

Cole Co. R-1

After School Care Program



Parent Handbook

2020 – 2021

Director: Ginger Grellner

782-3043 ext. 1803

Welcome to the After School Child Care (ASCC) program.

Program Description:

The After School Care Program is a program for children in full day Pre-school to Grade 6 and will be located in the elementary cafeteria. The program is part of the Cole R-1 School District and is subject to all relevant policies and procedures of the Principal and Superintendent. The program is funded entirely by parent payments.

Hours of Operation:

After School Care: 3:20 p.m. until 5:30 p.m. (Monday, Tuesday, Wednesday and Friday)

After School Care: 2:20 p.m. until 5:30 p.m. (Early release, and every Thursday)

Scheduled Early Release Day Care: End of school until 5:30 p.m.

*****Half days of school - We will only have After School Child care on Parent-Teacher Conference days.*****

******The AFTER SCHOOL CARE PROGRAM WILL BE CLOSED THE DAY BEFORE THANKSGIVING BREAK, CHRISTMAS BREAK, AND ALSO THE LAST DAY OF SCHOOL. *******

Childcare Fees:

**Pre School – Grade 5 = \$5.00/day

**Thursdays - \$8.00/day

**For early release days (12:20) Pre-School- Grade 5= \$10.00

A snack will be provided.

***Pre School – Grade 5 Late Pickup Fee is \$1.00 per minute late per child.

Payment Procedures and Policies:

- Payments are due by the 5th day of each month. If payment is not received by the 10th of the month, your child will be dismissed from the program. No exceptions.
- **There is no reduction in tuition for an emergency, vacation, holidays, scheduled days off or when your child is absent for any reason.**
- Payment must be made by check or money order to the Cole Co. R-1 Before and After School Care Program.
- **Failure to make payments promptly will result in an additional charge of \$10.00 per late payment.**
- **Returned checks will incur a \$25.00 bank fee.**
- In the event of a child's absence from school on the payment due date, payment can be made the following day.
- A payment statement will be sent to each family in January for tax purposes.

Non-Payment Procedures:

When payment is not received in a timely fashion, the following procedures will take place:

1. A phone call to parent requesting payment by a specific date.
2. If payment is not received, a non-payment notice will be sent home outlining the amount owed and requesting the payment in full by a specific date.
3. If the parent cannot pay the total amount due in full by the due date, they will need to contact the Program Director to discuss payment options and perhaps their child's temporary dismissal from the program.
4. If payment is still not complete and parent refused to contact the Program Director to discuss payment options, the child will no longer be able to participate in the program until the balance is paid in full.

Program Changes:

The Russellville School District reserves the right to cancel, combine, change dates, times, fees, change staff or make any other revisions in the program which may become necessary. Advance notice of changes will be provided when possible.

Program Operation:

Snow Days – If school is cancelled due to snow, the After Care Program will **NOT** be open.
Early Dismissal – If school is dismissed early due to weather conditions/emergency, the after school program will **NOT** be open. When all after school programs are cancelled, so is the After School Program.

No school/early dismissals will be announced through our district Text Caster system and on the following TV stations:

KOMU (8) KRCG (13) KMIZ (17)

The district makes every effort to decide and announce decisions to close schools before 6 a.m. Once a decision is made, a message will be sent to Cole Co. R-1 families via the school Text Caster, Facebook and local media will be notified.

*****Please note: There is no reduction in tuition if school is cancelled due to inclement weather. *****

Enrollment / Registration:

The program begins on the first day of school and ends on the last day of school. Parents will be required to complete paperwork needed for emergency contacts and other important information. All registration information is confidential and for program staff use only.

If there are individual concerns or questions regarding the policies, procedures and payment protocols, please feel free to contact Ginger Grellner, Program Director at ggrellner@coler1indians.org.

Child Absence:

If your child will not be attending the Cole R-1 After School Care because of illness, appointments, vacations, or other absences, please notify the Program Director by calling 782-3043 and leaving a message. You may also call the office at 782-4814.

In the event of an illness or absence of a child, parents are still required to maintain tuition payments at their full rate. If your child is not in the building when school is released, they may not be brought back to the program that day.

Sign-Out Procedure:

Parents or designated adults are required to pick up their child (ren) and sign them out in the **daily attendance binder** each day at the check-out area for the after school care. If the person picking up your child is not on your authorized list, please contact the Program Director prior to pick-up. No child will be released to leave with someone who refuses to show photo identification when asked. This is for your child's safety so please communicate with anyone picking up your child (ren) to bring photo identification. **Children are not allowed to sign themselves in or out.**

Late Pick-up Policy:

The Cole R-1 After School Care Program closes at 5:30 p.m. If you are unexpectedly unable to pick-up your child by 5:30 p.m., we request that you notify the after school care staff with a phone call. While this phone call to warn about tardiness is appreciated, **a late fee of \$1.00 per child for every minute that you are late will still apply for children who are not picked up by 5:30 p.m. There will be no exceptions or warnings as it makes it easier for us to apply the late policy to everyone consistently and fairly.** The school's clock will serve as the "official clock". The late pick-up fee will be due when you pick up your child. We do understand that occasionally traffic, a flat tire, or miscommunication regarding who was picking up the child will cause a delay in your pick up time. **However, if you are late for any reason, a charge will be issued.** If this becomes a frequent problem, the school reserves the right to remove or dismiss a family from the program.

Homework Policy:

We support the idea that homework is the child's responsibility and that homework habits should be developed and supported. In order to achieve this, a separate area will be provided to students. It is hoped that students who have homework will take advantage of this time to complete it so that parents may look it over when they get home. A form will be available for parents to sign stating the "do" or "do not" want their child (ren) to do homework at ASCC in the registration paperwork. The staff will be available to help with homework but will not be responsible for correcting homework or making sure that all homework tasks are completed.

Screen Time:

Movies – The director may sometimes show "G" and selected "PG" movies during the program operation. All children that view a "PG" movie must have written parental permission. A form is provided in the back of this handbook.

Electronics:

Children are not allowed to have personal electronic equipment such as, but not limited to, the following: cell phones, radios, video games, beepers, tablets, gaming systems, iPods, MP3 players and laptops during the After School Care Program. The school accepts no responsibility for loss or theft of student property.

HEALTH AND SAFETY

Emergency Procedures:

The program will follow emergency procedures set forth by the Russellville School District.

- In the event of a school evacuation, you will be notified of the location of your child.
- If your child becomes ill while here, you will be notified immediately.
- If your child received an injury while here, staff will provide the necessary first aid treatment. Parents will then receive a copy of the written injury report.
- If emergency treatment is required, local medical emergency resources will be contacted for assistance.
- Please refer to school handbook for further information.

Health and Safety Procedures:

An emergency form is part of the enrollment packet. We ask that parents provide the program with current information pertaining to the areas listed below. All information is strictly confidential.

1. Information relating to special diets and/or medications.
2. Any activities in which the child is unable to participate.
3. Any special needs of the child that may require attention by childcare provider.

4. The name and phone number of the child's physician.
5. Any medical condition (severe allergies, seizures, diabetes).
6. The names and phone numbers of at least two relatives and/or friends, who can be contacted during the programs operation hours, in the event the parents cannot be reached.
7. Current parent phone numbers (work, home, cell).

Medication Policy:

The After School Care staff cannot administer medication (including over the counter medications) to children during the program. However, children needing an inhaler may self-administer as long as we have a current parent/guardian consent form and physician's order on file.

If your child is ill or experiences any communicable disease symptoms listed below, please **DO NOT** bring them to the program:

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Unidentified skin rashes
- Head Lice

Should your child become ill while attending, a parent or designated adult will be contacted and will be asked to make arrangements for the child to be picked up in a timely manner. Basic first aid will be provided for a child who sustains a minor injury (scratches, scrape, insect bite, etc.) In the event of serious illness or injury, the parent will be notified and 911 called.

CODE OF CONDUCT

Student Expectations:

1. At all times, students will be courteous and respectful towards other students and adults.
2. Students will be expected to take responsibility for their actions and make good behavior choices by following school building and playground rules that guide them during the day.
3. Student will be expected to take care of materials and equipment properly and return them to their proper place when finished.
4. Students will be expected to share equipment, take turns, and cooperate with others. They will be responsible for all personal belongings.
5. A student's behavior will be such that it will not disrupt activities, endanger other students or adults, or interfere with the rights of others to participate freely.
6. Students will be expected to listen to instructions and ask questions if not clear about directions.
7. Student will be expected to stay with the group in a designated area, ask permission to leave an area, have bathroom privileges, and walk in halls from one activity to another.

Discipline Policy:

We want to ensure a safe and fun environment for your child. The purpose of discipline is to help children develop inner controls and learn to problem solve in a constructive manner. A child who is in control of him/herself and able to function positively in a group will have a higher sense of self-esteem. Attendance at this program is considered to be a privilege and is also not a requirement. We appreciate and require parental support when you are informed of a discipline situation. The childcare staff will use the following positive discipline techniques if rules are not followed or if disciplinary action is necessary:

1. A staff member will speak to the child about his/her behavior and explain why this behavior is not allowed and they will discuss expected behavior. Redirection to another activity and alternatives will be suggested.
2. The child may be given an opportunity to resolve the problem by completing a "Think Sheet" with assistance from a staff member and a discussion after it has been completed. "Think Sheets" provide the child an opportunity to take responsibility for his/her actions and determine other choices for positive behavior. If a child will not complete a "Think Sheet", the child must start the next day in a "Safe Spot" until a "Think Sheet" has been completed and the child has taken responsibility for the problem. This may be shown to the parent.
3. If misbehaviors persist or if there are serious behavior concerns, an incident form may be required. At the time of the incident, the child will be placed in "Time Out". "Time Out" is a brief time away from the group during which the child has a chance to calm down and reflect on behavior alternatives. During this time, the following will be observed:
 - A. Child will always be in view of the staff.
 - B. Duration will be from 3 to 5 minutes (based on severity of incident).
4. The staff will work closely with children exhibiting inappropriate or detrimental behavior in an effort to improve conduct. If disruptive behavior continues or there are serious behavior concerns with the child, a meeting with parents will be arranged to discuss concerns and attempt to find consistent and positive solutions.
5. We will utilize strategies such as target behavioral forms, behavioral contracts, monitoring of behavior, restriction from activities/privileges, etc. to assist and support the student.
6. In the event that we cannot gain control of a child, the Program Director will contact the parents to immediately come and pick up the child. A child may be restrained for their safety or the safety of other children.
7. A behavior policy is in effect, and each parent has been given this policy.

DEFINITION OF INAPPROPRIATE BEHAVIOR INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

1. Being rude and discourteous to staff and other children, including excessive noise or shouting, the use of foul language and gestures, and talking about inappropriate subjects.
2. Engaging in activities that are detrimental to the group (fighting, karate, kicking, shoving, biting, etc.) or are dangerous for the child him/herself.
3. Physically or emotionally harming others.
4. Damaging school property; theft.
5. Willful disobedience (such as leaving the designated area, throwing objects, etc.)
6. Bringing items to the program that may be harmful (knives, toy guns, etc.) or using items in a harmful way (toys, scissors, etc.) Severe infractions may be subject to school penalties as well. Please refer to the school handbooks.

Suspension:

A child may be suspended from the program determined by the Program Director and Principal. This action will be taken only after a parent conference and repeated ignoring of limitations. Three (3) written warnings may have been issued. Reimbursement for services is not guaranteed.

In addition, if a child has been suspended from school during the regular school day, the child would also be suspended from the After School Care Program.

In the event a child is suspended from the program, re-enrollment is not guaranteed.

Expulsion:

A child may be expelled from the program when disciplinary actions and parent conferences have been held and uncontrollable, disrespectful behavior continues to occur.

***Cole R-1 After School Care
Payment Contract***

All payments will be made by the 5th of each month or a \$10.00 late fee will apply.

I further understand that there is no reduction for an emergency, vacation, illness or whenever my child is absent for any reason.

If I should decide to take my child out of the program, I will give a two week notice in writing and I am responsible for paying for the two weeks.

I have read the above statement and agree to the terms listed above.

Child's /Children's Name(s):

Parent Signature: _____ Date: _____

***Cole R-1 After School Care Program
Parent Handbook Acknowledgement***

I acknowledge that I have read, reviewed and received a copy of the Cole R-1 After School Care Parent Handbook for the 2020-2021 School Year.

Child'/Children's Name(s)

Parent Signature: _____ Date: _____

***Cole R-1 After School Care Program
Discipline Policy***

I acknowledge that I have read, reviewed and received a copy of the Cole R-1 After School Program Discipline Policy and I agree to abide by its guidelines.

Child'/Children's Name(s)

Parent Signature: _____ Date: _____

***Cole R-1 After School Care Program
Movie Permission***

I give my permission for my child (ren) to watch any PG movie as part of the Cole R-1 After School Care Program as deemed appropriate for my child by the care staff.

Child'/Children's Name(s)

Parent Signature: _____ Date: _____

HOMEWORK REQUEST

_____ Yes, I do want my child/children to do their homework at ASCC.

_____ No, I do not want my child/children to do their homework at ASCC.

Child's Name:

Parent Signature: _____

Date: _____

Thank you!!