

## **Parents Welcome Letter**

### **Dear Families,**

We would like to take this opportunity to welcome you to St. Andrew's Parks and Playground Afterschool Program! Thank you for choosing us for your Afterschool Program destination. St. Andrew's is excited to offer our Afterschool Program to elementary and middle school children this fall and spring!

You told us what you look for in an Afterschool Program, and we listened. Our Afterschool Program promises to focus on growth through education, enrichment, and social skills. Located at our convenient location on Playground Road, our Afterschool Program is designed to work with all families, including yours! We offer a safe, quality program with affordable rates at less than \$85 PSD and \$90 NPSD per week. Our participants may bring a light snack and participate in planned activities offered in an enriching environment specifically designed to meet the needs and interests of school-aged children (K-8th grade) and their families. Please see the daily schedule below for more information. The goal of our program is to provide a quality program that is safe, fun, and affordable. Our programs offer age-appropriate activities under the supervision of a competent, trustworthy, caring, and qualified team that understands and meets the needs of the children in our care.

St. Andrew's Parks and Playground offers camps and one-day programs throughout the year at several locations for kids and teens. Our programs are packed with exciting activities guaranteed to keep your children smiling all day long! These indoor and outdoor programs focus on various activities, including theme weeks, arts & crafts, recreational swimming, indoor and outdoor sports, drama, reading, games, interest centers, and weekly field trips. At St. Andrew's camps and programs, we create an exciting, safe environment for kids to have an unforgettable time! And while taking part in unique experiences and adventures, they're also building self-esteem, developing interpersonal skills, and making lasting friendships and memories.

Please read the following information regarding our After School Program. If you have any questions that are not answered in this letter, please call our main office at 763-4360 or email Jacob Rossignol at [jrossignol@standrewsparks.com](mailto:jrossignol@standrewsparks.com). We look forward to seeing you and your children soon!

**Sincerely,**

Jacob Rossignol  
Program Coordinator

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## REGISTRATION PROCEDURES

We are thrilled that you've chosen St. Andrew's Parks and Playground as your Afterschool Program destination! So, how do you register? You have several options:

- **Online:** Login or create an account [HERE](#)
- **In Person:** You can also register in person at our administrative offices at 1095 Playground Road between the hours of 8:30 AM and 5:30 PM, Monday - Thursday and 8:30 am - 4:00 Pm, Friday or at St. Andrew's Family Fitness Plus located at 1642 Sam Rittenburg Blvd.
- **We do not accept registrations over the phone for our Afterschool Program.**

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## ARRIVAL AND DISMISSAL EXPECTATIONS

The drop-off and pick-up location for our Afterschool Program is at the gymnasium located at 1095 Playground Road.

Children attending the following schools will ride the school bus to our Playground location every afternoon. Counselors will be awaiting their arrival at the drop-off location. The school bus routes will be announced at the end of July. Parents are required to sign their child up for the specified bus route. Parents please contact your school administrator for bus routing numbers.

The following schools will ride the school bus to Playground Road:

- St. Andrew's Math and Science
- Ashley River Creative Arts Elementary
- Buist Academy/Memminger
- C.E Williams 7/8th
- C.E Williams 6th
- Charleston Progressive Academy

Children who attend a school other than the above-mentioned schools (in the West Ashley area) will be picked up from school in a St. Andrew's vehicle. We will notify each participant whether he/she will need to be registered as a school bus rider or a daycare bus rider at school.

These schools are:

- \*Drayton Hall Elementary
- \*Springfield Elementary
- Trinity Montessori School
- Oakland Elementary
- Orange Grove Middle

- \*Orange Grove Elementary
- \*Carolina Voyager
- West Ashley Advanced Studies

\*Space is limited, please call 843-763-4360 or email [jrossignol@standrewsparks.com](mailto:jrossignol@standrewsparks.com) before registering

Late pickup is after 6:00 pm. Parents can use the car pick up line to pick up children from 4:00 - 5:00.

## **ATTENDANCE PROCEDURES**

- Attendance is taken daily of all children attending the Afterschool Program. Parents/guardians are responsible for notifying the program staff if their child will be absent from the Afterschool Program by either calling the main office number or emailing me at [jrossignol@standrewsparks.com](mailto:jrossignol@standrewsparks.com).
- For your convenience, our program has its own telephone number which can be called after 2:00 PM. The Afterschool Program's direct telephone number is 843-730-3382.
- A parent or guardian is responsible for signing out their child(ren) at pick-up time daily. Photo identification may be required at pick-up.
- For your child's safety, only those listed on your child's Pick-Up Authorization section in the account online will be allowed to pick them up from the program. If someone other than the parent or guardian listed on the Pick-Up Authorization section needs to pick up your child, you must inform the program staff in advance as well as update the section online.

## **Schedule**

3:00-3:30 pm - Arrive/Home Snack

3:45-4:15 - Homework Help

4:15-5:15 pm - Group Rotations

5:15-6:00 pm - Rotations

\*Schedule Subject to change

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## **ITEMS NEEDED DAILY**

- Snack is NOT provided.
- We recommend you send your student(s) their own snacks.

- Comfortable clothing, including sneakers/tennis shoes and socks, are recommended. Please keep in mind that your child may participate in physical activities that include running. Therefore, we recommend sneakers.
  - If your child needs to take any medications during Afterschool Program hours, the medication must be brought in the original prescription bottle with your child's name and dosage clearly marked. Parents must give appropriate information and instructions when registering and must speak with the Director and/or a counselor about medication.
  - All personal belongings, including jackets, lunch boxes, backpacks, etc., should be clearly labeled to help avoid loss. The Lost and Found is located at the entrance in case your child does lose something. Lost and found will be disposed of monthly. Please note that children are not permitted to bring any items to after care (such as Game Boys, trading cards, etc.) that they are not allowed to bring during the regular school day. SAPP cannot be responsible for any lost, damaged, or stolen belongings.
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## **FEE INFORMATION/SCHEDULE OF PAYMENTS**

The After School Program is offered weekly: Weekly payments are due before the start of the program on Monday morning (no later than 12:00 noon). You will be required to register your child(ren) on a weekly basis using our online portal or you may come into the office.

- Please note that the payment period does not include specialty camps such as winter and spring break nor does it include teacher workdays.
  - Early dismissal days are included in the Afterschool Program price.
  - Payments may be made by check, cash, or card. Checks should be made out to "SAPP" or "St. Andrew's Parks and Playground."
  - If a check is returned, SAPP must be reimbursed for all charges, including the return check fee, or your child may be dropped from our enrollment.
  - Children enrolled in the program who are not in attendance and miss days during the month due to illness or other reasons must still pay for the entire week. Refunds are given on a case-by-case basis.
  - All payments must be made in advance prior to the start of the attendance period.
  - If payment is made late, your child may be dropped from our enrollment.
  - No child may attend the Afterschool Program if not registered for the week.
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## **SCHOLARSHIP INFORMATION**

St. Andrew's Parks and Playground offers full and partial recreational scholarships based on financial need. Applicants must complete an official scholarship application form four weeks prior to the registration deadline for the program they wish to attend.

- Children 18 and under who meet all requirements for the program they wish to attend and who qualify for the Federal Free Lunch program and/or the 2006 Department of Health and Human Services Poverty Guidelines. St. Andrew's Public Service District (PSD) residents will receive preference for all scholarships.
- In cases where insufficient funds exist to cover all eligible applicants, other considerations such as medical bills, number of other dependent children in the household, and annual income will be taken into account to determine scholarship recipients.
- Forms are available at the Parks and Playground office or at St. Andrew's Family Fitness Plus, or you may print the application. Applications must include verification of the child's free or reduced lunch status. Children who are not yet in school may get a letter from the local DSS office verifying their approval for AFDC.
- Please note: in order to provide the maximum amount of scholarships to qualified participants, St. Andrew's will only provide scholarships for one program per request (i.e., One week of summer camp, one session of a program, etc.).
- Applicants may apply once per year for any program. Approved applicants have two weeks to register for the designated program after they are approved. We will contact all applicants of their status via phone or mail. Call (843) 763-4360 for more information.  
**Please note:** Completion of the form does NOT guarantee enrollment in the program; participants must meet all eligibility criteria.

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**Thank you for choosing St. Andrew's Parks and Playground as your Afterschool Program destination! We look forward to a fantastic school year filled with learning, fun, and growth!**