

Cassville Primary School
After School Care Handbook
2011 ~ 2012
<http://cassville.k12.mo.us>



Richard Asbill
Superintendent

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WILDCAT DEN RULES

1. Come directly to the Den after school unless other arrangements have been made.
2. Use common sense - if you think there is a chance you or someone else might get hurt – DON' T DO IT.
3. Cattitude expectations should be followed at all times:

Be Safe, Be Respectful, Be Responsible
4. Violation of rules may result in the following:
 - loss of privileges
 - note home to parent
 - visit with principal
 - suspension from after care program
 - expulsion from after care program

Attending After Care is a privilege not a right. Rules must be followed in order to attend After Care.

**AFTER SCHOOL CARE
WILDCATS' DEN
847-2445**

Policies and Procedures

Dear Parents:

The following policies and procedures are to help make your child's stay at the Wildcats Den happy and our program successful. If you have any questions, please call the Primary School office at 847-2445

1. After school care will be available each regular school day and the 2:30 dismissal days.
2. An enrollment form must be completed before the first day of attendance.
3. If school closes early because of inclement weather there **will be no** after school care.
4. A child will not be released to any person not listed on the application form or on the approved list in the school office.
5. After school care closes at 5:00 p.m. An afterhours fee of time & a half or \$6:00 will be assessed for students not picked up by 5:00 p.m. If a parent is late 5 times during the year his/her child/children may no longer be permitted to attend After Care.
6. Additional fees accrued from children remaining after closing will result in the child's/children's entire After Care bill being due in full at the end of that weekly billing cycle. Failure to do so will exclude that child/children from attending After Care until it is paid in full.
7. Each child is to be signed out noting the time. If the time is not listed, the child will be charged for the hours the center is open that day.
8. Grade cards may be withheld any quarter a child has an outstanding balance for After Care

**CASSVILLE AFTER-SCHOOL CARE
ENROLLMENT FORM**

Name of Child: _____ Birthdate: _____

Home Address: _____ Zip Code: _____

Grade in School: _____ Teacher: _____ Age: _____

Parent(s) or Guardian(s) with whom child resides:

NAMES: _____

Place of Emp. _____ Phone# _____ / _____

Mother

Work

Home

Place of Emp. _____ Phone# _____ / _____

Father

Work

Home

Emergency Names and Phone Numbers:

Child=s Dr.=s Name: _____ Phone

Address: _____ EMERGENCY # _____

Person to notify in case of emergency when parent or guardian cannot be reached:

Name: _____ Phone # _____

Address: _____

Relationship to child: _____

Allergies or Chronic Conditions: _____

PERSONS AUTHORIZED TO PICK-UP MY CHILD:

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

OTHER CHILDREN IN THE FAMILY:

Name: _____ Age: _____ Grade: _____ Attending Care: _____

Name: _____ Age: _____ Grade: _____ Attending Care: _____

Name: _____ Age: _____ Grade: _____ Attending Care: _____

Name: _____ Age: _____ Grade: _____ Attending Care: _____

MY CHILD WILL BE INVOLVED IN THE FOLLOWING AFTER SCHOOL ACTIVITIES
BEFORE ARRIVING AT AFTER CARE.

If school is dismissed early because of bad weather, there will be no After Care that day. Other arrangements must be made for your child. Where is your child to go if school should close early?

Name: _____ Phone: _____

Bus: _____ Walk: _____ Will be picked up: _____

- | | |
|---|---|
| 1 | I understand that fees are to be paid weekly for my child to participate in the program. |
| 1 | I give permission for my child to participate in walking field trips in the neighborhood. |
| 1 | I give permission to have my child's immunization and medical information copied from the nurse's office. |
| 1 | I also give permission for my child to be included in pictures or other publicity connected with the program. |

Date: _____ Signature _____

(Parent or guardian)

9. The following fee schedule applies to each child in day care:

A flat fee of \$ 4.00 an hour will be charged for each student attending.

10. The billing cycle for After Care will run **Thursday through the following Wednesday** of the next week. The first cycle will begin on **August 17th**. A completed enrollment form must be completed and submitted to the office prior to the first day attending. The billing cycle will run Thursday thru Wednesday of the following week. Billing cycles may be extended to cover a larger number of days depending on snow days, holidays, etc.
12. Bills will be distributed each Thursday in After Care following the billing cycle. Bills for students not attending on Thursday will attempt to be distributed the following day or Friday. Any bills remaining at the close of After Care Friday will be sent home Monday with the student. All bills are due and payable at the close of each billing cycle. Any unpaid balances carrying over from one billing cycle to the next will result in a late notice reminder. If unpaid charges accrue for three billing cycles the child or children will not be permitted to attend until the balance is paid in full.
13. **After Care attendance is a privilege not a right. Any student who repeatedly violates After Care rules may be suspended or prohibited from attendance.**

Program Philosophy, Goals, and Objectives

The purpose of our school-aged childcare program is to provide affordable, professional childcare for children kindergarten through 5th grade. The goal of our program is to encourage positive student and parent school attitudes and further persistence to student graduation. This will be pursued through enrichment activities that will increase students' positive self-esteem, interest in learning, and educational skills. The objectives of our program are:

- to provide a safe, nurturing environment for the children
- to teach life skills in a cooperative, learning atmosphere
- to encourage active school participation through completion of school assignments, regular attendance, and participation in extra-curricular activities as appropriate for the child, his/her siblings, or parents
- to encourage a feeling of belonging to the school community

Attendance and Activities:

To attend, the child must be enrolled in the Cassville R-IV school district. Children in kindergarten through 5th grade will be eligible to attend. A nutritious snack will be provided daily. Children will be given the opportunity to select from a variety of activities under continual adult supervision.

Hours and Fees:

The program will be available each day school is in session except for the days school is dismissed at 1:00 p.m. or early due to inclement weather. The program will be open until 5:00 p.m. Each billing cycle runs from Thursday through Wednesday of the following week. Bills are due at the end of the week.

Workers will admit each child upon arrival and dismiss each child to parent, guardian, or approved individual. Children will be signed in each day by workers and must be signed out by parent, guardian, or approved individual.

School Closing - Inclement Weather:

The after school care program will not be available if school closes early because of inclement weather. Children will be directed to go to person parent has designated.

Illness, Injury, and Accident Procedures:

The child's immunization record must be on file and up to date. The immunization requirements will be the same as for public school attendance. If the child is healthy enough to remain in school that day, he/she may remain for after school care. An accident/injury/illness report form will be completed for each incident. One copy will be placed in the child's file and one copy will be given to the parent. If immediate medical attention beyond basic first-aid is needed, the parent/guardian or designated emergency number will be notified.

Discipline Policy:

The children will be encouraged to actively but safely participate in activities. Simple, understandable, and age-appropriate rules for behavior will be established. Respectful behavior will be modeled for and encouraged from all participants. Children will be expected to care for equipment and supplies in order to practice responsible behavior. Cooperation will be encouraged through group and partner activities. Praise and encouragement of good behavior will be used to increase self-control. A visual display, such as a wall chart may be used to identify respectful, responsible, cooperative children. Positive notes may be sent home. The first level of response to misbehavior will be to distract the child or move him/her to an alternative activity. If that does not improve the behavior, the child will be taken aside and his/her unacceptable behavior described and acceptable alternative behavior options elicited from the child or described to the child. The third level will be the use of time-out. The length of this brief, supervised separation will be based on the age of the child. Continual or severe misbehavior will be referred to the program administrator or principal with the option of exclusion from the day care setting. Children may be suspended for a week's time and recurrent referrals may result in loss of after care privileges.

