

## Introduction to Wright City R-II After School Program

This program was developed to provide for a community need in the area of school-age childcare. The program is a non-profit corporation, administered by the Wright City R-II School District. The Parent Handbook is an essential part of the After School Program enrollment process as parents are required to review and sign the enrollment form to verify their understanding of the program procedures and expectations.

### Goals

The District employs a Director and staff to operate the After School Program, which provides a daily after-school program to district students on days of school attendance. Students currently enrolled in the district, grades Kindergarten through Fifth grade are eligible to enroll in the program. The After School Program provides a warm and supportive atmosphere. Students are provided a nutritious snack, as well as given time to participate in a wide array of activities.

### Policies and Procedures

Enrollment in the After School Program constitutes an agreement parents/guardians will abide by the procedures and expectations listed below:

#### Parents Expectations of the Program:

Their child/children are cared for in a safe, supportive environment.

They may visit with the Director about concerns related to the child/children or the program.

They will be informed by the Director in a timely matter about any misbehavior on the part of their child/children, in order to bring improvement to behavior.

They will be regularly informed by the Director about program activities.

#### Program Director's Expectations of the Parents:

Pay fees on time as explained in the Parent Handbook.

Keep the child's records up to date.

Pick up children on time as explained in the Parent Handbook.

Follow the health policy explained in the Parent Handbook.

Contact the Director if their child will not be attending on a scheduled day...

**MUST NOTIFY ANY CHANGES BY 2:00 PM**

Pay attention to any communications from the Director regarding the child's behavior and cooperate in efforts to bring about improvement in behavior.

**PARENTS MUST COME INTO FACILITY TO SIGN CHILD/CHILDREN OUT.**

**NO CHILDREN ALLOWED UNLESS ENROLLED IN THE AFTER SCHOOL PROGRAM AND MEET THE PROGRAM CRITERIA.**

Children's Expectations:

- To have a safe, supportive and consistent environment.
- To use all the program equipment, materials, and facilities on an equal basis.
- To receive respectful treatment.
- To have discipline that is fair.
- To receive nurturing care from staff members.

Program Director's Expectations of the Children

- Be responsible for their actions.
- Obey the school rules that guide them during the day.
- Remain with the group and childcare staff at all times.
- Take care of materials, toys, and equipment properly.
- Arrive at the After School Program promptly.

After School Program Weekly Times and Fees

East Elementary:	Monday, Tuesday, Thursday, and Friday	3:45 pm-6:00 pm
	Early Out Wednesday	2:55 pm-6:00 pm

West Elementary:	Monday, Tuesday, Thursday, and Friday	3:25 pm-6:00 pm
	Early Out Wednesday	2:35 pm-6:00 pm

Fees:

East Elementary	\$40 per child per week no matter how many days a week the child attends.
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West Elementary	\$45 per child per week no matter how many days a week the child attends.
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Billing

Tuition payments are due on Friday of each week to keep child/children in the program.

After 2 weeks of non-payment child care will be declined until payment is paid in full.

Non-sufficient fund checks are held until cash or money order is received by the After School Program to cover the amount of the check. If non-sufficient fund checks are not given prompt attention, the child will be discharged from the program.

If the entire child's required enrollment forms are not completed and returned to the Director by the day the child is scheduled to start the After School Program, the child will not be allowed to attend.

The Parent/guardian will be responsible for payment of fees starting from that day in order to reserve the enrollment spot until such times as the completed forms are returned.

**\*\* NEW FOR 2020-2021 SCHOOL YEAR:** Once enrolled into the after school program you will have the opportunity to pay your tuition payments online through the parent portal. See director for more information.

## IRS Statements

The After School Program does not provide an itemized statement for tax purposes. We suggest that you keep a record of your weekly expenses or After School Program receipts given at time of payment. We will provide you with our taxpayers identification number for the childcare expenses and it is also printed in the After School Program receipt when payment is received.

## Registration and Enrollment

Registration: The parent must complete a registration form and submit it with a non-refundable registration fee to the After School Program Director. Registered children who cannot be immediately enrolled will be placed on a waiting list and contacted as soon as an opening becomes available. **Registration fees are \$25.00 per child per school year.**

Eligibility: A child attending a Wright City R-II School, may be registered for enrollment in the program at any time. Children must be in grades K-5 to be eligible for enrollment.

Openings: When openings occur, parents of registered children are contacted for enrollment on a first come basis according to the date registration is received.

Enrollment: Parents of registered children will be contacted regarding enrollment in the program.

\*If the parents wish to enroll their child/children, the parents will be provided with a set(s) of enrollment forms. Prior to the child's first day of attendance, the parents will complete all forms and submit them to the After School Program Director.

\*Upon enrollment, the parent must make payment to the After School Program Director of a non-refundable enrollment fee. The parent must sign and return a program registration agreement.

\*Children will be allowed to attend the program only after all the forms have been completed and returned, and payments have been submitted. If the parent has not submitted completed forms after that date when the child was scheduled to start attendance, the parent will be responsible for payment of fees in order to reserve the enrollment spot until such time as the completed forms are returned.

## Enrollment Forms

The After School Program expects parents to keep enrollment forms current and up to date. Parents must provide new information to the Director regarding information on forms such as: Emergency contact persons, names, employers, phone numbers, and departure changes.

## Withdrawal from the Program

Parents wishing to withdraw their child/children from the program must provide a statement in writing at least one week to the discontinuation of attendance. Balances must be paid in full at the time of withdrawal from the program.

## Program Hours

East Elementary:	Monday, Tuesday, Thursday, and Friday	3:45 pm-6:00 pm
	Early Out Wednesday	2:55 pm-6:00 pm
West Elementary:	Monday, Tuesday, Thursday, and Friday	3:25 pm-6:00 pm
	Early Out Wednesday	2:35 pm-6:00 pm

## After Closing Time

The After School Program closes at 6:00 pm. Parents who have children that remain past 6:00 pm must pay overtime fees as follows:

LATE FEES \$1.00 PER MINUTE PER CHILD

The After School Program may be withdrawn if three late pick ups occur

## Absences

If your child will not be attending the After School Program because of scheduled appointments, vacations, or other planned absences please notify the Director in advance. If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school secretary to notify the After School Program Director. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent searching for the child may occur. If a child does not arrive at the program as intended, the Director will contact the parents. If the parents cannot be reached the, the Director will contact the child's emergency person.

## Release of Children

Parents must provide written permission to an After School Program staff member prior to releasing children to a designated alternate adult. Name of the adult and photo ID are required to pick a child up from the program.

## Scheduled and Unscheduled No- School Days and School Closing Days

Scheduled No-School Days- When there is no school, there will be no After School Program.

Unscheduled No-School Days- There will be no After School Program if school is canceled before the start of school.

Scheduled Early Dismissal Days- When school is dismissed early on a regular scheduled day, for snow or heat, the After School Program will not be in attendance.

## Distribution of Medications

Whenever a child is to be given prescription or over-the-counter medication, the parent must provide the Director with a completed, signed **Medication Authorization Form**. The medication must be provided in the original or duplicated container, or a container accompanied by the doctor's directions. The Director will keep all medication locked in a secure cabinet. If medication is to be kept at the After School Program for treatment of a chronic condition, no more than a one month supply should remain at the program at any time.

## Health and Safety Policy

If your child has known medical conditions (asthma, diabetes, seizure disorder, etc.), please be sure the Director knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the **Missouri Department of Social Services Release Form DC-11 for its use have been completed**. All medical conditions must be recorded on the child's enrollment form by the parent/guardian.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: Contagious disease, fever over 100 F, vomiting or diarrhea, accident requiring medical attention. In case of an accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Outdoor activities will be at the Director's discretion.

Every effort will be made to keep children safe and away from harm while attending the After School Program. In the event a crisis threatening the safety of a child or children occurs, the staff will take appropriate steps to address the issue(s).

## Insurance

The program provides minimal liability insurance only. Families are encouraged to carry their own insurance coverage. Many families are covered by the parents' policy at work, and/or their own private policies.

### Snacks

After School Program-Children will be served nutritious snacks in the afternoon program. Snacks are part of the school food service program.

### Child's Personal Property

Children's personal property (coats, clothing, school bags, etc.) must be cleared from the After School Program areas. Any personal property which remains after the session will be kept in a lost and found area. Although the program attempts to help children stay organized, the program cannot be responsible for lost personal property.

Children should not bring money, toys, electronics or other items not necessary for school activities to the program.

### Injury/Accidents

If your child is involved in a severe injury, or a life threatening situation, our staff will take the necessary procedures to obtain emergency medical care, and will stay with our child at all times.

These procedures include:

1. Call 911
2. Parent/guardian will be contacted
3. If a parent is unable to be reached, authorized emergency contacts will be called.

If the child is transported to the hospital by ambulance, staff will stay with your child and take whatever steps necessary to insure their safety.

Please keep us informed of any concerns so we can be aware of your child's needs. The staff would like to work as a team with parents to provide the best care for your child!

### Behavior Management

Children are expected to respect the adults in the program and to follow their directions. All rules are directed towards avoiding injury to children, staff, administrators and property. The same rules and procedures are in effect as in regular school hours.

The After School Program Rules are:

- \*Treat other students/adults with courtesy (The Golden Rule)
- \*Follow directions of adults respectfully

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- \*Keep hands and feet to self
- \*Use appropriate language (no Profanity)
- \*Settle disagreements by discussing them/take responsibility for actions.

#### Discipline and Discharge

Children are entitled to a pleasant and safe environment at the After School Program.

\*If a child receives three written behavior-related incident reports, the child will be suspended effective at the end of the day or the third report. During the first week of the suspension, the parents, and the Director and appropriate staff will meet in order to develop a written behavioral contract signed by the parent(s), student, and staff. The contract will outline the specific expectations of the written contract and consequences. Failure to adhere to the expectations of the written contract will result in termination of participation in the After School Program for the remainder of the school year.

\*If a student's behavior poses a direct and substantial threat to the health and safety of the individual child or others, the Director may, in their discretion, immediately suspend the child from the After School Program.

\*A child may be discharged if he/she is picked up late three times. As stated previously in the After School Handbook.

\*A child may be discharged for non-payment of fees as discussed previously in the After School Handbook.