

# Overbrook AfterSchool

## Parent Handbook

### 2010

Overbrook Afterschool  
1705 East North Street, Greenville, SC 29607  
Phone: 864-235-6359  
Email: [freida@overbrookbc.org](mailto:freida@overbrookbc.org)

**Mission Statement:**

Overbrook After School is a ministry of Overbrook Baptist Church. Our purpose is to provide campers in grades K-6, from all backgrounds, with a fun and adventurous Christian experience.

**Hours of operation:**

Monday-Friday, 2:30-5:30pm.

**Dates of operation:**

August 16, 2010-May 27, 2011. We are operational according to the schedule of Greenville County Public Schools. When GCPS has holidays or teacher workdays, Overbrook AfterSchool is closed. Please refer to the last page of this handbook for our closing dates.

**Enrollment capacity:**

48 children divided into 3 age groups, depending upon enrollment

**Age range:**

Campers are in grades K-6.

**Schools served:**

East North Street Academy, Stone Academy, Summit Drive Elementary School

**Facilities:**

We have full use of the facilities at Overbrook Baptist Church, including an outdoor playfield, classrooms, game room and gathering areas.

**The daily routine:**

Upon arrival, children have a few minutes of free time followed by a snack provided at OAS. There is a short Bible lesson based on the topic for the week that serves to settle the kids and introduce a biblical theme. Homework time follows along with rotational periods of team sports, board games, arts & crafts, music lessons and more. On Fridays, we have an extended Bible time, which includes songs, skits, and a lesson based on the memory verse.

What makes us different from other programs?

It is our staff and style of supervision that separate us from other programs. Our leaders are college or grad school students who help with homework and conduct organized activities and games for their group. Getting to know children personally is a top priority – your child will never be just another face at Overbrook AfterSchool.

How to enroll

1. Call 864.235.6359 or email to request a registration packet by mail, or come to our facility to pick one up.
2. Complete and return all forms including health form with a copy of your child's immunization record.
3. Enclose a check for \$25 per child, made out to Overbrook AfterSchool. This is a one-time registration fee that does not apply to your tuition balance. Mail this, with your registration forms, to:  
Overbrook AfterSchool  
1705 East North Street  
Greenville, SC 29607

List of forms required for attendance:

- a. Enrollment Form
- b. Tuition Plan
- c. Pick-up Authorization Form
- d. Activity/Transportation Release
- e. Parent Handbook Acknowledgment
- f. Health Form (and Immunization Records)
- g. Vehicle Emergency Medical Information

Note: We must have these forms completed and on file on or before the first day your child attends camp.

Policies and Procedures

#### Payment policies:

Payment is due each Monday. Any payment received after the close of business on Wednesday will be considered late. If you choose to pay by the month you may do so.

You must pay the entire fee of the tuition plan for which you signed up unless we receive prior notice of your child's absence for any days for which you are signed up to attend. Please notify the camp by 1:00 on the day that your child will not be attending. See the tuition chart in the back of this booklet for the various attendance fees.

OAS will prorate the cost of weeks that are limited by school holidays, according to the regular tuition plan. (If school is closed on Monday, for example, full-week tuition will be \$--.)

Upon being three weeks late in payments, we will notify you of your current balance and will need to receive the full payment within one week of notification. If you owe for more than five weeks of tuition, your child will no longer be allowed to attend and another child can be moved into his/her spot. If you are in need of scholarship for any reason, please discuss this with head staff upon being unable to make payments to keep from being removed from the program.

#### Change in tuition plan:

You must give at least one week notice if you wish to change your tuition plan, whether temporarily or permanently.

#### Supervision plan and ratios:

Two counselors are present at all times with each activity group. The legally mandated ratio for a program of our type is 1:23.

#### Check-in/Check-out times and procedures:

We will check your child into OAS as they load the bus. If it is necessary for your child to arrive late, please be sure that he is walked inside by an adult and checked in at the desk. If your child will not be attending on any given day on which he is expected, it is imperative that you call us at 864-235-6359 and inform us of this by 1:00pm. This information may be left on voice mail. Families who are negligent in notifying us will be charged for attending camp that day.

Check out time is any time before 5:30pm. Only people listed on the child's pick-up authorization form will be allowed to sign them out. All persons besides the child's parent(s)/guardian picking children up should be prepared to show ID upon request.

#### Late pick-up:

Pick up is considered late after 5:35 pm. A charge of \$3 per child for each minute over, or fraction thereof, after 5:35 pm, will be collected at the desk. We reserve the right to increase this fee for anyone who is consistently late. We greatly appreciate punctuality on your part.

#### Snack:

Overbrook AfterSchool provides an afternoon snack for the children everyday. Our snacks meet USDA guidelines in accordance with state law. A weekly menu will be posted on the bulletin board.

#### Outdoor activities:

Weather permitting, we will spend at least one activity period each day outside. If your child needs to be excused from these activities, whether permanently or temporarily, he/she must have a signed note from you to that effect.

#### Access to schedule:

Activity schedules are made daily. You have the right to view these schedules at any time – please make your request at the desk.

#### Bible study content:

Overbrook AfterSchool is a ministry first and foremost. Children participate throughout the week in lessons and discussions focusing on Christian behavior and values.

#### Movies:

While movies are not often part of the schedule at Overbrook AfterSchool, we do occasionally use them as part of special events. All movies shown here are child-appropriate.

#### Proper attire:

Management reserves the right to determine the appropriateness of slogans and pictures appearing on t-shirts, buttons, etc. We have confidence that parents will exercise good taste in this regard.

Please send your children in soft sole, closed toe shoes, as sandals are not functional for all activities, and hard soled shoes cause damage to the floor. Additionally, there are some activities that require socks, such as skating and rock climbing. It is recommended that campers wear “hard use” play clothing. Your child may get dirty at OAS.

Outside equipment/personal items:

Children may bring their own sports equipment (baseball glove, football, etc), but the staff assumes no responsibility for keeping up with these items. Our staff reserves the right to determine the appropriateness of any such items for the setting.

If your child brings toys, stuffed animals, or any other personal items, the OAS staff is not responsible for keeping up with these items. We recommend that you keep these items at home so they do not get lost.

Banned items include: Electronic games, headphones, cell phones, Pokemon/Digimon/Ugio or any other such trading cards. OAS staff may add items to this list if it becomes necessary.

Proper channels to staff:

Parents are encouraged to get to know the leaders who are charged with the care of their child. It is our goal to establish a strong bond between your family and our staff. If the need should arise for you to address a concern that involves a leader, please be sure to go through our director or assistant director to do so. Please do not directly confront a staff member in the unlikely event that a grievance arises.

Proper channels to children/other parents:

It is necessary to go through the director or assistant director to address any concern you have about one who is not your child, or if you have a dispute with another parent. Please do not confront children or parents with a grievance. Doing so is considered grounds for immediate, nonrefundable nullification of your registration. This policy exists for your own protection, so that we may ensure that disputes are witnessed and properly documented.

### Parental access:

Parents have access, upon request, to a copy of the state (DHR) rules for day care services. Parents have access to the entire Overbrook AfterSchool facility at any time during operating hours, as long as you check in as a visitor first at the front office.

### Leader minimum qualifications:

Leaders must be college age (18 or older) and be motivated to teach Bible lessons. Employment records must show an exceptionally strong sense of responsibility and self-direction. Leaders must be willing to work with our facilities and sports, and must possess the ability to come up with fun activities for children with minimal direction from OAS administration. All leaders must pass a background check, and participate in ongoing training classes (i.e. CPR/First Aid) throughout the year.

### Child welfare

You may request a copy of the regulations to which we abide regarding child welfare. We include here a short summary of our approach to this topic.

We define child abuse as any word or action that is deemed detrimental to a child. This includes, but is not limited to, physical blows, excessively rough handling, physical restraint that is not used to avert emergencies or accidents, berating or demeaning language, and exposure to undue risk.

We take these policies very seriously, because we believe in the right of children to have learning and play as their primary life concerns. To ensure this environment, we create accountability among our staff by taking reasonable measures to avoid one on one child/staff scenarios. Further, all staff are carefully screened through the hiring process via the calling of every reference and past employer and a criminal background check.

### Transportation

We provide transportation from your child's elementary school by way of a 15-passenger bus owned by Overbrook Baptist Church. The 15-passenger bus is operated by drivers over the age of 21, with specific training and clean driving records. Usually, the buses will be operated by members of church or OAS staff, but we will occasionally use volunteers from the church who are qualified in the same way.

### Discipline

Our approach to child discipline is to employ non-corporal punishment methods that include, but are not limited to, in order of severity: counseling, time out, and chores. Parents are kept informed of all but the most trivial infractions, and are provided with a copy of any essays written.

We rely heavily upon parents to follow up by disciplining the child at home when necessary. We consider the process of child discipline to be a partnership between the parents and our staff, and we appreciate parents who communicate to their children that the OAS staffers are the authority figures in their absence. Making this point in advance is often very helpful in preventing discipline issues before they happen.

All children will likely commit some infraction from time to time, by virtue of the very fact that they are children. We do not view the occasional breach of discipline as an indication of the endemic nature of the child, or as a statement about the manner in which parents raise them.

Although they are a very rare problem, habitual infractions that present a hazard to other children or have the potential to create a breakdown in OAS operation present a more serious concern. We reserve the right to determine the suitability of such a child for our program environment. In such cases, this is not an act of judgment, but a determination that the child may need a program that deals with children who have behavioral issues. We choose to have an environment for our families that is as free from unreasonable behavior as we can make it. The criteria, in the rare event that we

must consider disallowing further admittance to Overbrook AfterSchool, are as follows:

1. If a child habitually refuses to acknowledge the authority of OAS staff;
2. If the actions of the child present a hazard to other children or significantly disrupt OAS operations;
3. If the parents of the child refuse to acknowledge a pattern of documented serious problems, or refuse to partner with OAS staff in administering discipline.

In a case where the child in question has subjected OAS to hazard through his or her actions, OAS management may disallow the child from the premises after the first infraction. In all other cases, three such infractions are necessary before expulsion is considered. OAS management reserves the right to make determinations regarding the seriousness of any infraction and the level of threat it presents to the program as a whole.

Overbrook AfterSchool management accepts the responsibility to sufficiently document such infractions. Please know that we make every conceivable effort to work with all children entrusted to us.

Explanation of unacceptable behavior:

All children, parents, and staff at Overbrook AfterSchool are expected to refrain from foul language, physical violence, or force or any threat thereof, smoking, consumption of alcohol, use of illegal drugs, inappropriate displays of affection, carrying firearms or other weapons, wearing clothing or slogans on clothing that are considered lewd or distasteful.

Administration of medication:

During afterschool hours, if there are medications that need to be administered by the staff, we must have written consent from the parent to do so. All medications are administered by head staff. Leaders are not authorized to administer medication. All medications must be turned in at the front desk upon arrival to OAS. Children are not allowed to carry medications – any exceptions must be made by OAS management.

Exclusion of sick children:

Overbrook AfterSchool complies with state law that requires children who have an oral temperature of one hundred and one (101) degrees or higher, along with any other possibly contagious symptom (rash, sore throat, etc) to be sent home. If your child has these symptoms, please do not send him or her to Overbrook AfterSchool.

Incidents involving campers:

Our first priority is to avoid incidents and accidents through vigilant supervision and organized activity. In the event that a child is involved in a serious incident or accident outside the realm of what could happen in normal activity, the leader in charge is required to document what he or she witnessed and turn this in to OAS management. Parents will be notified immediately if this is warranted by the seriousness of the situation, otherwise a copy of the report will be given to you when you arrive to pick up your child.

If a child is injured or becomes ill, we will treat him/her with appropriate first aid. If necessary, the child will be transported to the nearest hospital. We will notify parents immediately if this occurs.

Keeping records current:

We ask for your assistance in keeping your child's record up to date by informing us of any major changes, such as address, phone numbers, people authorized for pick-up, or medical records.

Special Activities

Several times a year, Overbrook AfterSchool will host special events for both children and their families. These events may include but are not limited to Parent's Night Out, Family Dinners and a Christmas Field Trip. We offer these opportunities at a free or greatly reduced price, serving as a form of ministry for our larger community while building friendships among our staff and families. It is our hope that you will take advantage of these events and become an active part of OAS ministry.

If your child is involved in a school play, sporting event or other activity, please let us know. Our leadership will make every effort to support your children and attend when possible.

## Year-round programs at the church

It is very rewarding for us to get to know your family, and we have greatly enjoyed seeing OAS families become involved in church, music, children's programs, and of course our summer camp, after which our afterschool program is modeled. We encourage you to take advantage of these opportunities for your child.

Each Wednesday at the church we have children's programs available for our afterschool kids – as is the Wednesday night church supper that precedes their meeting times! The supper is \$6 for adults and \$4 for kids, and is held in the Fellowship Hall. For more information on the children's programs, call Freida Cole, our Discipleship and Families Pastor, at 864-235-6359.

***Overbrook AfterSchool  
Tuition Plans  
2010-2011***

<b>1 day</b>	<b>1<sup>st</sup> child: \$20</b>	<b>Additional Children: \$15/each</b>
<b>2 days</b>	<b>1<sup>st</sup> child: \$30</b>	<b>Additional Children: \$20/each</b>
<b>3 days</b>	<b>1<sup>st</sup> child: \$40</b>	<b>Additional Children: \$25/each</b>
<b>4 days</b>	<b>1<sup>st</sup> child: \$45</b>	<b>Additional Children: \$30/each</b>
<b>5 days</b>	<b>1<sup>st</sup> child: \$50</b>	<b>Additional Children: \$35/each</b>

***Closing Dates for 2010-2011***

<b>8/16/2010</b>	<b>1<sup>st</sup> Day of AfterSchool</b>
<b>9/6/2010</b>	<b>AfterSchool closed for Labor Day</b>
<b>10/14-15/2010</b>	<b>AfterSchool closed (Teacher Workday) ?</b>
<b>11/02/2010</b>	<b>AfterSchool closed (Election Day)?</b>
<b>11/24-11/26/2010</b>	<b>AfterSchool closed for Thanksgiving Break</b>
<b>12/17/2010</b>	<b>Last Day of AfterSchool before winter break</b>
<b>1/3/2011</b>	<b>AfterSchool reopens for spring semester</b>
<b>1/14-17/2011</b>	<b>AfterSchool closed for Teacher Workday &amp; MLK, Jr. Day</b>
<b>2/21/2011</b>	<b>AfterSchool closed for President's Day</b>
<b>3/28-4/1/2011</b>	<b>AfterSchool closed for Spring Break</b>
<b>5/27/2011</b>	<b>Last Day of AfterSchool</b>

**\*\*Overbrook AfterSchool follows the Greenville CountyPublic School System calendar, and is closed on the same days (including snow days)\*\***