



Kindergarten- 4th Grade RFCC Afterschool Program 2022-2023

Parent's Packet

Rushville Fitness and Community Center
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Summer 2022

Dear After School Parents and Participants,

Welcome to the RFCC After School Program! Our mission here at the Rushville Fitness and Community Center is to be a community-focused, non-profit organization that provides programs and services which promote healthy living for all while being a center for social interaction and wellness. Our program is for school-aged children grades K-4th and our main goal is to be a center for kids to engage with one another while exploring tons of different activities. This program is available for any child needing after school care, it is not limited to just members!

After School Hours

The RFCC Afterschool Program will run Monday-Friday from school dismissal until 6:00 pm. This program will run throughout the duration of the 2022-2023 school year. The school bus will drop participants off at our location 120 Rodewald Drive. You will need to mark on your school enrollment form that your child will be dropped off at the RFCC.

Our Staff

We believe that our staff are essential to running a quality program. All of our staff and volunteers have been certified in CPR/AED upon hire. Each employee and volunteer are required to pass a background check and complete a series of training before they can start working at the RFCC. These safety protocols have been put into place to ensure that each student has a fun and safe experience at our program. Staff members are not permitted to have contact with students outside of the program. Please do not ask employees to babysit, drop off or pick up your child. The child to staff ratio will be 1 to 20 for all age groups

COVID-19 Guidelines

The RFCC complies with all guidelines set in place by the CDC. These guidelines are subject to change throughout the course of the program. Individuals will be required to wear a mask(unvaccinated individuals) and social distance until restrictions are lifted further.

Activities Offered

The RFCC After School Program will offer a wide variety of programs and activities each day. Kids will be divided into groups based on their grade and will be rotated to different stations. Each day will have time for students to use the free wifi and get homework help.

- Drop off via school bus
- Snack
- Homework help
- Open gym
- Group activities
- Pick up 6:00 pm

Snacks

The RFCC will offer a healthy daily snack for our participants. Please consider packing a snack for your child if they are a picky eater or have severe food allergies.

Payment

Payments will be due on the Friday before the week you plan on attending at 5 pm. The prices will be a flat rate for each week. If you plan on only attending a few days out of the week it will still be the same price. Please pay your bill on time, all late payments will result in a \$10 late fee for the week. We want all individuals to be able to attend this program without money being an issue. We offer scholarships for individuals who may not be able to afford the program. For more information on our scholarship program, please call 217-216-2040

Enrollment Fee (this holds your spot in the program)	\$10 per child or \$15 for a family
Weekly Rate	\$35
Sibling Discount	\$5 off original price

We will be charging the same rate each week for 2:05 dismissals. We will not be providing care for participants when school dismisses at 12:05 pm

All payments must be made at the RFCC front desk. Please do not turn the money into the school.
The RFCC is in no affiliation with the SID5 school district

Cancellation Policy

You can cancel your registration at any time and pull your child out of the program. You must turn in a written form at the RFCC front desk at least 3 days in advance. Please call the facility and let us know if your child is unable to make it to the program for the day by 1:00 pm in order to get the bussing situation figured out.

Personal Belongings

Please refrain from bringing valuable items to the RFCC. We have limited storage space for children to put their items. Please write your child's name on the items they bring with them each day. The RFCC is not responsible for any lost, stolen, or damaged items.

What to Bring

- Closed-toed athletic shoes
- Water bottle
- Any homework or school supplies
- Snack

Drop Off

The school bus will bring the kids to our location after school. **It is the parent/ guardian's responsibility to mark on the enrollment form for school that they will be dropped off here. Our address is 120 Rodewald Drive Rushville, IL**

Pick-up

Pick up will be anytime before 6:00 pm. A parent/guardian or another authorized adult can pick up a child from the program. If you would like to authorize someone other than yourself to pick up your child, they will need to be included in the "Pick up Authorization" portion of the registration form before they will be allowed to pick up the child. Any late pick-up after 6:00 pm will be subject to late fees (\$1 per minute). Each parent/authorized ride will be responsible for signing their child out at pick up each day.

No Weapons Policy

This organization does not permit any individual to carry weapons, concealed or otherwise. Such weapons include, but are not limited to any weapons including handguns, switchblades, knives, etc. If a properly licensed weapon or ammunition is stored pursuant to local laws in an employee's own vehicle on the grounds of the building that vehicle must be locked at all times. No weapons may be carried in any personal vehicle of any employee if such an employee is traveling on organization business. Any violation of this policy may subject the offending employee to discipline up to and including discharge. Customers and invitees who violate this policy may be banned from the organization's premises. The organization will not condition employment on the fact that an employee or a prospective employee holds or does not hold a license to carry a concealed weapon ("CCW"), nor will the organization otherwise discriminate against employees in any terms or conditions of employment based upon their lawful use and ownership of firearms. Any employee who sees any violation of this policy is expected to bring it to the attention of the Executive Director, or the Board of Directors and notification can be done anonymously if desired.

Medication Policy

Your child's safety is most important to the RFCC. If your child requires medication during afterschool, please complete the "Medical Information" portion on the registration form. This form requires the listing of the specific dosage your child is to be given and it must accompany all medications. Medications must be in the original container with your child's name and all labels intact. If over-the-counter medication must be administered, it must also be included in this section, in its original container, labeled with your child's name, with all labels intact and have a signed doctor's order outlining when the medication should be administered and in what dosage.

Behavior Policy

If your child's behavior becomes a serious issue throughout the program, your child may be dismissed from the program without refund at the discretion of the Director. In this event, the child's parent or guardian will be contacted and be responsible for getting an authorized person to pick up the child. Inappropriate behaviors may include but are not limited to

- Destruction of property
- Aggressive behavior towards other participants or staff
- Refusal to follow rules
- Bullying
- Use of improper language