdVenture Schedule

Take-A-Break or TAB [15 minutes]

TAB time will take place daily for the first 15 minutes after student arrival. This time includes restroom breaks, attendance roll calls and social time.

Dinner/Hot Snack [45 minutes]

Hot snack (provided by Richland School District One) will be provided for all students at the start of every Club EdVenture day.

Homework/Enrichment Time [60 minutes]

Club EdVenture staff will be available to help with homework questions. During this session, EdVenture's After School Program Educators will break students into groups by grade. All children will complete homework, write or read during this time. If students do not have homework, they will complete enrichment activities. An Educator will provide a Read-Aloud to those who have completed homework.

EDDIE's Sci-Fly Activity Time/Academic Enrichment [30 minutes]

These science-based activities will encourage students to "soar" into the world of science! This time will also be dedicated to various outside vendors offering services in science, technology, engineering, the arts and/or math.

CATCH/Recreational Physical Time [45 minutes]

CATCH (Coordinated Approach To Child Health) is a series of outside recreational activities that encourage active lifestyles and healthy nutrition. Students may also participate in organized recreation led by the Club EdVenture staff.

Policies and Procedures

Safety: No Loitering Mandate

To ensure the safety of all Club EdVenture participants, parents are not allowed to pass the parent corner and sign out station. Only Richland School District personnel, EdVenture personnel, and adults who have passed the necessary background checks are allowed to linger in Club EdVenture participant areas. If anyone (caregivers included) desires to tour the program, a member of the Club EdVenture administration team will accompany them. Contact Ms. Robin McCants for a tour at rmccants@edventure.org. District facilities management staff will lock each site's outside doors daily. All caregivers are encouraged to input and save Club EdVenture site phone numbers. Club EdVenture Educators will be available to open outside doors during heavily traffic pick up times and during inclement weather. However, caregivers are asked to note that pick up may take up to ten minutes daily.

Check-in Procedures

Attendance will be taken at the beginning of each session. All absent students will be marked with an A. Students who arrive after roll call must be accompanied by a teacher/program coordinator for sign in (including students who are in other

school programs (chorus, CRP, dance, etc.) Students will not be allowed to leave Club EdVenture for any reason (including assisting school teachers in classrooms or receiving additional help from a teacher during Club EdVenture hours) without a written letter of parental consent and approval from the program manager.

Club EdVenture staff is not responsible for students who miss dinner and snack sessions due to participation in other activities. Students must receive all dinner and missed snacks with the program they attend during the designated snack time.

Snack Policy

Club EdVenture provides healthy snacks in the after-school and summer program supplied by the school district. Healthy snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities. Healthy snacks help ensure that children receive the nutrition they need to learn, play and grow. Organized, structured and supervised programs that provide healthy snacks allow children to think and behave more positively.

Healthy snacks should contain at least two different components of the following four:

1. a serving of skim or 1% milk
2. a serving of meat or meat alternative (protein such as cheese or peanut butter)
3. a serving of vegetable(s) or fruit(s) or full strength vegetable or 100% fruit juice
4. a serving of whole grain or enriched bread or cereal product (wheat/whole-grain sandwich bread, bagels, oatmeal and crackers - NOT packaged bakery goods, donuts, biscuits, white breads, etc.)

A "hot dinner" will be provided for all students at the start of every Club EdVenture session. After homework time, the students will be given another snack. These snacks change daily, and are provided by School District. Students may provide their own snacks if the caregiver has reported special dietary concerns in writing.

The types of food, number and size of servings shall be appropriate for the ages and developmental levels of the children participating in after-school and summer programs.

Drinking water must be freely available to children of all ages and offered at frequent intervals. Approved drinking fountains or individual drinking utensils shall be provided.

Children's special diets or food allergies shall be posted in the food preparation and distribution area for the after-school and/or summer program. Any food required by special diets should be provided by the caregivers of the participating child.

If children bring their own food for snacks due to specialize diet during the afterschool or summer programs, the food should meet the recommended nutritional standards in this policy. Food or beverages with little or no nutritional value such as fruit drinks, soft drinks, or packaged bakery goods, are not allowed as snacks for these programs. Students will not be allowed to take dinner, snack, or any part of those meals off of school property. If caregivers arrive for pick up, students will discard remaining food items or continuing eating until completion.

Homework Policy

Every effort will be made to provide students with adequate support to complete home-work during the homework hour. Club EdVenture staff can only be responsible for and made aware of homework assignments through student communication and/or regular classroom teachers.

Club EdVenture staff will provide direct instruction and assistance to students during the first twenty minutes of the homework hour. Students will then be encouraged to complete the rest of their homework on their own with limited to no assistance. Students who do not have homework will participate in quiet, literacy-based activities led by a Club Educator. All homework will be checked for completion at the end of the homework hour.

As a safety precaution, students who do not have the required materials for homework assignments will not be allowed to retrieve them from other parts of the school. Club EdVenture Program staff may attempt to contact school officials to retrieve the materials, but staff and classroom access after school are not guaranteed.

Behavior Policies

Along with the policies and procedures listed below, Club EdVenture Members will follow the school's discipline policy.

- Students should always be accompanied by Club EdVenture staff and at least one other student.
- Students will always be polite and respectful toward all other individuals.
- No running, horseplay or "hostile hands" (hitting, pushing, slapping, etc.) are allowed. Club EdVenture has zero tolerance for bullying and sexual harassment.
- No food, drinks or candy are allowed after designated snack time.
- Students must clean up after themselves and notify staff of particularly large messes.
- Club EdVenture has a zero tolerance policy concerning bullying

Disciplinary Consequences

The following steps will be taken in case of a Level One Offense as outlined in the Club EdVenture Discipline Code:

1. A verbal warning is given to the student.
2. A written warning is issued to the caregiver if the behavior continues and the student will be asked to sit out for a number of minutes that equates to the student's age.
3. If the issue is not resolved, the student can lose their opportunity to participate in activities.
4. If the behavior escalates or continues, the Educator will contact the student's caregivers. The Extended Learning Director will schedule a parent conference.
5. If it continues, the student will be suspended from the program. For details, see

Suspension.

6. After suspension, if there are still issues, the student will be expelled. For details, see **Expulsion**.

Please note that the above steps can be changed at any time depending on the severity or level of the behavior in question. Caregivers will be notified at pick-up of any discipline issues pertaining to the students and will be given a written incident report describing the incident and consequences for their signature.

If a student causes damage to school or Club EdVenture property, due to noncompliance of rules, the cost of repairs will be billed to the student's parent(s)/guardian(s).

At no time will Club EdVenture participate in corporal punishment of any kind. Corporal punishment is defined by the state of South Carolina as physical discipline administered by a parent or person acting in place of a parent, perpetrated for the sole purpose of restraining or correcting, force is reasonable in manner and moderate in degree, there is no permanent damage and behavior is not reckless or grossly negligent.

Suspension

A student may be suspended from our program due to a behavioral issue. The length of this suspension will depend on the severity of the issue. Any student who has been suspended from school is not permitted to attend Club EdVenture during that suspension.

Weekly Club EdVenture tuition will not be adjusted according to days missed due to suspension.

Expulsion

If a student's behavior issues continue after suspension, he or she may be expelled from Club EdVenture. Nine weeks after the expulsion, the caregiver may apply for re-enrollment. As part of the application process, the program manager, Club EdVenture staff, and at least caregiver must schedule a conference to determine whether re-enrollment is appropriate. If it is determined that the student may re-enroll, the caregiver must re-register the student. Any student who has been expelled from school will also be expelled from Club EdVenture.

Tuition Rates

Standard Rate

\$50.00 per week for one child

\$45.00 per week for each additional child in the household

Reduced Tuition

\$45.00 per week for one child

\$40.00 per week for each additional child in the household.

Standard tuition is \$50.00 per week for one child and \$45.00 per week for each additional child

in the household. Reduced tuition is \$45.00 per week for one child and \$40.00 per week for each additional child in the household.

Only those students who are eligible will qualify for reduced tuition. This must be indicated during the registration process when registering your child. Eligibility is determined based on family income and expenses. Standard Rates apply for any ABC Voucher or Scholarship Assistance, and do not affect the client fee paid from the Voucher or Assistance.

If your child participates in the School District Comprehensive Remediation Program, please provide documentation to the finance department by email to akapustynska@edventure.org or fax to 803-764-3613.

Tuition will not be prorated due to attendance. If your child only attends one day of the week, you will still pay the full amount. No refunds will be given due to schedule changes.

How to Pay

Tuition payments are always due on the Friday prior to the week of service. **A \$10 late fee will be assessed for payments not received before the following Monday each week. This fee does accrue.** If you incur this fee, it will be added to your weekly tuition. Payments cannot be made at the school office, to school's staff or to Club EdVenture staff. Payments may be made via the parent portal on our website (www.edventure.org).

Auto Debit / Credit Card Authorization is often the most convenient option for both Club EdVenture and caregivers. This helps to minimize the amount of late fees charged to your account. Those caregivers without a checking account, but who wish to authorize automatic payments, are highly encouraged to obtain a prepaid Visa or MasterCard. If we are unable to withdraw the requested funds from your card for any reason, you will accrue one \$10 late fee per registered student.

Alternate Forms of Payment

Club EdVenture also accepts checks and money orders as acceptable forms of payment. **Cash is not accepted.** Checks and Money Orders may be submitted in the green Club EdVenture drop box to the left of the Welcome Center of EdVenture Children's Museum during normal business hours or by mail (P.O. Box 1638, Columbia, S.C. 29202) to the attention of Club EdVenture.

Returned checks

Returned checks will be subject to a \$30 fee. The bank will attempt to retrieve the funds up to three times, which may incur additional fees from the account holder's bank. Club EdVenture will no longer accept personal checks from any account holder who has submitted two checks that have been returned for NSF (non-sufficient funds). Any funds not collected by the bank will be submitted to the solicitor's office for collection.

Financial Delinquency

Once an outstanding balance of \$100 or greater accrues on a student's account, this balance must be resolved in-full by the following billing cycle. Otherwise, your student will be removed from the program until the balance is paid off in full. A student who has been removed may not be re-enrolled in Club EdVenture as long as an unpaid outstanding balance remains. The student will be re-admitted only if Club EdVenture receives payment for the total past out-standing balance. If a child is removed due to financial delinquency, parents/caregivers will be called to pick up child afterschool.

Financial Statements

Financial statements will be available via the parent portal found on our website (www.edventure.org).

Communication with Educators

Club EdVenture's primary form of communication with caregivers is email for faster services. We highly encourage all caregivers to create an email account using a free service such as Gmail, Yahoo!, or Hotmail. Those caregivers with a working email address will receive much more immediate notice of any outstanding balance or financial questions. Financial communication will be returned within 24 business hours. PLEASE LEAVE A MESSAGE WITH student name, school, your name, contact information AND your question or concern.

Pick-Up

Procedures

All students must be signed out and picked up from Club EdVenture by 6PM. Students will be released only to those individuals authorized for pick-up on their registration form and who are at least 16 years old. Everyone attempting to pick up a student from Club EdVenture will be asked to present a valid photo I.D. to staff.

If a student is scheduled to participate in an additional after school program or activity, the caregiver must notify the Site Lead or Coordinator in writing before that activity or program begins. Program staff is not authorized to release any students to teachers or school staff without prior approval of the student's parent or legal guardian.

Late Pick-up Fees

All students must be picked up from Club EdVenture by 6P.M. Starting at 6:01PM, a \$1 per minute fee will accrue for any student still in Club EdVenture's care, regardless of any attempts to contact site staff. If a caregiver has not contacted the staff by 6:05pm, caregivers will be called. All other emergency contacts will be called if contact is not made with the primary care-giver. If no contact or pick up has been made by 6:30pm, the Richland School District One Security and City of Columbia Police will be called. The child will then be in their care. Any late pick up fees will be due with regular Club EdVenture tuition. If a caregiver arrives before students are released to Richland School District One Security and City of Columbia Police, the site staff will present a notice at pick up to caregivers showing pick up time and fees to be

assessed.



Pick-Up Locations & Site Phone Numbers

AC Moore Elementary (803-391-6855) - Pick up from the first door upon entering the bus loop.

Bradley Elementary (803-391-9319) - Enter the parking area in front of the cafeteria off of Pine Belt Road, and pickup from the cafeteria door.

Caughman Road Elementary (803-391-9220) - Pick up from the cafeteria or multi-purpose room.

Gadsden Elementary (803-509-4692) - Pick up from the cafeteria.

H.B. Rhame Elementary (803-673-7254) - Pick up from the cafeteria.

Horrell Hill Elementary (803-391-6857) - Pick up from the cafeteria.

Hyatt Park Elementary (803-509-2718) - To Be Assigned - No Location yet.

Lewis Greenview Elementary (803-391-6856) - Pick up from the cafeteria.

Pine Grove Elementary (803-609-2151) - Pick up from the cafeteria.

Rosewood Elementary (803-391-6858) - Pick up from the cafeteria.

Sandel Elementary: 803-673-9391 - Pick up from the cafeteria.

Half Days/Full Days as determined by the School District

Club EdVenture offers extended care, at no additional charge, during all Richland One half days, teacher workdays/student holidays and professional development days. Pre-registration is required to attend any Club EdVenture full day camps. Pre-registration will be available at all Club EdVenture sites one week prior to any extended care days. Club EdVenture full day camps will operate at EdVenture Children's Museum, 211 Gervais Street, Columbia, S.C.

During half-day extended care, Club EdVenture will operate as normal from 12 p.m.–6 p.m. Caregivers are encouraged to provide an additional snack on these days. Half days will operate at the child's school.

During full-day extended care, Club EdVenture services will take place at EdVenture Children's Museum, 211 Gervais Street. No staff will be available at any school sites. Club EdVenture will operate at the museum from 8 a.m.–6 p.m. and include a full day of activities and exploration in the museum. No transportation will be provided on these days.

Winter, Spring, Summer, and Day Camps are available at EdVenture Children's Museum for an additional fee on a daily and weekly basis. Camp schedule are based on the public school schedules. Children must be 4 -12 yrs. All above policies apply to camps. Please visit www.edventure.org for additional information and to register.

Inclement Weather Policy

In the event that school is cancelled, students are released early due to weather conditions, or afterschool is cancelled by Richland One, Club EdVenture will **not operate**. In the event of severe inclement weather during Club EdVenture's operating hours, staff will contact caregivers and students should be picked up immediately. We will not prorate tuition based on school closings due to weather.

Illness/Injury

Hygiene Policy

If a student becomes sick while in the care of Club EdVenture staff, the primary caregiver will be contacted immediately. Staff **will not** administer any form of medication to a student. Club EdVenture recommends that any necessary medication be obtained from the school nurse at the end of the school day.

If a student is seriously injured while in the care of Club EdVenture staff, the primary caregiver will be contacted immediately. All staff will be certified in CPR and First Aid, and will treat any minor injuries on-site. Incident reports of all injuries will be provided to caregivers at pick-up.

It is the responsibility of the caregiver to ensure that Club EdVenture staff is aware of any special health considerations or learning disabilities for its students. Club EdVenture should be notified immediately in writing of any changes to the medical status of a student. This will allow the staff to provide appropriate learning

environments for the students. Tuition will NOT be adjusted for days in which a student cannot attend Club EdVenture due to medical reasons. **Special Events**
Each year, Club EdVenture provides family engagement programs throughout the year! The whole family is invited to these events! Dates and details for these events will be made available to students and caregivers as they are scheduled.

EdVenture Children's Museum also offers various camps during extended school holidays, such as EDDIE®'s Winter Break Camp, EDDIE®'s Spring Break Camp, and EDDIE®'s Summer Camp. It is important to note that these camps are separate from Club EdVenture. Registration and billing for these camps is handled separately. If you have a past due balance for Club EdVenture, however, you will not be eligible to register for camp until the outstanding balance is resolved. Visit www.edventure.org for more information.

Withdrawal

In order to withdraw a student from Club EdVenture, a withdrawal form, available at all after school sites and online, must be completed. This form must be submitted at least two weeks prior to the student's last day with the program. Please do NOT turn these forms in to the site staff. The withdrawal form may be scanned and emailed to Aleks Kapustynska at akapustynska@edventure.org

The caregiver may also leave it in the green Club EdVenture box at the museum's Welcome Center during regular business hours. Please note that tuition and fees will apply each week until your child is properly withdrawn – regardless of the child's attendance. You will be responsible for any accrued balance that remains. **You will be responsible for up to two weeks of payments if not properly withdrawn.**

** Caregivers of 4K students are required to submit a withdrawal form at the end of the school year to avoid being charged an additional week of tuition. 4K students begin school a week later and end a week earlier during the school year.*

Frequently Asked Questions

Q: Do I have to pay tuition even when my child is not in school?

A: From the time that a student is registered with our program until the student is withdrawn, Club EdVenture will charge tuition for each week that the program operates. This means that we do not prorate tuition based on your child's unique attendance schedule, nor do we prorate tuition on weeks cut short by school holidays. It also means that we do not prorate tuition when we provide half-day services, full-day services, or when children are absent due to sickness. During full weeks that Club EdVenture does not operate (e.g. Winter Break, Spring Break) we do not charge tuition.

Q: I get paid every two weeks / twice a month / every month / etc. – can I pay my tuition on that same schedule?

A: Club EdVenture can NOT schedule automatic tuition payments based on your unique payment schedule. Caregivers are encouraged to pay on a schedule they find most convenient, provided that all tuition is paid in advance. For example, a caregiver may

wish to pay for Week 1 and 2 in one payment. However, in order to avoid unnecessary late fees, payment for each week must arrive before Week 1 begins.

Q: I am unable to get in touch with anyone. Why hasn't my call/email been returned?

Club EdVenture is rapidly expanding! EdVenture serves 11 Richland One schools, many students, and even more caregivers. Your first point of contact regarding Club EdVenture programs or staff should always be your site's lead or Club EdVenture Coordinator. Your first point of contact regarding Club EdVenture finances should be our finance coordinator Aleks Kapustynska at 803- 400-1159/akapustynska@edventure.org. Additionally, it is always easiest to respond to emails. If you do not have an email address, we highly encourage you to obtain one. Yahoo, Google and Hotmail offer free services for anyone. It may sometimes be difficult to reach staff by phone, but please leave a voicemail for any urgent matters. If there is no response after 24 hours, for emergencies, you may contact the Extended Learning Director's mobile phone at 803-917-0915.

Q: It is difficult for me to get to the museum each week for payment, but I can not sign up for automatic withdrawal. Is there another way to pay without the travel?

A: You may visit our parent portal via the website (www.edventure.org).

Q: Why doesn't Club EdVenture operate during school holidays?

A: Club EdVenture operates during all Richland One school days, half days, teacher workdays and professional development days. During extended breaks, such as Spring Break, Winter Break, and Summer Break, we encourage you to extend the Club EdVenture experience by enrolling your children in one of the many camps offered at the EdVenture Children's Museum. These camps are operated by museum educators, area content specialists, as well as much of the same staff who operate Club EdVenture. However, these camps are unique from Club EdVenture. Each camp requires separate registration and payments

Q: This isn't how I remember Club EdVenture operating. What happened to the policies that I remember?

A: Club EdVenture is a program that has experienced a lot of growth in recent years. As the program evolves to best-fit all of its new registrants, so have the policies governing this program. If you have specific concerns, please feel free to contact us. Club EdVenture welcomes your feedback as we work to make this an optimal program for everyone.

Q: I did not realize I had an outstanding balance, and now I am having trouble catching up. Why wasn't I contacted?

A: Visit our parent portal via the website to view your balance due and make a payment. We also try our best to contact all caregivers who have an outstanding balance via email. We do each of these as a courtesy to you. Ultimately, it is your responsibility to keep up with your payments. If you ever have questions regarding your balance, we encourage you to visit the parent

portal via our website or direct additional questions to Aleks Kapustynska, Finance Associate, by email, akapustynska@edventure.org.

Club EdVenture Calendar - 2016-2017

August 15, 2016 - First Day of School

September 7, 2016 - Labor Day (student holiday, no services offered)

September 15, 2016 - Half day (services offered)

October 13, 2016 - Half day (services offered)

October 14, 2016 - Teacher Workday/ Student Holiday (Full Day services offered, Pre- registration required)

November 8, 2016 - Election Day Holiday

EdVenture Children's Museum offers a Day Camp at a special rate for Club EdVenture families at a special rate for Club EdVenture families; please visit www.edventure.org for details.

November 23-25, 2016 - Thanksgiving Holidays (Holiday; no services offered)

December 16, 2016 - Half day (services offered)

December 19-30, 2016 - Winter Break Holiday (Holiday; no services offered)

EdVenture Children's Museum offers a Winter Break Camp at a special rate for Club EdVenture families at a special rate for Club EdVenture families; please visit www.edventure.org for details.

January 12, 2017 - Half day (services offered)

January 13, 2017 - Teacher Workday/Student Holiday (Full day services offered, Pre-registration required)

January 16, 2017 - Martin Luther King, Jr. Day (no services offered)

EdVenture Children's Museum offers a MLK Day Camp at a special rate for Club EdVenture families at a special rate for Club EdVenture families; please visit www.edventure.org for details.

March 30, 2017 - Half day (services offered)

April 10-14, 2017 - Spring Break (Holiday; no services offered)

EdVenture Children's Museum offers a Spring Break Camp at a special rate for Club EdVenture families at a special rate for Club EdVenture families; please visit www.edventure.org for details.

April 17, 2017 - Teacher Workday/ Student Holiday (Full Day services offered, Pre-registration required)

May 25, 2017 - Half day (services offered)

May 26, 2017 - Last Day of School (Full Day services offered, Pre-registration required)

EdVenture Children's Museum does offer Summer Camp. Register online at www.edventure.org.

Club EdVenture will host various family and community events throughout the school year. Those dates will be announced prior to those events.

Please fill out and return to Site Manager

EdVenture's Pledge

We are determined to provide your child with safety and security. Our well-trained staff will offer academic support to your child to help with homework or other critical areas your child may deal with. We at EdVenture are determined to stimulate your child's mind with hands-on activities that are fun and creative. The entire staff will be consistent regarding supervision and disciplinary action. We pledge to never demean your child but to treat your child with respect and courtesy. Our dedication is to your child and the experience that they will have at Club EdVenture.

Parent/Guardian Consent

I, _____
please print parent/guardian's name

the Parent/Guardian of

please print student's name or names

at

please print student's school name

have read and understand the Club EdVenture Parent/Guardian Handbook, including, but not limited to the discipline and corporal punishment policy, fee policy, Club EdVenture schedule, and the transportation/pick-up procedures.

Parent/Guardian Signature

Date

Important Note:

Club EdVenture reserves the right to make appropriate changes to location of half/full day sessions, discipline policies and any other procedures that are necessary for the benefit of the students enrolled in the program.