



Program Handbook

What HYDRA Programs are available for my child?

The HYDRA After School Program (ASP), School Break Camp Program (SBCP), and Summer Camps Program (SCP) are childcare programs for elementary-aged and middle school-aged children. These programs were conceived from a need for parents to have quality child care given to their child(ren) while they continue to work to provide for their family.

When and where do the programs operate?

The HYDRA AS/SBC/SC Programs operate at 200 Clay Street in Hartwell. The hours of operation for the AS Program are Monday-Friday from 3:00 PM-5:45 PM & operates in conjunction with the local school calendar. The hours of operation for the SBC/SC Programs are Monday-Friday from 7:30AM-5:30PM. The SBC/SC Programs may include off-site field trips of which parents/guardians will be notified in advance.

Who can participate in the HYDRA After School, School Break Camp, & Summer Camps Programs?

Participants include any child enrolled in kindergarten (must be at least 5 years of age) through 6th grade (must not be older than 12 years of age); participants may include children enrolled in homeschool.

How is arrival and departure handled?

Children registered in the HYDRA ASP and attending South or North Hart Elementary Schools are picked up at his/her school of record by HYDRA transportation and dropped off at 200 Clay Street. Registered children attending Hartwell Elementary or Hart County Middle Schools will be dropped off at 200 Clay Street by a Hart County School bus. During School Break Camp and Summer Camp Programs, children must be dropped off at 200 Clay Street no later than 8:30AM due to possible early field trip departures.

All children attending the HYDRA ASP/SBCP/SCP are signed in by a HYDRA staff member and signed out by a parent/guardian/designated pickup authority. Identification will be required for all pick-ups until HYDRA staff members have learned everyone. If a child is picked up later than the scheduled pickup time, the parent/guardian will be charged an additional \$1 for each minute over pickup time.

How are medical emergencies and illnesses handled?

Children who are sick prior to entering HYDRA will not be admitted. If your child begins feeling ill, showing signs of sickness, or has a temperature above 100.4°, we will notify you immediately and request that you make other arrangements for the care of your child until the illness subsides. If you cannot be reached, we will notify the person designated as the Emergency Contact on the child's registration form. **Your child will need to be fever free for 24 hours before returning to HYDRA.**

If your child is exposed to someone with COVID-19, or your child or someone in your household tests positive for COVID-19, please notify our staff members, so we can take proper precautions. If someone within our facility tests positive for COVID-19, that member will NOT attend HYDRA programs until he/she is medically cleared to return.



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If your child is injured, a HYDRA staff member will assess the injury and make sure the child has the proper care. If the injury is serious, you will be notified immediately, and a HYDRA staff member will seek prompt and appropriate medical treatment, as necessary. Medication will not be dispensed by any staff member without a written medication form signed by the parent/guardian and physician, as applicable. If your child has an alternate, non-emergency medical concern, parents will be notified, and proper precautions will be taken according to our HYDRA Staff Protocols.

What is the discipline policy?

HYDRA desires to provide a pleasant and safe environment for every child in our care. The disciplining of children in HYDRA programs will be consistent and fair. All rules will be explained and maintained on a regular basis. In the event of disruptive behavior, the child will be given a warning and an appropriate time for improvement. Positive reinforcement will be utilized to help facilitate appropriate behavior. Parents will be informed of problems the child may be having in the program and will be asked for assistance with a solution. A conference will be held with the parent, child, and director should the behavior persist. If disruptive behavior continues, the parent will receive written notice of dismissal of the student from the program.

What are grounds for termination of enrollment or dismissal from a HYDRA program?

The HYDRA director may terminate an enrollment of a child from the program for parent non-payment of fees or parent's consistent failure to pick up on time. Grounds for dismissal of a child from a HYDRA program include, but are not limited to, continued disruptive or volatile behavior or language, violent or sexual misconduct, or mental or health disabilities causing an unsafe environment for that child or others, or requiring medical attention that cannot be provided by HYDRA staff members.

Security Procedures

Drop off/Pick up - Registered HYDRA Program participants will be dropped off and picked up at the main recreation department door on the playground side of the 200 Clay St. building. There is a YELLOW safety line painted down the middle of the main parking lot in the dropoff/pickup area. When entering this parking lot during HYDRA Program hours, please park on the road side of the parking lot and DO NOT drive past the YELLOW safety line. Our children utilize the space between the YELLOW line and the playground for play space and our number one goal is to keep our children safe.

Sign In - HYDRA staff members are responsible for signing in all children as they arrive.

Sign Out - All parents, or parent authorized pickup persons, are to sign out their child daily. This is verification that you now have responsibility for your child.

Employees - All employees require a background check prior to coming on staff with HYDRA.

Visitors - All adults are to check in with a HYDRA staff member before entering the building.

Volunteers - All volunteers working with children in our programs will have a current background check completed and on file prior to volunteering to work with the HYDRA children.

Security Cameras - For added security measures, there are security cameras located throughout the HYDRA facility. Recordings from these cameras will be viewed by the proper authorities if necessary.



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Bathroom/Changing Procedures

ONLY one child is allowed in the bathroom at a time while participating in HYDRA Programs. If a multi-stalled restroom is being used by HYDRA participants, a staff member will stand at the door to monitor and assist if needed. While participating in HYDRA activities that require children to change clothes, children will be expected to change one at a time in a single stall area with a proper privacy wall.

Personal Property

Every child will be assigned a hook on which to place their personal items. HYDRA staff members will not be responsible for any items damaged or stolen. For the safety and security of HYDRA staff members and children, HYDRA employees reserve the right to search personal belongings at any time. We do ask that all items be taken home at the end of each day.

Please label all belongings with your child's name

Technology

Personal devices are NOT permitted in HYDRA Programs. HYDRA does have technology for the children to use while in registered HYDRA programs. We understand that children are allowed to have devices at school and may have them in their bookbags when attending our After School Program. All devices must remain in the child's bookbag for the entire time he/she is at HYDRA. If devices are out at any point during these programs, the device will be taken from the child and returned to the parent upon pickup. A conference will be held with the parent, child, and director should the problem persist. Should a child need to contact a parent while attending a HYDRA Program, each of our staff members have a cell phone on their person and we have a landline to use for emergency purposes.

Homework

HYDRA staff members aim to ensure your child completes his/her homework while attending the HYDRA After School Program. If there are subject areas of concern, please let us know, so we can focus more on those areas. Your child's homework remains your child's responsibility, so if you notice your child is not completing assignments given by his/her teacher, please bring it to our attention. We also try to complete a timed reading session each day, so your child can complete his/her reading log.

Absences

If your child is absent from school, or not attending a registered program for any reason, please notify our director, Mindy Wise at (678) 925-7997 or hartwellhydra@gmail.com in advance.

Snacks



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Every child is provided with a snack and drink at our AS/SBC/SC Programs. Our SBC/SC Programs also include breakfast and lunch. If your child has dietary restrictions, please notify the director. The snack and meals are included in your tuition cost. Snacks and meals may be brought from home, but only eaten during assigned snack/mealtimes in our programs. Please provide a reusable water bottle for your child to leave at HYDRA for your child's continued use. Please DO NOT send glass containers of any kind.

Program Pricing

All fees must be paid prior to your child attending our programs. Invoices are sent out the week prior to the services starting the following Monday unless an alternate payment plan is arranged between the parent and HYDRA director. If payment is not received by the program start date, your child, or children, will not be allowed to return until the balance is paid in full. Parents/Guardians will be held liable for all weeks a child is registered for Summer Camps, regardless of plans being changed by a parent/guardian.

- **Registration Fee**
\$20.00 (one-time fee for all programs within the same school year)
- **After School Program Rates**
\$50.00 per week per child & \$40.00 per week for 2nd sibling
- **School Break Camp Program Rates**
\$100.00 per week per child or \$30.00 per single day per child
- **Summer Camps Program Rates**
\$125.00 per week per child

LIABILITY RELEASE

I give permission for my child to attend and participate in activities sponsored by HYDRA via the After School, School Break Camp, or Summer Camps Programs. I agree, if I cannot be reached in a medical emergency, the HYDRA staff has permission to seek medical treatment from a licensed facility and physician under the provision of the Medical Practice Act. I have agreed to the policy and fee statement and agree to comply. The undersigned does also give permission for the child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities sponsored by HYDRA of Hart County, Inc.



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PARENT CONTRACT

I have received and read the HYDRA Programs Handbook and I fully understand the methods of operations and the expectations of HYDRA. I understand that in the interest of my child's safety, I, or those authorized to pick-up my child, may be required to provide a photo I.D.

Child's Printed Name, first and last

Date

Parent's Printed Name, first and last

Parent's Signature