



Cole Co. R-1
After-School Care Program
Handbook
2025-2026

Thank you for enrolling your child in our After-School Care Program. To ensure a safe and consistent environment, we ask that you carefully read and acknowledge our policies and procedures. Please complete the attached Parent Acknowledgement form and Information Sheet located at the back of the handbook and return them to the program coordinator.

Program Coordinator Contact Information:

Ginger Grellner

Email: ggrellner@coler1indians.org

Phone: 573.782.4814

Program Description:

The After School Care Program is a program for children enrolled in Pre-school through fifth grade. (Pre-school students must be at least 4 years old to attend.) 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:

Monday, Tuesday, Wednesday and Friday - 3:20 p.m. until 5:00 p.m.

Thursday - 2:20 p.m. until 5:00 p.m.

Childcare Fees:

1 Child - \$5.00 per day (M, T, W, F)

*Additional Children \$3.00 per day

\$8.00 per day (Thursday)

*Additional Children \$5.00 per day

A snack will be provided at no additional cost.

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, parents will be notified.
- **There is no reduction in tuition for an emergency, vacation, holidays, scheduled days off or when your child is absent for any reason.**
- Payment may be made by check or money order payable to Cole Co. R-1 After-School Care Program. Receipts will be provided for any cash payments.
- **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 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.
3. If payment is not received by the date requested and the parent fails 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 and apps:

KOMU (8) KRCG (13) KMIZ (17) Indian Alerts Remind App

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:

Parents will be required to review the handbook and complete the Student Information Sheet and Parent Acknowledgement Form prior to the student's first day of attendance. 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 contact the program director.

Child Absence:

If your child will not be attending the Cole R-1 After-School Child Care because of illness, appointments, vacations, or other absences, please notify the Program Director via email or the Remind app. If a student is not present at the time of dismissal of the regular school day they

may not return to attend after-school care. **In the event of an illness or absence of a child, parents are still required to maintain tuition payments at their full rate.**

Sign-Out Procedure:

When parents or designated adults arrive to pick up students, an ASCC employee will sign them out in the daily attendance binder. If the person picking up the student is not on your authorized list, please contact the Program Director prior to pick-up. To ensure the safety of our students, any person attempting to pick up may be asked to show photo identification.

Late Pick-up Policy:

The Cole R-1 After-School Care Program closes at **5:00 p.m.** If you are unexpectedly unable to pick-up your child by 5:00 p.m., we request that you notify the after school care staff via the Remind app. While this notification 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 5:00 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". 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.**

The school reserves the right to remove or dismiss a family from the program following 3 documented late pick-ups.

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 when staff is available. Staff members will help with homework but will not be responsible for correcting homework or making sure that all homework tasks are completed. The Parent Acknowledgment Form includes a question regarding homework preference.

Movie Permission:

The director may sometimes show "G" and selected "PG" movies during the program operation. The movies will be age appropriate and will be monitored by staff. Movie permission is included as part of the Parent Acknowledgment Form.

Electronics:

Students are not allowed to have personal electronic equipment such as, but not limited to, the following: cell phones, radios, video games, 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 the 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. 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).
3. 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.

4. 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.
5. 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.
6. A behavior policy is in effect, and each parent has been given this policy.

INAPPROPRIATE BEHAVIOR INCLUDES BUT IS NOT LIMITED TO:

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 as determined necessary 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 the event a child is suspended from the program, re-enrollment 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.

Expulsion:

A child may be expelled from the program as determined necessary by the Program Director and the Principal when disciplinary actions and parent conferences have been held and inappropriate behavior continues to occur.

After-School Care Program Parent Acknowledgment and Permission Form

Student Name(s): _____

Parent Acknowledgment

I acknowledge that I have received and read the **After-School Care Program Policies and Procedures**. I understand the expectations, rules, and guidelines outlined in the document, including payment expectations, attendance procedures, behavioral expectations, discipline procedures and emergency protocols.

☐ **I have read and understand the policies and procedures.**

PG Movie Permission

I understand that during the After-School Care Program, my child may be shown **movies rated PG** as part of occasional group activities. These movies will be selected to be age-appropriate and will always be supervised by staff.

☐ **I give permission for my child to watch PG-rated movies.**

☐ **I do NOT give permission for my child to watch PG-rated movies.**

Homework Preference

Please indicate your preference regarding your child's participation in homework time while attending after-school care (when staff support is available):

☐ **Yes, I would like my child to complete homework at after-school care**

☐ **No, I prefer my child to complete homework at home.**

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

If you have any questions or concerns about the policies, please contact the Program Coordinator, Ginger Grellner at ggrellner@coler1indians.org.

Thank you for your cooperation!

