

Charleston County School District



Office of Expanded Learning Kaleidoscope & 21st Century Afterschool Program Parent Handbook 2024-2025





Dear Parents:

The Office of Expanded Learning would like to welcome your family to the Kaleidoscope program. We thank you for allowing us to be part of your child's learning experience.

The program provides a safe and positive environment for each child to explore activities that involve intellectual, physical, and social development. We are here to support both our students and parents to ensure your child's success and well-being.

The Parent handbook will familiarize you with the procedures, expectations, and policies of our program. Please note that the program reserves the right to amend policies at any time.

We look forward to this new school year and all the wonderful adventures it will bring!

Angela Barnette, M.Ed.

Director of Expanded Learning (Kaleidoscope)

MISSION STATEMENT

Our mission is to provide quality care for students enrolled in the program by developing cooperative working relationships among staff, parents, and the school. We will operate a program founded upon the interaction between the staff and the students and provide age-appropriate activities that focus on our student's physical, social, and educational needs.

Visit our website at
www.ccsdschools.com

KALEIDOSCOPE & 21st CENTURY
AFTERSCHOOL PROGRAM PARENT HANDBOOK

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Goals for Our Children

In Kaleidoscope/21st CCLC, our aim for our students is to:

1. Pursue their interests and develop lasting friendships.
2. Aim for academic achievements in and out of school time and value their educational journey.
3. Grow in their confidence, independence, and positive behavior.
4. Develop respect and empathy for themselves and their community.

Goals for Parents

1. Parents can be assured that their children are in a safe and healthy environment that meets children's emotional, social, and physical needs.
2. Parents will develop two-way communication between themselves and school staff.
3. Parent will be involved in the ongoing development of the program.

Free & Full Access

We encourage parents or guardians to come visit the Kaleidoscope program and spend time with their children during lunch, snack, or field trips. Access will be granted to parents and guardians unless a court order states otherwise. Parents must complete the online CCSD Volunteer Application and submit a Raptor Background check to join us on a field trip.

Family Orientation/Communication with Staff

This handbook serves as a visual guide for parents. The Site Coordinator and the family will discuss pertinent matters regarding the child's placement in the program. Families will be provided the parent handbook as an overview of the program's operations. For more detailed information, please visit www.ccsdschools.com and click on the Schools to Kaleidoscope.

Hours of Operation

We align our Kaleidoscope Program Calendar with the CCSD academic calendar (www.ccsdschool.com). Due to the differing nature of school bell schedules, we may have different operational hours. Full-day programs are available on teacher workdays at limited sites. **Consult with your Kaleidoscope Site Coordinator to verify hours of operation. Please visit ccsdschools.com (then Schools to the Kaleidoscope page) to view the Kaleidoscope Program Calendar.**

Emergency School Closings

The District may close schools because of inclement weather or emergency conditions. When such conditions exist, the Board of Trustees or its designee will make that decision. When it becomes necessary to open late, release students early, or cancel school, the District Communications department will post the notice on the District website and send out an all call. It shall notify the media so students, parents, and employees can plan accordingly. All programs have an emergency plan for individual site emergencies.

Enrollment Policies

We welcome all families to enroll their children in our programs and do not discriminate based on race, creed, or national origin. To attend our programs, a complete registration packet, including a current Health Information/Emergency Card, must be on file for your child. We take the confidentiality of child records seriously and keep them locked in the Site Coordinator's office. Please note that students must reregister every year and enrollment may be limited depending on space availability and staffing. At the beginning of the school year, it is not uncommon for a site to have a waiting list. We do our best to sufficiently staff locations before the start of the program. Sometimes demand exceeds projections. Please be patient as we hire additional staff and transition students off the waiting list.

Staff/Ratios and Group Sizes

At our DSS-licensed locations, we maintain the required state childcare ratios. Our programs participate in the DSS provisional hiring process.

Release of Children

The release of a child may only be to a person who the legal guardian places on the authorized pick-up list. Staff will check the photo ID of all parties picking children up and ensure they are authorized to pick them up.

Tracking Children (Supervision)

Children are signed in daily upon arrival to the program. Staff members will track the attendance of all students throughout the program.

Attendance Policy

Parents must register their children for specific days of attendance. Advance notice is required if you know your child will not attend on a scheduled day. Fees will be assessed for the days you have scheduled your child to attend. We will give parents a 2-week grace period for the school year for unforeseen circumstances and vacations. No other refunds will be given for days missed. Extenuating circumstances may warrant adjusting an account balance, and discretion is left to the Program Officer. Check with your Kaleidoscope Site Coordinator regarding daily or partial week attendance availability. We do not accept drop-ins. Students who attend the 21st CCLC after-school programs must have a 90% or greater attendance rate during the school year.

Absences

When your child is going to be absent from the Kaleidoscope program, call or email the program BEFORE his or her normal arrival time. It is very important for you to do this, otherwise we must assume your child is “lost in transit” and send out a search party!

If a Child Does Not Show Up

If a child who is pre-registered does not show up for the after school program our staff will:

- Inform the Kaleidoscope Site Coordinator.
- Verify that the child attended school that day and did not leave early.
- Talk with the child’s teacher or front office staff.
- Check bus departure area.
- Contact parents.
- Conduct search to include notifying local police.

For summer, full day, and morning program, parents are to sign their child in each day at the sign-in area.

Fees/Payments

Payments are due the Friday before the following week of service. Please reference the current rate sheet. We accept checks, cash, and credit card payments. If you pay in cash, you will receive a receipt. If you pay by check, please make the check out to Expanded Learning (Kaleidoscope). We encourage parents to use our Procure/SchoolCare Works online system for e-checks (ACH) and credit card payments. After two weeks of non-payment, if hardship arrangements have not been made or the balance paid in full, participation in the afterschool program will be suspended/terminated. Late pick-up fees are \$1.00 per minute late. Fees are subject to change.

Availability of Financial Assistance

There may be cases where a family needs program services but has limited financial means. If the program location is ABC approved, our policy requires parents to apply for an ABC voucher before applying for a reduced rate with our department. Please contact your school’s Kaleidoscope Site Coordinator or the Program Officer in your area for more information.

Program Activities

- Children will have access to a wide range of activities that are appropriate for their developmental stage through our program. These activities may include interest centers and clubs focused on sports, art, books, STEAM, sewing, crafts, creative dramatic play, games, science, manipulative and constructive toys, and food preparation.
- At Kaleidoscope, we understand the significance of physical activity for young children. We support and motivate all our students to participate in various age-appropriate active play activities. Our students spend time outdoors daily, weather permitting, and should dress appropriately for the occasion. In the event of inclement weather, outdoor physical activity time may be reduced, but students will still get to engage in indoor physical activities for at least 60 minutes.
- We utilize partner vendors and volunteers to enhance the program in various areas, including STEAM, art, dance, drama, service learning, crafts, technology, sports, science, engineering, coding, karate, chess, and more.
- Please be aware that we operate in a shared space environment and cannot take responsibility for lost items brought to the program. We advise using discretion when deciding to bring valuable items or money. Additionally, we kindly ask that students refrain from using their cell phones during our programs.
- Expectations for completing homework assignments while at the program vary from parent to parent. The role of the Expanded Learning staff is to enforce the agreement that you and your child have made. Once your child completes the amount of homework indicated, your child will be free to participate in the other activities offered by the program.

Activity Release for Media

Our school district encourages media coverage of special events in the lives of our students while at school or during school-sponsored events. This is an excellent way for the citizens of Charleston County to learn about the achievements and awards of our students. Please note that the program keeps your release form response on file and will utilize that response for accepting or denying any media or activity release.

Transportation/Field Trips

Transportation for the Kaleidoscope program is provided exclusively by CCSD-approved transportation vendors, and staff members do not use personal vehicles to transport children. Field trips are an exciting part of the full-day and summer programs, and your Site Coordinator will provide you with advanced notice of any upcoming trips. This information will include dates, enrollment deadlines, times, transportation methods, destinations, and activities for each experience. All parents must give consent for their child to attend a field trip, and children are expected to attend all scheduled trips. If you do not want your child to attend a particular trip, please arrange alternative care. During transportation and at off-site locations, DSS staff-to-child ratios are maintained and attendance, medical, and emergency contact information will travel on all field trips. Additionally, tracking procedures will continue off-site to ensure the safety of all children. Our swimming policy ensures the safety of all children. In the event of a swimming activity:

- staff to-child ratios are maintained and a certified lifeguard must supervise all swimming activities
- students are prohibited from use of hot tubs, spas, or saunas
- All swimming pools used by the programs conform to the regulations of DHEC for construction, use, and maintenance

Meals and Snacks

Our program prioritizes the health and well-being of our children, which is why we follow strict guidelines regarding nutrition. We adhere to the childcare nutrition guidelines recommended by the USDA, CACFP and CCSD that meet federal/state standards. To promote healthy eating habits we limit sweet food items to two (2) times per week or less and do not use food as a reward or punishment. We also do not serve sugar-sweetened beverages. Allergies and dietary restrictions must be disclosed upon enrollment. Snacks are served in all programs, along with 100% fruit juice, water, or milk. Snack menus are posted on the parent bulletin board. For our Title I afterschool programs, the nutrition services department provides snacks and supper. To ensure cleanliness and safety, staff and students wash their hands before preparing food and meal times. If you plan on bringing in snacks or treats, please contact your child's Site Coordinator beforehand so they can inform you of any particular foods to avoid.

Health and Safety

Safety is our number one priority in our Afterschool Programs. All parents enrolling their children in our program must disclose all current medical conditions and allergies and provide all necessary medications and equipment we will need to care for your child. Our Expanded Learning Nurse follows CCSD School Nurse Clinical Policies regarding all health and medical decisions.

Emergency Medical Plan

Every staff member is required to receive First Aid, CPR, and AED training. If a serious accident occurs beyond the scope of the staff to administer treatment, EMS will be called and staff will contact you immediately. After 911 is called, the paramedics will decide on the appropriate action. If EMS decides that emergency treatment is needed, they will take the child to the appropriate medical facility, a Kaleidoscope staff member will accompany the child during transport. Parents or guardians are responsible for the medical charges.

Accidents/Injuries

Staff will administer First Aid treatment if a child has a minor accident or injury. A CCSD Accident Report will be completed and forwarded per CCSD policy. Examples of "minor accidents" would include insect bites, bumps, bruises, scrapes, etc.

Care of Mildly Ill Children

A child should not attend the Kaleidoscope program with any symptoms: fever (100F or more), undiagnosed rash, vomiting, diarrhea, or severe cold. If a child becomes ill at the Kaleidoscope program, the staff will contact you to pick them up and your child will be separated from the activity and the rest of the students in care. You should contact the Kaleidoscope program if your child comes down with an infectious disease. In the case of an infectious disease, your child may not return to the program until your physician has made a recommendation.

Administration of Medication

The Kaleidoscope Nurse trains staff to administer over-the-counter, prescription, and emergency medications. **Staff can only administer these medicines if they are in the originally labeled bottle and accompanied by a CCSD Medication Doctor's Order Form signed by the parent and the physician.** When you deliver the medication and form our staff will count, document the count, and have you sign the Kaleidoscope Medication Log form. At the end of the program, the parent must pick up, count, and sign for the medication.

The Kaleidoscope Nurse **cannot** train staff on administering insulin for diabetics. In such cases, a Nurse must be on-site to administer insulin. Please contact the Kaleidoscope Nurse for more information.

If your child has a prescribed emergency medication/medical condition and you do not provide the necessary information, medications, or equipment, we will call 911 for emergencies and then contact you. You will be responsible for any medical or EMS expenses incurred.

Kaleidoscope students cannot carry their medications without a Doctor's Order to Self-Administer. If you have this order, the Expanded Learning Nurse must be made aware by the parent and provided a copy.

Students can now self-carry and self-administer non-aerosol sunscreen with written parental consent. Our staff is not responsible for the application of sunscreen or managing parental consent.

Mental Health

Our Expanded Learning staff works with our CCSD Guidance Counselors and School Psychologists to handle all mental health emergencies. If a student threatens to harm another student/staff member or makes a Suicide Threat, we follow CCSD policy and procedures. This policy includes keeping your child on site until our Guidance Counselors and School Psychologists have had the opportunity to assess the situation and make appropriate recommendations. We take all threats and your child's mental health very seriously and will do everything we can to ensure we provide a safe environment for our students.

Mandated Reporting

All CCSD staff are mandated reporters by law to report known or suspected child abuse or neglect. CCSD prohibits staff from using corporal punishment and child maltreatment tactics, including sexual abuse, physical abuse, emotional abuse, and neglect.

Exceptional Children

Expanded Learning provides reasonable accommodation for exceptional children. If your child has an IEP or IHP, please let us know so we can review the information and work with you and relevant personnel to determine the best placement and reasonable modifications for activities and routines. Our Site Coordinators are available to participate in IEPs and work collaboratively with IEP/IHP teams when necessary to ensure that all children can participate fully in our program.

Behavior Management

Our staff prioritizes positive interactions with our students. School expectations continue into the Expanded Learning program. Kaleidoscope staff follow CCSD's progressive discipline plan and PBIS initiatives. If the team cannot resolve a serious problem with a child's behavior, the Site Coordinator will request a conference or phone call to discuss the issue with the parents and establish a joint plan for the child's success. If there is still no change in the child's behavior, the Site Coordinator will inform the parents in writing that the behavior is still a severe problem and invite them to another conference or phone call, and include the Kaleidoscope Program Officer and other relevant staff members. If after all options and reasonable accommodations have been exhausted, and the behaviors continue, the Program Officer and Site Coordinator will give the parents written notice of dismissal. For more information on the district's progressive discipline plan and PBIS initiatives, please refer to ccsdschools.com. Corporal punishment is not allowed.

Termination of Services

The Site Coordinator may terminate services if:

1. The parent refuses to follow the Kaleidoscope/21st CCLC program policies as described in this handbook and in the registration agreement, which is signed by the parent (s) when registering for the program.
2. The child is unable to adapt to the Kaleidoscope/21st CCLC Program rules.

Toileting Procedures

All students must be potty trained for acceptance into any Kaleidoscope program. Programs that serve early learning students require students to keep spare clothes in their book bags. When an accident occurs, Kaleidoscope staff will give the child the spare extra clothes, wipes if needed, and a bag for soiled linens, and the child will change clothes independently. If there is a concern about a health/medical issue, the child will be sent to the school Nurse (if available). In the event the child doesn't have spare clothes, staff will call the parents to come to pick up the child.

If a student has accidents regularly the Program Officer will inform the parent that services are terminated because they are not potty trained.

Failure to comply with the Kaleidoscope program policies described in this handbook and the signed registration agreement can result in termination of services.

Expanded Learning (Kaleidoscope) Contact Information

For more information on program offerings, fees, and other enrichment opportunities,
please contact one of our Program Officers or our Support Staff.

AREA PROGRAM OFFICERS

Districts 3 & 20

(James Island & Downtown)

Darron Teel

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Districts 9, 10, & 23

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*21st Century sites are managed by the Program Officer of the school's region

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