



**AFTER SCHOOL PROGRAM  
FULL DAY CHILD CARE PROGRAM  
Family Handbook  
2025—2026**



DG Cooley Upper Campus  
34 Westwood Road  
Berryville, VA 22611  
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The Mission of Clarke County Parks and Recreation is to  
provide quality recreational opportunities and facilities for our local community.



## Child Care Program Family Handbook

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Our Child Care Program is a state licensed program offered to give children the opportunity to participate in organized, recreational, fun-filled activities throughout the school year.

The objectives of the program are:

- 1) Provide a safe, healthy environment
- 2) Develop age appropriate recreational activities in sports, nature, music, arts and crafts, supervised free play, games and academic time.
- 3) Assist participants in the development of social and physical skills.

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# GENERAL INFORMATION

Program staff are required by law to report any suspicion of child abuse, neglect or molestation to Child Protective Services. No notice is required to parents/guardians.

## Emergency Pick-Up

Two emergency contacts other than parent/guardian must be listed on each child's registration form. Emergency contacts must be within a 15-mile radius of the program. One of these emergency contacts will be contacted if a parent/guardian can not be reached to pick up child/ren in the event of an emergency.

If a child is not picked up within 10 minutes of the close of the program and a parent/guardian can not be reached, emergency contacts will be contacted to pick children up.

## Licensing

Virginia Department of Education Office of Child Care Health and Safety sets standards for licensed child day centers. Our Full Day Child Care & After School Program are state licensed programs and meet or exceed the standards. [www.doe.virginia.gov](http://www.doe.virginia.gov)

All staff meet the requirements for experience and education in accordance with the minimum child care standards set forth by the Commonwealth of Virginia.

Keep all  
contact  
information up  
to date.

## Management and Administration

The program is administered by the Clarke County Parks & Recreation Department and located at DG Cooley Elementary School Upper Campus.

Staff supervision, daily program operation, and licensing oversight is the responsibility of the Childcare Specialist with assistance from the Assistant Child Care Specialist. Our Assistant Child Care Specialist, Child Care Leaders and Child Care Aides work directly with the children each day.



# REGISTRATION

**Walk-in registration is required. Parent/Guardian must register their child at the Clarke County Parks & Recreation Center. Prior to walk in registration each family must create and account in our Rec desk software system.**

**<https://clarke.recdesk.com>**

**Allow two week days (M-F) to process your child's registration.**

**At the time of registration, you must bring:**

- (1) Completed Registration Forms
- (2) The Child's Original Birth Certificate for CCPR staff to view and record. (First Time Participant)
- (3) A copy of the Child's Immunization Records. (First Time Participant)
- (4) A copy of the Child's School Physical Examination. (First Time Participant)
- (5) Photograph Release Form
- (6) Authorization to Release Information Form: Gives Clarke County School Officials permission to release information in regards to the participant's whereabouts to Clarke County Parks & Recreation Licensed Child Care Staff.

**Registration will not be accepted without the required documentation.**

This program follows the Clarke County Public School Calendar and is subject to change.

## Hours of Operation

Our State Licensed Child Care programs follow the Clarke County Public Schools Calendar and are subject to change.

### After School Program:

1. Ages: Kindergarten-5th Grade
2. 3:00PM-6:00PM (Monday-Friday) on regular school days.
3. Inclement Weather No School: Closed
4. Inclement Weather Early Release: Opens when the school releases but **closes at 4:00PM. (Late pick up fees will be applied if your child is not picked up by 4:00PM)**

### Full Day Child Care:

1. Ages: Kindergarten – 5<sup>th</sup> Grade
2. 7:30AM – 6:00PM - Various Days (during the School Year) see payment contract
3. Registration in advance required: **Full Day Child Care must meet minimum enrollment requirements or will be canceled two weeks in advance of the program date.** \$30 per day/per child.

Wear athletic shoes and bring a packed lunch. This program follows the Clarke County Public School Calendar and is subject to change. This program is subject to change based on staffing availability.

# REGISTRATION

## Fee/Charges

1. Upon registration, a non-refundable registration fee of **\$35.00** will be assessed along with the first full month's tuition. One time registration fee charged if enrolling in both The After School Program and Full Day Childcare Program for the 2025-2026 school year. The monthly program fee for The After School Program is due on the **20th of the month** for the following month's tuition. The monthly program fee for Full Day Child Care is due on the **15th of the month** for the following month.
2. Several options are available to make payment each month: After initial walk in registration-future installment payments can be paid online by logging into your Rec Desk account. Payment can also be made at the front desk of the Clarke County Recreation Center during Recreation Center hours or by phone using a credit card. (540)955-5140. You will find a fee schedule on page 7.
3. A late fee of **\$25.00 per family** will be applied for fees paid **after the 20th of each month**.
4. If the fees are not received before the start of the next billing cycle, the participant may not attend the program and their slot will be released.
5. Children who are enrolled after the first of the month pay a prorated fee which is adjusted in accordance with the number of days they are registered for that month.
6. A custodial parent or guardian shall be admitted to any child day program required by 22.1-289.054 of the Code of Virginia. Such rights or admission apply only while the child is enrolled in the child day program.
7. Fees remain the same no matter how many days each week the child attends during a given month.
8. A \$25.00 fee will be charged for returned checks. After the first returned check, payments will only be accepted by cash, money order or credit card.
9. It is the responsibility of the parent to notify the child's school of their participation in the After School Child Care Program.
10. **Withdrawal:** The parent/guardian must notify the Childcare Specialist in writing two weeks prior to their child's final attendance. The disenrollment letter must have the participant's name and the last day of attendance listed. Until the disenrollment letter is received the participant's family is accountable for all fees associated with the Child Care Program. Monthly program fees are refunded on a prorated basis if administrative staff are **notified in writing at least 2 weeks prior to the participant departing the program**.



### **Daily Routine**

1. A copy of the monthly/daily schedule will be made available to the parent/guardian.
2. When the children arrive at the Program, there will be a brief time of transition from school/home. Upon arrival the children will wash hands.
3. Children will participate in a number of recreational activities in sports, nature, music, arts and crafts, academics and supervised free play and games. Each afternoon the children also have a chance to work on his/her homework.
4. Weather permitting, the children will go outside everyday. Children are required to wear their hat, gloves, and coat if necessary.
5. Athletic shoes are required each day! Please pack athletic shoes if other shoes are worn to school.

### **MEALS**

#### **After School Program**

A nutritious PM snack will be provided each afternoon when the children arrive to the After School Program, in accordance with the minimum child care standards set forth by the Commonwealth of Virginia. Our snack menu is posted for you to view.

#### **Full Day Child Care Program**

Children participating in full day child care must bring a **packed lunch**. Lunches must be labeled with child's name and date each day. Please understand that the program has no facility for heating or refrigerating food so lunches must be cold or packed in thermoses. A nutritious AM and PM snack is provided.



# Payment Schedule

## After School Program for 2024/2025 School Year

| Date:     | Day: | Age:        | Time: | Fee:  | Payment Due Date: |
|-----------|------|-------------|-------|-------|-------------------|
| August    | M-F  | K-5th Grade | 3-6PM | \$135 | Upon Registration |
| September | M-F  | K-5th Grade | 3-6PM | \$300 | 8/20              |
| October   | M-F  | K-5th Grade | 3-6PM | \$315 | 9/20              |
| November  | M-F  | K-5th Grade | 3-6PM | \$225 | 10/20             |
| December  | M-F  | K-5th Grade | 3-6PM | \$225 | 11/20             |
| January   | M-F  | K-5th Grade | 3-6PM | \$270 | 12/20             |
| February  | M-F  | K-5th Grade | 3-6PM | \$270 | 1/20              |
| March     | M-F  | K-5th Grade | 3-6PM | \$285 | 2/20              |
| April     | M-F  | K-5th Grade | 3-6PM | \$270 | 3/20              |
| May       | M-F  | K-5th Grade | 3-6PM | \$285 | 4/20              |
| June      | M-F  | K-5th Grade | 3-6PM | \$45  | 5/20              |

\$35 Registration Fee per child upon Registration

See attached payment contract for more details in reference to the After School Program schedule.

### Full Day Child Care 2025/2026 School Year

The fee is \$30.00 per day/per child for Full Day Child Care. See attached payment contract for more details in reference to the Full Day Child Care schedule. Must meet minimum enrollment requirements or will be canceled two weeks in advance of the program date.

## Attire

**Athletic shoes** are required each day!  
Please pack athletic shoes if other shoes are worn to school.

## What to Bring

Parents/Guardians are asked to provide a **water bottle** for their child's daily use and make sure that it is clearly marked with your child's name. Children must bring a **packed lunch each day**, if participating in the Full Day Child Care Program, please understand that the program has no facility for heating or refrigerating food so lunches must be cold or packed in thermoses.

## Children's Belongings

Children should not bring personal play items from home including but not limited to : stuffed animals, action figures, dolls, electronic devices, and cell phones.

Clarke County Parks and Recreation Department is not responsible for any lost or stolen articles. Children are asked to bring their belongings in a self-contained backpack or duffel bag, clearly marked with their name.

Each child will store personal belongings in a locker/basket that is provided.

**Typical Staff to child ratios are 1 to 15.**

# Participant Accountability

## Participant Accountability

- Program staff will take attendance throughout the day on a regular basis.
- The parent/guardian must, (540)955-5145 / mseals@clarkecounty.gov call/email, by 2:00PM to report your child's absence from the program for the day. Your child's school does not notify us to let us know if your child is absent from school, taking the bus home or a car rider.
- We ask the parent/guardian to let us know in writing if your child's schedule changes. (Example: Not here every Friday, Staying at school for Chorus)
- See all details related to drop off / pick up procedures page 9.
- A child may not leave the program until a licensed child care staff member has signed them out of the program. The staff member will watch the child walk to the vehicle. (See page 9)
- A licensed child care staff member will sign the child in or out of the program each day and may ask for you to show identification until we get to know you.

## Authorized to Pick Up

Parents/Guardian must provide **in writing** information regarding who will pick their child up if it is not someone they have specified on the registration form. If an adult comes to pick up the participant without prior written consent, the parent/guardian will be contacted before the participant will be released.

## Confidentiality

Staff may not discuss a participant with anyone except the participant's immediate family and appropriate personnel. The staff may not give out personal information on any participant without written consent from parents/guardian.



## ***DROP OFF and PICK UP***

### **AM Drop Off for Full Day Child Care Programs:**

Staff members will be at the facility entrance each day from 7:30AM-8:30AM. All participants must arrive by 8:30AM.

Enter the car rider entrance loop off of Business Route 7. Once your vehicle reaches the sidewalk area with the canopy, have your child exit your vehicle with his/her belongings and enter the building. Staff will make a visual inspection of the child for signs of illness, such as flushed cheeks, rapid breathing, difficulty breathing or fatigue. A staff member will sign the child into the program and escort them to the room. Children will wash their hands upon arrival.

**If you need to pick up your child between the hours of 8:30AM-3:30PM, please let us know in advance.**

We do not have a staff member stationed at the front entrance between 8:30AM-3:30PM. If you arrive between 8:30AM-3:30PM to pick up your child, please call (540)955-5145 and a CCPR staff member will assist you.

### **PM Pick Up:**

Staff will be stationed at the facility door at the end of the day from 3:30PM-6:00PM. All participants must be picked up by 6:00PM

Enter the car rider entrance loop off of Business Route 7. Once your vehicle reaches the sidewalk area with the canopy, a CCPR staff member will identify who you are picking up. We will ask to see your photo ID...until we get to know you. A staff member will directly supervise children while exiting the facility and getting into vehicles. The staff member will sign the child out of the program. Children may not leave the facility until a parent/guardian arrives to pick them up.

# Policies & Procedures

## Late Pick-Up Fee

Parents must pick up their participant up by 6:00PM. A \$15-per-child late pick-up fee will be assessed for every 15-minute time period after 6:00pm. For example, late fees will be assessed as of 6:01pm. If the child is picked up any time between 6:01pm and 6:15pm, the fee will be \$15 per child. If pickup is between 6:16pm and 6:30pm, the fee is \$30 per child. Parents who are frequently late may be asked to seek an alternate program. This fee is due within 48 hours and must be paid at the Recreation Center.

If the parent/guardian has not contacted the licensed child care program within (10) minutes past the ending time, staff will begin contacting the emergency person listed on the child's registration form.

## Lost or Missing

If a participant is lost or missing the parent/guardian will be notified within thirty minutes. Staff will initiate search procedures.

The local Sheriff's Department, Parks and Recreation administrative staff and the State Licensing office will be notified for assistance.

## Emergency Preparedness Plan

State Licensing requires that we perform monthly evacuation drills, Lock-down drills annually and Shelter In Place drills twice a year. Our Emergency preparedness plan is available for you to view upon request.

## Bus Rules

*Participants will only be transported in Clarke County Parks & Recreation vehicles, Clarke County School bus or charter bus.*

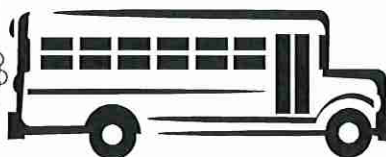
*Children are required to wear seat belts with the exception of school buses that do not come equipped.*

*When loading and unloading vehicles, Staff will directly supervise them.*

*Participants are to follow our behavioral expectations while in vehicles and on field trips. Failure to do so may result in the loss of their field trip privileges.*

## Code Red Weather Days

Code Red days will be monitored by the staff. On these days, children will limit their time outdoors. If outside during very hot and humid days, staff will encourage participants to drink plenty of water and will facilitate only passive, low-aerobic activities.





# Health & Emergencies

## Daily Health Check

Each child has a daily health check upon arrival at the program. If the staff feels the child is not well, or has a fever, recurring vomiting or diarrhea, the parent/guardian will be asked to take the child home. To allow a child to attend, while sick or before complete recovery is individually harmful and exposes the entire group to the risk of infection.

## Immunizations

Each child is required to have the immunizations and vaccinations appropriate for a child their age before acceptance into the program. (A child may be exempt from the immunization, if the parents submits a "Certificate of Exemption")

### ILL Children

If a child becomes ill while at the program, the parent will be immediately contacted.

If the parent is not available, an emergency contact person will be called. Children will be cared for in the office until they are picked up.

## Communicable Diseases

State licensing requires that Child Care Centers comply with or exceed the following criteria in order to maintain the highest standard of health possible in a child care setting. Please do not send your child with any of the following conditions:

- A temperature of 100.4 degrees or higher
  - Cough, Shortness of breath
  - Unexplained rash
  - Diarrhea or Vomiting
  - Conjunctivitis (Pink Eye)
  - Flu-like or severe cold symptoms
  - Any potentially contagious conditions
  - A Communicable disease
- A. This is not an all inclusive list. If any of these symptoms become apparent while your child is in our care, you will be called to pick up your child as quickly as possible.
- B. Your child may then return only after being **symptoms and fever free without the aid of medication for 24 hours.**
- C. Parents are required to notify staff within 24 hours if anyone in the household has been diagnosed with a communicable disease. Prior to returning, parents must provide a physician's certification that the condition is no longer contagious.

## Injured Children

In the event that your child is injured, first aid will be administered and an accident report will be completed. When you arrive to pick up your child we ask that the parent/guardian read and sign the report. A copy will be provided to the parent upon request.

If an injury requires medical attention you will immediately be notified to pick up your child. If the injury requires calling 911, you will be notified to meet a staff member and your child at the hospital. (Winchester Medical Center)

## Medications

Only prescription medication will be given to a child, unless the child's doctor has prescribed an over-the-counter medication which will require the doctor to **complete a Medication Authorization Form**. (Form provided by the Child Care Specialist and are available at the front desk at the Recreation Center)

All medication that is used more than ten days **MUST** have a doctor's signature and a Completed Medication Authorization Form.

### Definitions:

**Short Term Medication:** Any medication that is needed for 10 days or less.

**Long Term Medication:** Any medication that is used longer than 10 days.

Short Term Medication can be given without a doctor's signature as long as it meets the requirements below, the Medication Authorization Form still needs to be completed by the parent/guardian.

If a parent is sending medication with a child, it must be in its original container from the pharmacist. This container must have its direction label attached. The following information must accompany medication.

- 1) Child's First and Last Name
- 2) Name of the Medication
- 3) Administering Time
- 4) Dosage Required
- 5) Expiration
- 6) Description of side effects and adverse reactions.



**Contact Melinda Seals, Childcare Specialist at time of registration to work out all details in reference to medication. This will allow time for the medication forms that will need to be completed by the prescribing doctor to be emailed directly to you.**



# Discipline & Expectations

The following details the expectations of the participants and their families when enrolled in our Licensed Child Care Programs.

## Participant Expectations

- 1) Participants must be able to function responsibly and successfully in a relaxed setting with 1:12-1:15 staff/child ratio.
- 2) Participants must demonstrate respect for the program facility, equipment, staff, other children and all individuals associated with the program.
- 3) Participants must be able to interact positively with other children during a variety of activities.
- 4) The following is defined as unacceptable behavior: excessive lying, stealing, cursing, physical/verbal abuse, destruction of property and/or on-going lack of self-control. If such behavior occurs, the discipline policies that follow later in this document will be used.
- 5) If any of the behaviors mentioned above deems a possible threat to the program participant, other participants, or program staff the child is subject to immediate removal.
- 6) All participants are expected and required to be toilet trained. This program is not equipped to handle such situations.

## Parent Expectations

- 1) Parents must be honest, candid and thorough in the way that they represent their child to this program. It is not in the child's best interest if the staff are not fully informed of any special needs or considerations.
- 2) In the event that a participant has difficulty effectively interacting in the program, parents are expected to fully cooperate with program staff and when applicable with school personnel to define a corrective course of action.
- 3) Parents are expected to keep program staff informed of significant events in children's lives such as divorce, re-marriage, family illness or death, etc. Staff are instructed to respect confidentiality and want to respond most effectively to children's needs.
- 4) Parents are expected to keep program staff fully informed of changes in address, telephone, work and emergency contacts.
- 5) Parents are expected to maintain open lines of communication with program staff. Concerns and complaints as well as compliments are welcome.
- 6) Parents are expected to pay all fees promptly and follow all policies and procedures established by the Licensed Child Care Programs.

# Discipline & Consequences

## Steps of Disciplinary Action

- 1) If a participant displays inappropriate behavior, the program staff will give a verbal warning to the participant and re-emphasizes rule. The parents/legal guardians are informed verbally of the misconduct.
- 2) If the inappropriate behavior continues, the program staff gives age appropriate time out. If the misconduct continues the program staff writes an incident report and informs parent. The parent/legal guardian and program staff, together with the participant, develops strategies to improve behavior. If a 2nd report is necessary, the leader should inform the parent/legal guardian that if behavior does not improve a 3rd incident report may lead to short term suspension or termination from the program.
- 3) If inappropriate behavior continues resulting in a 3rd incident report, the Child Care Specialist will inform the parent. The Child Care Specialist will determine the appropriate action. If a suspension from the program is appropriate, the parents/legal guardian will be given 48 hours to find alternative child care unless the behavior warrants immediate dismissal.
- 4) The program staff is pledged to make every effort to maintain a participant in the program. Only after all procedures have failed on the part of the administration, staff and parents and with just cause will dismissal be considered.

## Reasons for immediate dismissal include:

- 1) Failure to pay tuition as required
- 2) Breach of policies and procedures
- 3) Falsification of registration information
- 4) If participant causes a threat to the safety of other participants or staff of the program.
- 5) Destruction of school or park property
- 6) Possession of a weapon

## Records/Reports

- 1) Records and reports on children are maintained and made accessible for two years after termination of services (8VAC 20-780-50-B)





## Afterschool Program 2025-2026 School Year Payment Schedule Acknowledgment

| One Time Registration Fee \$35/Per Child<br>for the 2025-2026 School Year | Due Dates         | Amount Due | Holidays<br>Closed                                      |
|---|-------------------|------------|---|
| August 19 – August 29   | Upon Registration | \$135.00   | X   |
| September 1 – September 30  | August 20         | \$300.00   | September 1   |
| October 1 – October 31  | September 20      | \$315.00   | X   |
| November 3 – November 28  | October 20        | \$225.00   | November 4<br>November 26<br>November 27<br>November 28 |
| December 1 – December 19  | November 20       | \$225.00   | December 22-December 31                                 |
| January 1 – January 31  | December 20       | \$270.00   | January 1<br>January 2<br>January 19                    |
| February 2 – February 27  | January 20        | \$270.00   | February 16   |
| March 2 – March 31  | February 20       | \$285.00   | March 30 & 31   |
| April 1 – April 30  | March 20          | \$270.00   | April 1-3 & April 6                                     |
| May 1 – May 29  | April 20          | \$285.00   | May 1<br>May 25   |
| June 1 – June 3   | May 20            | \$45.00    | X   |

### After School Program Schedule:

**Ages: Kindergarten – 5<sup>th</sup> Grade**

- After School Hours: 3:00PM – 6:00PM (Monday-Friday)
- 2 Hour Early Release Days: 1:00PM – 6:00PM
- Inclement Weather No School: Closed
- Inclement Weather Early Release: Opens when the school releases but **Closes at 4PM**  
(Late pick up fees will be applied if your child is not picked up by 4:00PM)

**At the time of After School registration your child is registered for the 2025-2026 school year. A two week written notice is required to withdraw from the program.**

This program follows the Clarke County Public School Calendar and is subject to change.

**Allow two week days (M-F) to process your registration.**

**First month tuition plus \$35 non-refundable registration fee is due upon registration. If your child is enrolled in the Full Day Child Care Program for the 2025-2026 school year the registration fee is satisfied. Fees are paid monthly.**

I acknowledge that I have received and read the payment schedule for 2025-2026 After School Program. Payments are due the 20<sup>th</sup> of each month for the following month. See the detailed payment schedule for amounts due each month. I further acknowledge there will be a late fee for payments made after the 20<sup>th</sup> of each month. A late fee of \$25.00 per family will be applied for fees paid after the 20<sup>th</sup> of each month.

**Customer Copy**



## Full Day Child Care Program 2025-2026 School Year Payment Schedule Acknowledgement

| Full Day Care Offered<br>One Time Registration<br>Fee \$35/Per Child | Parent/Guardian<br>Initial below beside the days you are<br>absolutely sure your child will attend. | Amount Due | Due Dates         |
|--|---|------------|-------------------|
| September 19   |   | \$30.00    | Upon Registration |
| October 10   |   | \$30.00    | 9/15              |
| October 27   |   | \$30.00    | 9/15              |
| November 3   |   | \$30.00    | 10/15             |
| January 16   |   | \$30.00    | 12/15             |
| February 6   |   | \$30.00    | 1/15              |
| March 27   |   | \$30.00    | 2/15              |

A \$35 non-refundable registration fee is due upon registration along with any full days during the first month care is needed. If your child is enrolled in the After School Program for the 2025-2026 school year the registration fee is satisfied. Fees are paid monthly.

Your child will be registered for Full Day Child Care for all of the days that you initial beside for the 2025-2026 school year. **Put your initials only beside the days that you are absolutely sure your child will attend. By placing your initials this commits you to a spot and also makes you responsible for payment attended or not.**

### Full Day Child Care Schedule:

Ages: Kindergarten – 5<sup>th</sup> Grade

- Full Day Child Care Hours: 7:30AM – 6:00PM - Various Days (2025-2026 School Year)
- Registration in advance required: **Full Day Child Care must meet minimum enrollment requirements or will be canceled two weeks in advance of the program date.**
- \$30 per day/per child.
- Wear athletic shoes and bring a packed lunch.

This program follows the Clarke County Public School Calendar and is subject to change.

**Allow two week days (M-F) to process your registration.**

This program is subject to change based on staffing availability.

**Customer Copy**