

Chickasha Public School



Summer Playstation/After School Care STUDENT and PARENT HANDBOOK

2301 South 16th Street
Chickasha, OK 73018

Website: www.chickasha.k12.ok.us

Phone: 405-222-6544 Fax: 405-320-5949

Directors: Melissa Josey and Lisa Youngblood

Welcome to CPS Playstation/Afterschool Care

School Site Contact Information

Bill Wallace Early Childhood Center (405)222-6544

Grand Avenue Elementary (405)222-6524

(Please see individual sites for specific addendums to this manual.)

Program Mission

Our commitment is to provide fun, safe, enriching experiences in a respectful and nurturing environment. We promote lifelong learning in all children during out of school time.

Program Goals

- To provide children and youth the opportunities to succeed academically and socially.
- To provide a secure and inclusive environment.
- To provide opportunities for which all children learn to make choices that contribute to their environment and society.
- To support families by providing community resources.
- To encourage all children to try new experiences and become involved in the community.
- To enable all children to be with dedicated caregivers skilled in helping children to have fun, enjoy being with friends, and to build cooperative relationships.

Staff

Students are supervised by well-qualified adults who are committed to providing a warm, supportive environment. Staff are required to participate in professional inservice training and many are trained in CPR and First Aid. Staff will not exceed the staff to child ratio of Ages 4-5 1:15 and age 6+ 1:20.

Enrollment

Children in pre-kindergarten through sixth grade may register for the after school program. Children that will be attending PreK at Bill Wallace Early Childhood Center in the Fall may enroll in Summer Care. We do not discriminate on the basis of race, creed, sex and national origin. Each child is enrolled on a trial basis and will be evaluated individually for continuation of the program.

Registration forms are accepted on a first come, first serve basis. If a child can not be placed in a program due to full enrollment, the child will be placed on a waiting list.

Orientation

All children and parents will participate in a mandatory orientation prior to summer daycare and afterschool care.

Fees

ALL tuition and fees are due and payable ON or BEFORE the day(s) care is provided. Failure to pay fees on time will result in dismissal from the program. Parents whose children attend on a weekly basis are committed to making their scheduled payments. If child is absent for the week, the weekly payment must still be paid to hold the child's place in the program. There is no partial day tuition. If a student participates in any after school care or any care on a day off the rate remains the same. Refunds will not be given.

Rates

After school Care: \$10.00 a day per child

Summer Playstation: \$50 for part time rate 1 to 2 days a week and \$100 for full time rate 3 to 5 days a week. **Weekly payment will be charged even if the child is absent.**

Summer PlayStation Non-Refundable Registration Fee: \$25 due upon approval into the summer program.

Full Day Break/Holiday Care: \$20 a day per child. After enrolling for full day care, parents must notify personnel by the cancellation deadline or the daily fee will still be accrued on the child's account. If your child will not be in attendance, during breaks/holidays, please notify the personnel 24 hours prior to the absence.

Payment is due the first day of attendance for that week.

Bill Wallace ECC parents will receive receipts and invoices through the Procure App. Please keep a current email address on file and check weekly for balances.

Grand Elementary parents will receive receipts and invoices through Wave Financial. Please keep a current email address on file and check weekly for balances.

Late fees for unpaid tuition are \$5.00 per day per child up to \$25.00, at which time, your child/children will not be permitted to return until tuition and fees are paid and current.

Payment schedule

Summer PlayStation 2024			Date child will not be allowed to return until full payment is made.
Week of:	Due Date -5:30 pm	Date Late Fees accrue. \$5 per day up to \$25.	
May 20-24	May 20	May 21	May 28
May 27-31	May 27	May 28	June 4
June 3-7	June 3	June 4	June 11
June 10-14	June 10	June 11	June 18
June 17-21	June 17	June 18	June 25
June 24-28	June 24	June 25	July 2
July 1-5	July 1	July 2	July 9
July 8-12	July 8	July 9	July 16
July 15-19	July 15	July 16	July 23
July 22-26	July 22	July 23	July 30
July 29-Aug. 2	July 29	Jul 30, 2024	Aug. 6

Aug. 5-9	Aug. 5	Aug. 6	Balance and late fees must be paid in full before enrolling in the 2024-2025 After School Program
----------	--------	--------	---

Returned Check Policy

The returned check amount and all additional fees incurred as a result of NSF will be payable at Bill Wallace Early Childhood Center or Grand Elementary's office. Payment must be made in cash or money order. If payments are not received within 5 business days from notification, your child/children will be dismissed from After school care or Summer PlayStation.

Hours of Care

After School Care ends at 5:30 pm. Pick ups after 5:30pm (as accounted for by the school clock) will be charged a fee of \$1.00 per minute, payable upon pickup. Parents/guardians who are often late may be asked to remove their child/children from the program.

Summer Playstation hours are from 7:30 am to 5:30 pm. Pick ups after 5:30pm (as accounted for by the school clock) will be charged a fee of \$1.00 per minute, payable upon pickup. Parents/ guardians who are often late may be asked to remove their child/children from the program.

Illness or Emergency

After School/Summer Playstation adheres to the CPS policy for all illness guidelines: A child should not attend daycare with any of the following symptoms: fever (within 24 hours without medicine), vomiting, diarrhea, undiagnosed rash, inflamed or matted eyes or severe cold.

If a child becomes ill, the parent/guardian will be notified and must arrange pickup of their child within one hour. Persons listed for emergency contact/pickup will be contacted if a parent/guardian can not be reached. In the event of serious injury, parents will be notified so the child can be taken for medical help. If necessary, the child will be transported to the hospital via ambulance at the parent's expense. All medical expenses will be the parent's responsibility.

Children who receive minor injuries will be given first aid and parents will be notified of the occurrence. The school district will not provide any type of insurance for accidents or injuries that happen while the student is at After School Care/Summer Playstation.

Medication Policy: After School Care will not administer routine medication. All routine medication will need to be administered during school hours. Emergency medications (inhalers or epi pens) will be available. Make sure to indicate on enrollment forms any emergency medication your child may need at daycare. The school office is locked during school closures, thus arrangements for medication need to be made prior to child care during days off of school.

During Summer Playstation: Routine Medications administered according to CPS policies.

Special Needs

CPS Daycare accepts children with special needs (physical, emotional, or mental) as long as the program is able to provide adequately for the child's needs in the daycare setting. Please discuss your child's specific needs with the daycare providers.

Communication and announcements will be made through Class Dojo. Phone numbers for pick up may be provided as needed. Please contact the Daycare supervisor for any questions or concerns. Any changes to daycare availability due to weather will be communicated as quickly as possible.

Arrival and Dismissal Procedures

After School care students will be dismissed from their classes and sent to a classroom during afternoon dismissal.

For days off from school and/summer children will need to check in at the door before going to the appropriate classroom. Drop off starts at 7:30 AM

All students will need to be picked up by persons listed on the contact list. Photo identification should be available EVERY day for student pick up.

Bill Wallace ECC parents should check students in and out using the Procure App.

Grand Elementary parents should contact the staff on duty either by phone and be prepared to show photo identification.

Meals and Snacks

Snacks are provided once daily. Accommodations can be made for dietary restrictions listed on enrollment forms.

Meals During Summer PlayStation– meals will be provided Monday through Thursday during June 2024 only during scheduled meal times.

Breakfast is served from 8:00-8:30

Lunch is served from 11:00-11:30

Meals are not provided on Friday and need to be brought by the student. Refrigerators/microwaves are NOT available for student use.

Outdoor Play

Elementary school guidelines for weather conditions regarding outside play will be followed. Children need to be properly dressed for all seasons. Please have students wear appropriate footwear.

Discipline

Maintaining a safe and secure environment for the children and staff is the main objective. Having students that follow the daycare rules, are kind, helpful, and respond to adult direction is important to the safety of all children in attendance. If a child is suspended from a CPS classroom, he/she will not be allowed to attend daycare during the suspension.

1st time- Parent contacted

2nd time- Behavior contract signed and final warning given

3rd time– Removal from program

Dismissal of a Child

A parent/guardian will be required to remove their child from the daycare program if:

- The parent/guardian refuses to follow daycare policies as described in the parent manual.
- The parent/guardian are not current on tuition payments/fees.
- The child is unable to adapt to and follow the daycare rules for behavior.
- The child maliciously inflicts harm to any person.

Accidental Breakage

Daycare students (or their parents/guardians) will be financially responsible for any damage they may cause to public or private property.

Closings

Holidays

Daycare will be closed on most major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and the week of Christmas.

*For specific dates please see the current Open/Close Schedule.

Due to Weather or Emergencies

In the event of bad weather, hazardous road conditions or other emergencies, please watch local programming. If the school district is closed, daycare will be closed. Your child will be sent home using the Emergency Contact Information that was completed at registration. Full tuition is still due.

Personal Items

Any belongings your child brings to childcare, such as rest items (blanket/pillow) and jackets or lunch boxes should include their name. Toys from home are not permitted, trading cards are not permitted, personal electronics are not permitted. Daycare is not responsible for any lost, missing, or broken personal items.

INTERNET POLICY (Board Policy BJ)

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. District provides various opportunities for students to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students will not access such material. However, the District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students. District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall District be liable for the accuracy, nature, or quality of information stored on District's computer equipment or of information gathered through Internet access provided by District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' privilege of access and use. Acceptable

Uses: District's computers, equipment, and software are intended for administrative, educational, and research purposes only and shall be used only in accordance with Administrative Regulations. Acceptable uses of District's computers and the Internet are activities which support learning and teaching or which promote District's mission and goals. **Prohibited Uses:** According to Administrative Regulations, District's computers and available Internet access (including e-mail) provided by District shall not be used: • a. To violate an individual's right to privacy; • b. To access materials, information, or files of another person or organization without permission; c. To violate the copyright laws or software licensing agreements; • d. To spread computer viruses; • e. To deliberately attempt to vandalize, damage, disable, or disrupt District's property or the property of any other individual or organization; 34 • f. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others; • g. To distribute religious materials; • h. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law; • i. For any commercial purpose unless authorized by the Administration or Board; • j. To engage in any illegal activity; or • k. To engage in cyberbullying at school or in the workplace.

Consequences for Misuse:

The use of District's computers and the Internet access provided by District is a privilege, not a right. Any student who inappropriately uses District's computers or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions. **No Expectation of Privacy:** No student shall have any expectation of privacy in any computer usage, electronic mail being sent or received by District's computers or District Provided Internet access. District's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the District's computers or District-provided Internet access. In addition, discipline may be imposed for improper usage. Use of

Software: Students are prohibited from installing

Do we need to have them sign an agreement to pay for damaged chromebooks for summer?

Summer PlayStation Dates and Holiday Closings

Bill Wallace ECC Summer PlayStation will begin on May 20, 2024 and end August 7, 2024

- May 27th Memorial Day-closed
- June 19th Juneteenth-closed
- July 4th and 5th for Independence Day-closed

BWECC/Grand School Break Days(tentative) Daycare Openings/Closings for 2024-2025

- August 15th-First Day of After School Care
- September 2nd-Labor Day-closed
- September 20th-Parent Teacher Conferences-Open
- September 23rd-Professional Development for Teachers-Closed
- October 17th and 18th -Fall Break-Open
- November 25th and 26th-Thanksgiving Break-Open
- November 27th-29th Thanksgiving Break-Closed
- December 23rd-Christmas Break-Open
- December 24th-27th-Christmas Break-Closed
- December 30th-31st-Christmas Break-Open
- January 1st New Years Day-Closed
- January 2nd -3rd Open
- January 6th-Professional Development for teachers-Closed
- January 20th-Martin Luther King Jr. Holiday-Closed
- February 14th-Parent Teacher Conferences-Open
- March 17th, 18th, 19th -Spring Break-Open
- March 20th and 21st-Spring Break-Closed
- April 4th School Holiday Open
- April 11th School Holiday Open
- April 18th Good Friday Closed
- April 25th School Holiday Open
- May 2nd School Holiday Open
- May 9th School Holiday Open
- May 16th School Holiday Open
- May 22nd-Last day of school After School Care will be Open

Parents will be notified of a deadline to enroll, as well as, a deadline to cancel your enrollment for the full day school break days. Parents that do not cancel their enrollment by the deadline, 24hrs, will still be charged for the day. All dates are subject to sufficient enrollment.

Date

Dear parents, We are excited to inform you that your child has been accepted into the 2024 Summer PlayStation Program at Bill Wallace Early Childhood Center. You will receive a BWECC SPS handbook and parent contract in the next few days. Please return your \$25, per child, non-refundable fee along with your signed contract to Mrs. Josey by Friday April 26, 2024. If items are not received by April 26th, your child's application may be moved to the bottom of the list.

Any unpaid balance for the after school program must be paid in full, on the last day of school, May 16th, to attend Summer PlayStation.

If you decide not to attend Summer PlayStation, you must notify Mrs. Josey by Friday, May 3, 2023.

We are looking forward to a fun filled summer of learning and playing.

Sincerely,

Mrs. Josey

Grand Elementary Summer Daycare Acceptance Letter

Date

Dear parents, We are excited to inform you that your child has been accepted into the 2024 Summer PlayStation Program at Grand Avenue Elementary. You will receive a Grand SPS handbook and parent contract in the next few days. Please return your \$25, per child, non-refundable fee along with your signed contract to Mrs. Youngblood by Friday April 26, 2024. If items are not received by April 26th, your child's application may be moved to the bottom of the list.

Any unpaid balance for the after school program must be paid in full, by Thursday May 16, 2024, to attend Summer PlayStation.

If you decide not to attend Summer Daycare, you must notify Mrs. Youngblood by Friday May 3, 2024.

We are looking forward to a fun filled summer of learning and playing.

Sincerely,

Mrs. Youngblood

Bill Wallace Early Childhood Center Summer PlayStation Wait List

Date

Dear parent/guardian, thank you for your interest in our Summer PlayStation Program. Unfortunately, our program is at full capacity. Your child will remain on the waitlist. However if a spot becomes available, it will be filled from the top of the waitlist first.

If you have any questions, please feel free to contact us at mjosey@chickasha.k12.ok.us.

Best Regards,

Melissa Josey
Director
BWECC Daycare

Grand Elementary Summer Daycare Wait List

Date

Dear parent/guardian, thank you for your interest in our Summer PlayStation Program. Unfortunately, our program is at full capacity. Your child will remain on the waitlist. However if a spot becomes available, it will be filled from the top of the waitlist first.

If you have any questions, please feel free to contact us at lyoungblood@chickasha.k12.ok.us.

Best Regards,

Lisa Youngblood
Director
Grand Daycare

Chickasha Public School



Summer Playstation Parent Contract

I _____, agree to pay the following rate each week, regardless if my child is absent during the week. This will ensure my current enrollment status in the program.

- ☐ Full Time Rate, 3-5 days per week, \$100 weekly
- ☐ Part Time Rate, 1-2 days per week, \$50 weekly

I agree to keep my account in a current status and understand that payments are required weekly or pay in advance for more than one week. I understand that the person enrolling the child is financially responsible for the account. Summer PlayStasion is not responsible for collecting the balance from a non-custodial parent.

I have received the Summer PlayStasion/ After School Care student and parent handbook. I agree to all policies and procedures and understand that violation of these will result in being dismissed from the program.

Child's Name: _____

Parent's Name: _____

Parent Signature: _____

Date: _____

I understand that I will be charged this amount weekly, even if my child is absent. Signature _____

I also understand that upon approval into the program, I will be Charged a \$25 non-refundable registration fee. Signature _____

Chickasha Public School



Summer Playstation Employee/Parent Contract

I _____, agree to pay the following rate each week, regardless if my child is absent during the week. This will ensure my current enrollment status in the program.

- ☐ Full Time Rate, 3-5 days per week, \$85 weekly
- ☐ Part Time Rate, 1-2 days per week, \$40 weekly

I agree to keep my account in a current status and understand that payments are required weekly or pay in advance for more than one week. I understand that the person enrolling the child is financially responsible for the account. Summer PlayStation is not responsible for collecting the balance from a non-custodial parent.

I have received the Summer PlayStation/ After School Care student and parent handbook. I agree to all policies and procedures and understand that violation of these will result in being dismissed from the program.

Child's Name: _____

Parent's Name: _____

Parent Signature: _____

I understand that I will be charged this amount weekly, even if my child is absent. Signature _____

I also understand that upon approval into the program, I will be Charged a \$25 non-refundable registration fee.

Signature _____ Date: _____

Employee rate:

After School Care-\$6 a day per child.

Full Day Break Days-\$18 a day per child.

Summer PlayStation- Part time rate, 1-2 days, \$40 per child or Full time rate, 3-5 days, \$85 per child

Chickasha Public School



After School Care Parent Contract

I _____, agree to pay the following rate each week, regardless if my child is absent during the week. This will ensure my current enrollment status in the program.

☐ \$10 per day, per child

I agree to keep my account in a current status and understand that payments are required weekly or pay in advance for more than one week. I understand that the person enrolling the child is financially responsible for the account. After School Care is not responsible for collecting the balance from a non-custodial parent.

I have received the Summer PlayStation/ After School Care student and parent handbook. I agree to all policies and procedures and understand that violation of these will result in being dismissed from the program.

Child's Name: _____

Parent's Name: _____

Parent Signature: _____

Date: _____

Chickasha Public School



After School Care Employee/Parent Contract

I _____, agree to pay the following rate each week, regardless if my child is absent during the week. This will ensure my current enrollment status in the program.

☐ \$8 per day, per child

I agree to keep my account in a current status and understand that payments are required weekly or pay in advance for more than one week. I understand that the person enrolling the child is financially responsible for the account. After School Care is not responsible for collecting the balance from a non-custodial parent.

I have received the Summer PlayStation/ After School Care student and parent handbook. I agree to all policies and procedures and understand that violation of these will result in being dismissed from the program.

Child's Name: _____

Parent's Name: _____

Parent Signature: _____

Date: _____

BWECC/Grand Daycare Behavior Report for:

Date:	Behavior:	Outcome: 1st offense
Time:		
Location:		
Date:	Behavior:	Outcome: 2nd offense
Time:		
Location:		
Date:	Behavior:	Outcome: 3rd offense
Time:		

Location:		
------------------	--	--