

# LONEDELL R-14 SCHOOL DISTRICT



## BEFORE & AFTER CARE HANDBOOK

**#r14family**

Success; Nothing Less!!

# **Lonedell R-14 School District Board of Education & Administration**

## **Board of Education**

Mr. Brad Rucker

Mr. Daniel Short

Mr. James Heideman

Mrs. Jamie Dunn

Mr. Judd Bailey

Mrs. Katie Komo

Mrs. Rachelle Meek

## **Administrative Staff**

Mrs. Jenny Ulrich, Superintendent

Dr. Wayne Dierker, Principal

Before & After Care Staff

Sharon Knickmeyer – Director

Deb York

Patricia Houston



## **Welcome!**

The Lonedell R-14 School District provides a before and after school program for students in kindergarten through sixth grade.

Our program offers a safe, structured environment for students to learn and grow socially. We take pride in working with and supporting the learning community by offering a variety of activities.

The structured after school program at Lonedell R-14 provides a healthy snack followed by physical fitness activity outside (weather permitting) or in the gym. The students will then have a quiet time for homework completion/reading. Students will have access to library and technological resources. After students have completed homework assignments they will have an opportunity to participate in educational board games, along with a weekly planned lesson with integrated craft activity.

We strive to improve our program each year. We value regular communication between the students, parents, and staff. If at any time you have a question, concern or an idea for future enhancement of the program, please contact the program director.

Thank you for participating in the Lonedell R-14 Before and After School Program!

## **Mission**

Provide a safe and nurturing before and after care environment.

## **Vision**

Provide an affordable, self-sustaining program that offers a nurturing, educational environment for students.

## **Values**

A staff that continues to grow professionally to enrich the program and lives of our students. Quality care that is nurturing and encourages social growth.

## **Goals**

- Safe, structured, and caring environment for students
- Affordable, quality care for all students
- Support for families of the community

## **Hours of Operation**

The Lonedell R-14 Before and After Care Program has two sessions:

- before school sessions begin at 6:00 AM until 7:25 AM
- after-school sessions begin at the end of the school day until 6:00 PM

Before and After Care is also offered during our Summer School Session.

**Students will not be accepted before 6:00 AM and must be signed out by 6:00 PM. Continued abuse of these time limits will be cause for dismissal from the program.**

**Students signed out after 6:00 PM will be charged a late pick up fee of \$ 5.00 per student for every 15 minutes parents are late picking up their child/children.**

## **Requirements**

Students must meet the appropriate age requirements, the summer before starting kindergarten through the summer after completing fifth grade. All accounts must be current to register your student(s) for the program. Students must be completely self-sufficient in accomplishing self-care needs unless otherwise indicated by a specific documented medical/developmental reason or doctor ordered.

## **Registration**

### ***Registration must be done in person for new participants.***

Registration will be taken on a first-come, first-serve basis. All forms and fees must be completed before the application process is completed.

Procedure for registration are as follows:

- Read, sign & return the Lonedell R-14 Before and After Care Handbook Parent Acknowledgment.
- Complete the registration form (one per student).  
Give coordinator a schedule of days for student attendance & notify coordinator of any changes in student's enrollment or attendance at least two weeks prior to any change.
- Complete a medical emergency form/plan at registration.
- Non-refundable enrollment fee of \$20.00 per student (not to exceed \$60.00 per family).
- Non-refundable Summer School enrollment fee of \$10.00 per student due upon enrollment in the Summer School Before and After Care Program session.
- Current immunization on file at school.
- **All fees are non-refundable.**
- **Fees are subject to change yearly.**

## **Before and After School Rate Schedule**

Monday-Friday

Days per Week	Weekly Rate After School 3:00-6:00 pm	Weekly Rate Before School 6:00 am -7:25 am
5	\$37.50	\$17.50
4	\$33.00	\$14.00
3	\$27.00	\$10.50
2	\$19.50	\$7.00
1	\$10.50	\$3.50

**Siblings will receive a 50% discount on the second child.**

**\*Rates subject to change**

## **Tuition**

1. **This program relies on commitment of weekly attendance. When signing up your child/children please keep in mind that you will be responsible to pay for these days whether your student(s) are in attendance or not. The exception is when school is not in session.**
2. Payment must be made on Mondays prior to services. There will be NO CHARGING.
3. Fee for A.M. program is \$3.50 per day for the 1<sup>st</sup> child and \$1.75 per day for each child thereafter.
4. Fee for P.M. program is a sliding scale depending on the number of days you use the program. Families will receive a 50% discount on the second child enrolled.
5. Late payments (after 2 weeks) may result in your child being dismissed from the program.
6. Tuition will **NOT** be charged for days when school is not in session.

## **Additional Program Fees**

- Late pick up fee-\$5.00 per 15 minutes beginning at 6:05 p.m. This charge must be paid by the end of the week. Failure to do so shall result in the child/children not being allowed to return.

## **Receipts/Account Statements**

- Weekly receipts and will be sent home with your student.
- Statements are available in January for tax purposes and will be available upon request.

## **Family Services/ State Assistance**

Lonedell R-14 is now a registered child care provider. What this means is that qualified families may now receive state assistance for child care through the Department of Social Services. Please contact your local agency to see if you qualify. You must call the Family Support division at 1-855-373-4636. You may also apply in person at the Family Support Division, 1108 Washington Square shopping center, Washington, MO.

You must provide us with your parent or designee DCN number and your child/children's individual DCN number. It is then your responsibility to check with your local agency to see if we are approved for your child. The Missouri Department of Social Services will then send us a letter notifying us that we are approved to receive reimbursement for your child/children's care cost. At that time we are then able to start providing care for your child/children at your approved cost.

If you have any further questions please contact the director at the elementary office.

## **Drop Off**

- Students must be escorted into the gym and signed in by a parent each day. Students may not arrive prior to 6:00 a.m.

## **Pick up**

- Child/Children should be picked up by 6:00 p.m. (**Failure to do so will result in a charge of \$5.00 per 15 minutes beginning at 6:05 p.m.** This charge must be paid by the end of the week. Failure to do so shall result in the child/children not being allowed to return).
- Parents **MUST** sign their students out each day.
- No child will be allowed to leave with someone other than a parent unless special arrangements have been made with the office.
- Any person may be asked to present I.D. before a child will be released from After Care.
- **For safety of all students and staff, please do not enter when others are leaving or allow others in when you are leaving.**

## **Snacks/Breakfast**

Snacks are provided for children enrolled in the after-school program daily at no additional charge to families.

Breakfast is provided through the school cafeteria. Parents are responsible for the cost of breakfast. It will be paid to their classroom teacher with their child's regular lunch money bill.

Free and Reduced forms are available in the Elementary Office.

## **Dress**

Please make sure your child is dressed appropriately. The students will participate in outdoor activities whenever weather permits. Athletic shoes are recommended to allow for freedom of movement.

## **Early Dismissal**

After Care will **NOT** be available on early dismissal days.

## **Inclement Weather and School Closings**

The program **WILL NOT** be offered on snow days or when school is dismissed early due to inclement weather. Please make alternate arrangements for your child's care on these days. You will be contacted by School Reach in the event that school is closed. This information is also listed on our local TV Stations.

## **Behavior Expectations**

Students attending the Lonedell R-14 Before and After-School Program will be held to the same behavior expectations as those used in the regular school day setting. Students experiencing issues with behavior will be disciplined according to the Before

and After- School program code of conduct that they, along with parents, will be required to sign. Students who continually disrupt may be removed from the program. The care providers are in charge of the program. Concerns regarding decisions made by care providers should be directed to the Program Director.

## **Illness**

Lonedell R-14 Before and After-Care Program uses the same guidelines/policies regarding illness as stated in the School Student Handbook. Students who have been absent from school because of illness and elevated temperature should be kept home until they have been fever free for 24 hours without the use of fever reducing medication. If a child becomes ill after arrival, the parents will be notified and expected to pick up the child as soon as possible. **Parents are responsible for tuition on days missed due to illness.**

## **Injuries**

The Lonedell Before and After School staff will treat minor injuries, such as scratches, scraps, insect bites, etc. if necessary. Any serious injury will be reported to the parents immediately so that appropriate action may be taken. If a major injury occurs, the staff will immediately call for professional help (911). If immediate transportation to the hospital is necessary, a staff member will accompany your child to the hospital with the child's medical emergency information. Parents will be notified to which hospital the child is being transported.

## **Medications**

If your child is allergic/ or has special medical needs Before and After Care must be informed by parent.

Lonedell R-14 Before and After-Care Program uses the same guidelines/policies regarding medication as stated in the School Student Handbook. Children are not to keep medication in book bags, lunch boxes or on their person unless instructed by a doctor.

## **Family Visits**

Parents are encouraged to visit the program at any time. Visitors must complete the districts requirements for background checks prior to visits.

## **Photos**

Photos are sometimes taken at Before and After Care. If you do not wish your child included in the photos, inform the director in writing.

## **Toys/Valuable Items**



Toys, IPODS, Phones, electronic devices, etc. are not to be brought from home unless special arrangements have been made with the director.

## **Employee's Children**

There will be no charges for employees of Lonedell R-14 for their children provided that the employee is engaged in a **required** school activity. Such as:

- Employee must be attending a required meeting for school.
- Employee must be involved in a school function.

*Employees using the service will be charged the same rate as other parents when not engaged in professional, required activities.*

## **Before and After Care Structure of Administrative Lines**

**Staff:** Daily student care will be administered by the assigned staff. Staff will also plan weekly lesson with activity/craft integrated.

**Director:** Communication with families handled by the director unless, it pertains to an issue with a child that the staff member needs to discuss immediately.

Discipline issues not resolved by the staff member with classroom management are then presented to program director for guidance and possible parent contact.

The questions about Before and After Care Program are handled by director who will seek out any answers needed.

Finance management pertaining to tuition is handled by director.

The director shall be the liaison between parent and staff member, the principal and the superintendent.

**Principal:** The principal shall oversee the program and work with the director to make sure the program is operating to meet the needs of all families.

**Superintendent:** The superintendent will oversee any issues not resolved by the principal and program director.

# Lonedell Before and After-School Program

## Student Code of Contact

Code of Conduct:

1. I will follow all regular school day rules.
2. I will follow all directions and cooperate with my program leader.
3. I will stay in my assigned area under staff supervision.
4. I will not hurt another person with physical actions or words.

If the code is not followed:

1<sup>st</sup> offense: Verbal warning, discuss behavior with student

2<sup>nd</sup> offense: Notify parent and schedule conference

3<sup>rd</sup> offense: Request immediate parent pick up

Continuous misbehavior and disruptions may result in ineligibility to participate in the Before and After School Program.

---

Student Name:

---

Student:

I have read and understand the Code of Conduct for the Before and After School Program. I have discussed it and will follow all expectations and rules.

---

Student Signature

Date

Parent:

I have read and understand the Code of Conduct for the Before and After School Program. I have discussed it with my child and feel that they understand all expectations. I have reviewed the handbook.

---

Parent Signature

Date

# Lonedell Before and After-School Program

2020/2021 Enrollment Form

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

*(A separate enrollment form should be filled out for each sibling attending, however, please list them here as well for quick reference by our program director. Thank you!)*

**Siblings Attending** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Siblings Attending** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Siblings Attending** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Father's Name** \_\_\_\_\_

**Cell#:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Mother's Employment:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Father's Employment:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

## Emergency contact Information

Name	Relationship	Phone Numbers-Home & Cell

**Food Allergies:** \_\_\_\_\_

**Medical Conditions:** \_\_\_\_\_

**Please check the days your child(ren) will be in attendance for before care:**

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

Do you want your child to eat breakfast at school? \_\_\_ Yes \_\_\_ No

*(There is a charge for breakfast. Please send this to their regular classroom teacher with their lunch money.)*

**Please check the days your child(ren) will be in attendance for after care:**

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday