



Dear Parent/Guardian:

Welcome to GSPiRE Summer Edition! Our program is designed to care for school-age children during the summer months. The program ensures that students who have completed kindergarten through third grade children of working parents have an opportunity for a fun, safe, and academically rich environment to prevent the “summer slide” during the summer months.

Each child is offered a wide variety of structured, interactive activities such as creative learning, academic activities, free play, recreation, character education, and leadership activities. These activities offered by GSPiRE Summer Edition help a child enhance leadership and social skills, peer relations, self-esteem, conflict resolution, and academics. Each student will receive academic interventions, a summer reading program, and STEAM activities as part of the services with the GSPiRE Summer Edition.

After you review this handbook please sign the discipline policy included with the enrollment papers, and return it to the office at your child’s school. The information contained within this handbook insures consistency between staff, parent, and child. In the case that a section needs to become updated, the changes will be made and distributed to you, the parent/guardian.

We, at GSPiRE Summer Edition, take pride in many things; in the way we blend skills and compassion, in the way we encourage cooperation, and in the way we respectfully communicate between parent, child, and staff. Each staff member truly cares about the children and takes pride in watching each child grow and succeed.

If you have any questions regarding this handbook or other issues, please do not hesitate to ask.

Respectfully,

Christi Preston - Director  
GSPiRE Summer Edition  
Greenwood School District

## MISSION STATEMENT

GSPIRE Summer Edition's goal is to provide a fun, safe, and academically rich environment for local students during summer break.

## INTRODUCTION

The GSPiRE Summer Edition of Greenwood Public Schools will begin June 14th, 2021. GSPiRE Summer Edition, governed by the Greenwood Public School Board, assists families who need a safe-haven for their school-age children during summer months to help prevent the "summer slide".

GSPiRE Summer Edition is available to all area students that have completed kindergarten through 3rd grade. GSPiRE Summer Edition is a licensed non-profit school-age childcare program, licensed by Arkansas DHS.

## OUR PROGRAM

### ENROLLMENT/RECORDS

Enrollment is limited according to the number of students within our license. Our licensed capacity is 94 as of 6-12-2015. All students who have attended at least one year of Kindergarten – 3rd grade (ages 5-9) are eligible to enroll in our summer program. Children from surrounding communities may also enroll in our summer program. **Students must have completed kindergarten to attend the summer program.** A \$25.00 enrollment fee per child is due at the time of registration.

### TUITION

Tuition is due on Friday or the last day of the week. A \$10.00 late charge per week is added to any tuition that is not paid on time. Payments may be made by money order, or check. Checks should be made payable to the GSPiRE Summer Edition. In the event that a check is returned, there is a \$20.00 charge per returned check and future payments must be made by money order or cashier's check. The director has the right to suspend services after the following attempts to collect tuition without payment has occurred.

1. Verbal communication of late payment.
2. Written communication of late payment.
3. Written communication of late payment with statement of consequences if payment is not paid in full by stated deadline.
4. Letter of suspension.

Fees are as follows:

One child is \$12 a day each additional child is \$8 a day.

\*Breakfast and snack are included in the fees. Parents are required to provide a non-refrigerated sack lunch each day for their child.

## LATE CHARGES

Hours for GSPIRE are **7:00 a.m. to 5:30 p.m.**

If children are not picked up by **5:30 pm**, the following late charges apply:

5:40-5:50 PM	\$ 5.00 per child
5:51-6:00 PM	\$ 10.00 per child
6:01-6:15 PM	\$ 15.00 per child
6:16-6:30 PM	\$20.00 per child

## FIELD TRIPS

A variety of field trips are scheduled for the GSPIRE Summer Edition. A calendar will be provided with a list of field trips and summer camps. The field trip fee must be paid by the morning of the field trip and may not be included with tuition fee. The field trip fee must be made in cash. The parent or guardian must sign for permission before the child may ride the school bus or attend the field trip.

The Greenwood School District strives to offer the highest quality of educational opportunities to all its students so they may reach their maximum potential. The District provides our children with the safest environment possible when riding a school bus. The following rules are established and followed so a safe environment is maintained. The Greenwood Board of Education has adopted the following policies to help ensure our students are transported in a safe manner.

THESE RULES MUST BE OBSERVED AT ALL TIMES WHILE RIDING A BUS:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language or hand gestures.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat and face the front.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

## BULLYING

Bullying can create fear and intimidation, rob a person of their dignity, and interfere with the established safe environment necessary to promote a student's social learning.

Any pattern of behavior by a child, or group of children that is intended to verbally abuse, harass, intimidate, ridicule, threat, humiliate, embarrass, or instill fear in another child or group of children is defined as bullying.

Children should report any bullying behavior to their leader immediately. Whereas, the leader will give direction and behavior guidance as directed by DHS requirements. If continued, the director will investigate the incident(s) and follow-up. In determining the appropriate behavior guidance, all parties involved will be interviewed and discuss appropriate consequences.

## ACCESSIBILITY OF CHILDREN

Parents are welcome to visit their children at the GSPIRE Summer Edition anytime during the hours of operation.

## VOLUNTEERS AND PARENT INVOLVEMENT

GSPIRE Summer Edition and the Greenwood Public Schools encourage the utilization of volunteers from the community to assist in the educational development of the children. The volunteers are under the direct supervision of the assigned staff member with whom they are working. The Director is responsible for the specific development and implementation of the utilization of volunteers in the program.

## RELEASE OF CHILDREN

A child is dismissed from GSPIRE Summer Edition only to his/her parents or to persons authorized on the enrollment form. Authorized individuals must be 18 years old or older. Each child is signed in and out on a daily basis. Authorized persons are asked to show identification at pick-up for the safety of each child.

## INVESTIGATIONS

Children and staff are subject to being interviewed by Child Care Licensing, Department of Child and Family Services Special Investigation, and law enforcement for investigative purposes and/or for determining compliance with licensing requirement.

## COMMUNICATION

Communication between parent and GSPIRE Summer Edition staff is important. This is the only way we can properly care for any child. The GSPIRE staff is required to discuss student progress and problems with their respective parents.

Again, a parent may not call a staff member at home to discuss a child's behavior, disciplinary actions, or any other GSPIRE business. In turn, a staff member may not call a parent at home to discuss any GSPIRE business or concerns.

In case of sensitive information, a conference is held. The parent and child's privacy is important.

## CONFERENCES

The parent has the right to request a conference with the Director at any time. Parent – Staff conferences are set up through the Director or by calling **479-996-1388** or the Director's number **479-675-9795**. Conferences are used to discuss issues concerning medication, discipline, social development, etc. If you encounter a problem with another staff member, parent, or child, please speak with the Director as soon as the incident or concern occurs.

## MEDICATION

Medicine is administered to the children with strict guidelines to be followed. Parents must sign medication in with the GSPIRE Director. A permission slip is filled out with the child's name, the dosage, the time, amount to be given, the date, and signature of the parent or guardian.

Prescribed medication must be in the original prescription package or bottle with the child's name. This policy is accepted for the safety and well being of the child. The expiration date must be no more than six months old. The dose cannot exceed the dosage on the bottle unless a written prescription is received from the physician.

Over-the-counter medication may be given as long as the medicine is in the original bottle and a medication release form has been signed by the parent or guardian. All medication is kept in a locked box out of the reach of the children.

## PERSONAL HYGIENE

According to Minimum Licensing Regulation 1102, "Individual towels, paper towels or forced air dryers shall be within the reach of children. Liquid soap shall be accessible in the hand washing area and used by caregivers and children. Running water shall be available in all lavatories. Caregivers and children's hands shall be washed with soap before meals and after toileting, and as needed. Caregivers hands shall be washed with soap upon entering the work area."

## ILLNESS

Any child who becomes ill and unable to participate in the daily activities is isolated and supervised. The Director or Assistant Director will notify the parents immediately. Should the staff be unable to reach a parent/guardian, the emergency numbers on your child's record will be called. Until someone can pick up your child, a GSPIRE staff member will try to make your child as comfortable as possible. Just as school policy, your child must be fever-free for 24 hours before returning to GSPIRE Summer Edition. This is for the protection of your child and others.

## HEAD LICE

This policy was adopted by the Greenwood Board of Education December 4, 1997, and applies to the GSPIRE Summer Edition.

Every student is screened periodically for head lice by trained personnel using the child's pencil. In peak times, this may occur once a week. Any child found to have lice and/or nits (eggs) will have their name recorded on a head checklist. Those students found to have lice and/or nits will be sent home immediately with a letter and information on the treatment of head lice and the removal of the eggs. Information about how to rid the home of lice infestation will also be sent home. Before the child will be allowed to attend GSPIRE, the director will check the child to make sure there is no evidence of lice or nits. For proof of treatment the label, box or empty shampoo bottle needs to be brought in to the director. **CHILDREN WILL NOT BE ALLOWED BACK UNTIL THEY ARE COMPLETELY FREE OF LICE AND EGGS.**

## ACCIDENT/INCIDENT REPORTS

In case of an accident to the student, emergency first aid is administered. If the accident is serious, the Director, parent, and doctor are notified immediately. All employees are trained in basic first aid and CPR. All accidents/incidents are reported and signed by “authorized pick up” on that specific day. The report is then filed in the student's file.

## EMERGENCY DRILLS

Fire and Tornado drills are held monthly with the fire and tornado plans posted in each room. Evacuation routes are listed in the Tornado Shelter.

## BUILDING RULES

Students will be expected to follow the rules listed below while in the buildings and on the grounds:

1. Walk quietly and in line.
2. Use good manners.
3. Respect people and property.
4. Be responsible for personal items.

## OUTDOOR PLAY

Outdoor play is permitted unless the temperature is below 40° or greater than 100°.

## OUR STAFF

All GSPIRE personnel are hired on the recommendation of the Superintendent and the GSPIRE Director and approved by the Board of Education.

According to the Department of Human Services Minimum Licensing Requirement 108.1-2 and Greenwood School District policy, all new employees are required to have a Criminal Background Record Check.

All GSPIRE employees are required to complete at least ten (10) clock hours of in-service training or outside workshops each licensing year (June- July). GSPIRE requires that each staff member be CPR/First Aid certified.

## CHILD MALTREATMENT

If you suspect child maltreatment within the facility, please report it to the Director or call the statewide Child Maltreatment “HotLine” at 1-800-482-5964.

During child maltreatment and/or licensing investigation, children and staff are subject to be interviewed by Child Care Licensing Specialists, DCFC Special Investigations, and Law Enforcement for investigative purposes and/or for determining compliance with licensing requirements.

Children and staff may be interviewed individually or in a group setting. Children are informally questioned so not to scare the child and in a way that they may not realize that they are being questioned.

The Director and/or Assistant Director will notify the parent(s) if their child was involved in an investigation and/or was interviewed. Parents do not have to be notified in advance of the interview nor give prior consent to the interview of a child.

#### MISCELLANEOUS ISSUES

1. We encourage sharing of toys brought from home, but we do ask that toys be clearly marked with your child's name on it before bringing the item to GSPIRE. GSPIRE Summer Edition is not responsible for lost, broken, or damaged toys, games, and any other personal belongings that a child may bring.
2. An adult is to sign the child in and out daily. A child may not sign any part of the sign in/out sheet. This is for the child's safety, and it is a state regulation.
3. School-age children who leave GSPIRE Summer Edition to participate in other activities shall have written permission from the parents naming the activity, time of leaving and returning, and method of transportation.
4. The use of the office telephone for outgoing calls is restricted to emergencies only.

#### DAMAGE OR DESTRUCTION OF SCHOOL/GSPIRE PROPERTY

Any child causing or attempting to cause physical injury to any GSPIRE employee, or another child within our care will be detained in the office until the parent's arrival for pick-up. Continued occurrences will lead to expulsion from the program.

Any child causing or attempting to cause damage or stealing school or GSPIRE property will be liable for replacement of property. Parents of any minor, under the age of 18, will be liable for property in an amount not in excess of \$2,000.

## OUR MOST IMPORTANT RULES

Do treat everyone the way you want to be treated.  
Do show respect and kindness, for all, in talk and actions.  
Do use good manners at all times.

Do play safely and fairly.  
Do be honest at all times.  
Do be creative.  
Do use all equipment correctly.  
Do clean up your area after each activity.

Do expect consequences if rules are broken.  
HAVE A POSITIVE ATTITUDE!!!!

\*Approved April 13, 2017 by the Greenwood School Board\*

**Please detach this page after signing the bottom portion for your child(ren)'s record(s).**



## DISCIPLINE POLICY

At GSPIRE Summer Edition, the children are expected to be responsible for their actions and to respect the rights of others. “Time out” from group activity is used to encourage a child to calm down and reflect on his/her behavior. Parental help may be requested for behavior problems that cannot be solved by “time out”. GSPIRE Summer Edition does reserve the right to suspend a child from the program.

Students are expected to follow “Our Most Important Rules” as outlined in this handbook, and the Greenwood School District Policies Student Handbooks distributed by each school. Discipline is individualized and consistent for each child. Discipline, also, is directed toward teaching the child acceptable behavior and self-control. Corporal or physical punishment is not used during GSPIRE Summer Edition hours. Moreover, children are rewarded for good behavior and citizenship, in both individual and group activities, as much as possible. Punishment is not associated with food. Labeling of children such as “bad,” “naughty,” etc. is avoided. Inappropriate punishment, harsh treatment, isolation without supervision, verbal abuse, sarcasm, threats or derogatory remarks about the child or his family is not used in the GSPIRE program. In the event of children’s negative behavior, the following consequences apply:

1. Time out: The child is reminded of the rules and is asked to sit out. The length of time that a child is placed in time out will not exceed one minute per year of the child’s age.
2. The child is taken through the thought process of consequences for behavior as listed:
  - A. “What did you do that needs to be corrected?”
  - B. “If applicable, to whom and why did the incident happen?”
  - C. “What should you have done instead? – How would you want to be treated?”
  - D. “What should the punishment be for your behavior/actions?” – Hence, the consequences.
3. The staff member may ask the parent to talk to his or her child about the behavior and to remind them of the rules.
4. After repeated occurrences of negative behavior, the staff, parent, and Director will have a conference concerning the next steps to be taken.

GSPIRE Summer Edition reserves the right to suspend or expel a student who cannot follow the rules. Any student, who becomes severely disruptive or endangers the safety of others, including the staff, will be suspended immediately. A conference will then be held to determine steps that need to be taken to correct the behavior. If a child has been expelled for disciplinary reasons, he/she will not be allowed to return, unless otherwise stated by the Director.

The parent has the right to request a conference with the Director at any time. A parent may not call a staff member at home to discuss a child’s behavior or any disciplinary actions. In turn, a staff member may not call a parent at home to discuss any GSPIRE business or concerns.

**PARENT ACKNOWLEDGMENT OF HANDBOOK REVIEW**

*Please sign and return this form to the Director*

I have received and reviewed the GSPIRE Summer Edition's Policy and Procedure Handbook. I understand it is my responsibility to read and comply with the policies contained in the handbook and any future revisions. I am aware of all payment procedures, discipline policies, field trip and permission slip procedures. I am aware that if my child's tuition is not paid by the end of the week, I am subject to a \$10.00 late fee. I agree to follow these policies and procedures.

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

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Witness Signature \_\_\_\_\_ Date \_\_\_\_\_