



# JUMP START

## AFTER SCHOOL & SUMMER CAMP

253 Tucapau Road Duncan, SC 29334

Office: (864)249-6333 ext. 3 Owner: Mark Eleazer Director: Avonda Mitchem

### HANDBOOK

## Jump Start After School and Summer Camp

*“Excellence in “ACTIVE” After School Care within a Christian Environment”*

**Our Mission:** To provide a safe, academic, energizing, and active After School Program within an atmosphere based on Christian values and principles.

**Hours:** Jump Start is open Monday-Friday from 2:30pm-6pm for the After School program and 7am-6pm on certain school holidays, teacher workdays, spring break, and during our summer camp.

*\*pick ups after 6:10pm will be charged a late fee*

**Contact information:**

Office 864-249-6333 ext. 3

[Jumpstartinfo253@gmail.com](mailto:Jumpstartinfo253@gmail.com)

[www.Rhythms.Life](http://www.Rhythms.Life)

**Front Desk: Judy Hurst**

**Office Coordinator: Taylor Arney**

**Director: Avonda Mitchem**

**Owner: Mark Eleazer**

**Grade Levels:** After School: afternoon 4k - 8<sup>th</sup> grade ... SUMMER CAMP: rising 5k – 8<sup>th</sup> grade

**School Pickup/Shuttle Service:** Jump Start buses pick up the following District 5 Schools:

Abner Creek Academy, Duncan Elementary, Lyman Elementary, Reidville Elementary, River Ridge Elementary, Wellford Academy, Beech Springs, Berry Shoals, D.R. Hill Middle, Florence Chapel Middle

If possible, our after school shuttles will also pick up from schools outside of District 5 (additional fees will be applied for schools picked up outside of District 5). Jump Start will also transport any Rhythms Tumbling, Gymnastics and cheer students (located in the same building as Jump Start After School and Summer Camp) and Rhythms Dance students to Rhythms Studio located at 1582 E. Main St. We also will provide a shuttle service to/from school activities to the schools we pick up students from. (additional fees will be applied)

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**Holidays:** Jump Start follows the Spartanburg County School District 5 holiday schedule for Memorial Day, Labor Day, Thanksgiving and Christmas.

**Teacher Work Days / MLK Day / Election Day / Half Days:** Jump Start is OPEN teacher workdays, Election Day and Martin Luther King Jr. Day from 7am to 6pm. If your child DOES ATTEND Jump Start on these days, there will be a slight increase in your weekly tuition (see Tuition Rates). If your child DOES NOT ATTEND on these days, your child's tuition will remain the same.

**Memorial Day / Labor Day / Thanksgiving-(Wed-Fri):** Jump Start will be CLOSED for these Holidays. Your weekly tuition will stay the same.

**Spring Break and Christmas Break Camps:** Jump Start is open Spring Break and Christmas Break (excluding Christmas Eve, Christmas Day, the Day after Christmas, New Year's Eve and New Year's Day) as *optional weeks* and will be treated like a summer camp week open 7am – 6pm. Please see Summer Camp tuition rates during these weeks. If your child does not attend these camps, no tuition will be assessed.

**Weather Delays / Closings:** Jump Start follows District 5 Weather closings. No refunds or discounts will be granted due to weather related closings. Should school dismiss early, Jump Start will pick up and transport children to Jump Start. Parents are asked to pick up their child within 2 hours of the school's announced closing. During extended weather school closings, if roads are safe enough for our team to arrive, Jump Start will open on a delay. Jump Start will notify via text remind.

## **Why should I choose Jump Start for my child?**

**Check out all the great reasons below!**

### **Proximity:**

Jump Start is located in the center of Spartanburg County School District Five along with Rhythms Tumbling Gymnastics and Cheer. The facility is off of Hwy 290 at 253 Tucapau Road in Duncan.

### **Safety:**

Providing a safe environment for your child is Jump Start's #1 priority and goal. Upon pickup at each school, our bus drivers make sure each Jump Start child is accounted for and checked off their list. Once at Jump Start, all children are signed in again – this time, by their age appropriate teachers.

### **Devotional:**

Jump Start is founded upon Christian principles, therefore, there is time allotted for devotion.

### **The Facility:**

Jump Start is located inside the same building as Rhythms Tumbling Gymnastics and Cheer. Your child will have access to our huge 10,000 sf building that is designed into two separate sections: Jump Start After School and Summer Camp and the spacious indoor RTGC gymnastics room.

THE JUMP START SIDE includes a lobby, office, and fun lounge/classroom areas for the kids. The classrooms have homework stations along with age appropriate activity centers, a big screen TV for viewing their favorite shows as well as a video gaming area. We also have WIFI throughout the building if they would like to bring a device from home (please put their name on it).

All classrooms are grouped according to age. A kitchenette for preparing their snacks is also on site along with vending machines if they need an extra snack or drink that day!

ON THE GYM SIDE is where the kids can either take gymnastics, tumbling, or dance. Numerous fun activities and games are made available in the gym during Fun Fridays as well.

OUR OUTDOOR AREAS are special too as the kids get to enjoy outdoor music while either swinging on our huge swing sets, playing basketball, throwing football, playing corn hole, coloring with sidewalk chalk or just relaxing with their friends in our Adirondack chairs.

### **The Staff:**

All staff are thoroughly interviewed and have a back-ground check before they are hired. Your child will be treated with the love and support they need and deserve.

### **Educational:**

Jump Start is dedicated in surrounding your children with the area's best directors, counselors and office staff. HOMEWORK HELP is the cornerstone of our program. Our classrooms are grouped according to grade levels and each seasoned counselor is there to provide homework help and positive reinforcement for your child. With a great student/counselor ratio, Jump Start will assist your child in every way possible to help complete their daily studies.

### **Meals/Snacks:**

AFTER SCHOOL: Jump Start provides a nutritional snack and drink each day for your child.

SUMMER CAMP: We provide a lite breakfast, lunch and a nutritional snack each day.

During other times (Spring Break, Christmas Break, holidays in which we are open and teacher work days), we will provide one afternoon snack. Please pack your child a lunch.

***\*Please list in detail ANY and ALL allergies your child may have in our Health Questionnaire during the online registration process.***

### **After School Activities for students:**

Jump Start provides weekly activities during the after school year. A weekly group tumbling/gymnastics class is offered and a monthly group dance class. Our gymnastics coaches and dance instructors are experienced in their field and take a lot of pride in helping our children better themselves not only athletically but to also gain confidence in themselves.

### **Rhythms Dance Shuttle Service:**

Jump Start provides a free shuttle service for those Rhythms Dance students who need to be transported to/from Rhythms Dance Studio located at 1582 E. Main St.

*\*This also includes transportation to RDC Company - Competitive classes, master classes, private lessons and dance camps during the summer.*

### **Tumbling, Gymnastics and/or Cheer classes available**

If your child wishes to be on one of RTGC's competition teams or wishes to take a gymnastics, tumbling or cheer class, our counselors will make sure they get changed and to their class on time.

**\*Check out our all boys ninja classes through our RTGC program offered during the school year & the summer.**

Our RTGC Coordinator will help you find a class that will work with their skill level and your family's schedule.

## **EXCITING Activities and Events through the whole SCHOOL YEAR!**

We have exciting activities, outdoor games and holiday events scheduled throughout the entire school year for Jump Starters! We strive to do our part in making the school year FUN.

...All of this within a Christian Environment!

## **REGISTRATION INFORMATION**

### **Facility Tours**

Please call to set up a tour:

Office: 864-249-6333 Ext. 3 (2pm-6pm office hours Monday - Friday)

### **How To Register**

1. WWW.RHYTHMS.LIFE
2. Click on Jump Start
3. Click Register Now!
4. Complete Form & Submit (pay the registration fee before submitting)
5. Contact Child's School (only for after school) – **family's responsibility**

### **Registration Fees for After School & Summer**

New Student Registration: \$50 (first child); \$20 (each additional child)

Returning Students Registration: \$25 (first child); \$20 (each additional child)

There are no registration fees for our Spring Break or Christmas Camps. However, if your child is new to Jump Start, we will need you to fill out a Registration Form and submit it to the office.

**\*Please notify Jump Start of any changes to telephone numbers, email, job, family status, allergies, custody changes, doctor changes, authorized persons to pick up or autodraft payment information.**

## **TUITION INFORMATION**

### **HOW TO PAY Tuition:**

**All tuition fees are drafted on the FRIDAY before the week ahead.**

Tuition is paid by automatic draft through your credit or debit cards.

*(Using your credit cards are a great way to earn you points or miles for your summer vacations!)*

You can choose either FULL-CARE or one our daily Pick Programs (see tuition rates below).

**\*\*\*You will receive a 5% discount for paying by the semester or year\*\*\***

(Cash or checks are welcome if you're paying by the semester.)

### **What's included in tuition for our After School students?:**

Weekly Tuition includes transportation from your child's school to Jump Start, After School care (homework help, craft time and supervised play time) and a healthy snack. Jump Start students will additionally receive a group activity (dance or tumbling/ gymnastics).

Group tumbling and gymnastics class is coached by one of our experienced coaches. Our monthly dance class is taught by Rhythms Dance's outstanding faculty.

**AFTER SCHOOL WEEKLY RATES for D5 STUDENTS (includes one professionally instructed activity per week (Gymnastics/Tumbling and monthly Dance) at Jump Start. If your child is a Rhythms Dance student, a FREE Shuttle Service is provided for them to/from Rhythms Dance.**

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## **AFTER SCHOOL REGISTRATION ALWAYS OPEN**

***PLEASE NOTE THAT THE 5 DAY OPTION CHILDREN WILL RECEIVE A RESERVED SPACE FIRST.***

### **1-5 Day options available:**

- 1 Day - \$17.5/child
- 2 Days - \$35/child
- 3 Days - \$50/child
- 4 Days - \$60/child
- 5 Days - \$69/child (\$59 each additional child)

## **AFTER SCHOOL WEEKLY RATES AVAILABLE FOR HOME SCHOOLERS**

### **1-5 Day options available:**

- 1 Day - \$16/child
- 2 Days - \$32/child
- 3 Days - \$48/child
- 4 Days - \$57/child
- 5 Days - \$65/child (\$55 each additional child)

## **TEACHER WORK DAYS, ELECTION DAY, MLK DAY, & HALF DAYS**

Jump Start will be open from 7am – 6pm. If your child attends on these days, an additional \$15/child will be added to their tuition. Please pack them a lunch. Snacks will be provided. If your child does not attend, your weekly tuition will remain the same.

\*We also invite non - Jump Start students to attend during these days at \$35/per child per day

## **CHRISTMAS BREAK AND SPRING BREAK CAMPS**

### **Christmas Break**

- 1 Day - \$35/child per week
- 2 Days - \$65/child per week
- 3 Days - \$95/child per week

### **Spring Break**

- 1 Day - \$35/child
- 2 Days - \$65/child
- 3 Days - \$95/child
- 4 Days - \$120/child
- 5 Days - \$135 for the first child (\$115 for each additional child)

\*We also invite non-Jump Start students to attend during these days

## **SUMMER CAMP WEEKLY TUITION RATES**

INCLUDES A SMALL BREAKFAST, DAILY LUNCH, AFTERNOON SNACK WEEKLY FIELD TRIPS (excluding optional field trips) and WEEKLY SWIMMING.

**PLEASE NOTE THAT THE 5 DAY OPTION CHILDREN WILL RECEIVE A RESERVED SPACE FIRST.**

### **1-5 Day options available:**

1 Day - \$45/child

2 Days - \$75/child

3 Days - \$95/child

4 Days - \$120/child

5 Days - \$135/child (\$115 each additional child)

## **CHILD PICK-UP & RELEASE, ABSENCES and WITHDRAWALS**

**Child Pickup and Release:** Children will be released from Jump Start only to the names which are recorded and verified on the student's ENROLLMENT FORM. Any other exception must have written authorization signed by the child's parent/guardian along with verbal authorization from the child's parent to the Jump Start Director. Authorized parents/guardians must sign out and pick up their children from our lobby. No Children will be released to cars. Because your child's safety is our #1 priority, **NO CHILD WILL BE RELEASED UNLESS THE ABOVE REQUIREMENTS ARE MET. NO EXCEPTIONS.**

### **Absences and Withdrawals:**

Since your child's spot has been secured in our program, there are no deductions in weekly tuition fees for absences. Please notify Jump Start if your child is sick and will not be attending. However, if your child is sick for a full week, only 1/2 TUITION will be charged IF A DOCTOR'S NOTE IS PROVIDED (this only applies to full week absences due to illness).

Parents must notify Jump Start if their child did not go to school or was picked up early. This is required for our transportation attendance records and your child's Jump Start teacher. PLEASE call Jump Start ASAP so that our drivers are not waiting at one school for a child who is not there.

**PLEASE NOTIFY us in a timely manner by calling the office at (864) 249.6333 ext. 3 or by texting our Director, Ms. Avonda, at (864) 542-5705. Thank you for your support.**

If your child needs to withdraw from the Jump Start program, a 2-week notice is required, and the account must be paid in full by the time of withdrawal.

## **PAYMENT AND PICK-UP LATE FEES**

**Afterschool and Summer Camp Care Ends at 6:00PM** - We understand that unforeseen things can happen, and there are times you may be late for pickup. We ask that you contact us as soon as possible if something prohibits you from being on time to pick up your child.



### **Child Pick-up Late Fees:**

A \$5 late fee will automatically draft from your account if your child is picked up after **6:10pm**. An additional \$5 will be added for each additional 5 minutes late starting at 6:15pm.

For the first late pick up, your account will be charged only half of the rate above. For all other instances, it will be the full amount.

### **Tuition Payment Late Fees:**

Jump Start After School and Summer Camp drafts take place every Friday and draft for the following week. If your account can not be drafted, you will receive an email sharing with you that there was a problem with the draft. Your account will receive an automatic late fee of \$10.00. If you take care of the payment before the next draft the late fee may be waived. If your account is overdue by at least 2 drafts, we will notify you that your child will be suspended from our After School or Summer Camp care until you have contacted us to make arrangements to get your payments current.

If you have written us an insufficient check you will be responsible for your overdraft fees from your bank and any fees associated from our bank from this transaction. These fees will be added to that week's tuition. The payment plus the late fee must be paid in full by week's end.

## **SPECIAL NOTES**

**Illness/Medications/Injuries:** -Should your child become sick or be found with a contagious condition (i.e.: pink eye, etc.) you will be called to pick your child up as soon as possible.  
-In the event an injury occurs at Jump Start and could need professional medical attention other than first aid, the parent will be contacted immediately.  
-In order to have the proper medication administered, please complete and sign Jump Start's health questionnaire and medical form during online registration.

**Jump Start** partners with you to develop happy children in a fun and safe environment. Our children practice discipline, manners and respect for teachers, parents and other students, as well as themselves. It is our prayer that your child will gain self-esteem and confidence through **Jump Start** and that your child's positive attitude will be encouraged and will carry over into all other activities and endeavors.

If at any time you feel there is a problem, please don't hesitate to contact us. We will always strive to resolve issues in a fair and balanced manner. Please know that your child's safety and well-being are of the utmost concern. **Jump Start** is flexible, but a balance is necessary to ensure your most precious possession gets the care that you expect.

## **Parents - Let's partner together to keep your child safe!**

We recognize that children feel secure and safe when there is consistency and stability in the world around them. Parents please take a moment to review the following rules together with your child at your earliest convenience:

### **1. Listen to instructions.**

James 1:19 "Let every person be quick to hear, slow to speak, slow to anger."

### **2. Keep hands, feet, and objects to yourself.**

1 Thessalonians 5:15: "Make sure that nobody pays back wrong for wrong, but always try to be kind to each other..."

### **3. Work quietly on homework and do not disturb others.**

1 Thessalonians 4:11 "We urge you... to aspire to live quietly, and to mind your own affairs, and to work with your hands..."

### **4. Show respect for yourself, others, and the facility.**

Luke 6:31 "And as you wish that others would do to you, do so to them."

### **5. Work and play in a safe manner.**

Hebrews 13:16 "Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God."

**TRAIN UP A CHILD IN THE WAY HE SHOULD GO; EVEN WHEN  
HE IS OLD HE WILL NOT DEPART FROM IT.  
Proverbs 22:6**

## **DISCIPLINE POLICY**

Every child is expected to obey the rules of After School, respect staff members, other students and all property. No child is to leave the supervision of his/her counselor without expressed permission. If a child violates these standards, the action will be taken to remove the child from the group and seat him/her separately for an appropriate period of "time out." To provide a safe and caring environment where children can play and learn, limits are set on behavior. Limits are set for three primary reasons: (1) to prevent children from injuring themselves or others; (2) to prevent the destruction of



property, materials, or equipment; (3) to help children learn respect for themselves, other children, and adults. Consequences for unacceptable behavior are:

**First Occurrence:** Warning

**Second Occurrence:** Time Out

**Third Occurrence:** Discipline Form will be completed

**Fourth Occurrence:** Parent/Student Conference

*\*DEPENDING ON THE SEVERITY OF THE OCCURANCE OR CIRCUMSTANCE, MAY RESULT IN SUSPENSION FROM JUMP START.*