



Challenger After-School Program Parent Guide

Challenger After-School Program

It is Rock Hill School District's pleasure to offer Challenger, an after-school enrichment program for students in Kindergarten through 5th grade. If a preschool program, K3 and/or K4 is housed at the elementary school your child attends, Challenger enrollment is open to the preschool age students. By choosing Challenger, your child will look forward to friendships, academic support and the opportunity to participate in enriching activities.

Enrollment for Challenger is on a full-time basis. Enrollment must be for a minimum of at least 4 weeks or longer due to staffing issues. New Challenger students are added once a month, usually the first Monday of the month.

Daily Schedule

Each Challenger site's schedule includes a healthy snack, activity time, homework support and enrichment activities. Please consult with your Challenger director if a detailed schedule is needed, as each school's Challenger director plans the schedule and rotation of activities.

You may provide your child's snack if you prefer. However, you asked to notify the Challenger Director if you are providing your child's snack so adjustments can be made to the snack roster and you can be made aware of any food allergies other students may have.

Homework time is part of the daily routine during Challenger. The goal is for the student to practice skills they have learned. Homework should be independent work, but sometimes a student may need help. If homework assistance is needed, the Challenger staff will assist the student. Some homework may be work that is specifically intended to be completed at home.

You will want your child to share with you in the evening their completed homework for your approval or may ask for additional help to complete a project.

Please keep the Challenger Director aware of any homework problems. It is important that students complete their homework correctly daily.

Challenger Hours

Challenger operates from 2:30 p. m. – 6:00 p. m. each day school is in session. Dismissal from Challenger begins at 3:00pm, after regular school students are dismissed. Challenger students are in transition from 2:30-3:00 and cannot be called for dismissal. Should you need your child before 3:00, please send a note informing the classroom teacher your child will not stay for Challenger and how the student will go home; car rider, bus rider, ...

When picking your child up, a Sign-out sheet is located in the main office. You must come in and sign- your student out daily. You will be asked to provide a picture identification when signing your child out.

Late Pick Up

The Challenger Program closes at 6:00 PM, according to the designated clock at the program. A parent arriving after 6:00 PM will be assessed a fine of \$1 per minute. This late fee will be included with your weekly draft. If the late pick up happens on Thursday or Friday, the extra fees will be added to the following week's draft.

Please be mindful that our Challenger staff has family, work, and educational commitments, too.

When a parent is consistently late picking up their child, the child may be removed from the program due to repeated late pick-up or non-payment of late fee.

Custody of Child

Challenger staff will not allow your child to leave with any person who is not listed on the registration form unless permission from you in writing is provided prior to pick-up. Staff will request picture identification from any unknown person before allowing the child to leave. The Challenger Director needs to be made aware of any court ordered custody arrangements which prohibits one parent from picking a child up. This documentation needs to be on file with the school.

Picking Up Your Child

For safety and convenience of all parents and children, the following rules must be observed by all:

- At any time Challenger staff may request picture identification before allowing your child to be dismissed.
- Please park your car in the appropriate area and do not leave the car running.
- Please come in to sign your child out each day.
- Please keep your child with you at all times when departing; traffic may be hectic

Weekly Draft Process

Challenger fees are collected using an Automated Payment Systems Program. The current program RHSD uses is CHECKredi. Parents **are not** charged drafting fees. Included in Challenger's online registration are Automated Payment System forms, D and E. In addition to completing Form D (Account Information) and E (Electronic Funds Transfer Authorization), parents will upload a voided check when registering online. Forms D, E and a voided check are used when setting up the student's account. The student's name is not associated with the account when sent to the bank. Instead, the student CSI number identifies the account.

The draft processes every Friday and funds must be in the account before the close of banking on Friday. Any deposits or transfers of funds parents make after the close of banking on Friday, will not be credited to their account before the draft hits their account to electronically remove the tuition funds.

Reject or Return Draft Process

The only fees associated with Automated Payment Systems are in the event of a reject due to insufficient funds. CheckRedi will call to alert the draftee the funds were not available, and the account returned as insufficient funds. **CheckRedi does not process the draft a second time.** Often your account notifies you of the return even before CheckRedi is informed. RHSD is notified of accounts that return as insufficient funds by Tuesday evening. On Wednesday, we begin notifying directors so they can prepare a notice for parents.

It is the parent's/draftee's responsibility to settle their account with CheckRedi whenever there is a return. You may pay your return before receiving notice from your child's Challenger Site Director, once CheckRedi or your bank notifies you by calling **1-800-742-2925**. CheckRedi will not know your child's name. They will identify the account by the draftee's name.

CheckRedi currently charges a \$30 return fee plus a processing fee. These fees are subject to change. Once CheckRedi has notified you or before they notify you if you realize the draft returned you may pay CheckRedi for your return and avoid any interruption to your child's after school services. CheckRedi notifies RHSD when the account is cleared.

Accounts are limited on the number of returns Challenger will allow. All other account issues do not incur a service charge but do carry a strike per occurrence in which three are allowed. If an account has more than three returns, the parent will have to secure another after-school program.

A weekly report of all rejected drafts will be provided to all Site Directors. This report is available Tuesday with additional returns included on Wednesday and possibly Thursday. Site Directors will notify parents the day their reject is reported. Rejects must be paid to CheckRedi by 12 noon on Friday for the student to return to the program the following week.

All accounts left delinquent will be turned over by CheckRedi to an outside collection agency.

Parents will need to make alternate after school arrangements for their child if payment is not made before 12:00 noon on Friday. Payment can only be made to CheckRedi.

Acceptable forms of banking information are a pre-printed check or a letter from your bank, on bank letterhead, containing the following: a bank employee signature, the account holders name and address, routing and account number and must state whether this account is checking or savings.

Blank checks, starter checks, deposit slips, copies of a bank statement, credit or debit **cards are not acceptable.** (Not a complete list)

Acceptable draftees are parents, legal guardians, and grandparents.

Family Trust Federal Credit Union has offered to assist any parent in need of establishing a checking or savings account for tuition payment. Family Trust brochures regarding branch locations, account information, and services are available at each Challenger site. Please contact your school's Challenger Site Director for additional information. You may visit www.familytrust.org for additional information.

Tuition Fees for Challenger

All fees are subject to change

Challenger fees are based on the student's lunch status. Parents must complete a reduced/Free Lunch status application and file it with Food Service. Food Service (SFE) will notify the parent by mail the child's lunch status. It is the parent's responsibility to provide Challenger with the letter confirming their child's lunch status. Parents will be charged a full rate (\$60 per week) until the lunch letter confirming the students lunch status is provided to the Challenger Account Specialist.

dgarnett@rhmail.org

Once notification of the student's lunch status is confirmed by SFE and the parent sends the notice to the Challenger Account Specialist, the child's Challenger rate will change to the rate associated to the lunch status provided by SFE. This new rate will be in place from the point the Challenger Account Specialist receives the notice and the new rate will be in place moving forward. **Remember parents are notified first** and to help expedite the lunch status change, **parents must inform the Challenger Account Specialist for the new rate to take effect.**

Refunds from past drafts will not be made.

For example, if the student was approved for Free lunch on September 10 and the parent only notified Challenger on September 20, the draft that ran on September 13 would not be refunded.

Parents are responsible for notifying Challenger as soon as they hear from Food Service. Food Service only communicates with the parent.

2021-2022 Challenger Weekly Rates

- \$60.00 – Regular Lunch Student
- \$55.00 – Regular Lunch Student (if multiple students from same family are enrolled in Challenger)
- \$42.00 – Reduced Lunch Student
- \$35.00 – Free Lunch Student
- \$35.00 – District Employee Student

Attendance

Students are expected to attend each day and fees will be charged for each day regardless of attendance. If your child has an extended illness please contact the District Challenger coordinator. Fees may be waived with appropriate medical documentation. Documented illnesses of more than week will be at the discretion of the Challenger District Coordinator.

A one-week written notice (Withdrawal Form) must be given when withdrawing a child from Challenger. The Notification of Withdrawal form must be submitted directly to the Site Director one week prior to the last date of attendance to avoid charges to the student's account. You may obtain a Notification of Withdrawal form from your Site Director or online.

Emergencies

Challenger Directors will follow established school emergency procedures as presented in the school's crisis plan. Principals or the Rock Hill School District Office will contact parents by utilizing the Parent Link call system for inclement weather and/or emergency situations. Parents are asked to provide complete contact information on their child's Challenger application. If emergency contact information changes, please provide this information to your Challenger Site Director immediately. Parents are asked to have a **backup plan** (person they call to pick up their child when they are unable to be on time) for when they are unable to leave work in time or caught in a traffic jam that will prevent them from picking their child up by 6PM.

Parents are asked to call the school and notify the director who is coming to pick the child up.

Children become worried when everyone has left, but them. The Challenger Director can assure the child the parent is stuck in traffic and running late.

Discipline Procedures

We believe all students are capable of behaving appropriately and following the RHSD Code of Conduct during the school day which includes during Challenger hours. Therefore, to guarantee your child, and all the students who participate in our program, an excellent learning environment, we have put a behavior policy in place which is reflective of the school day. Challenger Referrals are a way to keep the parent informed and involved.

Referrals for the same repeated behavior, can result in suspension from the program for as little as one day to as long as a full week which results in the parent finding alternative care. Refund are not usually given if a child is suspended from Challenger.

After a student receives three to four referrals, he or she will be dismissed from the Challenger program for the remainder of the school year.

If there is a severe infraction the student may be removed from the program immediately. Below is a short list of infractions for which a referral may be written. This is not a comprehensive list but does cover most reasons for referrals. Examples, of severe infractions are noted with a *.

Fighting

Profanity

* **Hitting or Striking**

* **Threatening Others**

* **Endangering Self or Others**

Inappropriate Behavior

Destroying Property

* **Possession of a Weapon**