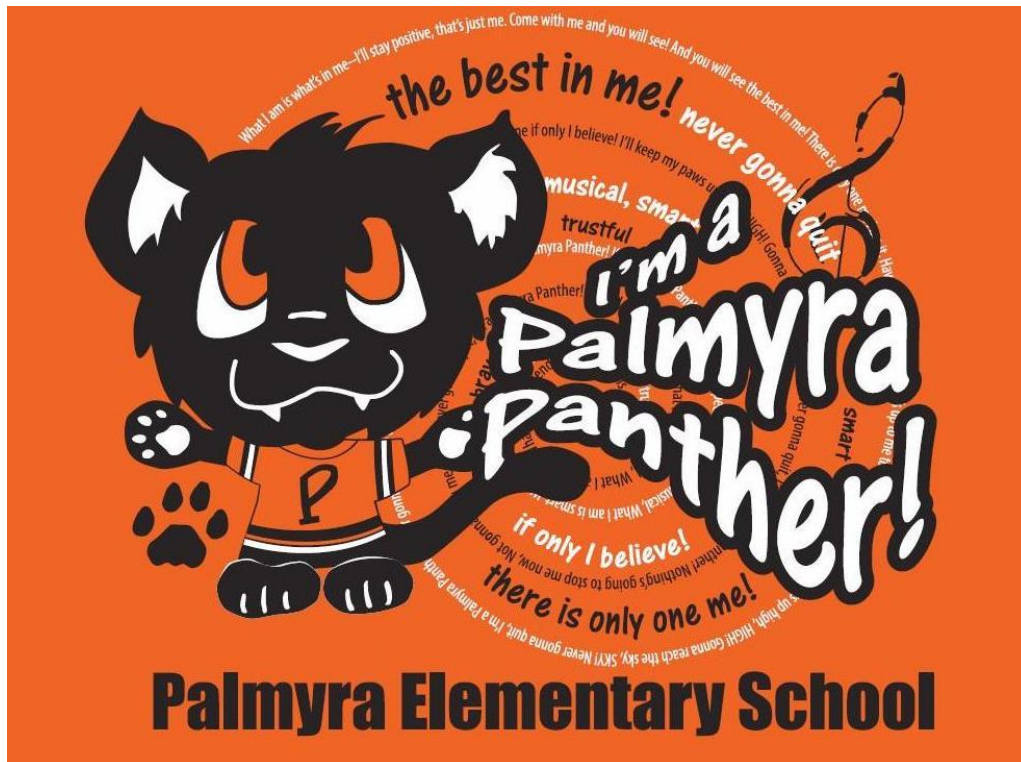


# **PALMYRA ELEMENTARY AFTER SCHOOL PROGRAM HANDBOOK**



**2020-2021**

**BRIDGETTE AUGSPURG, PRINCIPAL**

The After School Program is a child care program for school age children (K-4) attending the Palmyra Elementary School. After school child care is provided from 3:15 p.m. to 5:30 p.m. Monday through Friday.

The program is administered by the Palmyra School District. It is totally self-supporting with 100% of the program funded by parent fees.

The primary goal of the program is to provide a safe, healthy, and well supervised after school child care setting for children of working parents. The curriculum is child-centered thus benefiting each child socially, physically, and educationally. Activities appropriate for all age levels will be provided.

The following pages should provide most of the information you need to know about the After School Program. If you have any questions or concerns, please feel free to call me at school (769-3736).

Sincerely,

Bridgette Augspurg

Elementary Principal

**STUDENT/STAFF INTERACTION** We keep our staff to student ratio numbers low so that we can provide quality interaction and build relationships. Our staff is dedicated to walking alongside the children, teaching them social skills, sitting beside them and teaching them how to play games or just having conversations. We will provide quality supervision and a positive atmosphere.

You will be greeted with a smile and know we are thankful for the opportunity to serve you.

Sincerely,

After School Program Staff

## **DAILY SCHEDULE**

3:00 - 3:30 Outside play time/Hallway activities

3:30-3:45 Snack in cafeteria

3:45 - 5:30 Supervised free play/structured activities in the **Gym, Cafeteria or outside.**

5:30 Dismissal

**OUTDOOR PLAY** Weather permitting, all children will be required to go outdoors as part of their free play. Parents should send a written note if their child should not go outdoors due to illness. Staff will be positioned at various posts and carry walkie talkies while supervising children on the playground.

Students are discouraged from completing homework during ASP.

**TOYS/GAMES FROM HOME** The After School Program has a variety of games, toys, puzzles and other activities for the students to use. We strongly discourage students bringing toys, etc. from home to ASP. This will prevent them being lost or accidentally picked up by another student.

**SNACKS** A snack will be provided each day. This cost is built into your child's attendance fee. Extra snacks may be purchased at the cost of \$0.25.

**DAILY RELEASE OF CHILD** ASP is held in various places on the PES campus depending on the weather. ASP supervisors will hang a rainbow-colored windsock outside near the exterior door parents can enter to retrieve and sign out their child.

Parents must sign the child out each day with date, time, and signature. A child will not be released to anyone other than his/her parents or authorized persons. Parents are asked to identify authorized persons in writing. Children will **not** be allowed to come and go freely from the After School Program site.

**ILLNESS AND ACCIDENTS** Any child that shows signs of illness will be isolated but

under supervision until he/she leaves the After School Program. When possible, parents will be telephoned. The school nurse is not contracted to stay for the After School Program.

Minor injuries (scratches, scrapes, insect bites) will receive immediate first aid treatment. If a major injury occurs, the staff will call the parent and seek professional help if needed.

Parents will be required to sign an emergency medical form at the time of enrollment.

**The After School Program does not carry accident insurance on your child. Accident insurance is the responsibility of the child's parent.**

**IMMUNIZATION INFORMATION** State law requires that all immunizations must be up-to-date before students are permitted to attend classes. Students must present documentation of month, day, and year of each immunization. Religious and medical exceptions are allowed with appropriate exemption cards on file. It is the responsibility of the school to maintain the immunization histories of all children enrolled and to report that information to the Missouri Department of Health and Senior Services each year.

In accordance with Missouri Law § 210.003, RSMo., the district will notify parents/guardians at the time of initial enrollment of the Afterschool Program through the ASP Handbook that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district. No names will be provided with this information.

**TELEPHONE** After the Elementary School office closes (usually at 4:00), you will need to call 769-3736 if you need to talk to the After School Program supervisor. Please let it ring a long time so a child care provider can get to the phone. Also, remember that there are times when they go outside to play.

**DISCIPLINE** Children are expected to display safe and respectful behavior at all times. All children and parents will be informed of all rules and regulations. If the rules are broken, a staff member will:

1. Identify the behavior to child and model/re-teach the expectation. (First offense) A minor ODR will be filled out by the ASP staff member and turned in to the office the following day.

2. If misbehavior continues, the staff member will re-direct the child to a designated area or

remove from the group to ensure the safety of the child and other children until the parent(s) arrive for pick up. The behavior concern(s) will be communicated to the parents by the ASP staff member(s) and documented in the ASP log.

(Second Offense) A minor or major ODR will be filled out by ASP staff and turned in to the office the following day.

3. After 2 repetitive behaviors/safety concerns within the same day/week such as, name calling; physical contact; refusal to listen to the directions given by the adult; the privilege to attend ASP will be taken away. The child will be suspended from ASP for 5 school days.

4. After School Program is not a right, but a privilege. Should unsafe and/or disrespectful

behavior be a persistent habit (happening on a daily or weekly basis), the child will not be allowed to attend After School Program.

**ALL EARLY DISMISSALS (PARENT/TEACHER CONFERENCES, HOLIDAY EARLY DISMISSALS, TEACHER WORKSHOPS AND LAST DAY OF SCHOOL)** After school day care will not be provided when school is dismissed due to inclement weather or when an early dismissal is planned by the school authorities.

The After School Program will be closed on any planned or unplanned **early dismissal days**. **Also, ASP will NOT be in session on both Wednesday & Thursday during Parent Teacher Conferences in October.** There will be **NO** After School Program on the last day of school.

**CHILD CARE CHANGES** Parents need to write notes or call the school office if their child's normal child care arrangements change.

**FEE INFORMATION** Payment is **preferred each Monday** for the coming week. However, some pay for one month at a time, which is fine. Fee payments should be made by **check** and mailed to or brought into the office of the Palmyra Elementary School or given directly to the After School Program director. If you pay in cash, make sure you get a receipt from the school secretary or After School Program director. If a question in billing arises and your method of payment has been with cash, you must be able to prove payment by producing a receipt. Whenever possible it is always best to pay by check. All checks should be made out to the **Palmyra R-1 Schools After**

## **School Program.**

If an account becomes two weeks or more in arrears, the child may be withdrawn from the program until the account is paid in full. Also, if there is an outstanding balance due from a previous school year, your child(ren) may not be enrolled in the After School Program until payment is made in full.

Children will be classified as full time members or part time members.

### **FULL TIME MEMBERS**

**\$25.00 PER WEEK** - Prorated if school is not in session. Not prorated if child is absent and school was in session.

**ILLNESS** - The full time member rate will be prorated if your child is unable to attend school due to serious illness for three or more days in one calendar week (Monday-Friday). If this situation occurs, you will be allowed to pay for any remaining attended days of that week at the part time rate of **\$7.00 per day**. Please send a note or make a phone contact when you make adjustments for illness.

**PRIOR NOTICE** - If your child is enrolled full time in the After School Program you will be charged for the days in which the program is in operation and your child(ren) is not present. There are two exceptions to this. One exception is when your child has been ill three or more days in one week. The other is when your child can not attend for a short period of time for extenuating circumstances and you have given the school **prior notice**. If prior notice is not given for a child not attending due to extenuating circumstances, then after school day care charges will be in effect during that time of absence.

**SNOW DAYS AND HOLIDAYS** - Please deduct for any holidays in the upcoming two week pay period. Example, the week of Thanksgiving pay only **(\$5.00 x 2 days) \$10.00 per child**. Any adjustments due to illness (three or more days in one week) or snow days may be made on the next check. A brief note of explanation would be appreciated. Please contact the office if you are uncertain what to pay.

**FAMILY RATE** - If a family has more than one child enrolled, a price break for the family will be available. A family with two children will be charged **\$38.75** per week. A family with three children will be charged **\$52.50** per week.

### **PART TIME MEMBERS**

**\$7.00 PER  
DAY**

Part time members need to be enrolled in the After School Program just as full time members.

**The parent that signs the registration form is solely responsible for making sure the child care payments are made.**

**LATE PICK-UP** The After School Program hours are from 3:15 p.m. to 5:30 p.m. Failure to pick up your child(ren) by 5:35 p.m. will result in your account being charged \$1.00 per child for every minute after 5:35. For example, if you pick up your child(ren) at 5:36 you will be charged \$1.00 per child. If you pick up your child(ren) at 5:47 you will be charged \$12.00 per child.

The fine will be assessed on the next billing period. The clock at the After School Program site will be used to identify the time of pick up. The Primex Wireless clock is a GPS clock and is set with a transmitted signal from Colorado.

To resolve any matters concerning fees not addressed in this booklet, you may contact the Elementary School principal.

### **AFTER SCHOOL PROGRAM (ASP) ENROLLMENT FORM**

The After School Program is a child care program for school age children (K-4) attending the Palmyra Elementary School. After school child care is provided from 3:15 p.m. to 5:30 p.m., Monday through Friday. The program is administered by the Palmyra School District. It is totally self-supporting with 100% of the program funded by parent fees. The primary goal of the program is to provide a safe, healthy and well supervised after school child care setting for children of working parents. The curriculum is child-centered thus benefiting each child socially, physically and educationally. Activities appropriate for all age levels will be provided.

To enroll your student in ASP for the 2019-20 school year, please complete this form and return it to the PES Office. If you have any questions, please feel free to call the school (573) 769-3736 or review the ASP Handbook on the Elementary School web page.

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_

\_\_\_\_\_ Yes, I would like to enroll my student(s) in the After School Program.

**YOU MUST CHOOSE FULL TIME OR PART TIME**

\_\_\_\_\_ Full Time - \$25 per week \_\_\_\_\_ Part Time - \$7 per day attended

Name(s) of all persons authorized to pickup student(s) from ASP:

\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_

#1 Emergency Contact Name \_\_\_\_\_ and Phone Number \_\_\_\_\_ in case of emergency between 3:15 p.m. and 5:30 p.m.

#2 Emergency Contact Name \_\_\_\_\_ and Phone Number \_\_\_\_\_



\_\_\_\_\_ in case of emergency between 3:15 p.m. and 5:30 p.m.