



AfterSchool/SummerCare Program - Parent Information

School Information

Our program is intended for Kindergarten through 5th Grade students.

- Director: Debbie Grizzle (dgrizzle@gatewaybc.com)
- Location: 1651 Dutch Fork Road, Irmo, SC 29063
- 803.461.4829 (AfterSchool/SummerCare Office)
- 803.732.0590 (Church Office)

Our Purpose

Gateway's AfterSchool and SummerCare Programs exist to provide a loving, safe, and educational place for children. Our goal is to meet the needs of each individual student and to build strong, caring relationships with each of them. We seek to show and teach them the absolute love of Christ.

Discipline Policy

1. Children will not engage in any kind of aggressive behavior. This includes, but is not limited to, tackling, shoving, rough play, hitting, kicking, or any action that causes injury to another.
2. Children must use appropriate language at all times. Profanity will not be tolerated. This also includes bullying, being unkind, and disrespectful in their tone of voice.
3. Children will have an appropriate attitude. This includes their interaction with other children as well as staff.
4. Children are expected to follow instructions promptly as given by staff.
5. Children may not leave an area without permission from a staff member. Children should stay with their group at all times.
6. Children must always respect the personal property and space of others. In fairness to the other children and families in our program, we cannot allow a child's behavior to continuously disrupt our program. If after several attempts a child cannot get their behavior under control, we may find it necessary to dismiss the child.
7. If your child is suspended from school, they are also suspended from AfterSchool or SummerCare.



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AfterSchool Hours

Our program is open from 2:00PM - 6:00PM Monday through Friday. We are open from 7:00AM - 6:00PM on full days. Our program ends at 6:00PM each day.

Please let us know if you are going to be late picking up your child. We understand that problems arise and there are sometimes delays in picking up your child. However, we do charge a late fee of \$1.00 per minute for every minute you are late. Please remember that our staff members have families and responsibilities that they need to get to after they leave work in the evening. Thank you for respecting their time.

Bus Safety Rules

1. Children should enter and exit the buses carefully.
2. Children are expected to ride quietly and to obey the driver's instructions at all times.
3. Children must sit in their seats at all times and face forward when the bus is moving. Seatbelts **MUST BE WORN PROPERLY AT ALL TIMES.**
4. Children causing a disruption on the bus may not be allowed to ride the bus for a period of time.

Inclement Weather Information

We follow the Lexington/Richland 5 School District School schedule for inclement weather. If there is a delay in opening school, we will still pick your child up at the dismissal time. However, if school is closed for inclement weather, we will also be closed. If school is dismissed early due to weather conditions, you will need to pick your child up from school. **WE WILL NOT PICK YOUR CHILD UP IF SCHOOL IS DIMISSED EARLY DUE TO INCLEMENT WEATHER.**

AfterSchool Change in Pick Up

Please let us know if there is a change in pick-up for your child from our program. (This is especially important if the person is not on your authorized pick-up list.) A child's verbal instructions will not be honored. Most importantly, please call us by 1:15PM if your child will not be attending our program. We need to know so our drivers won't be waiting for your child. If your child is expected and does not get on our bus, we hold up the bus line looking for your child. This can also cause delays in picking up at other schools.



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Personal Belongings

- Please label your child's jackets, sweaters/sweatshirts, and water bottles.
- Children should be dressed for the weather.
- Please do not allow your child to bring valuable items to AfterSchool/SummerCare. We cannot be responsible for valuable items sent to school.
- We have a STRICT NO CELL PHONE policy. This includes smart watches, iPads, and any device that can be used for calls, texts, and messages. If your child needs to reach you, we will be happy to call for them. If you need to reach them, call us and we will gladly get them for you.

Pick-Up Procedures at Gateway

We are in the building on the right. The front doors of the building are locked. As you approach the building, go to the door on the far right. A staff member will buzz you in. If no one is at the front desk, call the number posted on the door and someone will let you in.

When inside, enter your PIN from the Family app on the tablet at the front desk and press "Sign Out." A staff member will call for your child. If someone other than you, the parent, is picking up your child, please be sure they are on your authorized pick-up list.

If your pick up plans change during the day, please call to let us know who is picking your child up. We will check ID (a driver's license or other photo ID) if we don't know the person picking up your child. Please let them know so they will be prepared to show us ID. WE CANNOT RELEASE YOUR CHILD WITHOUT PROPER IDENTIFICATION.

Regarding child custody: please let us know if a non-custodial parent is picking up. If you have a schedule of visitation, it is helpful to have this information, so we know when to expect them. If the non-custodial parent does not have permission to pick your child up, we must have custody papers on file for your child. This information is confidential. However, we will make the staff aware.



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Health Requirements

Children should not attend our program if any of the following symptoms have been present in the past 24 hours:

- Rash
- Fever
- Diarrhea
- Excessive, heavy coughing
- Sore throat

Children must be symptom free for a full 24 hours before returning to our program. Please advise us if your child has come down with a contagious disease, so other parents may be notified.

If your child has head lice, please let us know. Children must be treated and “nit-free” to be in our program.

If your child is well enough to come to AfterSchool or SummerCare, he/she is expected to participate in the regular program, including outdoor activities. Please keep your child home if you feel they are unable to participate in the daily activities. We do not have enough staff members to watch children who must remain inside.

If a child is to receive medication while in our program, we must have a medication form on file with specific instructions about the dosage and when it is to be given. All medication must be in the prescription bottle with the child’s name on it.