



# **St. Elizabeth Before/After School Care Program**



## **2020-2021 Handbook**

Mission Statement

 "A vision for the future with respect from the past." 



## **Welcome to Before/After Care Program!!**



Welcome to the Before/After Care Program!

The Before and After School Care Program was established to help meet the need of quality before and after school programming in our community. We are excited to be able to offer opportunities for decision-making and discovery through innovative, life-shaping activities including recreation and games, arts and crafts, music and dramatic play, time to work on homework and “free time” for children to pursue their own interests. Our goal is to provide enriching experiences by modeling respect, supporting positive interactions, and creating opportunities for involvement in a safe and caring environment.

As parents, you expect a quality program for your children while you are at work. As educators, we recognize your expectations and place value on the following things:

- ❖ Providing a safe, nurturing environment for your child to learn and grow.
- ❖ Encouraging creativity in learning through theme-based activities.
- ❖ Developing important social and life skills.
- ❖ Promoting positive interactions through individual and team achievements.
- ❖ Participating in hands-on activities to develop fine and gross motor skills.
- ❖ Building strong relationships between families, staff, and the community.
- ❖ Supporting each child’s development to strengthen life-long successes and enable them to reach their highest potential.

As a staff, we value your input. There will be a daily communication binder available to you at the sign in/out table to leave pertinent information about your child. Once a year we will distribute a survey so that you can assist us in evaluating our program in order to provide the highest quality of care possible. The Before/After Care program looks forward to building memories with you and your child. We appreciate the trust you have put in us to care for your children.

Sincerely,

Alicia Burrows  
Principal Pre K-12th Grade

*The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities.*



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## *Welcome to Before/After Care Program!!*



### **Program Description**

The Before/After Care Program is an onsite program for children enrolled in school full day at St. Elizabeth R-4 School in grades Kindergarten through 5. The morning drop off and afternoon pick up point will be located in the cafeteria, a sign will be posted on the cafeteria side door if drop off and pick up point has changed for the day. The Before/After School Care program is part of St. Elizabeth School District R-4 and is subject to all relevant policies and procedures of the Principal and Superintendent. The program is funded entirely by parent payments.

### **Purpose**

Given the responsibility we readily assume for the growth and development of our youth, the St. Elizabeth R-4 School offers a before and after school care program in response to a need expressed by the parents of St. Elizabeth R-4 students. Our purpose is to provide a warm, supervised, enriched environment, which is safe, supportive, educational, creative and fun.

### **Philosophy and Goals**

1. To provide secure, comprehensive childcare for children attending the St. Elizabeth R-4 School Before/After School Care Program.
2. To provide a positive environment that provides daily opportunities for children to:
  - ❖ Participate in self-directed learning activities
  - ❖ Participate in adult-directed, structured activities
  - ❖ Participate in both large and small group activities
  - ❖ Engage in activities which are quiet and others which are active
  - ❖ Explore a variety of enrichment materials and experiences
  - ❖ Enjoy free play and a variety of choices
  - ❖ Enhance social skills development
3. To promote positive self-esteem for each child by providing an environment based upon mutual respect and positive interactions.
4. To provide positive family-program relationships by ensuring open home-program interactions through daily communication logs, newsletters and parent surveys.
5. Through this program we will strive to meet the childcare needs of members of the St. Elizabeth R-4 School District.

### **Staff**

The Program Director is responsible for billing parents, planning activities, notifying parents of program changes, and direct child care to children as needed. Caregivers are staffed to maintain a 1 to 15 ratio with children. The program will be staffed by one adult. High school students will also be added as needed to maintain smaller groups.



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## Welcome to Before/After Care Program!!



### Enrollment/Registration

The program begins on the first day of school and ends on the last day of school. A completed registration packet is due before any student begins attending the Before/After Care Program for both full time and drop-in care students. The registration packet that parents will be required to complete includes a Before/After Care Program Enrollment Form with Emergency Contact Information, Medical Information, and list of Persons authorized for Pickup, Payment Contract, Parent Handbook Acknowledgement, Discipline Policy, and Movie Permission forms. 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 school office at 573-493-2246**. This program is available to any student in Kindergarten through grade 5 that is enrolled in the St. Elizabeth R-4 School District. The St. Elizabeth R-4 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.

### Hours of Operation

Before School Care: 6:00am until start of school (Monday through Friday)

After School Care: 3:00pm until 5:45pm (Monday through Friday)

Scheduled Early Release Day Care: End of school until 5:45pm

- ❖ There are five (5) early release days on which we will dismiss school at 12:09 p.m. Before and After Care will remain open until 3:00 PM. These dates are:

**\*September 25, October 9, October 29, March 5, April 1 and May 14**

While the hours of the program are as stated above, parents may pick-up their children at any time within the scheduled program hours. Parents must sign a child in/out of the program using the Before and After School Care Attendance Binder.

### Program Operation

- ❖ **Delayed Start** -- If there is a delayed start, Before Care will **NOT** be open. After school program will be open as usual.
- ❖ **Early Dismissal** -- If school is dismissed early due to weather conditions/emergency the after school program will **NOT** be open. We will have a staff member available to stay with students for **one hour** after school is closed to allow parents time to come in or make arrangements to pick up their child.
- ❖ **Snow Days** -- If school is cancelled due to snow, the Before and After School Care program will **NOT** be open.
- ❖ Childcare is **NOT** provided if school is closed.

School cancellations/late start/early dismissals will be announced through our district textcaster system and on the following TV stations: **KOMU(8)** **KRCG(13)**

**\*\*Please note: If the school cancels classes, childcare rates will be adjusted accordingly by the program director for the following billing cycle.\*\***



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### **Childcare Fees for Full Time Participants**

Parents of students in Kindergarten through Grade 5 will make nine (9) regular monthly payments of \$118 beginning in August.

### **Childcare Fees for Drop-Ins**

- ❖ Before School Care \$6.00/day
- ❖ After School Care \$7.00/day
- ❖ Scheduled Early Release Days \$7.00/day (Pick up time is 3:00pm)
- ❖ Late Pickup Fee \$1.00 per minute

### **Payment Procedures and Policies**

- ❖ Payments for the month are due on or before the 6th of each month prior to services.
- ❖ If your child does not attend the Before/After Care Program on the payment due date or if your child is absent from school, your payment should still be made by the due date with no exceptions.
- ❖ There is no reduction in tuition for an emergency, vacation, or when your child is absent for any reason.
- ❖ Payment must be made by check or money order to the Before/After Care Program.
- ❖ Failure to make payments promptly (by the due date) will result in an additional charge of \$10/per late payment.
- ❖ Returned checks will incur a \$25 bank fee.
- ❖ Payments should be sent with your child to turn into the main office.
- ❖ A payment statement will be sent to each family in January for tax purposes.
- ❖ In order to allow employees to attend meetings before and after school, children of employees may attend program hours without cost.

### **Non-payment Procedures and Policies**

When payment is not received in a timely fashion to the Before/After Care Program, the following procedures will take place:

1. A phone call to a parent requesting payment by a specific due 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 Principal to discuss payment options and perhaps their child's temporary dismissal from the program.
4. If payment is still not complete and parents refused to contact the principal to discuss payment options, the child will no longer be able to participate in the program until the balance is paid in full.

**\*All balances must be paid in full to re-enroll your child in the Before/After Care Program**



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### **Returned Check Policy**

When a check is returned to the program due to a closed bank account or insufficient funds, the following steps will be taken:

#### **1st Offense**

1. Your Hornets Nest account will be charged a \$25 returned check fee (per check).
2. A phone call to the parent requesting a replacement check and the \$25 check fee by a specified due date.
3. If payment is not received by the due date, a letter will be sent home requesting payment in full by a specified date.
4. If parents cannot make this payment in full, they will need to contact the principal to discuss payment options and perhaps their child's temporary dismissal from the program.
5. If payment is still not complete and the parent does not contact the principal to discuss payment options, the child will temporarily be dismissed from the program until the balance is paid in full.

#### **2nd Offense**

If TWO checks are returned, the same steps will take place as above but payments will now have to be made in cash or money order ONLY. Payment by check will not be accepted after two returned checks.

### **Drop In Care**

Drop in care is available for children who are not enrolled in either part time or full time before and after school care. A completed registration packet will need to be on file prior to the request for drop in services. In order to adequately plan for additional children, a minimum of 24 hours notice via phone call to the Program Director is required before bringing drop-in students to before or after school care. Payment will be expected prior to or on the day when the child attends the Before/After Care Program.

### **Waiting List**

In the event that the program's enrollment is full, parents may submit a completed registration form to the Program Director. A waiting list will be established with individual status based upon the date of registration.

### **Change in Contract:**

If any change is needed to your contract, a **two week notice** in writing is required. Parents will be obligated to pay their contracted amount until their child's last day of the program. If you fail to give a two week notice of withdrawal or status change, you will be responsible to pay your contracted amount even if your child does not attend the program.

### **Child Attendance**

Absences without prior notification may be mistaken for a missing child and can cause unnecessary concern. If your child will not be attending the Before/After Care Program because





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of illness, appointments, vacations, or other absences, please leave a message for the Program Director in advance by phone at 573-493-2246.

In the event of an illness or absence of a child, parents are still required to maintain tuition payments at their full contracted rate. However, an extended absence of one or more weeks due to illness is considered a prolonged illness. In the event of a prolonged illness, or special circumstances, arrangements for tuition payments can be discussed with the Program Director and considered on an individual basis to hold the child's slot.

Children enrolled are contracted for the Before/After Care Program services for the entire school year. Childcare fees pay for a total program package. Tuition is expected to be paid in accordance with the contracted plan. Childcare fees do not change if your child is away on vacation, is ill or has other appointments that keep them from attending. **Childcare fees** must always reflect the amount you have contracted to pay.

### **Sign-In/ Sign-Out Procedure**

Attendance will be taken each day. It is required that parents or designated adults accompany their child to the check-in area and sign them in each morning for Before Care and sign them out for After School Care in the **daily attendance binder**. At sign-in time, the parent should note any changes in the child's attendance/pick-up plans in the parent communication binder by handwritten note. Confirmation of communication is the responsibility of the parent. **Children are not allowed to sign themselves in or out.**

Parents or designated adults are required to pick up their children. Each parent must complete an authorized pick-up page that will be kept on file throughout the entire year (August 2018 to May 2019). If the person picking up your child is not on your authorized list, please contact the Program Director prior to pick-up. The childcare provider will ask for photo identification from any unfamiliar person picking up your child. 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 to bring a photo ID. Schedule changes in the afternoon should be kept to a minimum in order to maintain a consistent routine for your child.

### **Late Pick-up Policy**

The After School Care Program closes promptly at 5:45pm. If you are unable to pick up your child by 5:45pm., 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 5:45pm. 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". Please synchronize your watch with this 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 late fee will be issued.** A form, indicating the



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child's name and time the student was picked up will be signed by both the staff member and the person picking up the child. This form will then be turned into the principal's office. If this becomes a frequent problem, the Before/After Care Program reserves the right to remove or dismiss a family from the program.

Please be considerate of our staff members because they have appointments and family members to attend to and need to feel confident that they can leave at or before 5:45pm. What may happen is that parents arrive shortly before 5:45pm. and by the time they park, gather their child's belongings, and discuss their child's day with the teacher; it is well past 5:45pm. In these situations, the late policy is difficult to enforce. Therefore, we prefer that parents who have lengthy departure routines arrive early so they can manage to get everything accomplished and still leave before 5:45pm. This will also ensure that you and your child have enough time to depart smoothly and you do not feel rushed or pressured to leave.

### **Transportation**

Parents are responsible for transportation to and from the Before/After Care Program. The staff is not permitted to transport students at any time during the program.

### **Parent Visitation Policy**

Parents are welcome to visit the program at any time during the normal operating hours. We encourage parents to drop by and see the variety of activities and projects that we do with children. Since the staff has a responsibility to supervise children, we do ask that parents not use this time for individual conferences with our staff members.

### **Homework Policy**

We support the idea that homework is the child's responsibility and that homework habits should be developed in the home. However, one of our responsibilities is to ensure the health and well-being of our students. In order to achieve this, a scheduled daily time will be provided to all students. All students will be required to engage in a quiet activity during this time. It is our hope that all or most students will take advantage of this time to complete homework tasks or read for AR. The staff will be available to answer general questions regarding homework but will not be responsible for correcting homework, making sure that all homework tasks are completed or provide 1:1 tutorials to students. Whenever possible, A+ high school students will be utilized to assist students with homework as well as interact during other program activities.

### **Labels**

It is suggested that parents label articles of clothing and other possessions brought in by children. Easy identification of belongings will prevent them from being lost or misplaced.

### **Lost and Found**

Any items left at the end of each day will be gathered up by the childcare staff. Parents should contact the staff with inquiries regarding lost items.



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### **Contacting Before and After School Care**

When contacting Before and After School Care, **please call the School Office, at 573-493-2246**. We understand that you may need to contact a Before/After Care after school hours. Below is a contact list and phone numbers, so you may contact the employee during the schedule Before/After Care hours. Please do not contact the Before/After Care employees outside of the Before/After Care hours. You may contact the principal at any given time.

Principal-Alicia Burrows-573-692-3244

Martha Bax-573-291-0951

Kristin Hickman-573-821-4569

Vonna Kesel-573-690-7760

### **Program Services**

The Before/After Care Program provides high quality childcare along with a structured but informal learning environment which includes a variety of activities and projects for the students to engage in such as creative arts, physical and quiet games, enrichment offerings, free choice and socializing with friends. In addition to homework time, these too are important.

All activities are designed to be interesting, fun and age appropriate. At times the schedule is structured and at other times there are choices. The daily schedule may include indoor/outdoor activities, breakfast (provided by the parent), after school snack break (provided by the school), homework and reading time, selected activities, choice time and free play.

### **Screen Time**

*Movies* – The Before/After Care Program may sometimes view “G” and selected “PG” rated movies during program operation. All children that view a PG movie during Before/After Care Program time must have written parental permission.

*Computer Lab* – The elementary computer lab will be offered on a regular basis to conduct research on projects, to learn keyboard skills, for educational purposes and for free time to explore. All school policies for computer usage apply in before and after care.

### **Electronics/Toys**

Children are not allowed to have personal electronic equipment or toys such as, but not limited to, the following: cell phones, radios, video games, beepers, tablets, gaming systems, iPods, MP3 players, laptops, dolls, trucks, etc. during Before/After Care Program time. The Before/After Care Program accepts no responsibility for loss or theft of student property. Special consideration will be given to children for special events.

### **Parent Communication**

*Parent Surveys* – program questionnaires are sent out each year to families enrolled in the Before/After Care Program so that we may gain input on the quality of our program. This is our way of knowing whether we are meeting your child care needs.



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*Verbal Conferences* – please communicate with the Before/After Care Program at any time. Issues needing immediate attention should be addressed with the child care provider in charge. If you have an important issue or concern to discuss with the Program Director first and then the Principal, please set up an appointment in order to get the necessary time needed for discussion.

### **Parent Involvement**

Parents are invited and encouraged to be involved in their child's Hornets Nest activities. There are many different ways in which parents can participate and volunteer at the Before/After Care Program. Parents may volunteer to read to the group, attend walking field trips, or assist with parties and special events at the program. Other ways to be involved are listed below:

- ❖ Open visitation to play a game with your child, do a project or conduct an experiment
- ❖ Complete and return parent surveys
- ❖ Provide donations for projects or special events
- ❖ Share special talents or careers
- ❖ Bring in recyclable items

### **Emergency Procedures**

The Before/After Care Program will follow emergency procedures set forth by the St. Elizabeth R-4 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 participating in the program, you will be notified immediately.
- ❖ If your child receives an injury while at the program, staff will first provide the necessary first aid treatment. Parents will then receive a phone call along with a copy of the written injury report.
- ❖ If emergency treatment is required, local medical emergency resources will be contacted for assistance and then the parent will be notified immediately.
- ❖ Please refer to school handbooks 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 a 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 program operation hours, in the event the parents cannot be reached.
7. Current parent phone numbers (work/home/cell).



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### **Medication Policy**

The Before/After Care Program 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.

### **Illness/Injury Policy**

If your child is ill or experiences any communicable disease symptoms listed below ***within 24 hours of attendance***, please DO NOT bring them to the Before/After Care Program. Should your child become ill while attending the Before/After Care Program, 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. The guidelines are as follows:

- ❖ Fever of 100 degrees or higher
- ❖ Vomiting or diarrhea
- ❖ Unidentified skin rashes
- ❖ Head lice
- ❖ Communicable disease

Basic first aid will be provided for a child who sustains a minor injury (scratches, scrapes, insect bite, etc.) In the event of serious illness or injury, paramedics may be called (911, EMS) for evaluation and stabilization of injury or illness. If deemed necessary for a child to be transported to the hospital for further emergency care, an emergency vehicle will transport and a staff member will accompany the child until parents arrive at the hospital. Parents/guardians will be notified of first aid treatment and emergency care of a child. Parents will be asked to make arrangements for a child to be picked up in a timely manner if injury requires medical attention and does not require EMS transport.

If for some reason your child is not able to participate in outdoor activities, arrangements should be made for your child to be picked up after school. There is not enough supervision for indoor and outdoor activities at the same time.

### **Dress**

All children should come to the program dressed in seasonally appropriate attire and prepared for outdoor activities weather permitting. All children in attendance will go outside with their group. There will be no exceptions since we must maintain a safe staff to child ratio at all times.

### **Snack**

The Before/After Care Program tuition includes an afternoon snack for your child each day. Some of the snack choices may include granola bars, fruit, chex mix, crackers/cheese, veggies and dip, graham crackers, pretzels, Goldfish, cereals, chips, popcorn, cookies, milk, water or 100% juice. Sweet treats may be provided occasionally. Since we cannot guarantee allergen free



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foods, individuals with food allergies will need to bring their own snacks on a daily basis. Please see the Program Director with individual medical/food allergy concerns or questions.

### **Student Expectations**

Students attending the Before/After Care Program are expected to follow behavior guidelines which are consistent throughout the St. Elizabeth School District R-4.

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. Students 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. Students 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 as well as participate in emergency drills and use equipment for its original purpose.

### **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 misbehavior persists 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 when the child is asked to remove him/herself from the other students to a designated area, still in view of the staff, for a brief period of time no more than 5 minutes. During this





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time, he/she will be instructed to think about their behavior and possible alternative behaviors for the future.

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 behavior 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.
8. Any or all discipline issues can be brought to the principal's attention.

### **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 childcare that may be harmful (knives, toy guns, etc.) or using items in a harmful way (toys, scissors, etc.). Severe infractions may be subject to penalties as well. Please refer to the school handbooks.
7. All policies of the St. Elizabeth Student Handbook will be followed at all times.

### **Written Warnings**

When a child's negative behavior is not improved by using the time out method, "Think Sheet" and verbal encouragement from the teacher is not heeded, the parent/guardian is informed in writing by using the discipline warning form you will find on the next page. After three such warnings a meeting of parents, staff and the principal will take place, at which time the child's future participation in the program will be determined.

### **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 Before/After Care Program. If a child is suspended or dismissed directly from the Before/After Care Program, it would not carry over to the regular school day. In the event a child is suspended from the Before/After Care Program, re-enrollment may be considered after three months by contacting the Program Director or Principal. Re-enrollment is not guaranteed.

### **Expulsion**





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

**BEFORE AND AFTER SCHOOL CARE THINK SHEET**

Name: \_\_\_\_\_

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

Time: \_\_\_\_\_

This is what happened:

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---

Why do I think this happened:

---

---

---

Who was bothered when it happened:

---

This is what I could have done instead:

---

---

---

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



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**BEFORE AND AFTER SCHOOL CARE DISCIPLINE WARNING**

Child's Name \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intervention: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

Copy given to Parent \_\_\_\_\_

Copy given to Principal \_\_\_\_\_



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**Before and After School Care Payment Contract**

I acknowledge that I have read, reviewed and received a copy of the St. Elizabeth R-IV Before/After Care Program Payment Policy for the 2020-2021 School Year and I agree to abide by its guidelines. All payments will be made by the 6<sup>th</sup> day of each month in advance or prior to services. Payments will be made for the entire month by the 6<sup>th</sup> day of the month or a \$10.00 late fee will apply. I further understand that there is no reduction in tuition 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 Before/After Care Program, I will give a 2 week notice in writing to the Program Director and I am responsible for paying for the 2 weeks.

**Before and After School Care Parent Handbook Acknowledgement**

I acknowledge that I have read, reviewed and received a copy of the St. Elizabeth R-IV Before/After Care Program Parent Handbook for the 2019-2020 School Year.

**Before and After School Care Discipline Policy**

I acknowledge that I have read, reviewed and received a copy of the St. Elizabeth R-IV Before/After Care Program Discipline Policy for the 2019-2020 School Year and I agree to abide by its guidelines.

**Before and After School Care Movie Permission**

I give my permission for my child(ren) to watch any PG movies as part of the Before/After Care Program for the 2019-2020 School Year as deemed appropriate for my child by the school care staff.

I have read all of the above statements and agree to the terms listed above.

Child's/Children's Name(s) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



**"A vision for the future with respect for the past."**







Welcome to Before/After Care Program!!



## **IMPORTANT INFORMATION**

### **Hours of Operation**

Before School Care: 6:00am until start of school (Monday through Friday)

After School Care: 3:00pm until 5:45pm (Monday through Friday)

Scheduled Early Release Day Care: End of school until 5:45pm

- ❖ There are five (5) early release days on which we will dismiss school at 12:09 p.m. Before and After Care will remain open until 3:00 PM. These dates are:

**\*September 25, October 9, October 29, March 5, April 1 and May 14**

While the hours of the program are as stated above, parents may pick-up their children at any time within the scheduled program hours. Parents must sign a child in/out of the program using the Before and After School Care Attendance Binder.

### **Childcare Fees for Full Time Participants**

Parents of students in Kindergarten through Grade 5 will make nine (9) regular monthly payments of \$118 beginning in August.

### **Childcare Fees for Drop-Ins**

- ❖ Before School Care \$6.00/day
- ❖ After School Care \$7.00/day
- ❖ Scheduled Early Release Days \$7.00/day (Pick up time is 3:00pm)
- ❖ Late Pickup Fee \$1.00 per minute

### **Contacting Before and After School Care**

When contacting Before and After School Care, **please call the School Office, at 573-493-2246**. We understand that you may need to contact a Before/After Care after school hours.

Below is a contact list and phone numbers, so you may contact the employee during the schedule Before/After Care hours. Please do not contact the Before/After Care employees outside of the Before/After Care hours. You may contact the principal at any given time.

Principal-Alicia Burrows-573-692-3244

Martha Bax-573-291-0951

Kristin Hickman-573-821-4569



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