

# GEARS



## Youth Services

Parent / Student  
Handbook

*Revised August 2019*

- I. Hours of Operation:** After-school 2:45 pm - 6:30 pm Summer Camp 7:30 am – 6:00 pm
- II. Late Pick-up Fees:** A late fee of \$1 per minute will be charged to students who are not picked up by closing. All late fees must be paid before future services are rendered. Failure to pay late fees will result in termination of all services at GEARS.

**III. Rates:** *After School Registration Fee \$50 per child; Summer Registration Fee \$100 per child*

**A. 2019 After school Rates:**

After School Single Child \$50  
Multiple Child \$50.00 1<sup>st</sup> child / \$40.00 each additional child

**B. 2020 Summer Camp Rates: Full-Time (FT; Mon – Fri) Part-Time (PT; Mon-Thu)**

Summer Camp Full-Time \$125.00  
Summer Camp Part-Time \$95.00  
Multiple Child Full-Time \$125.00 1<sup>st</sup> child / \$95.00 each additional child Multiple  
Multiple Child Part-Time \$95.00 1<sup>st</sup> child / \$75.00 each additional child

**IV. Payments:**

GEARS Youth Services, Inc. receives payments in the form of debit, credit, or PayPal. **We do not accept personal checks.** Payments are accepted by phone or in person during normal operating hours. GEARS does not accept phone payments on days that the office is closed.

Online payments may be made through [www.paypal.com](http://www.paypal.com) by “sending money” to [gearsyouth@yahoo.com](mailto:gearsyouth@yahoo.com). You may also set up recurring payments to be automatically drafted from your account. Easy set up is available on the GEARS website at [www.gearsyouth.com](http://www.gearsyouth.com).

**A. Late Payments:**

All payments are **due Friday prior to receiving service (by closing)**. Payments received after closing on Friday is considered late, and will incur a \$10 late registration fee.

**GEARS WILL NOT ACCEPT PAYMENTS AFTER 9:00 pm on FRIDAYS or during the weekend. Payments received after 9:00pm Friday will be applied to the following week’s tuition.**

**PLEASE NOTE:** GEARS provides the option of week-by-week registration. Families are not required to attend each week. However, to ensure that all slots are filled, we ask that you communicate your plans for non-attendance. If a parent chooses to reserve their child’s spot, a \$25 hold fee will be required during after school months, and \$50 hold fee will be required during summer months. If a parent does not pay the hold fee, and / or does not enroll after two consecutive holds, they will forfeit their spot at GEARS.

**B. Refunds / Credits:**

GEARS **does not** provide refunds for payments. GEARS will allow payments to be credited if the student cannot attend GEARS due to the following circumstances:

- Death of a parent, grandparent, or sibling (obituary proving relationship must be provided)
- Student hospitalized overnight (hospital documentation provided)
- Overpayment

## V. After School Academic Assistance:

GEARS staff / volunteers will assist students with homework assignments, test preparation, and projects. Students are expected to complete homework assignments with accuracy, and to a standard of excellence, but may have to complete some assignments at home.

### A. Daily Homework Assignments:

GEARS guarantees high quality homework assistance for EVERY child each day. The time allotted for each child may vary per assignment. Homework assignments will be verified by a GEARS staff / volunteer using the student's agenda or weekly newsletter. These assignments are transferred to a GEARS homework tracker to track the progress or completion of each assignment. GEARS is NOT responsible for the completion of every assignment, or assignments that are not recorded in the daily agenda or weekly newsletter.

### B. Tests:

GEARS staff / volunteers will evaluate students' knowledge for weekly tests and quizzes through drills, flash cards, and sample tests. A study-guide should be provided by the student at least three (3) days prior to the test to ensure that key content is reviewed. Cumulative tests, such as nine-weeks tests or benchmark tests may not be covered entirely during GEARS afterschool sessions.

### C. Projects:

GEARS staff / volunteers will make recommendations for project ideas and assist with the research for projects. If materials are available, students may work on projects while at GEARS. GEARS staff / volunteers will assist with the accuracy and creation of models, posters, booklets, PowerPoint, etc. GEARS staff is not responsible for the planning, development, and completion of projects.

### D. Tutoring:

GEARS does not provide individual tutoring during normal operating hours. Recommendations for individual tutoring may be arranged with a GEARS Director.

### E. Materials:

GEARS provide basic materials for academic assistance. Basic supplies include paper, index cards, pencils, markers, crayons, glue, scissors, rulers, and protractors. Additional supplies such as scientific / graphing calculators, display boards, binders, and specific classroom supplies must be provided by a parent.

**PLEASE NOTE:** GEARS cannot guarantee the availability of computers and printing for extensive use. Parents may provide their students with personal laptops if they require daily use of computers to complete homework assignments.

## VI. Lockers / Storage:

GEARS does not provide storage for personal items. Therefore, we recommend that valuables are not brought to GEARS during after school and summer programs. Also, please refrain from leaving personal belongings in the facility overnight unless it has been approved by GEARS Directors.

## VII. Transportation:

GEARS will not transport students home, or to locations other than GEARS functions without written consent.

### A. Emergency Changes:

GEARS Transportation Director will notify parents if there are any emergencies during field trips.

### B. Illness or School Misconduct:

GEARS Youth Services does not provide transportation for early dismissals or late dismissals due to illness, misconduct, or extracurricular activities.

### C. Behavior Expectations:

Drivers will follow all transportation laws to ensure your child's safety. Students are always expected to remain seated, and secured in their safety restraints. Occupants must respect the drivers and other students by using appropriate language, volume, tones, and attitudes. Occupants must respect the personal space and properties of others. Physical, and / or verbal aggression is NOT ACCEPTABLE! Violators of this section will receive the appropriate consequences per GEARS Discipline policies.

## VIII. Check-In / Dismissal:

- A. Youth will be released to parents/guardians and persons specified on the emergency contact form. **NO CHILD WILL BE RELEASED TO A PERSON WHO IS NOT LISTED AS AN EMERGENCY CONTACT, OR WITHOUT CONSENT FROM A LEGAL GUARDIAN.**
- B. GEARS has added an extra layer of security for your child's protection. You may provide a 4-digit **security code**. Example: RN12 This code may be given to a trusted adult (at least 18 years old) to pick up your child in case of last minute arrangements. If you feel that this code has been breached, notify GEARS immediately!
- C. **Proper government issued identification must be reviewed, copied, and filed** for anyone other than the parent / guardian who picks up a child.
- D. Parents **MUST** sign their child out each day upon dismissal. **NO CHILD WILL LEAVE THE FACILITY WITHOUT BEING SIGNED OUT BY A PARENT / GUARDIAN (at least 18 years old).**
- E. Once signed out, students should not return to recreation areas for continued activities.
- F. GEARS does not allow children to sign themselves out.
- G. GEARS students who are already on the campus from previous school activities **MUST** report to after school programs at dismissal unless GEARS has been notified by a parent.
- H. During summer months, parents will transport their child(ren) to and from GEARS facilities. Parents must sign their child in at the front desk on the sign in / sign out sheets. Parents must sign their initials and specify the time. **NO CHILD SHALL ENTER THE FACILITY WITHOUT A PARENT SIGNING IN!**
- I. Parents may not enter spaces beyond the front desk / foyer without permission from GEARS staff.

**IX. Early Dismissals / School Cancellations:**

- A. GEARS does not provide after school care on early dismissal and school cancellation days if the cancellation or dismissal was determined before the opening of GEARS programs at 2:30pm.
- B. If school is cancelled due to any situation that affects the operations of GEARS after school programs, parents will be notified to pick up their child as soon as possible. This includes but is not limited to extreme weather conditions, loss of water, plumbing, or electricity.

**X. Important Dates: (These dates are subject to change. Please visit the GEARS website for updates.)**

GEARS **WILL NOT BE OPEN** on the following dates for the 2019-2020 academic year:

Aug 19	First day of school
Sep 2	Closed Labor Day
Oct 17-18	Closed Teacher Work Day
Oct 30	Report Cards
Nov 27-29	Closed Thanksgiving Break
Dec 23- Jan 3	Closed Winter Break
Jan 17	Closed Teacher Work Day
Jan 20	Closed MLk day
Jan 24	Report Cards
Feb 13	Closed
Feb 14	Closed Teacher Work Day
Feb 17	Closed Presidents day
Mar 20	Closed Teacher Work Day
Mar 23*	Make-up Day
Mar 24*	Make-up Day
Mar 27	Report Cards
Apr 10*	Make-up Day
Apr 13-17	Closed Spring Break
May 15, 18	Closed GEARS Staff Development
May 25	Closed Memorial Day
Jun 3-5	Half days
Jun 5	Last day
June 8	Report Cards

\*If a make-up day is not needed, it becomes a student holiday.

**XI. Meals:**

Freedom Within Walls, a nonprofit organization, provides a nutritional snack and dinner each day. Please visit their website at [www.freedomwithinwalls.org](http://www.freedomwithinwalls.org) for more information about their organization. Meals are prepared per DHEC nutritional and serving guidelines.

1. One meal and one snack served by the center shall be planned to meet the child's nutritional requirements per the USDA Child Care Food Program Guidelines in proportion to the amount of time the child is in the center each day with no more than four hours between food services.
2. Sugar sweetened beverages shall not be served.

3. Only skim or 1% milk is served to children age two and above.

**Sample Lunch / Dinner Menu:**

2 oz. Corn  
8 oz. 1% Chocolate / White Milk  
2 oz. Baked Chicken  
2 oz. Dinner Roll

**Sample Snack Menu:**

6 Lance Whole Grain Crackers  
4 oz. Mixed Fruit  
Water

All students will be served, but meals must be consumed on GEARS premises. Parents who pick their child(ren) up before snack / dinner is not guaranteed a meal. Food allergies are carefully considered during preparation. Optional meals will be provided to students who have a **documented** food allergy. Please make sure all allergies are specified on your child's GEARS Student Application. Students may bring their own snack / meal. However, it is recommended that parents limit sugary snacks and drinks.

**XII. Parent / Family Communication:**

GEARS Youth Services has an open-door policy. Parents and guardians may access their children at our facilities any time. We welcome your communication and value your relationships. We do ask, however, that you **respect the spaces designated for homework and youth activities by allowing GEARS staff to escort you to proper locations.**

1. Communication to parents about injuries / accidents will be done by GEARS Directors or staff / volunteers. A written Accident and Injury form must be completed. Parents will be notified via phone, in person, email, or written notification about injuries and accidents.
2. Parents / guardians will be provided full access to their child(ren) at all times. During field trips, parents will be provided the Directors' cell phone numbers upon request.
3. Parents will be notified about facility closings, and other important dates via email, postings, GEARS website, GEARS Facebook page, Remind app, and / or text messages.
4. Parents will be notified immediately if:
  1. your child is taken to the hospital or police station
  2. there is any injury requiring medical attention
  3. your child is missing / lost
  4. your child is immediately terminated from a program or event
  5. uncontrollable, or defiant behavior
  6. emergency officials (fire, police, EMS)
  7. there is an emergency evacuation or lockdown

To join Remind, simply send the text message "**@gearsy**" to the number 81010 and follow the prompts.

**XIII. Physical Activity:**

1. GEARS Youth will receive at least 60 minutes (1 hour) of physical activity that includes basketball, dodge ball, kickball, jump rope, etc. Indoor recreation includes team building activities, crafts, board games, enrichment activities, and technology. All indoor and outdoor recreation is carefully monitored by GEARS staff / volunteers. GEARS provide all recreational equipment including basketballs and goal, Frisbee, jump rope, kickball, etc.

2. Video games are limited to 20 minute sessions (during summer months). During academic months, video games will be limited to Fridays only, or when weather does not permit outside recreation. All games and DVDs are age appropriate, and must be approved by a GEARS Director or Manager.

#### XIV. Behavior Management Philosophy:

- A. Discipline is based on individual circumstances, situations, and the developmental needs of the child.
- B. Each situation is unique. Therefore, our behavior management, expectations, and guidelines are created using the consistent themes of safety and comfort, both physical and emotional. Our goal is to teach the child to learn from situations, take personal responsibility and ownership of one's own actions, as well as build social skills and independent problem solving.
- C. There is no one "correct" way to discipline; the goal is to maximize the growth and development of the child and for the protection of the group and individuals within it.
- D. We strive to enable the child to solve his/her problems in socially acceptable ways, to foster respect for others, their rights and feelings, while at the same time, ensuring that others respect the child, his / her rights and feelings.
- E. GEARS staff and volunteers are encouraged to use "Balanced Consequences" which are to be explained to the child so that they may see the connection, have a clear understanding of the offense and consequences.
- F. Techniques for handling various discipline situations by GEARS staff and volunteers are:
  - prevention of discipline situations through intervention and redirection
  - allowing and guiding decision-making and problem solving
  - mediation and the modeling of active listening
  - offering choices within program limits
  - modeling, supporting, and encouraging appropriate behavior
  - modeling, supporting, and encouraging effective communication skills - use preventive measures to reduce the possibilities of offense - verbal and written warnings that include tiered consequences.
- G. Techniques **NOT** employed by GEARS Youth Services staff and volunteers:
  - No child shall receive corporal punishment including spanking
  - No child shall be subject to severe or cruel treatment, humiliation, or verbal abuse
  - No child shall be denied food as a punishment, nor will any child be force fed
  - No child shall be punished for behaviors that are the result of a medical condition diagnosed by a physician.
- H. Volunteers are responsible for maintaining youth participant behavior, participation, and organization of the facilities. Behavior Expectations for staff:
  - Use appropriate language
  - No cursing or degrading remarks
  - Speak to youth respectfully and positively
  - No insulting, embarrassing, humiliating, or berating youth
  - Use encouragement, praise, and kindness
  - Choose appropriate topics for conversation

## **Behavior Management Philosophy Continued:**

- Act as a professional and positive role model
  - Abide by rules set for youth
  - Stay engaged with youth throughout the event, program, or activity
- I. All youth programs share the same code of conduct. Any unlawful and / or dangerous behavior may result in the suspension from any GEARS Youth Services program; such behavior is as follows but is not limited to:
- Breaking any Federal, State, or local laws
  - Possession or any indication of use of any illegal substances
  - Participating in behavior that is dangerous to yourself or others
  - Destruction or misuse of any materials, facility, or equipment - Hateful acts
- J. GEARS Youth Services reserve the right to suspend, without refund, any participant from a program due to unlawful, dangerous, or any other behavior deemed inappropriate by the GEARS Youth Services Directors. It is the Directors' responsibility to contact GEARS staff within 24 hours of suspending any staff, or youth participant.

## **XV. Christian Principles**

GEARS Youth Services does not discriminate against any religion. Nevertheless, GEARS is founded and operates according to the principles of Jesus Christ. We pray, in the name of Jesus Christ. We teach the Word of God as it is written in the scriptures of the Holy Bible. Our Christian beliefs are incorporated into all programs offered at GEARS Youth Services. GEARS do not force its Christian beliefs on any individual. Students / parents may opt out of any activity due to their religious beliefs. As a Christian organization, GEARS Youth Services does not support practices that compromise, conflict, or contradict Christian morals and beliefs.



Student Name: \_\_\_\_\_

**SIGNATURES:**

My signature and initials verify that I have read and understand each page (pages 1 through 7) and sections (Sections I. through XV.) of the GEARS Youth Services, Inc. Parent / Student Handbook (Revision date: August 2019).

- \_\_\_\_\_ I. Hours of Operation
- \_\_\_\_\_ II. Late Pick Up Fees
- \_\_\_\_\_ III. Rates
- \_\_\_\_\_ IV. Payments
- \_\_\_\_\_ V. After School Academic Assistance
- \_\_\_\_\_ VI. Lockers / Storage
- \_\_\_\_\_ VII. Transportation
- \_\_\_\_\_ VIII. Check-In / Dismissal
- \_\_\_\_\_ IX. Early Dismissals / School Cancellations
- \_\_\_\_\_ X. Important Dates
- \_\_\_\_\_ XI. Meals
- \_\_\_\_\_ XII. Parent / Family Communication
- \_\_\_\_\_ XIII. Physical Activity
- \_\_\_\_\_ XIV. Behavior Management
- \_\_\_\_\_ XV. Christian Principles

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Parent / Guardian Signature

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Initials

\_\_\_\_\_  
Date