

Welcome!

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

Goals of the River Adventure 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, and 'free time' for 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.

Procedures/Information

Enrollment in the River Adventure Program 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 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.
2. Payments are due on Friday, prior to the week your child attends.
3. A late fee of \$10.00 per week will be charged.
4. Keep children's enrollment record up to date.
5. Pick up children on time. Late fees will be charged.
6. 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 the Children

The program expects that the children will:

1. Respect the school rules that guides them during the normal school day and while at River Adventure.
2. Be responsible for their actions.
3. Always remain with the group and River Adventure staff.
4. Take proper care of materials and equipment.

Hours of Operation

The hours of operation for the River Adventure Program are 2:30pm-6:00pm. There will be no River Adventure when school is closed, except for early dismissal days.

Closing Time/Late Fees

A \$10.00 late fee will be applied for every 10 minutes the student is not picked up by 6:00 p.m.

Release of Children

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

Medications

River Adventure is not allowed to distribute medications of any kind.

Health and Safety

If your child has a known condition (asthma, diabetes, seizure disorder, etc.), please be sure the Site Director knows what to do if something should occur.

If a child has any one of the following conditions, the parents will be notified to pick 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 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 will be contacted as soon as possible.

Insurance

All children enrolled in River Adventure must have medical insurance.

Snacks

River Adventure will provide a snack in the afternoon. However, if your child tends to get hungry, you may want to send additional snacks with them (no candy, please).

Fees and Payments

River Adventure is a self-sufficient program. The program is fully funded by tuition payments. All supplies, services, and personnel salaries are dependent on tuition payments. We cannot provide this service to our families without a steady stream of tuition payments.

Tuition Fees

1. Registration fees are **NON-REFUNDABLE** and must be paid for all the children enrolled. The River Adventure registration fee is \$35 per child.
2. Make checks payable to: River Oaks Elementary.
3. All checks must have a phone number on it, whether printed or handwritten. No over the counter checks will be accepted.
4. If a parent has more than one check returned for insufficient funds, future payments must be paid by money order. Horry County Schools' policy of a \$30 late fee will be charged for any returned checks. Returned checks will be collected by Envision Payment Solutions and can be contacted at 1-877-290-5460.
5. Three late payments will result in removal from the program.
6. Unpaid fees will result in removal from the program.

Tax Statement

The River Adventure Program will provide a statement by January 30th to each parent with a tax identification number and the amount paid during the previous calendar year for childcare.

Registration and Enrollment

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

Registration is required on an annual basis. Program enrollment in prior school year does not guarantee enrollment in the upcoming school year.

Telephone

The River Adventure phone number is: (843) 903-6317. The site director can be reached between 2-6pm on weekdays.

Enrollment

1. If a parent wishes to enroll a child, the parents will be required to complete a River Adventure application prior to the child's program admittance.
2. Upon enrollment, the parent must make payment to the Site Director of the non-refundable enrollment fee, and first week's tuition.
3. River Adventure expects the forms to remain current and updated. Any changes should be reported to the Site Director.
4. Pre-registration for the next year will be held in the spring. Updated information on the registration date will be available on the ROE Facebook page and/or ROE website at the time of school registration.

Safety/Supervision of Students

Childcare workers will supervise students at all times. All activities or games will be appropriate for the space available. Walls should not be boundaries for games to avoid injuries. The safety of children will 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 River Adventure attempts to help each child stay organized, River Adventure cannot be responsible for lost property. **Children should not bring toys, games, electronics, stuffed animals, blankets or collectibles, such as Pokémon cards to River Adventure.**

Phones

The same rules apply in River Adventure as they do in school according to Horry County Schools Rules. No child may use their cell phones, iPads, cameras, handheld games, or other electronic devices. All of the above-mentioned equipment must be turned off and be out of sight while at school. In the event of a violation, school personnel are authorized to take the device from the student but will return the device to the parent/guardian. The school or District assumes no responsibility for any damaged, lost, or stolen device.

Address Change / Phone numbers

If you have moved to a new address, or have changed your phone number, please provide updated information to River Adventure. It is important that we have the correct contact information, in case of an emergency.

Weather

River Adventure believes outdoor play is an important and valuable part of the student's day. We ask that you consider the temperature and weather conditions when assisting your child with clothing for the day. There may be times when the wind chill is too cold for outdoor play. We make that determination daily, but please remember, that on most days, we will have outdoor play even if it is for an abbreviated time. Please send your children in with labeled winter coats, hats, and gloves, on these cold days.

Shoes

River Adventures is asking if you could please send your children in with closed toe, rubber soled shoes for use on the playground. When they are running, the front of their shoes can fold over, and they can trip and fall. If your child would like to wear other shoes during school hours, please pack sneakers for when they come to after school care. River Adventure's first concern is your child's safety, so please help us, take this extra step.

Discounts

There will be no discounts for sick days, picking up early, clubs or vacations. River Adventure's weekly rate applies, for all registered River Adventure students, whether you are there one day or the full week.

Discipline and Discharge

Children are entitled to a pleasant and harmonious environment at River Adventure. The River Adventure Program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior that requires constant attention from staff, inflicts physical or emotional harm to other children or staff, or ignores/disobeys the school-wide rules which students are expected to follow.

If a child cannot adjust to the River Adventure setting and behave appropriately, the child may be discharged from the program. Disruptive behavior will be dealt with in the following manner:

1. The child will be given a five-minute time-out, in order for him/her to cool off and think about his/her action.
2. If a second five-minute time-out is given to a child in a single day, the Site Director will write an incident report. This report is to be given to the parent to be signed when the child is picked up. The report will remain in the child's folder.
3. If a child continues to disregard school-wide expectations, a meeting will be scheduled with a parent/guardian and an administrator.

For more information, you may contact River Adventure at (843) 903-6317 after 2:00 p.m. on weekdays.

Mrs. Rene Cazier, Principal
Mrs. Courtney Hunter, Site Director

River Adventure 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 River Adventure Program. The provisions in this handbook are not a contract. This information is provided so that students and family understand the expected guidelines of River Adventure. The contents of this handbook may be changed as necessary at River Adventure’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 River Oaks Elementary’s River Adventure 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 _____