

**SRSRC "Marshal Middle School"  
Before & After School Program  
Policies & Procedures**

Scripps Ranch Swim & Racquet Club offers a non-licensed before and after-school drop-in recreational program for Club Member's children who attend Marshal Middle School. This program does not assign specific activities or place the children in a structured program. The children may choose freely from a number of activities and have the right to come and go as they please. Staff will not prevent the children from leaving the facilities at any time.

The drop-in middle school recreation program is offered Monday through Friday.

- The morning session is available from 6:30am-7:30am.
- The afternoon session is available from the end of the school day until 6:00pm.

**Registration Fee**

To reserve a spot, a \$50.00 non-refundable registration fee is due at the time your child is signed up for our program. Thereafter, this registration fee must be paid annually and will be billed to you. All registration and emergency forms must be completed and on file with SRSRC prior to the start of the first day of school.

**Monthly Tuition**

	<b><u>AM Only</u></b>	<b><u>PM Only</u></b>
(5 days/week).....	\$67/89	\$156/194
(3 days/week).....	\$45/62	\$116/151
(2 days/week).....	\$34/46	\$78/106

- You may pick the days that you need on a monthly basis. *Please be sure to inform the last week of the month via email of the schedule.*
- If your child will attend both morning and afternoon session, add the appropriate fees.
- Schedules and rates are subject to change with a **thirty-day written notice**.

The current tuition rates for the program I have enrolled my child in are as follows:

Child's Name: \_\_\_\_\_

Days/AM or PM: \_\_\_\_\_

Monthly Tuition: \$ \_\_\_\_\_

- We do not offer make up days for absence due to illness, vacations, or holidays. A **30 day written notice** must be submitted to the Program Director to request change in the days of care or to discontinue enrollment from the program. Change of days is subject to availability.
- Tuition is billed the first of the month. It is due by the twentieth of each month. If payment is not received by the 20th, a late charge of \$15.00 may be assessed. Please make checks payable to SRSRC.
- If a check for tuition is returned to SRSRC, the member must pay all returned check bank charges in addition to program fees.

**Holidays**

"The Middle School Drop-in Recreation Program" does not operate on the following holidays:

- |                  |                       |
|------------------|-----------------------|
| -New Year's Day  | -Summer Break         |
| -President's Day | -Labor Day            |
| -Spring Break    | -Thanksgiving Weekend |
| -Memorial Day    | -Winter Break         |
| -Fourth of July  | -Christmas Day        |

**Withdrawal Notice**

A thirty-day written notice is required prior to discontinuing enrollment in any SRSRC program. The Club reserves the right to cancel the drop-in recreation program with 60 days notice if enrollment does not cover the costs of operating the program.

**Absences**

If your child will not need pick-up for any reason, please make sure you email [srsrcmiddle@gmail.com](mailto:srsrcmiddle@gmail.com) OR call (858) 271-6222 X104 by **12:00pm** of that day, so staff can be aware. Days will not be pro-rated for missed days of the program.

**Discipline Policy**

Our staff is well trained and expected to resolve misbehavior problems in a positive manner. Each behavior is dealt with on a case by case basis. Our staff speaks with the child, allows him/her to take a time out to think about the problem, discusses the problem/solution with the child, and then lets the child return to the activity. In more severe cases, our staff will write a Behavior Report, and contact the parents for a conference. Together, parent and SRSRC staff will work out a custom-designed behavior modification plan depending on the severity of the problem. In the event the problem still exists, the child may be suspended or expelled from the program. SRSRC does not grant refunds or credits for missed program days due to a misbehavior problem.

**Lost & Found**

SRSRC is not responsible for children's possessions that are lost or stolen. The best way to prevent loss of property is to leave valuables at home. \*Lost and Found will be maintained at the front office at SRSRC. We strongly encourage parents to label all clothing and possessions and to leave valuables at home.

**Program Attire**

Please make sure your child wears or brings tennis shoes **DAILY**, so if they choose, they can participate in all activities safely. If girls have dresses or skirts, please make sure they have shorts under. Water/swim activities may be a choice of activities offered throughout the year, on various days, and parents/guardians will be notified so children can be prepared.

**Sign In & Out**

As a non-licensed drop-in recreational program, children are free to come and go as they please. We do require all children to sign themselves in/out, noting the time of the day, for reasons of accountability.

**Supervision**

As a non-licensed drop-in recreational program, the children do not require direct monitoring or supervision. Staff will prevent unruly conduct, direct the children in proper and safe use of equipment and provide activities that are available through the day.

**Snacks**

As a non-licensed drop-in recreational program, we do not provide snacks for the children.

**Transportation**

Staff will walk the children who are registered for the AM program from the Club to a pre-arranged time and location on the Marshall Middle school campus. Staff will meet students who are registered for the PM program at a pre-arranged time and location on the Marshall Middle school campus and walk to the Club. As a non-licensed drop-in recreational program, staff is not responsible for locating children who do not arrive at the pre-arranged PM location. We do require all children to sign themselves in/out for reasons of accountability if they choose not to walk with the staff. We will walk regardless of weather so please make sure your children dress appropriately.

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**By signing below, I acknowledge that I have read and agree to follow the Marshall Middle School Policies and Procedures contained within. These Polices and Procedures are subject to change at the sole discretion of Scripps Ranch Swim & Racquet Club at any time. Please complete the blanks on this form, sign and return to Program Director.**

Parent/Guardian's Signature	Date	Child's Name	Date
Member #		Program Director's Signature	Date