



Summer Program  
2025

# DELL RAPIDS COMMUNITY HAVEN

## BEFORE SCHOOL, AFTER SCHOOL, AND SUMMER PROGRAMS

### INTRODUCTION

Welcome to the Dell Rapids Community Haven Before School, After School, and Summer Programs! These programs are organized to provide supervision for students in kindergarten through seventh grade (ages 5-12yrs). Haven operates under the Haven Board of Advisors and the Dell Rapids Public School District with additional support provided by the City of Dell Rapids.

Haven offers a variety of activities for students to participate in, including Academics (Homework Help and Computers), Enrichment Activities (Creating Character, Team Building, and Multicultural), and Recreation (Arts, Crafts, Board Games, Community Service Projects, Field Trips, Gaming Stations, Indoor Games, Music, Nutrition, Outdoor Games, Special Events, Sports, and Visitors).

The Before School Program is in operation each public school day starting at 6:45am; the After School Program runs until 6:00 pm; and the Summer Program operates Monday-Friday from 6:45 am-6:00 pm. The Summer Program also includes weekly Field Trips and the daily Summer Recreation Program.

### MISSION STATEMENT

The Dell Rapids Community Haven exists because no child should have to be home alone.

### VISION

It is the vision of the Dell Rapids Community Haven to be the out-of-school time care provider of choice in the Dell Rapids community, delivering high quality child care and enrichment for children while demonstrating strong leadership and fiscal accountability to its community partners, contributors, and families. Haven provides a safe, flexible, fun, creative, educational, and enriching place for children, growing and changing to meet the changing needs of families calling Dell Rapids their home.

### OBJECTIVES

- \*To provide a safe, supervised, and positive environment for students in the Dell Rapids school district during out-of-school time hours.
- \*To provide for children's basic physical needs, such as food and shelter, and their need for physical release, with involvement in supervised games.
- \*To provide for children's emotional needs, by providing a safe haven during the hours they are away from their parents and outside the protective environment of the schools.
- \*To provide for children's intellectual needs by providing tutor services, computer access, and a variety of stimulating cultural and recreational programs.

### TUITION ASSISTANCE

\*The Department of Social Services offers tuition assistance to those families who qualify. As a licensed child-care provider, Haven participants may be eligible for this program. Applications are available at Haven or by contacting Child Care Services at 1-800-227-3020. Additional information can be found on the CCS website at <http://dss.sd.gov/childcare/childcareassistance/>

\*Reduced tuition rates may be available for those who qualify for free or reduced lunch through the schools. To receive reduced fees, a parent/guardian must first apply for State Child Care Assistance through the Dept. of Social Services. If you do not qualify for State Child Care Assistance, you must show proof of non-qualification, AND provide proof of free/reduced school lunch status.

\*Additional tuition assistance may also be available through an application process.

\*Please see the Haven Program Director for detailed information.

### LOCATION

The Before School, After School, and Summer programs are located at River Community Church at 613 State Ave.

## **CONTACT US**

The Dell Rapids Community Haven can be contacted by the following:

Phone Number: 605-366-8612

Mailing Address: Dell Rapids Community Haven, Dell Rapids Schools  
1216 North Garfield Avenue, Dell Rapids, SD 57022

E-mail Address: [drcommunityhaven@gmail.com](mailto:drcommunityhaven@gmail.com)

Facebook Page: <https://www.facebook.com/drcommunityhaven/>

## **WHAT DOES IT TAKE TO PARTICIPATE?**

The following forms must be returned to Haven to enroll each student: Enrollment Form, Parent Contract, Behavior Guidelines, Waiver of Liability, and agreement of the Policies and Procedures.

Payment of a \$20 one-time non-refundable registration fee per child

- Payable upon the **first time** of enrollment in Haven programming

Payment of the summer activity fee. This amount is payable at time of registration and is non-refundable.

- \$100 summer activity fee per child for full and part time enrollees
- \$30 summer activity fee per child for drop-in enrollees
  - Drop-in enrollees will pay an additional field trip fee if they attend Haven on a field trip day
- \$15 summer activity fee per child for Summer Rec enrollees

Summer activity fee will be reduced by 50% for those who qualify for free or reduced tuition rates

Summer activity fee covers field trip fees, project material costs and a t-shirt for each child enrolled

There is a \$10 late registration fee for any child enrolled after May 1<sup>st</sup>.

## **MENTOR PROGRAM**

The Haven Youth Mentor Program is designed to promote and enhance self-confidence, leadership, and maturity. Youth Mentors will assist students during activities, assist staff with the daily duties, and be a positive role model to children in the Haven programs. Youth mentors will work under the direct guidance of the Haven Director, Program Coordinator, and Site Assistants and will be counted as students in our ratios. You must be going into 6<sup>th</sup> or 7<sup>th</sup> grade to apply to be a Youth Mentor.

Students must apply to become a youth mentor by completing a youth mentor application and submitting a letter of recommendation from a teacher. Students will then meet with the Haven Director to discuss the expectations for being a Youth Mentor.

Parents will pay the full tuition amount for their student. However, the student has the ability to earn part of their tuition back at the end of the summer by meeting weekly goals and expectations. These weekly goals and expectations will be tailored to each child's strengths and abilities. Full-time mentors can earn up to \$45 back each week and part-time mentors can earn up to \$35 back each week. The amount earned will be given to the mentors at the end of the summer in the form of a gift card or tuition credit (parent choice).

# DELL RAPIDS COMMUNITY HAVEN ENROLLMENT FORM

CHILD'S NAME	GRADE (going into)	SCHOOL	AGE	DATE OF BIRTH	GENDER
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Allergies and other medical conditions (i.e. asthma, epilepsy, physical limitations, etc.):

\_\_\_\_\_

Additional information (special needs or instruction, fears, religious or cultural observances, etc.):

\_\_\_\_\_

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Parent/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to Child(ren): \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Place of Work and City: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Schedule: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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Parent/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to Child(ren): \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Place of Work and City: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Schedule: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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Please list the **name**, **age** and **relationship** of other members in the household (including adults and children):

\_\_\_\_\_

\_\_\_\_\_

EMERGENCY CONTACTS: In case of emergency or illness, parents/guardians will be contacted immediately. Please provide at least **2 OTHER contacts that would be available during programming hours**. These persons will also be authorized to pick up your child(ren) at any time (you do not need to list them again as authorization pick-up).

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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AUTHORIZATION OF PICK UP: Please list any additional persons authorized to pick up your child(ren). Those previously listed as "parent/guardian" or "emergency contact" do not need to be listed again. **Haven staff must be notified if someone other than the parent/guardian will be picking up your child.**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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PUBLICITY PERMISSION: Please check the appropriate item. \_\_\_\_\_ I DO \_\_\_\_\_ I DO NOT give permission for my child(ren) to appear in any media coverage (newspaper, television, Haven web page etc.) approved by the Dell Rapids Community Haven.

SHARING OF INFORMATION: Haven follows a strict confidentiality policy. We will not share information about your child or family with anyone but Haven staff, board members, school personnel, or other authorities as needed. All information will be kept confidential among these parties.

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Please list any other information about your child(ren) that will be helpful to us:

\_\_\_\_\_  
\_\_\_\_\_

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I/We attest that the information listed on this application is as accurate and complete as possible. If any of the information on this form should change at any time, I will notify Haven Staff immediately.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2025 SUMMER HAVEN PARENT CONTRACT

Child(ren)'s Name: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Drop In: \_\_\_\_\_ Summer Rec Only: \_\_\_\_\_

Normal Hours in Care: \_\_\_\_\_ to \_\_\_\_\_

Normal Days in Care: M T W TH F

**The 2025 summer program is tentatively scheduled to run Tuesday, May 27<sup>th</sup> -Friday, August 15<sup>th</sup>.**

**BEGINNING DATE:** \_\_\_\_\_ **THROUGH:** \_\_\_\_\_

**Please indicate T-shirt size(s):** Child S \_\_\_ M \_\_\_ L \_\_\_ Adult S \_\_\_ M \_\_\_ L \_\_\_ XL \_\_\_

## TUITION FEES:

Payment of a \$20 one-time non-refundable registration fee per child

- Payable at the **first time** of enrollment in Haven programming

There is a \$10 late enrollment fee for any child enrolled after May 1<sup>st</sup>

\$100 summer activity fee per child for full and part time enrollees

\$30 summer activity fee per child for drop-in enrollees

- Drop-in enrollees will pay an additional field trip fee if they attend Haven on a field trip day

\$15 summer activity fee per child for Summer Rec enrollees

Summer activity fee covers field trip fees, project material costs and a t-shirt for each child enrolled

Fees are assessed weekly per child; which include breakfast, morning snack, afternoon snack, and most project materials.

If you wish to have your child participate in the Haven Lunch option, an additional \$30/week will be added to the tuition.

Full Time (4+ days per week)	\$120	\$15/day (reduced)	\$9/day (free)
Part Time (3 or less days per week)	\$84		
Drop In	\$35		
Lunch	\$30		

\*Summer activity fee will be reduced 50% for those who qualify for free or reduced tuition rates or childcare assistance

\*Reduced Rates & Tuition Assistance may be available for qualifying families, please ask the Haven Program Director for detailed information

\*Weekly tuition for reduced/free qualified families will be calculated based on the days noted on the parent contract

\*Tuition Fees are paid weekly in advance - due on Friday at 6pm of the week before

\*PLEASE MAKE CHECKS PAYABLE TO THE **DELL RAPIDS SCHOOL DISTRICT**

\*Parents must notify Haven Staff if their child(ren) will not attend program or will arrive late on a regularly scheduled day

\*Haven will accept drop-ins if space is available, please notify Haven staff as soon as possible to make appropriate arrangements

\*Please review our policies and procedures handbook for further information regarding all aspects of our programming

If you wish to withdraw your child(ren) from Haven, a two-week notice must be given to the Director, in which payment is still necessary.

I/We understand and agree to the conditions of this contract agreement. Any changes in this agreement must be approved and agreed upon by both parties (parent/guardian and Haven staff).

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# DELL RAPIDS COMMUNITY HAVEN BEHAVIOR GUIDELINES

**PARENTS: Please read the following rules and guidelines with your child, sign, and return.**

## 1. RESPECT

- We will treat others with respect. No hitting, kicking, fighting, spitting, or name-calling.
- We will use appropriate language, volume of voice, and proper turn.
- We will take proper care of the equipment and buildings, as well as our own items. Haven is not responsible for lost or stolen items.
- We will pick up our area when done or asked by staff.
- We will stay in the designated Haven area and use designated Haven items. All other parts of the facility and other items are off limits.
- We will use designated entrances only. We will place bikes in designated bike racks.

## 2. WALK

- We will walk to and from program areas unless permission is given to do otherwise.

## 3. ASK

- We will ask staff before leaving the room or area for a drink or to use the bathroom. Only one person may be out of the room at a time.

## 4. FOLLOW DIRECTIONS

- We will cheerfully complete tasks as directed.

## 5. HAVE FUN!

- By following the rules, you ensure the safety of yourself and others.
- We want to make sure that everyone has FUN while at Haven!
- Good behavior will be rewarded with extra privileges.

STUDENT RESPONSIBILITIES: I will treat others with kindness, courtesy, and respect. I will be a good example for others, have a good attitude and show good behavior. I will help others and ask for help when I need it. I am responsible for all my actions.

STAFF RESPONSIBILITIES: I will provide a safe environment and fun and educational activities. I will model kindness, courtesy, and respect for others and good behavior. I will not tolerate any behavior that could cause physical or mental harm. I will answer any questions the parent/guardian may have about the student's performance and behavior. I will celebrate each child's achievements in learning, good behavior, and reaching goals.

## DISCIPLINE

- Discipline techniques used will offer clear-cut limits with positive guidance and direction to help your child achieve self-control and a respect for the rights of others.
- Discipline has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control.
- Children enrolled are expected to exhibit behavior that does not disrupt or interfere with activities or social interaction of other children.
- Please refer to the "Playground Safety Rules & Guidelines", "Discipline", and "Behavior Guidelines" sections of the Policies & Procedures Handbook for detailed policy information.

### **ACKNOWLEDGMENT OF BEHAVIOR GUIDELINES**

My child(ren) and I have read and understand the guidelines and consequences put forth in the Behavior Guidelines.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DELL RAPIDS COMMUNITY HAVEN WAIVER OF LIABILITY FORM

This page must be completed, signed, and returned to Haven Staff as part of the Enrollment Forms. It will be kept on file for future reference.

- **FIELD TRIPS:** Haven programming activities include field trips and enrolled children will be invited to attend. Some places we will visit will be within walking distance of the Haven site. In other instances, we will need to use a school bus or vehicle. Advance notice of field trips including dates, departure and return times, appropriate transportation, and fees will be provided. Please check the Parent Board for this information. I consent that my child(ren) has permission to attend field trips with Haven Staff and ride in a school bus or vehicle as needed. My signature will be kept on file for all Haven programming field trips. If I wish to withdraw this permission, it is my responsibility to contact the Haven Director. In most instances, ALL children attending Haven on a scheduled field trip day will be expected to participate in the outing. There WILL NOT be Haven staff available on site for those not participating in the field trip. If you do not wish for your child to attend a certain field trip, it is expected that you find alternative arrangements for care for that day.
- **RELEASE & WAIVER OF LIABILITY:** I am a parent or legal guardian of the child(ren) listed below and I expressly release and discharge the Dell Rapids Community Haven, the Dell Rapids School District, its officers, employees, volunteers, and members thereof, from any and all actions, causes of action, liability, claims and demands by reason of any property damage, bodily injury, personal injury, illness, disease, first aid treatment, or suffering which I, my family, or said child may hereafter sustain in any programming activities conducted by the Dell Rapids Community Haven. I further agree that if emergency medical care is deemed necessary, an officer or employee of said Dell Rapids Community Haven is authorized to act on my behalf in granting permission for said child to receive emergency medical treatment. I will also assume full responsibility for payment of and from this treatment.

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Name of child(ren) enrolled in the Dell Rapids Community Haven

By signing below, I attest to all statements on this page.

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Signature of Parent/Guardian

Date