

ACE (After Class Enrichment) Contacts:

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Brianna Rhodes (Woodruff)	864.476.7967
Kristie Oliver (Recreation Manager)	864.346.4931
Rebekah Parker (Asst. Rec Manager)	864.381.4084
Holly Springs-Motlow Elementary	864.804.0322
Inman Elementary	864.398.6709
Inman Intermediate	864.706.3786
Woodruff Leisure Center	864.476.7967

Summer Camp Contacts:

Laurie Campbell (District 1 sites)	864.706.3785
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Vicky Venth (Woodruff)	864.476.7967
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Inman Elementary	864.398.6709
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Adventure Camp Contacts:

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Frequently Asked Questions

What are your fees?

- We do not offer discounts for multiple children or accept vouchers.
- Fees will not be pro-rated for absences, holidays, or due to suspension for disciplinary reasons.
- ACE: \$25 non-refundable registration fee per child and \$50 per week per child regardless of attendance. Full payment for each week is due by Friday of that week. Balances become past due if fees are not paid by 7:00am the following Monday. If your child is withdrawn for any reason, you will be required to pay the \$25 deposit again, should space be available, to re-enroll your child. Your child's enrollment in ACE will be terminated, should your balance become more than two weeks behind. Withdrawal notices must be submitted in writing, or you will continue to accrue fees.
- Summer Camp: \$45 non-refundable registration fee and \$100 per week per child. We do offer a 4-week summer camp scholarship program. Applications for this program are typically open in mid-February and due in mid-March. Please check our website and social media for details about upcoming deadlines. Scholarships are limited, and recipients are chosen on a lottery system. Full payment for each week is due on Monday of that week. If fees are not paid by 7:30am on Tuesday, your child will not be allowed to finish the remainder of the camp week.
- Adventure Camp: \$45 non-refundable registration fee and \$150 per week per child. Full payment for selected weeks and the registration fee is due at the time of enrollment.

What are your hours?

- ACE: School dismissal until 6:00pm or until the last child is picked up, if earlier than 6:00pm. ACE runs from the first day of school until the last day of school.
- Summer and Adventure Camps: 7:30am until 6:00pm. Summer Camp is offered for eight weeks of summer, and Adventure Camp is offered for six weeks of summer. Summer dates are announced when registration is opened each winter.

What are the age requirements/limits to attend?

- ACE and Summer Camp: Participants must be 5-12 years old.
- Adventure Camp: Participants must be 10-15 years old.
- We do not accept 4K students into ACE until the student turns 5 years old.

Is there an option for a later pick-up time?

- There is not an option for pick up after 6pm. We will not leave your child unattended if you are later than 6pm; however, more than two late pickups may result in dismissal from the program.

Are you open on school holidays?

- With a minimum of 10 preregistered participants, we are open on Teacher workdays and holidays that are not Spartanburg County holidays at Inman Elementary (D1) and

Woodruff Leisure Center (D4). ACE students can attend either location. The cost for full-day ACE is \$20 per day per student. All students must be registered into the program and have paid the \$25 non-refundable registration fee for ACE. The hours for full-day ACE are 7:30am until 6:00pm.

- We provide a morning and afternoon snack at full-day ACE. Parents must send a lunch with their child(ren) that does not require refrigeration or heating.

Do I have to pay when I register?

- ACE: You must pay the non-refundable registration fee of \$25 per child for your registration to be processed and before your child attends the program. Your account will be billed weekly.
- Summer Camp: You must pay the non-refundable registration fee of \$45 per child for your registration to be processed and before your child attends the program. Your account will be billed weekly based on your selected weeks.
- Adventure Camp: You must pay the non-refundable registration fee of \$45 per child for your registration to be processed. The weekly fee of \$150 per child is due at the time of registration for your selected weeks.

When is the last date to sign up?

- We accept registrations at any time, based on availability. We typically open ACE registration in mid-May for the upcoming school year. Summer Camp and Adventure Camp registrations typically open in mid-February for the upcoming summer. Please check our website and our social media for information on specific registration dates and deadlines.

When I sign my child up, when will they be eligible to start?

- Your child will be eligible to start once your registration fee has been paid and we have your registration forms. You will be given a start date confirmation. We cannot allow any child to attend without emergency contact and health information on file. Updated registration information will be required at the start of each program.

Does my child have to attend every day?

- No, but the weekly fees are set and will be billed to your account regardless of attendance.

What do the students do in the program?

- Our days are a mix of group games, outside and inside play, passive or self-directed play, free time, and curriculum-based activities that focus on nutrition education, fitness education, literacy, STEM, and character development. We do occasionally watch G and PG rated movies if weather does not allow for outside time or we have extra time in the program day.
- All children are expected to participate. Due to the size of the program, one-on-one supervision is not available.
- ACE students also have a time for homework.

- One afternoon snack is served at ACE.
- A morning snack, lunch, and an afternoon snack are served at Summer Camp.
- For Adventure Camp, campers bring lunch Monday-Thursday. A morning and afternoon snack are provided. Adventure Camp offers a Thursday overnight with dinner. Breakfast and lunch on Fridays are provided.
- Summer Camp weeks will also include a field trip and guest speaker.
- Adventure Camp weeks will also include multiple field trips per week, outdoor education, kayaking and paddle boarding, nature-based crafts, and outdoor skill building.

Will you help my child with homework in ACE?

- We are a recreation based after school program and do not offer tutoring services. We do allow time for students to complete homework and will offer assistance, if possible; however, final checks on homework completion and accuracy are the parents' responsibility. We do not sign homework agendas or reading logs.

What is the procedure for inclement weather?

- ACE: We follow the host districts' closure policies. If the host district is closed or dismisses early, ACE will not be open. If the program has started and weather begins to deteriorate, we will notify parents to begin picking up as soon as possible to allow families and our staff time to travel home safely.
- Summer and Adventure Camp: If the program has started and weather begins to deteriorate, we will notify parents to begin picking up as soon as possible to allow families and our staff time to travel home safely. If the weather requires the program to be closed before the start of the day, families will be notified no less than one hour before opening.
- We utilize email, telephone, social media, and site-based apps to notify families of program changes due to weather or other unplanned situations.

If I have children at multiple locations, can I pay at one location?

- Yes. You may pay at the location of your choice.
- At school-based sites: Cash and check are accepted at sites. Payments are to be placed in a provided envelope and placed in the payment box by the payer. Credit/debit cards are not accepted at school-based sites.
- At community center-based sites: Cash, check, and credit/debit cards are accepted.
- Families are encouraged to pay online using the pay link emailed weekly.
- Payments will not be accepted over the phone.

What if my child has another afterschool activity?

- If the afterschool activity is located at the school, they may come to ACE before or after their other activity. Fees are not pro-rated for time spent in other afterschool activities.
- ACE staff are not responsible for the student until arrival at the ACE program. ACE staff will not escort students to and/or from other afterschool activities.

What if another family member or family friend needs to pick up my child?

- Please authorize anyone other than parents who are allowed to pick up your children on your registration form. We will ask for ID and check the form to make sure they are listed. This individual must also know the code word listed on the registration form. If you must send someone who is not on your form, please contact the individual supervising your site to let them know the name of the person you are sending to pick up your child. They will need to show ID when they arrive.

What should my child bring to the program?

- Each child must bring a water bottle with them each day.
- We are not responsible for any items or devices that are damaged, destroyed or lost. We recommend your child not bring any personal items of significant value.
- Label all items.
- Make sure your child is dressed weather appropriate.
- Electronics (phones, video games, tablets, etc.) and toys are not allowed at Summer Camp.
- Summer Camp: Prior to drop-off, please apply sunscreen to your child and provide camp staff with approved sunscreen for your child to apply as needed (form is required for this). Also, make sure your child is dressed for physical activity. Tennis shoes are required each day. Campers will not be allowed to stay at camp without tennis shoes.
- Adventure Camp: A weekly packing list will be sent out prior to the start of the week. Items needed will be based on the weekly theme of camp.

How do I sign my child in and out each day?

- ACE: Students should meet at the designated pickup location immediately after school dismissal. If your child is involved in an after-school activity that prevents them from going to ACE right after school, please notify us in advance. It is your responsibility to notify your school of your child's ACE enrollment. Woodruff parents will need to notify the school that your child is riding the District 4 bus to the Woodruff Leisure Center.
- You must come inside to sign your child in (summer only) and out at Woodruff and Timken. Designated summer drop off time is between 7:30am and 9:00am, and the designated time for pick up is between 4:30pm and 6:00pm.
- District 1 participants will be dropped off (summer only) and picked up at a designated spot in front of the buildings. The designated summer drop off time is between 7:30am and 9:00am, and campers can be picked up in the same spot between 4:30pm and 6:00pm.
- Late arrival and early dismissal at all sites will need to be arranged by phone.

Can you give my child medicine while in the program?

- You must fill out a medical release form if your child needs medicine while at ACE or camps. The required medicine must be given to a staff member and provided in the original container with prescribing information.
- We do not provide over-the-counter medications.

What happens if my child becomes ill in the program?

- If your child is sick or has a fever of 100.4 or higher, they cannot come to camp.
- If they become sick during ACE or camps, you will be notified and asked to immediately pick your child up.
- Your child must be fever-free for 24 hours without medication before returning to ACE or camps.
- If your child is injured and requires more than basic First Aid, we will notify you immediately, followed by your emergency contact if you are not available. Depending on the severity, we may call 911 first. If no one can be reached and it's imperative they get help immediately, Parks Department staff will accompany your child to the medical facility. Our staff will continuously call you or your emergency contact until someone can be reached.

What trainings and screening have staff completed?

- All staff members have been screened and trained in accordance with Spartanburg County requirements. They have all completed CPR, AED and First Aid training as well as online safety trainings.

How do you handle disciplinary issues?

- You may be contacted to pick up your child if the disciplinary problem affects the safety or well-being of another camper and/or staff member. Suspension or expulsion is possible if your child deliberately harms another child and/or staff member, participates in the willful destruction of property, or if staff cannot control your child's behavior. No refunds will be given if your child is removed from ACE or camps for disciplinary reasons. The following behaviors will not be tolerated, and disciplinary action will be taken: foul and sexually suggestive language or behavior, hitting other campers and/or staff, insubordinate or disrespectful behavior, damage to and/or theft of property, bringing weapons and/or illegal items.

What do I do if my child requires an accommodation?

- Please take the time to thoroughly complete the associated questions in the registration packet and the "Steps to Success" sheet also provided so that we can understand your child's needs and can better help them in the program(s).
- Reach out to the coordinator(s) of your site to schedule a time to discuss your child's needs.